

Minutes of a meeting of the Board of Trustees
Tuesday 30th November 2021 at 6pm at the Westway and *via Zoom

Present:

June Hopkins (JH) Trustee (Chair for this meeting)
*Chris Botten (CB) Trustee
Lesley Dodd (LD) 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)
*Ian Macaulay (IM) Visitor – Potential new Trustee

Apologies

Connie Lewis (CL) Trustee
Sakina Bradbury (SB) Visitor – Caterham Valley Parish Council (CVPR)

1. Welcome and Apologies

JH Chaired the meeting and welcomed the Visitors attending.

2. Minutes of the last meeting

The minutes of the 20 July 2021 meeting were agreed.

No matters arising were reported.

3. Manager's Report (Paper 1)

CR highlighted the following:

- Coming to end of role as vaccine hub, last vaccine to be 12/12/21.
- Alternative funding streams being explored, with assistance from TVA Kickstart on sourcing funding and data, and a group of volunteers to help with bid writing.
- CR would welcome support from Fiona Mann in an advisory capacity.
- Centre use was up and the new programme included new and expanded services, some led by volunteers.

- Strategy session a priority to future planning.
- A [customer feedback survey](#) had been drafted: **any comments to CR as soon as possible. Professionals / Partners version will also be available.**
- Compliance: AE had been assisting with Risk Assessments and a risk management plan was being developed.
- Data clean up well underway.
- The Volunteer Thank You Event (22nd September) had been successful, having been planned and organised at speed and with no budget – thanks to TVA and TDC and local partners.
- There had been numerous adult social care referrals, including from outside the immediate area (eg Lingfield).

In discussion of the report:

- PC reported that following the Volunteer Thank You Event the High Sherriff had asked him to suggest visits to other community events. PC would welcome suggestions for events to put forward.
- It was noted that Outreach had been funded by our local Parish Councils and the NHS Charities Together award. Consideration should be given to how referrals were funded. JH suggested that **CR include an update on Outreach services in her next report.**
- AB reported on the local area co-ordination pilot in Hurst Green and agreed to provide information on this to CR. RW reported that Hurst Green had been identified as an area of need, with a second LAC in Horley.

JH thanked CR for her report The Manager's Report (Paper 1) was noted.

It was agreed that Fiona Mann be invited to be an advisor to the Board. **JH to write to Fiona.**

4. Annual Report

CR reported that work progressed on the annual report and accounts, and a draft would be presented to the trustees for approval shortly. LS added that the accounts were being audited by an independent accountant and it was necessary to evidence compliance with financial policy.

CR had circulated a draft narrative report ([Paper 1, Appendix](#)). **Comments to CR as soon as possible (by 10th December at the latest).**

JH drew attention to the requirement to confirm in the report that all trustees understood the 'public benefit' requirement. Each Trustee present confirmed they understood the requirements, **JH to contact CL and ask her to confirm.**

The approved accounts were required to be submitted to charity commission by 31 January 2022. **Annual Report to be circulated to trustees for approval (at a meeting/ in writing depending on timing) for submission before 31 January 2022.**

5. Financial Update

CR reported:

- The current financial position was secure and reserves would be met.

- Ongoing discussions with TDC regarding charges/ recharges, running costs, utility and insurance costs.
- The financial plan for the last quarter was being prepared and would be available shortly. Lease and strategy discussions would inform future financial planning.

The finance update was noted.

6. Lease Update

LD and CR updated:

- A draft heads of terms for a 15 year lease had been discussed at a meeting with Kate Haake TDC on 26 November 2021. Issues discussed had included:
 - Costs related to existing/ongoing maintenance issues: A schedule was being prepared, and quotes sought for repairs (3 quotes for major items).
 - Term and notice periods, particularly in respect of any plans TDC may have to redevelop the site. The potential bid to the Your Fund Surrey was discussed against this background. <https://www.surreycc.gov.uk/people-and-community/voluntary-community-and-faith-sector/funding/community-projects-fund>
 - Running costs in respect of utilities, insurances etc: TDC to provide.

AB responded that the break clause related to redevelopment only, and that there would be provision for community use in this event. Any change to ownership would only be made to the benefit of the community. Whilst TDC continued to look at the public estate and needed to be aware of opportunities, it recognised and supported the work of the Westway for the benefit of the community and community benefit would be preserved. Were the Westway to be successful in securing a Your Fund Surrey grant to improve the buildings TDC would be obligated to maintain the benefit to the community.

