

**The Westway
Minutes of a Trustee Meeting
held on Thursday 21st May at 4pm by Zoom**

Present:

Jeremy Webster	JW – Trustee, Chair
Chris Botten	CB – Trustee
John Orrick	JO – Trustee
Lynne Martin	LM - Advisor – Tandridge Voluntary Action

In attendance:

Claire Richards	CR – Westway Centre Manager
Helen Broughton	HB – Clerk

Agenda Item	Minute	Actions & by whom
1.	<p>Welcome and apologies Apologies were received from Richard Wright and Lesley Dodd</p>	
2.	<p>Declarations of interest There were no declarations of interest</p>	
3.	<p>Operations</p> <ul style="list-style-type: none"> • Surrey choices are no longer available to do shopping and more volunteers were therefore being used. • Anonymous donation of £700 had been received. • Approximately 300 clients and 100 volunteers. • Caretaker was returning to work tomorrow. <p>Developing issues</p> <p>The vulnerable list was being checked and data entry finished. Those not seen would be re-visited. Some on the list had social care needs but were being signposted to other services.</p> <p>Longer term mental health was a developing issue and befriending would therefore become increasingly important. CR would meet with the TVA Befriending Co-ordinator and had requested hard copy leaflets.</p>	

	<p>Ipads 6 ipads were now available for use from the Westway Centre. These had been tested and security was being looked at. A gazebo had been set up in the car park for use by clients and to enable support.</p> <p>Welfare Fund The fund was starting with a budget of £1k and would be advertised in print media as well as through other sources.</p>	
5.	<p>AOB</p> <p>Charitable separation from TDC was being planned for 1st July however the accounts still had to be separated and produced in a new format and it was unlikely the grant would be received until the lease was signed.</p> <p>Trustee matters LD was checking the volunteer list for suitable trustees. Trustee training was suggested for 9th July to replace the next scheduled Board meeting. LD would ask for an outline training program and confirm the date with the trainer.</p> <p>ESDAR JO would follow up on his email to CFS and arrange for ESDAR to invoice the Westway.</p> <p>IT was agreed to continue with weekly meetings.</p>	

The meeting closed at 5pm

The next Trustee meeting **will** be held on **29th May at 4 pm**

Signed:

Designation..... **Date:**