

The Westway
Minutes of a Trustee Meeting
held on Thursday 28th May at 4pm by Zoom

Present:

Jeremy Webster	JW – Trustee, Chair
Chris Botten	CB – Trustee
John Orrick	JO – Trustee
Lesley Dodd	LD - Trustee
Richard Wright	RW – Advisor - Clinical Director NTPC

In attendance:

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

Agenda Item	Minute	Actions & by whom
1.	<p>Welcome and apologies</p> <p>Apologies for absence were received from Lynne Martin and Chris Botten.</p>	
2.	<p>Declarations of interest</p> <p>JO declared an interest in ESDAR</p>	
3.	<p>Operational update</p> <p>CR reported on the following:</p> <ul style="list-style-type: none"> • New volunteers are being recruited and trained. • Due to the new check and trace app the method of registering clients and staffing was being altered. • GDPR compliance being developed. • More unusual requests such as gardening, haircuts, chiropody were being taken. • Redistributing food boxes has been positive for volunteers and enabled supplies to be given to clients. • There was a need to have safe activities from the Westway Centre as soon as it was possible, and CR was bidding for funding. Signposting competence is a priority. 	

4.	<p>Welfare Fund</p> <ul style="list-style-type: none"> • The aim of the support fund was outlined: this is to give grants of up to £200 • 2 applications had been received via telephone buddies for equipment. The fund would go live next week. • There would be 2 phases for promotion of the fund (a) to inform other organisations and (b) print advertising. • £1,900 was available through donations and from fundraising events. 	
5.	<p>Trustee Matters</p> <p>TDC was looking at TUPE for transfer on 1st July. Trustees felt that, as the lease was not yet ready, this was too early and should be delayed until September.</p> <p><i>Agreed: that the Chair of Trustees contact TDC to request that they provide more info on the lease prior to TUPE with view to transfer on 1st September.</i></p>	JW
5.	<p>ESDAR</p> <p>Invoice to be sent to the Westway. Will submit monthly invoices.</p>	
6.	<p>Other business</p> <p>RW gave an update on the local Covid-19 situation. There had been a significant drop in new cases and bed occupancy in hospital. Referrals to GPs was increasing with non Covid related illnesses. General wellbeing and mental health issues were likely to increase.</p> <p>Libraries were due to open 6th July.</p> <p>It was agreed to look at new trustees following the Trustee training on 9th July. This might replace the July Board Meeting, due on 2nd July. Dates will be clarified once LM has had further conversations.</p> <p>Trustee meetings would continue on a weekly basis for the time being.</p>	

The meeting closed at 4.40pm

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

Draft 28.05.2020