

**The Westway
Minutes of a Trustee Meeting
held on Thursday 2nd July at 4pm by Zoom**

Present:

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

In attendance:

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| Claire Richards | CR – Westway Centre Manager |
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Apologies:

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| Chris Botten | |
| Lynne Martin | LM - Advisor – Tandridge Voluntary Action |

PART 1

| Agenda Item | Minute | Actions & by whom |
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| 1. | Welcome and apologies Chris Botten Lynne Martin | |
| 2. | Declarations of interest JO declared an interest in ESDAR | |
| 3. | Minutes of the previous meeting were approved | |
| 3. | Operational update CR reported on the following: <ul style="list-style-type: none"> • Centre now being reconfigured from Four Parishes Hub set up, to allow preparations for returning lets and other activities • Shopping will pose a problem as more shoppers return to work • Discussions ongoing with TVA re future volunteer needs • Podiatry will resume shortly • Small groups planned • Men in Sheds being spoken to | |

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| | <ul style="list-style-type: none"> • Paracise exercise classes already taking place in the garden area outside • CR said she will take a cautious approach to the reintroduction of services. Risk Assessments bought into by all users will be essential but noted that care needed to be taken to avoid discriminating against those with protected characteristics • Welfare fund active and payments have been • Website has been redesigned and is now easier to navigate | |
| 4. | <p>License to Occupy update and TUPE</p> <ul style="list-style-type: none"> • TDC now have our suggestions for improvements to the wording and these are now with AB • Clarification is being sought on the liability of the Charity regarding repairs • Signing the Licence to Occupy will trigger transfer of the TDC grant which will then allow staff to transfer to the Charity | |
| 5. | <p>Finance</p> <ul style="list-style-type: none"> • Lisa Sturges is completing the financial outturn for October 2019 to March 2020. This has required a lot of detailed work. • Lisa is ensuring that, once her preparatory work is complete, it will be possible to allocate costs very accurately • JW reported further success in obtaining Grants and, since the beginning of the Covid crisis, the Centre has to date raised £27,300. • A further bid is now in with the SCF and if successful, will help fund recovery projects for the Centre. | |
| 6. | <p>Trustee Matters</p> <p>Confirmed that current trustees, manager and selected volunteers will take part in a facilitated afternoon on Thursday 9th July from 2pm to 5pm. JW has circulated invitations.</p> | |
| 7. | <p>ESDAR</p> <p>JO reported that a meeting of ESDAR was being held tomorrow and it was hoped that the committee would agree to a closer working relationship with the Westway.</p> | |
| 8. | <p>Other business</p> | |

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| | <ul style="list-style-type: none"> • RW reported on the progress of the Covid crisis and the recovery • The virulence of the virus is reducing but that caution was still required • He noted that Dormers has now been mothballed until the end of September, leaving one “hot” hub in the south of the District • He outline the current efforts to establish more effective tracing systems • JO noted that he had passed the first anniversary of his stem cell treatment and the meeting offered continuing best wishes to him | |
| 9. | <p>Next Meetings</p> <ul style="list-style-type: none"> • Workshop for Trustees and Volunteers 9th July 2-5pm • Next Trustees Meeting 16th July 4pm by Zoom. | |