CB welcomed the reassurances given as providing the confidence required to proceed with the proposed bid. NB. Applications can be made throughout the year.

PC considered the contribution of the Westway to the community over the last two years to have been indispensable. RW added that the Westway had been invaluable to the NHS and that it fulfilled the criteria of its local health agenda.

The lease update was noted.

7. Visitor Updates

JH invited the Visitors to share any relevant updates:

Alison Boote, TDC

- Apologised for the delay in the lease discussions, and welcomed the positive meeting on the Heads of Terms referred to above and the progress being made.
- Rona Leitch and Alison Khan (TDC Finance Team) were working on the accounts issues to ensure all captured.
- David Ford had been really supportive of the work of the Westway.

Annette Evans, (CVPC)

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

- AE was enjoying volunteering at the Westway too.

Pat Cannon, ESDAR

- PC welcomed the reports and updates from the Westway and considered it to be well placed for the future.
- The ESDAR AGM on 17th November 2021 had been a good meeting. PC had forwarded minutes to CR and others, and requested that **CR forward the minutes to trustees and other interested parties.**
- ESDAR had now withdrawn its registration fee, but forms were still needed for admin purposes, **so please make available to all at Westway.**
- ESDAR now accepted on Surrey purchasing system so can bid for SSC work and possibly NHS too.
- RW had provided valued support to ESDAR.
- ESDAR funding now secure until March 22, but would need to pick up funding/ bids to continue beyond that.

Lynne Martin, TVA

- New trustee on TVA board, who could potentially support charities in upskilling regarding digital and communications.
- 2 more Kickstart roles being advertised. <https://tva.org.uk/tva-are-hiring/>
- Befriending scheme looking positive.
- Positive rate of new volunteers (80+ per quarter).

Richard Wright, Advisor - Clinical Director, North Tandridge PCN

- Concern regarding new Covid variant and implications, more information expected in 10-14 days. [CR noted that **an emergency decision may be required regarding Christmas opening/ events, and that a meeting may be called or agreement by correspondence arranged**].
- Lead for Patient Champions, Sam Barnett, scheduled to meet with CR – Patient Champions groups are volunteers supporting local GPs deliver the wider health agenda – often running memory groups, walks, music or social sessions – it is hoped partnerships can be formed between the Champions and The Westway.

IM

- All the reports demonstrated what a great job Westway was doing.

JH thanked the Visitors for their updates.

8. AOB

A new date was to be arranged for the Strategy session January 2021.

Dates of next meetings: Tuesday 18th January 2022 and 12th April 2022 at 6pm.

New, outstanding and completed actions

New Actions

Meeting	Action	When	Who	Note
30/11/21 Part 1	1 Customer feedback survey : any comments to CR as soon as possible.	10/12	All	
	2 CR to include an update on Outreach services	CR		Agenda Item
	3 JH to invite Fiona Mann to be an advisor to the Board.	JH		Completed
	4 Comments on Draft Annual Report narrative (Paper 1, Appendix) to CR as soon as possible.	10/12	All	
	5 All trustees to confirm they understand 'public benefit' requirement. JH to contact CL and ask her to confirm.	ASAP	JH CL	
	6 Annual Report to be circulated to trustees for approval (at a meeting/ in writing depending on timing) for submission before 31 January 2022.	ASAP (TO BE SUBMITTED 31/1/22)	CR LS	
	7 CR to forward ESDAR minutes to trustees and other interested parties, and make ESDAR forms available to all at the Westway.	ASAP Ongoing	CR	
	8 An emergency decision may be required regarding Christmas opening/ events, meeting may be called or agreement by correspondence arranged].	As required	CR AW	
	9 A new date be arranged for the Strategy session January 2021.	ASAP	CR AW	

Completed Actions

Meeting	Action	When	Who	Note
20/7/21 Part 1	1. CR and LM to discuss sourcing admin volunteers.	4 Aug	CR LM	Completed
	2. AB to forward lease documentation to LD and CR.		AB	Completed
	3. Strategy session to be planned, visitors consulted.		LD CR	See new action 9