



Minutes of a meeting of the Board of Trustees

Tuesday 25th October 2022 at 6pm at the Westway

Present:

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

In Attendance:

Claire Richards (CR) Centre Manager
Alison Boote (AB) Adviser - TDC
Annette Evans (AE) Adviser - Caterham Valley Parish Council
Richard Wright (RW) Adviser - Clinical Director, North Tandridge PCN

Apologies

Sakina Bradbury (SB) Adviser - Caterham Valley Parish Council
Pat Cannon (PC) Adviser – ESDAR
Lisa Sturges (LS) Bookkeeper

1. Welcome and Apologies

JH welcomed the Visitors attending.

2. Minutes of the last meeting

The minutes of the emergency meeting 30 August 2022 were agreed.

All matters arising were covered by agenda items.

Since the last full meeting (30 August 2022), the trustees had also met on 1st September, 8th September, 14th September, 16th September, 28th September, 5th October, 7th October, 14th and 19th October and notes of these meetings are held on Teams.

A meeting with Health Partners had been held on 20th October (Sumona Chatterjee, Donna Derby, Rachel Graham, RW, JH AW CR).

Weekly update meetings continued with TDC to progress the lease (RL CR).

3. Next steps

Updates on progress since the last meeting were as follows:

a. TDC

- Work continued towards signing the lease (see 5 below).
- TDC continued to signpost the Westway to potential funding opportunities,

b. Parish Councils

- Caterham Hill had agreed to support the Warm Place Plan (£25K), and a grant application had also been made to Whyteleafe (£2K).
[Whyteleafe VC confirmed this funding on 31st October]
- A complementary request to support the Food Offer at the Westway (£15K) had been submitted to Caterham Valley, and this would be considered on 26th October (JH AW RL and CR to attend public part of meeting, and with support for the proposal from RW and Ailsa Flinders).
[Caterham Valley PC agreed this funding 26th October]
- **It was agreed that the Parish Councils working with the Westway be invited to nominate a representative to attend full board meetings.**

c. Health

- JH and RW reported on the 20th October meeting with Sumona Chatterjee, Donna Derby, Rachel Graham.
 - RW had stressed the importance of the Westway to the preventative agenda and the Draft Business Plan and funding gap had been highlighted.
 - There had been positive discussion, an intention of future support communicated and potential funding may also be possible in the shorter term via estates funding/ space rental and would be actively explored.
- d. RW confirmed that North Tandridge PCN had agreed to match the contribution paid to him by ICS (partnerships/ neighbourhood teams), ie £650pm be paid to the Westway.
- e. RW confirmed that the 'Bike Project' could now be unrestricted/ used to contribute to running costs and that a further £3K grant may be available.
- f. Growing Health Together: £10K to be applied for and a further £8K may be available (Gillian Orow).
- g. RW noted that at a recent Growing Health Together meeting some Councillors had indicated they were not clear about what The Westway offered. CR confirmed that communications had been sent to all local representatives, with open offers to visit The Westway. Local Councillors had also been included in the Next Steps Communications late August. AW and RL had recently met with Taylor O'Driscoll, and JH would be meeting with Matthew Groves 26th October.

h. Fund Hunting Team:

- CR reported on the work of the group investigating potential funding opportunities.
- Lynne Martin and Lisa Joy had been assisting on a voluntary basis, and there were links to The Friends of the Westway.
- A schedule of grants which could be applied for and when had been prepared. AW and CR to discuss the level of detail to include in the Business Plan.
- Lynne Martin to be invited to continue to be an advisor to the board.

- i. **Funding raising:** Community fund raising now stood at £16.5K (including 5K GoFundMe, a number of individual donations, supermarket stall, and £1.4K at the recent Quiz Night). