

**The Westway Board Meeting- extraordinary  
Draft minutes  
Held on Thursday 10<sup>th</sup> September at 4pm virtually**

**Present:**

Jeremy Webster                      JW – Trustee, Chair

John Orrick                          JO – Trustee  
Lesley Dodd                        LD-Trustee  
June Hopkins                      JH - Trustee  
Connie Lewis                      CLE - Trustee

**In attendance:**

Claire Richards                    CR – Westway Centre Manager  
Deepa Somarchand                DS – Programme Management Office (PMO)  
Lisa Sturges                        LS – Bookkeeper  
Richard Wright                    RW – Medical Advisor

**Apologies:**

Chris Botten  
Caroline Liggins  
Lynne Martin

**PART 1**

	<b>Minute</b>	<b>Actions</b>
1.	<p><b>Purpose of Meeting</b></p> <p>Emergency Meeting to understand implications for the Westway of Government changes to social gathering and to update trustees on recent meetings with TDC.</p>	
2.	<p><b>Background to Government Decisions re Social gatherings,</b></p> <p>RW outlined the concerns about the uptick in virus cases nationally and also in Europe, in close proximity to the UK and suggested that we should be prepared for local increases and that the Government response</p>	

	<p>have indicated that this would have to go back to Committee to be agreed by Members.</p> <ul style="list-style-type: none"> <li>• JW has agreed that CR will need to compile a report on Fire/Water and Heating Issues for submission to TDC and that this will form an important issue to be discussed before a Lease can be agreed. LD said she would help CR with this if she wanted.</li> <li>• JW is proposing further discussion on this at the next Full Trustees Meeting and envisages a Meeting with TDC to discuss, by Mid October.</li> <li>• TDC have also requested JW to prepare an Impact report on the First Year of operation of the Centre, by 9/10/20</li> <li>• TUPE: TDC and Westway have agreed that all staff will be transferred to the Westway Charity on 1<sup>st</sup> October. LS will be organising Payroll arrangements.</li> <li>• JW also agreed with TDC financial reconciliation will be agreed prior to Handover. JW expressed concerns that TDC's view of what could be carried over in relation to the First Year's Grant and the Westway's were at variance.</li> </ul>	<p>CR to report progress of the Fire/water and heating report.</p> <p>JW to confirm date of submission.</p> <p>JW to confirm if meeting is required.</p> <p>JW to report on progress of the Impact report and what support is required, if any.</p> <p>LS to raise any issue with this progress as soon as known to Trustees.</p> <p>JW to discuss with Trustees issues arising and mitigations for Trustees to consider.</p>
5	<p><b>NEXT MEETING ( and Future meetings)</b></p> <p>There was some conversation about the day and timing of future meetings, and it was agreed that full trustee meetings would be held once a month at 6.30pm on a Thursday.</p> <p><b>Next full meeting will be on 6.30pm on Thursday 17<sup>th</sup> September.</b></p> <p>JW reminded Trustees that Deepa will take responsibility for the organisation and noting of meetings for the time being.</p>	<p>DS to send MS Teams calendar invite to all together with agenda and papers.</p>