

Minutes of a meeting of the Board of Trustees Tuesday 20th July 2021 at 6pm by Zoom

Present:

Lesley Dodd (LD) Trustee (Chair for this meeting)
June Hopkins (JH) Trustee
Connie Lewis (CL) Trustee
Caroline Liggins (CL) Trustee

In Attendance:

Claire Richards (CR) Centre Manager
Lisa Sturges (LS) Bookkeeper
Alison Williams (AW) Note-taker
Richard Wright (RW) Advisor - Clinical Director, North Tandridge PCN

Alison Boote (AB) Visitor – Tandridge District Council (TDC)
Pat Cannon (PC) Visitor – East Surrey Dial a Ride (ESDAR)
Annette Evans (AE) Visitor – Caterham Valley Parish Council (CVPC) (Items 1-4)
Lynne Martin (LM) Visitor – Tandridge Voluntary Action (TVA)

Apologies

Chris Botten (CB) Trustee
Sakina Bradbury (SB) Visitor – Caterham Valley Parish Council (CVPR)

1. Welcome and Apologies

LD Chaired the meeting and welcomed the Visitors attending.

2. Minutes of the last meeting

The minutes of the 21 June 2021 meeting were agreed.

No matters arising were reported.

3. Manager's Report

CR highlighted the following (report to follow):

- The vaccine centre had moved to a pop-up model, and had now passed 50K doses.
- The lease remained outstanding, and maintenance and repairs would be considered over the next few months.
- The NHS Charities Together application had been successful, with £50K awarded (which would support the outreach service for the next two years).
- Other bids had been made to cover the replacement of furniture and key equipment, but the Westway was too new to be eligible for some funds. This position may improve once accounts had been filed.
- The financial position continued to be stable. LS continued to work on the accounts and was trying to streamline the process. Bank signatories continued to be an issue.

- The demand for meals on wheels had tapered off somewhat, but it was expected that on-site lunches would be more popular soon.
- A programme of activities had been restarted and a summer programme advertised:
 - A bereavement social event, a 'Men in Sheds' afternoon session including women, and Community Walks had been introduced.
- Staff and volunteers would continue to wear masks and test every 72 hours.
- Visitors were being encouraged to continue to sign in and wear masks if possible. Sanitiser would be available and spot cleaning carried out.
- There had been a growth in outreach referrals, and the referral process/ relationship with referrers may need to be considered/ reviewed.
- There had been no staff sickness. Two minor accidents had been recorded and one compliant. The complaint was the first ever received, related to a welfare grant and a proof of expenditure having been requested prior to payment.
- Priorities were now finalising the annual report and boosting volunteers to support administration.

4. Visitor Updates

LD invited the Visitors to share any relevant updates:

Annette Evans, (CVPC)

- AE noted that CVPC was pleased to be funding the Westway and would support requests where possible.
- AE would be reporting back following the meeting.

Lynne Martin, TVA

- LM offered to share a list of events and training. A New Trustees session was scheduled for 14th October 6-7pm, which could be a good networking opportunity.
- LM continued to share regular updates regarding funding, and would shortly be sharing a new system/ opportunity for charities to find funding themselves.
- LM offered to help with sourcing administration volunteers: **LM to discuss with CR.**

Pat Cannon, ESDAR

- PC considered The Westway and ESDAR to be pivotal to the local area and mutually dependent.
- ESDAR was working towards SCC compliance, and SCC was funding a peer review to ensure best practice.
- ESDAR had recently launched its website: <https://eastssurreydialaride.org.uk/>
- Funding continued to be challenging; whilst there were potential future opportunities, additional funding was required more urgently, and if not secured, ESDAR would need to close in December. PC would welcome any suggestions/ support.
- LD stressed the importance of transport to The Westway and LM recognised its fantastic provision and correlation with East Surrey Rural Transport Partnership (ESRTP)/ other potential funding mechanisms. LS asked whether other marketing strategies had been considered, e.g. raising awareness of the service via a podcast with The Caterham Independent, and connections with Age Concern, Hurst Green. CL offered her support.
- PC welcomed the suggestions and asked anyone able to assist to contact him directly.

Richard Wright, Advisor - Clinical Director, North Tandridge PCN

- RW noted the increase in positive COVID-19 cases in Tandridge and the corresponding increase hospitalisations. Hospital admissions were less than in the previous waves and were predominantly individuals not vaccinated or who had only received one dose.

- The PCN was currently considering how the 12+ vaccine programme recently approved by the JCVI would be administered in the area.
- RW would be attending a seminar between Surrey PCN Clinical Directors and SCC chaired by Tim Oliver tomorrow and would report back.
- RW reported on a current planning application in respect of a Whyteleafe Community Centre.

CL thanked the Visitors for their updates, having been out of circulation for a while had been interesting to hear what was going on.

5. Lease update

AB reported that the heads of terms agreement had recently been finalised and she would forward it shortly, in the meantime a new licence to occupy would be required. The rent from sub-tenants would be direct to TDC and, provided The Westway continued to pursue its agree charitable aims, a zero rent would apply. **LD requested that the documentation be sent to her and copied to CR.**

AB has arranged for Yvonne (TDC) to contact CR in respect of grants – CR to follow up.

6. Financial Update

LS reported:

- The bank balance was currently 38K: 17K was due from Alliance for Better Care (ABC) and 25K from TDC. Running costs needed to be recharged, and gas and electricity accounted for.
AB noted that there had been issues/ changes within the accounts team and was working on resolving these.
RW suggested chasing Catriona Clements at ABC.
- Accounts were being finalised, in liaison with an independent accountant, and would need to be submitted to the Charity Commission soon (30/9).

7. Fundraising Strategy

- LD and CR had met recently and had an initial discussion on fundraising strategy:
 - It was apparent that The Westway as configured would remain relatively cost neutral and was necessary to remain within its charitable objects and what fitted with that rather than pursue other potential income.
 - The starting point was to define a mission statement, what was really important, what was needed in the local area, and what tailored support should be offered. A plan could then be developed against the required outcomes.
- LD suggested planning for a 2-3 year timescale, a year prioritised at a time, with a longer-term vision to follow.
- **It was agreed that a strategy planning session would be useful**, and inputs would be welcome from Visitors.

8. AOB

No other business was reported.

Date of next meeting: Tuesday 19th October 2021 6pm.

Actions from the 20th July meeting

Part 1

	Action	When	Who
1.	CR and LM to discuss sourcing admin volunteers.	4 Aug	CR LM
2.	AB to forward lease documentation to LD and CR.		AB
3.	Strategy session to be planned, visitors consulted.		LD CR