

**Minutes of a meeting of the Board of Trustees
Tuesday 25th January 2022 at 6pm at the Westway**

Present:

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

In Attendance:

Claire Richards (CR) Centre Manager

Apologies

Connie Lewis (EL) Trustee
Chris Botten (CB) Trustee

1. Welcome and Apologies

CL Chaired the meeting.

Apologies had been received from CB and EL. EL had advised she would be out of action for a period following surgery. AW to contact EL to wish her well on behalf of the trustees and to check whether she wished to remain a trustee during this period or to resign and return once able to do so.

Arrangements for chairing meetings and for contacting trustees for advice/ decisions between meetings were discussed. Future meeting to discuss arrangements for chair/ key contact area arrangements.

2. Minutes of the last meeting ([Paper 1](#))

The minutes of the 30 November 2021 meeting were agreed.

3. Matters Arising

Matters arising were reported in the Appendix and as follows:

Meeting	Action	Update
30/11/21	3	JH reported that Fiona Mann had been invited to be an advisor to the Board and had accepted this appointment.
30/11/21	11	The appointments of the new trustees were confirmed, acceptances having been received and formalities completed: Ralph Linsell Ian Raymond Macaulay Alison Susan Williams *Appointments to be effective following the approval of the Annual Report (see minute 5 below) for three years. Appointments to be notified to the Charity Commission.

4. Note of Emergency Meeting 16th December 2021 ([Paper 2](#))

The note of the Emergency Meeting 16th December 2021 and the decisions agreed by email were ratified.

• **Manager's Report** ([Paper 3](#))

CR highlighted the following:

- Financial position remained stable: Hire income low but stable.
- Centre use is up: income had been lost from NHS, but new initiatives are adding value for the community.
- Volunteers clean-up day had been successful.
- Christmas events had taken place and foodbank hampers delivered. others events had been postponed as agreed.
- Income: TDC quarterly grant £25K, other sources including Tandridge Health Lottery for loop system, donations from vaccine volunteers, Waitrose Oxted, Music in Hospitals, Memory Tree, Salvation Army and ongoing food for Outreach donations from Morrisons.
- Welfare Fund was now fully spent (£8,670 – 96 amounts provided to 87 different local individuals and families (not including food or other donated items that were shared).
- HR: increase in minimum wage April 2022, a number of staff issues required consideration: contract types and terms of contracts and contract renewals (CR 9/22).
- [Programme January to March 2022](#) was shared, upcoming events included (trustees welcome to join/help host):
 - Sunday 20th February – Westway 'Christmas Lunch'.
 - Monday 4th April – Westway assorted anniversary celebrations.
 - Friday 22nd April – Volunteer Thank You event 6pm to 9pm
- The outreach team had been busy and had been involved in some critical work recently.
- Claire raised concern at the number and complexity of referrals being received, particularly those via commissioned signposting or Adult Social Care.
- Work with ESDAR continued: ESDAR survival plan included purchase of a small vehicle for a joint pilot which could be used by volunteer drivers with a section 19 permit.
(correct)

- Links with GP Patient champions.
- Men in Sheds dust extraction system now installed (risk assessment priority).
- COVID security: continued measures in place and CO2 monitor installed.
- Continued concern re staff cover in the event of staff sickness/ isolation.
- Finance: work now required on 5 year costed strategic plan.
- Issues continued with the bank and the updates required to internet banking authorisation.

Discussion/ action points included:

1. Welfare Fund: It was questioned whether funding could be secured to continue the welfare fund and suggested that requests be made accompanied by a brief note on the type of support provided to date (to Lions and Rotary).
2. HR/ staff contracts: CR to discuss potential HR advice from Kate Forde – a volunteer supporting ESDAR. Trustees/ sub group to review staff contract issues and ensure arrangements in place in to review and extend contracts well before expiry dates.
3. Referrals to the Outreach Team: Westway involvement and funding of referrals to be reviewed. CR to raise level and type of referrals, and required funding with Richard Wright, SCC and others.
4. Small vehicle joint purchase: CR to continue discussions with ESDAR. CR and CL to discuss potential crowdfunding/ sponsor/ advertising potential.
5. 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).

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

5. Trustee Annual Report ([Paper 4](#) and [Paper 5](#))

The Trustee Report and accounts were agreed, subject to finalisation with the auditor, after which they may be signed on behalf of the Trustees by any Trustee and filed with the Charity Commission.

