

The Westway
Minutes of the Board of Trustees Meeting
Thursday January 14th 2021 held via ZOOM at 6.30 pm
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Present: Trustees

Jeremy Webster	JW - Chair & Trustee
Chris Botten	CB - Trustee
Lesley Dodd	LD - Trustee
June Hopkins	JH - Trustee
Caroline Liggins	CL - Trustee
Manager	CR - Claire Richards
Note taker	VH - Vanessa Hosford

Visitors:

Dr Richard Wright	RW - Clinical Director, North Tandridge PCN
Lisa Sturges	LS - Bookkeeper
Lynne Martin	LM - Tandridge Voluntary Action
Pat Cannon	PC - Chair ESDAR

Not present

Connie Lewis	CL - Trustee
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Abbreviations - Tandridge District Council - TDC, Service Level Agreement - SLA
 East Surrey Rural Transport Partnership – ES RTP, East Surrey Dial a Ride – ESDAR,
 TVA – Tandridge Voluntary Action. Meals on Wheels - MoW

<i>Item</i>		<i>Actions & by whom</i>
1.	JW welcomed everyone to the meeting. The minutes of the meeting held on December 3rd 2020 were agreed and will be signed in due course.	Mins to be signed when possible
2.	Manager's Report CR spoke to her report and outlined some points saying it had been a very busy, stressful but nonetheless an exhilarating time with some good achievements. i. Outreach took off very quickly especially as the Christmas lunch had to be cancelled along with the lunches that Churches Together provided. Pam had rung round everyone and moved them on to the ' Meals on Wheels ' service. Christmas lunch will now be held on April 18th. Hopefully, a Salvation Army Band will be brought in for singing carols. ii. CR highlighted 2 case studies to illustrate the work of the Outreach Team. iii. CR spoke about the huge numbers that turned out to line the streets for John Orrick's funeral.	

	<p>iv. CR thanked RW for nominating TWW to run one of the vaccine centres. CR wanted to thank all the volunteers and staff on their huge efforts to help make this run as smoothly as possible. The centre had been rearranged to accommodate the clinic.</p> <p>v. Mittal is working on the website and JW had asked that Trustees who had not given their info to Mittal do so ASAP for uploading to the site.</p> <p>vi. Thankfully there have been no Covid-19 outbreaks.</p> <p>vii. CR said that she would like to do more on the budget, aware that hiring isn't possible so no income but looking forward to what might be possible when we moved into other 'Tiers'.</p> <p>viii. CR noted that being 42% through the 3 year arrangement with TDC, planning ahead was vital.</p> <p>ix. Vaccinations at TWW - June Hopkins had now been employed by ABC Alliance to oversee the site for vaccinations. Volunteers have been provided to help direct people - some coming in at very short notice. 7 x 12hr continuous days were run.</p>	<p>Trustees to forward the info requested by Mittal.</p> <p>See action below.</p>
<p>4 & 5</p>	<p>N.B. Items 4 & 5 on the agenda were brought forward - Richard Wright and Vaccinations</p> <p>i. RW said that TWW had worked well. He said it had been very flexible and suggested that Lisa and he needed to look at the 'break even' costs of running the vaccination sessions so that it is cost neutral. CB asked if there was a shortfall in what the NHS is paying? - CR said it was hard to gauge as TWW had not been given any utility bills as yet therefore overhead costs were unclear.</p> <p>ii. RW said it was an unbelievable achievement - of the 4 sites across Surrey who've given 15,000 vaccinations, TWW has delivered 5,000.</p> <p>iii. RW said he was now involved with Care Homes - if there is any residual vaccine leftover it will go back to TWW so nothing is wasted and people would be called in at short notice.</p> <p>iv. RW said that looking at the 50 plus who would need vaccinating he thinks that the need for a centre to deliver this is likely to be on-going - certainly to the end of March.</p> <p>v. JW asked about reports, some negative, about the second dose of vaccine being given at 12 weeks rather than the original timescale. RW replied saying that the 1st dose will definitely reduce mortality and that the second dose is a 'booster'. There seems to be a good response over 12 weeks and after 3 weeks a good antibody to the</p>	

	virus is built up.	
3	<p>Financial Update</p> <p>i. LS started by saying that we have £52K in the bank but income is down overall as there is no income from hiring out rooms etc and 'Meals on Wheels (MoW)', whilst bringing in some income it is making a loss. At the current level of activity, the forecast is a £10k loss at the end of the year.</p> <p>ii. The scenario presented is 'as things are now', if we need to cut back, we should start looking at where we can do this now.</p> <p>iii. PC asked if things were different because of Covid-19. CR said generally MoW costs TWW more as it is paying more money to Dial a Ride. If numbers of people having meals can be increased, it would help.</p> <p>iv. CR spoke about the income that had been coming in from the coffee shop and meals on site which of course is no longer running.</p> <p>v. LD asked if CR was thinking of furloughing any staff - CR said she had looked into this but because the main income of £100K come from the TDC this isn't possible.</p> <p>vi. JH asked about the audit cost in the Accts. LS said that her services included more than just an audit - it covered Contracts of employment, payroll etc and in fact she has taken on additional administration functions for TWW as well as managing the finances. JW added that the WWY needed to account for every pound donated as this could become a serious matter if donors challenged us.</p> <p>vii. At this point and in view of the financial position of TWW, JW suggested that the next meeting should focus on financial planning and fundraising. This meeting would include Trustees, CR and LS.</p> <p>viii. PC also spoke about his concerns on getting recognition for ESDAR and how important it was to always use the full name, so it was not muddled with other organisations. He was working hard at getting the Council to recognise this. CL said she would speak to Mittal to ensure that this is clear on TWW website too.</p>	JW/VH to organise in February.
6.	<p>Lease with TDC</p> <p>i. JB had a long conversation with Alison Boote of TDC and she spoke favourably about the Westway, particularly in relation to the Vaccination Programme.</p> <p>ii. The report to the Housing Committee is due to be presented on the 7th March 2021 and TDC will hopefully agree a 15-year lease. At the same time an extension to</p>	

	<p>the grant may be put forward.</p> <p>iii. It is acknowledged that the business model of the Westway has been adapted to cope with current circumstances. Trustees acknowledged that TWW has acted quickly and flexibly to address community issues.</p> <p>iv. CR said that she was very concerned about Surrey Choices and felt it was important that if at all possible, ESDAR, Surrey Choices and TWW should be supported together as all were interdependent.</p> <p>v. LD asked about the advice and signposting TWW provided - was this recognised or were there other organisations doing this? CR said that we were complementing other services. The Outreach Team are currently demonstrating this in their work.</p>	
7.	<p>Fund-raising</p> <p>i. JW said that two substantial grants were in the offing and he would discuss further when they had been firmed up.</p> <p>ii. He also indicated that he was looking at other opportunities and asked CL to assist him in this and also for Trustees to forward him funding possibilities as they became aware of them.</p>	<p>CL to assist JW in identifying funding opportunities.</p> <p>Trustees and Visitors to forward funding opportunities to JW as they become aware of them.</p>
A.O.B.	<p>i. PC said that everyone at TWW should be proud of themselves and the work they've achieved.</p>	
	This was followed by a Part 2 for Trustees only	

Dates for your diary - Board meetings will be at 6.30 p.m. on.
Thursdays at 6.30 p.m. via ZOOM until further notice

February 25th - Financial Planning meeting for Trustees
 March 25th - Full Trustee Board Meeting.

Signed: *H. G. Webster*

Designation: *Chair of Trustees* Date: *7-6-21*