

**Minutes of a meeting of the Board of Trustees
Tuesday 12th April 2022 at 6:45pm at the Westway**

Present:

Caroline Liggins (CL) Trustee (Chair for this meeting)
Lesley Dodd (LD) Trustee
June Hopkins (JH) Trustee
*Connie Lewis (EL) Trustee
Ralph Linsell (RL) Trustee
*Ian Macaulay (IM) Trustee
Alison Williams (AW) Trustee

*EL and IM needed to leave early (item 4)

In Attendance:

Claire Richards (CR) Centre Manager
Pat Cannon (PC) Visitor – East Surrey Dial a Ride (ESDAR)
Annette Evans (AE) Visitor – Caterham Valley Parish Council (CVPC) (Items 1-4)

Apologies

Chris Botten (CB) Trustee
Alison Boote (AB) Visitor – Tandridge District Council (TDC)
Lynne Martin (LM) Visitor – Tandridge Voluntary Action (TVA)
Lisa Sturges (LS) Bookkeeper
Richard Wright (RW) Advisor - Clinical Director, North Tandridge PCN

1. Welcome and Apologies

CL Chaired the meeting.

CL reported that JH had been appointed Chair for the next year.

2. Minutes of the last meeting

[The minutes of the 25th January 2022 meeting](#) were agreed.

3. Matters Arising

Matters arising were included in Agenda items or referred to future meetings (see Appendix).

4. Trustee Report and Accounts

The approval of the [Trustee Report](#) and [Accounts](#) by [electronic resolution on 29th March](#) and the [Independent Examiners Report](#) were noted. The Annual Return had been filed on 31st March and Accounts on 1 April 2022.

The appointments of RL, IM and AW would now be filed effective 1 April 2022.

CR was discussing the preparation of the 2021 and 2022 accounts with LS. An accruals basis may be preferred and the trustees would be asked to approve this if the basis was changed. It would also be necessary to appoint an independent reviewer.

ACTION 1: Recommendation basis of accounts preparation and appointment of independent reviewer to be discussed at next meeting.

5. [Manager's Report](#)

CR updated on the building, finance and admin, income received and activities on site:

- The official 'opening' event had been successful and well attended, and future events included:
 - Volunteer Thank you event 22nd April.
 - Tea and chat 28th April – to discuss future plans with Westway members. Trustees welcome.
 - Sponsored Swimathon 7th May.
 - Caterham Carnival 11th June - a grant had been received to fund participation.
- Hires had increased, including a well-received Caterham Horticultural Show.
- First Direct Payment (via the Outreach Team) was in process.
- Staff sickness had been an issue, but the team had worked well together to cover for absences.
- Work on compliance continued.

CR reported that ESDAR now had positive news about future funding. PC shared an update on progress with SCC and TDC and the number of options being considered to provide the funding ongoing funding, including a Your Fund Surrey bid in respect of replacement fleet and part of that application could include the rewiring of the Westway to enable electric vehicle charging.

PC invited all to the ESDAR fund raising event at the Harrow 2-7pm 28th May, and suggested that the ESDAR and Westway hold a joint meeting soon so that all involved could get to know each other and their respective roles. JH agreed this would be useful once the new board was further established.

JH asked for confirmation regarding how funds being raised for the Ukraine Scheme would be handled and distributed, as social media posts had implied this would be via the Westway. CR responded that she had discussed this with Cllr Kerry Mansfield and stressed that

Westway could be a collection point only, and goods welcome to be donated must be specified. Funds would be collected via Rotary but the mechanism for distribution of funds had not yet been resolved. CR noted that Westway had a potential system, as operated for the Welfare Fund, but questioned whether it had time and resources to operate this. CR hoped that ESDAR would be able to assist in transporting families to activities at the Westway and/or relevant community groups.

CL thanked CR for her report and The Manager's Report was noted.

6. Lease Update

CR updated that a TDC surveyor was working on the building report and some repairs had been carried out.

CL reported that Bishop & Sewell had agreed to act for the Westway in respect of the lease and that a meeting to progress this was being arranged.

ACTION 2: Meeting to be held to progress lease.

7. Strategy

JH reported that the Strategy meeting on 17th March had been constructive, the 4 main areas had been considered and priorities discussed. It was intended that Strategy areas be progressed by working groups between meetings and reported back to the main meeting. JH was compiling inputs and would bring back priorities and action plans to a future meeting to formalise the strategy. It may be necessary to consider whether there were any gaps identified in the trustee body, for example whether a fundraising specialist could be recruited.

ACTION 3: Next meeting to formalise strategy and action plans, and consider any gaps identified.

8. Any other business

Policies and procedures: LD asked CR for an update. CR reported on progress with David Evans assistance; policies and procedures were being organised for update and would be brought to the trustees for approval.

Centre Closure: CR suggested that the Centre be closed for operational reasons week commencing 22nd August and this closure was agreed.

ACTION 4: Centre to be closed 22nd August.

Date of next meeting: 26th May 2022 6pm. Further dates to be confirmed.

New, outstanding and completed actions

New Actions

Meeting	Action	When	Who
12/4/22 Full	1 Recommendation re basis of accounts preparation and appointment of independent reviewer to be discussed at next meeting.	26 May	CR LS AW IM
	2 Meeting to be held to progress lease.	ASAP	CL CR AW
	3 Next meeting to formalise strategy and action plans, and consider any gaps identified.	26 May	JH All
	4 Centre to be closed 22 nd August.		CR

Outstanding Actions

Meeting	Action	When	Who	Note
30/11/21	2 CR to include an update on Outreach services	<u>26 May</u>	CR	
25/1/22	1. Welfare Fund: funding requests could be made accompanied by a brief note on the type of support it had provided to date (to Lions and Rotary, others).			
25/1/22	2. Outreach: Westway involvement and funding of referrals to be reviewed. CR to raise issue Richard Wright, SCC and others – to include partner agencies	<u>26 May</u>	CR	
25/1/22	3. Small vehicle joint purchase: CR to continue discussions with ESDAR. CR and CL to discuss potential crowdfunding/ sponsor/ advertising potential.		CR	Future meeting
25/1/22	4. Financial plan: 5 year costed strategic plan to be developed and banking arrangements to be reviewed (and letter to bank from trustees setting out what required).	<u>26 May</u>	All/ sub group	

Completed Actions

Meeting	Action	When	Who	Note
25/1/22	5. Strategy: another meeting to be scheduled and advisors/ key volunteers/ staff to be invited to join.			Held 17/3/22
25/1/22	6. Future meeting to discuss arrangements for chair/ key contact area arrangements.	April meeting	All	Completed
25/1/22	7. AW to contact CL to wish her well on behalf of the trustees and to check whether she wished to remain a trustee during this period or to return once able to do so.	ASAP	AW	Completed
25/1/22	8. New Trustee appointments to be notified to the Charity Commission following signing of 2022 Report and Accounts.	ASAP	AW	Appointments effective 1 April 2022
25/1/22	9. HR arrangements:	ASAP		

		CR to discuss potential HR advise from (Kate Forde) Trustees to review staff contract issues and ensuring arrangements were in place in to discuss and extend contracts well before expiry dates	April meeting	All/ sub group	
25/1/22	10.	CL agreed to source/ advise on appointment of solicitor to act for Westway in respect of the lease. CR to forward note of advice required to CL.	ASAP	CL CR	Completed
25/1/22	11.	Strategy: CB and EL to be consulted on sub group membership.			Completed