

The Westway
Minutes of the Board of Trustees Meeting
Tuesday June 1st 2021 held via ZOOM at 6.00 pm

Present: Trustees

Jeremy Webster	JW - Chair & Trustee
Lesley Dodd	LD - Trustee
June Hopkins	JH - Trustee
Caroline Liggins	CL - Trustee
Claire Richards	CR - Manager TWWy

Visitors:

Alison Boote	TDC
Annette Evans	AE - Valley Parish Council
Sakina Bradbury	SB -Valley Parish Council

Note taker

Vanessa Hosford	VH - Note-taker
Alison Williams	AW - Note -taker going forward

Apologies

Lynne Martin	LM -TVA
Lisa Sturges	LS - Bookkeeper
Richard Wight	RW -Clinical Director, North Tandridge PCN

Note

Pre and Post Meeting, it appears that Meeting Members are finding it difficult to access and use the Teams Log On that is issued in advance of the meeting. This is causing concern and led to one avoidable absence at this meeting. For future meetings this Log On will be issued to personal as well as Westway.org E mail addresses.

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 and introduced Annette and Sakina and pointed out that the Valley had funded work carried out by TWWY and therefore had an interest in how TWWy was using the funds. AE and SB were therefore nominated by the CVPC to attend future meetings as visitors. Apologies were noted from RW, LS and LM.	
2.	i. The minutes of the meeting held on January 14th 2021 were agreed and will be signed in due course.	Mins to be signed when possible

	<p>ii. It was noted that VH would be stepping down from note taking and AW would be taking over</p>	
3.	<p>i. CR reported that they hoped to be open fully asap in line with the regulations governing Coronavirus.</p> <p>ii. 42,000 vaccine doses had been given at TWWy.</p> <p>iii. The Hub will continue until the end of September.</p> <p>iv. Some outstanding issues included: The lease with TDC, some maintenance and building repairs.</p> <p>v. The application to the Captain Tom Fund for £40,000 has been supported at local level but a final decision has been delayed while applications are looked at nationally.</p> <p>vi. Work is on-going with ESDAR to create a partnership and develop activities.</p> <p>vii. People who attended TWWy are being encouraged to re-attend, but CR noted some are nervous about going out.</p> <p>viii. A good link with the CAB has been made.</p> <p>ix. Links with Councillors on Housing issues have been forged too.</p> <p>x. A few incidents occurred recently with one man trying to jump the chains at the vaccine centre and cuts to people handling the meal trays. All incidents have been written up and dealt with.</p> <p>xi. New activities on reopening will include bowls, croquet, a walks programme, garden club and outings.</p> <p>xii. The Men in Sheds had too many men in on one day but the issue has been resolved and they have apologised.</p> <p>xiii. CR raised some bigger outstanding issues including the setting up of a Trading Company, managing the departure of the Covid volunteers, the need for audited accounts for the end of year and funding for TWWy in general.</p>	
4.	<p>i. In LS's absence JW gave an overview of the finances. Currently there is a £22,570 surplus. JW said TWWy had been fortunate this last year with grants but the demographics of the area would make it difficult to attract new funders.</p> <p>ii. JW thanked the Parishes for their financial support but felt it was important that people knew that TWWy needed now to consider how the £100k pa grant from TDC</p> <p>iii. It was noted that the outreach posts, having been funded by the Surrey Community Foundation, are now funded through a grant from the CVPC.</p> <p>iv. It was noted that the NHS owed £8k plus for occupying the Westway as a vaccine centre. LS is raising the appropriate invoice.</p>	

	<p>v. CR made the point that the CCG doesn't seem to appreciate that the work carried out by TWWy is helping to keep people OUT of hospital and it was increasingly recognised that health in general can be maintained by social interaction, activities and general support with housing and financial advice.</p> <p>vi. LD asked if Social Prescribing was being used. CR said it was, though the general method of 'buying' services was more in line with Personal Budgets. Also, LD made the point that TWWy is not a free service. Getting recognition for the range of activities and support that TWWy provides will be crucial to raising revenue in future.</p>	
5.	<p>i. In RW's absence JW, having spoken to RW, gave a brief update - Health professionals are wary of the current situation in relation to Covid and the Delta Variant.</p> <p>ii. RW had reiterated that CCG and GPs along with Councils are keen to promote the importance of keeping well, i.e. in taking part in social and exercise activities. They are looking for ideas around empowering people to develop ideas. There is a pot of £4,500 that can be used to support and stimulate local people to find ways to do this. It will be important to evaluate these activities so establish what works well.</p>	
6.	Governance: Moved to Trustees only - Part 2	
7.	<p>i. AB said that Lidia would be sending on a 3 month 'Licence to Occupy' for a further 3 months (June to August) while the 15 years lease 'Heads of Terms' were being finalised.</p> <p>ii. It was suggested that in about 4 weeks - once the document is finalised that LD and others meet to go through it.</p>	Ongoing - meeting to be set up once a draft lease is ready – not more than four weeks.
8.	The Fundraising strategy would be deferred to a future meeting.	Move to a future meeting
A.O.B	<p>i. AB spoke about the CAB getting money to fund a Debt Adviser.</p> <p>ii. The possibility of ESDAR driving children with special needs was raised.</p> <p>iii. SB spoke about the work she does in talking to people and how important social contact can be.</p> <p>iv. JW said that he needed to step down as he was conflicted in his new roles and said he would go on to talk about this in Part 2. His additional duties currently included paying bills, expenses and staff salaries, on line. Salaries, he suggested should be paid by LS as part of her accounting duties. CR is being given access to Internet Banking. JW said he was still happy to continue as a</p>	<p>Salary payments to be discussed with LS</p> <p>Feedback to future meetings on progress</p>

	<p>volunteer for the TWWY. v. CR spoke about going live at the end of this week to mark the TWWYs intention to bid for a share of the "Your Future Fund Surrey" Initiative . The plans are not in detail at this point but so far the response from the CCG and Children and Families is positive. The work is to establish 'What TWWy needs to provide'.</p>	
	<p>This was followed by a Part 2 for Trustees only</p>	

Signed: *H. J. Webb*

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