

**The Westway**  
**Minutes of a Trustee Meeting**  
**held on Thursday 6<sup>th</sup> August at 4pm by Zoom**

**Present:**

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

**In attendance:**

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

**PART 1**

	<b>Minute</b>	<b>Actions</b>
1.	<b>Welcome and apologies</b> Apologies were received from Chris Botten and Lesley Dodd	
2.	<b>Declarations of interest</b> JO declared an interest in ESDAR	
3.	<b>Minutes of the previous meeting</b> Minutes of the previous meeting were approved.	
3.	<b>4 Parish Response and Westway update</b> CR reported the following: <ul style="list-style-type: none"> <li>• Shopping is now taking place twice weekly</li> <li>• Data clean-up continues</li> <li>• Sessions at the Westway are generally now full</li> <li>• Breakfast Club initiative with the Salvation Army has started this week and it slowly growing in numbers</li> <li>• IT Club now has 4 regular attendees</li> <li>• 8 welfare grants have been awarded averaging approximately £100.</li> </ul>	

	<p><b>Next steps</b></p> <p>Arrangements for running the <b>Lunch Club</b> are being considered as members have expressed that they would like a food offering to be available. As only 10 people can be seated at a time, to allow for social distancing, combining a lunch club with an activity or a guest speaker is being explored.</p> <p>CR had visited Lingfield to see how their <b>Meals on Wheels</b> works and Meals on Wheels from the Westway Centre will be ready to roll out in a few weeks.</p> <p>Meals on Wheels was likely to make loss of £1.50 per meal. It was hoped that Social Services might subsidise the service, however there could still be a loss of around £50 a week.</p> <p>RW said that he would take this to the Primary Care Network Board to enquire if they would cover some of the costs of the Meals on Wheels service.</p> <p>LD reminded the Trustees that TVA were given a grant of £4,800 for Sunday Lunches. She would ask Community Foundation Surrey if these funds could be used for Meals on Wheels.</p> <p><b>Finances</b></p> <p>CR requested approval for the following expenditure:  New computer equipment - £2,800 to £3,000  Expansion of the telephone system – up to £500  Meals on wheels set up costs - £850 to £900</p> <p>Trustees approved expenditure of up to £3,800 on the above items for post Covid separation and Meals on Wheels.</p>	<p>RW to speak to PCNB</p> <p>LD to contact CFS</p>
5.	<p><b>Finance</b></p> <p>LS reported that she had been amalgamating payments and receipts and has also looked at where expenses and income are attributed. The Balance Sheet and Income and Expenditure for the 6 months ending March 2020 were shown. Accruals and all possible costs had been</p>	

	<p>included in the 6 months and showed a profit of £558.</p> <p>CR and LS will now be working towards producing monthly accounts for May to date and a budget for the remaining year.</p> <p>As there had been no contact from Tandridge District Council formal separation will take place on 30<sup>th</sup> September and the Westway Charity will go live on 1<sup>st</sup> October.</p>	
8.	<p><b>Other business</b></p> <p>RW reported that a post Covid rehab pathway was being developed across Surrey Hartlands Integrated Care System, ready for the Autumn. Cardio / respiratory complications are more of a long-term issue than was originally thought. A Working Group is looking at options.</p> <p>A flu immunisation plan for over 50% of the population is being put in place.</p> <p>JW has given the presentation from the Survey to RW and the Acting Chief Executive of TDC, Elaine Jackson. It will be shared with the Health and Wellbeing Board.</p> <p>LM suggested being more proactive in involving the MP in the work of the Westway. She informed the meeting that SCC were undertaking a residents' survey on how individuals have managed Covid and would share the information. LM would also keep the Trustees informed of a capital fund being made available for community initiatives.</p> <p>JO asked if associating ESDAR with the Westway was acceptable for a business case that was being investigated. Trustees approved this.</p>	LM to share information on SCC survey.