

**Minutes of the  
Board of Trustees meeting held on  
Thursday 11<sup>th</sup> June at 4pm  
By Zoom**

**Present:**

Jeremy Webster	JW – Chair
Chris Botten	CB – Trustee
John Orrick	JO - Trustee
Dr Richard Wright	RW - Advisor - Clinical Director NTPC
Lynne Martin	LM – Advisor – Tandridge Voluntary Action

**In attendance:**

Claire Richards	CR - Manager
Lidia Harrison	LH - Head of Legal Services and Monitoring Officer at TDC
Helen Broughton	HB - Clerk

**Apologies:** Lesley Dodd and Lynne Martin.

**Abbreviations** - Tandridge District Council - TDC, Service Level Agreement - SLA  
East Surrey Rural Transport Partnership – ESRTTP, East Surrey Dial a Ride – ESDAR,  
TVA – Tandridge Voluntary Action, NTPC- North Tandridge Primary Care, Men in Sheds -  
MIS, Helen Hinchliffe - (HH), Charity Commission – CC, Community Interest Company – CIC

<b>Agenda Item</b>	<b>Minute</b>	<b>Actions &amp; by whom</b>
1	JW welcomed everyone to the meeting. Lesley Dodd and Lynne Martin had sent apologies for absence.	
2.	<b>Declaration of interests</b> JO declared an interest in ESDAR, the nature of his interest being that he was Chair of ESDAR	
4.	<b>Approval of previous minutes</b> Minutes of the May meeting were approved.	

5.	<p><b>Operational update</b> See item 8 - Centre Managers update.</p>	
6.	<p><b>Lease update</b> A licence to occupy will be circulated by LH by early next week and it was agreed that this could be approved and signed by JW and CB, LH requested the full name registered with the charity commission and the charity commission number – JW would provide the information. The process to begin the transfer would start on 24<sup>th</sup> June. An agreement for the grant (£100k starting in October) and running costs (one off for year 1) would also be required. Payroll arrangement will need to be set up.</p> <p>It was noted that the Housing Committee agenda mentions that a new lease has been agreed with Surrey Choices. JW to raise with LH. CR to brief CB on concerns so that CB could raise these with the Chief Executive.</p>	<p>JW to provide info on charity no and name.</p> <p>LH to circulate licence.</p> <p>CB and JW to sign licence</p> <p>JW to raise with LH. CR to brief CB.</p>
7.	<p><b>Financial update</b> Cllr Webster suggested that the financial position for the Westway Centre may be needed for the Tandridge Council meeting.</p>	
8.	<p><b>Centre Manager's update</b> CR gave an update. There were fewer new referrals and CR was looking at the following:</p> <ul style="list-style-type: none"> <li>• Monitoring phones off site on Saturdays</li> <li>• Closing at 2pm in 2 weeks' time</li> <li>• Making alternative arrangements for clients, for example registering with chemists for prescriptions.</li> <li>• From 6<sup>th</sup> July the database would be taken off-line, as expensive</li> <li>• Starting to plan an outreach service</li> <li>• September 7<sup>th</sup> - volunteer BBQ</li> <li>• Outside activities such as keep fit in the garden</li> <li>• Week commencing 6<sup>th</sup> July - men in sheds to resume</li> <li>• Week commencing 13<sup>th</sup> July - social activities in garden</li> <li>• Dial a ride for trips out</li> <li>• Youth drop in to be considered.</li> <li>• Weight Watchers hoping to resume in 2 weeks</li> </ul> <p>CR has spoken to St Catherine's Hospice who are looking at some face to face work but are still conscious that they work with very vulnerable so it maybe September/October before they</p>	

	<p>resume.</p> <p>CR was concerned that they would be unable to work with clients who had higher support needs, and therefore needed most support, due to social distancing. Alternatives were being considered such as buying in care workers.</p> <p>CB suggested approaching local primary schools on using PP money to feed children in the summer and possibly open up the Westway Centre kitchen in the summer.</p>	
9.	<p><b>Trustees</b></p> <p>JW said that 3 potential trustees had been identified and that a trustee recruitment session was needed before the 7<sup>th</sup> July training. LM to be asked to interview with JW, JO and/or CB by Zoom. It was agreed that initially the number of trustees be 7. A job specification and skills and competencies were required and LM and JW prepare these documents. Strategic framework may take a leading role in running library and Dormers. A meeting would be arranged with CR to look at scenarios.</p>	<p>LM and JW to prepare recruitment documents</p> <p>Meeting with CR re scenarios</p>

**The meeting closed at 5pm**

The next Board meeting will be held on: **July 2nd 2020 at 4p.m.**

**Future meeting dates 2020 - all meetings on Thursdays at a time to be agreed.**

**July 2nd**

**October 8th**

**August 6<sup>th</sup>**

**November 12th**

**September 10th**

**December 10th**