

**The Westway  
Minutes of a Trustee Meeting  
held on Thursday 27<sup>th</sup> July at 4pm by Zoom**

**Present:**

Jeremy Webster	JW – Trustee, Chair
Chris Botten	CB – Trustee
John Orrick	JO – Trustee
Lesley Dodd	LD - Trustee
Lynn Martin	LM - Advisor – Tandridge Voluntary Action (part meeting)
Richard Wright	RW – Advisor - Clinical Director NTPC

**In attendance:**

Claire Richards	CR – Westway Centre Manager
Helen Broughton	HB – Clerk
Lisa Sturges	LS - Bookkeeper

**PART 1**

<b>Agenda Item</b>	<b>Minute</b>	<b>Actions &amp; by whom</b>
1.	<b>Welcome and apologies</b> There were no apologies for absence.	
2.	<b>Declarations of interest</b> JO declared an interest in ESDAR	
3.	<b>Centre manager update</b> CR reported that the re-opening of the Centre was going well with a range of activities and on average around 10 people using services a day, plus clients for the hairdresser and podiatrist. A Covid secure risk assessment has been carried out.  Two volunteers are now running the 4 parish response and shopping is still be carried out, mainly due to lack of confidence by clients in doing this themselves. Other options, including online shopping, are now being	

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	considered.	
5.	<p><b>Output from Survey</b></p> <p>JW reported that there had been approximately 500 people responding to a survey of Westway members, befrienders, carers and new service users. The following had been identified:</p> <ul style="list-style-type: none"> <li>• Majority said that their finances had not been affected</li> <li>• Those physically fit before the pandemic remained fit although 25% have experienced a medium to high impact on their physical health</li> <li>• People had been able to access services without any issues</li> <li>• 80% experienced a significant decline in levels of social contact</li> <li>• 30% had had little or no contact with anyone since the lockdown restrictions</li> <li>• 75% said their mental health had worsened</li> <li>• 40% have safety concerns related to going out</li> <li>• 25% reported a big impact on relationships with family and friends</li> <li>• 40% do not use technology.</li> </ul> <p>It was hoped to finalise a report by early next week which JW would present to the Health and Wellbeing Board and other organisations, to be identified. He stressed that he would want an action plan to be agreed by partners.</p> <p>RW requested a copy of the report when available and JW would ensure he received a copy.</p>	<p>JW to finalise report.</p> <p>JW to give copy of report to RW</p>
6.	<p><b>Financial Procedures</b></p> <p>LS has been amalgamating payments and receipts and has also looked at where expenses and income are attributed. PAYE is being set up for the new trading company. By the end of July it is expected that the first 6 months accounts will be ready.</p>	
7.	<p><b>Other business</b></p> <p>Feedback from the training day was positive.</p> <p>RW said that from the NHS perspective a positive outcome would be for the Westway to focus on North Tandridge. It was agreed that RW would formally write to request this.</p>	<p>RW to write and request that the Westway focus on North Tandridge</p>

	<p>Additional objectives arising from the training day would be included on the agenda for the next meeting.</p> <p>RW gave an update on the local and national picture. There were a very small number of new Covid cases. Predictions were that there would be a surge in requirements for primary care and that by the end of the year these would be higher than ever before.</p> <p>GPs were waiting for final direction from NHS England regarding flu vaccinations but they were likely to be offered to the over 50s this year with drive in flu clinics.</p> <p>A Community Transport Meeting had been held with partners, including ESDAR, Oxted Link and SCC, around community safety issues. A further meeting would take place in September. JO said that the clear message arising from this meeting was that confidence in using community transport was very low.</p>	
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