



Minutes of a meeting of the Board of Trustees
-EMERGENCY MEETING WITH ADVISORS-
Tuesday 30 August 2022 at 7pm at the Westway

Present:

June Hopkins (JH)	Trustee (Chair)
Caroline Liggins (CL)	Trustee
Ralph Linsell (RL)	Trustee
Ian Macaulay (IM)	Trustee
Alison Williams (AW)	Trustee/ Secretary

In Attendance:

Claire Richards (CR)	Centre Manager
Alison Boote (AB)	Adviser - TDC
Pat Cannon (PC)	Adviser - ESDAR
Annette Evans (AE)	Adviser - Caterham Valley Parish Council
Lynn Martin (LE)	Adviser

Apologies

Lesley Dodd	Trustee to 16th August
Richard Wright	Adviser, Clinical Director, North Tandridge PCN

1. Introduction

JH welcomed those present for attending at such short notice, and noted apologies from LD and RW.

The purpose of the meeting was to update key advisers on the current financial position of the Westway, and to discuss next steps, and had been called at short notice (email 23 August).

Since the last full meeting (12 April 2022), the trustees had met as scheduled on 7th June and 7th July.

Additional meetings had been held on 1st August, 15th August and 18th August. At the 18th August meeting the Trustees had decided to update TDC on the current financial position and request assistance (by letter 19th August), and to bring forward the full meeting scheduled for 8th September to update Advisers on the current position and to discuss next steps.

JH and AW had met with AB prior to this meeting and had discussed how TDC may be able to support the Westway and provide flexibility to enable the progress of arrangements for the lease.

2. Update from the Chair

JH outlined the current position of the Westway and the financial challenges it faced:

- Outline of Westway timeline.
- Westway strategy and aims.
- Why the Westway was needed:
 - Reduce the impact of social isolation and loneliness.
 - Offer a wide range of services and activities that aim to improve the quality of life in our area.
 - Proven track record of reaching out to people and enabling them to re-engage.
 - Other local support groups have closed and Westway has provided a venue for them.
 - Through ability to work in a flexible way we have a good working relationship with many local partners.
 - As an organisation we can activate a quick response to local or national events.
 - Could provide a warm base for people this winter.
- Services currently provided at The Westway Community & Wellbeing Centre.
- Financial Challenges:
 - Estimate it will cost £200,000 to £250,000 per annum to run the Westway.
 - Need to hold 3 months reserves c£50,000.
 - Final payment from Tandridge £25,000 will cover bills owed to council (2019-date).
 - Income – mixture of restricted and unrestricted grants.
 - Inability to bid for large grants – not yet having a lease or been a charity for 3 years.
 - Majority of services provided are subsidised by the charity.
 - Need to balance price of membership etc increased members not able to afford.
 - Concerns regarding the costs of taking on the lease (legal and administrative).
- Next Steps:
 - Consulting with advisers at this meeting.
 - Meeting with volunteers scheduled for Wednesday 31 August, communications with members to follow.
 - Email drafted to professionals and councillors to be sent 31 August inviting to an Open house 5th September.

3. Main discussion points:

a) TDC

AB responded that TDC was endeavouring to support the Westway in the short term and to provide flexibility which could enable the Westway to enter into a 15-year lease. The Westway would be in a stronger position once it had the lease in place and a track record (3 years as a Charity in April 2023). TDC was working on building more flexibility into the lease. The lease had been drafted with a 15-year term with 5 year breaks – flexibility could be added in the Westway's favour by adding a one way break clause on a months' notice for the first 3 years for example. Once the lease was signed additional Covid funding could be provided (50K) and the Westway would also receive rent from the sub-tenants.

CR reported on ongoing discussions/delays regarding recharge costs, and noted that TDC was holding the final 25K funding. AW added that the non payment of the 25K was adding strain to the current cashflow position, and the lack of clarity regarding recharge costs 2019 to date was making planning difficult.

AB agreed the £25K should be paid across.

AW questioned whether the recharge costs could be capped at 25K to provide more certainty for financial planning – AB to consider.

CR drew attention to areas of concern in relation to building condition issues (including boiler, kitchen and legionella).

AB to chase condition report, and potential exclusions to the lease to be discussed.

Trustees to liaise with AB regarding financial situation.

AB to chase TDC finance and legal teams and endeavour to expedite provision of the lease.

Concerns regarding rapidly increasing fuel costs were discussed.

It was agreed that consideration be given to Westway continuing to use TDC fuel contracts and be recharged should this be beneficial.

b) ESDAR

PC stressed the pivotal importance of the Westway, and the reliance of ESDAR and others on its continuation. He urged that the **Parish, District and Country councils be urged to support the Westway.**

c) Parish Councils

- **MP, District and Parish Councillors and other professional contacts to be invited to an Open Meeting 5th September.**
- **Parish Councils to be approached for support, and meetings/ visits offered individually or together as 4 Parishes.**

d) Health

The contribution of the Westway to the health and wellbeing of local people was discussed combating loneliness and isolation, outreach and encouraging activities and participation.

It was agreed that potential funding from health be investigated further.

e) Fundraising

- **Website to be updated and fund-raising link highlighted on website, Facebook and Instagram posts.**
- **List of potential contacts/ sponsors to be compiled and shared.**

Dates of next meetings:

[Additional meetings to be scheduled as required]

Tues 25th October 2022 – Full meeting

Thurs 17th November 2022

Thurs 15th December 2022 – FULL meeting

[Meetings be scheduled monthly (except August), with full meeting quarterly as follows (all 6pm at the Westway)]