6. Building and Lease Update

LD updated that lease discussions with TDC were well underway and the aim was to sign 31st March 2022.

CR reported that maintenance and repairs were being organised in conjunction with TDC: a condition survey was being undertaken and a schedule of repairs in place or on risk would be included within the lease. RL offered to assist CR in reviewing building related matters.

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.

7. Strategy

The starting point for the strategic plan was discussed (included as Appendix 2 to Paper 3):

- Minor changes were suggested to the wording of the 'vision' and 'mission'.

- ‘Building blocks’ and how to potentially link these to the priority plan areas – including combining 2 blocks
- Next steps in plan development could be for sub groups to work on priority plan areas and feedback on progress to whole group.
- Trustees present considered skill sets and volunteered to progress plan areas. (CB and EL to be consulted).
- ‘Programme’ and ‘Team’ sub groups could potentially be combined.
- Advisors/ key volunteers/ staff could be added to sub groups.
- Another meeting to progress strategy proposed for 17th February 2022 at 6pm. Date later revised. (Advisors/ key volunteers/ staff to be invited to participate).

Plan Area	Secure our financial future	Look after & develop our building	Develop & communicate a relevant programme	Build our team
Sub Group	Finance	Building	Programme	Team
Members	<i>IM AW</i>	<i>LD RL</i>	<i>CL</i>	<i>JH</i>

Dates of next meeting: 12th April 2022 at 6pm.

Additional Strategy Session: TBA. Advisors/ key volunteers/ staff to be invited to join.

New, outstanding and completed actions

New Actions

Meeting	Action	When	Who	Note
25/1/22	1. Future meeting to discuss arrangements for chair/ key contact area arrangements.	April meeting	All	
	2. 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	
	3. New Trustee appointments to be notified to the Charity Commission following signing of 2022 Report and Accounts.	ASAP	AW	
	4. 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).			
	5. HR arrangements: 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	ASAP April meeting	All/ sub group	
	6. Outreach: Westway involvement and funding of referrals to be reviewed. CR to raise issue Richard Wright, SCC and others – to include partner agencies			
	7. Small vehicle joint purchase: CR to continue discussions with ESDAR. CR and CL to discuss potential crowdfunding/ sponsor/ advertising potential.			
	8. 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).		All/ sub group	
	9. 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
	10. Strategy: CB and EL to be consulted on sub group membership.			
	11. Strategy: another meeting to be scheduled and advisors/ key volunteers/ staff to be invited to join.	17/3/22 6pm		

Outstanding Actions

Meeting	Action	When	Who	Note
30/11/21 Part 1	2 CR to include an update on Outreach services	CR		Next meeting
30/11/21 Part 2	13 Terms of trustee appointments and position of First Trustees, and Trustee roles (eg Treasurer) to be considered in Strategy session/ next meeting.		All	Next meeting
30/11/21 Part 2	14 Solicitor to be appointed to act for Westway in respect of the lease: To be confirmed with CL.			Superseded by Action 9 25/1/22

Completed Actions

Meeting	Action	Note
30/11/21 Part 1	1 Customer feedback survey : any comments to CR as soon as possible.	Completed. Survey ready to be issued
	3 JH to invite Fiona Mann to be an advisor to the Board.	Completed
	4 Comments on Draft Annual Report narrative (Paper 1, Appendix) to CR as soon as possible.	Completed
	5 All trustees to confirm they understand 'public benefit' requirement. JH to contact CL and ask her to confirm.	Completed
	6 Annual Report to be circulated to trustees for approval (at a meeting/ in writing depending on timing) for submission before 31 January 2022.	Accounts approved at 25/1 meeting.
	7 CR to forward ESDAR minutes to trustees and other interested parties, and make ESDAR forms available to all at the Westway.	Completed Ongoing
	8 An emergency decision may be required regarding Christmas opening/ events, meeting may be called or agreement by correspondence arranged].	Completed
	9 A new date be arranged for the Strategy session January 2021.	Completed 25/1/22
30/11/21 Part 2	10 JH to update CL re end of meeting.	Completed
	11 JH agreed to invite the three potential new trustees behalf of the trustees to invite them to join the Board and to follow up on formalities on acceptance.	Completed Appointments to be effective 26/1/22
	12 Poll with possible dates and times for strategy session to be circulated to trustees to determine best date.	Completed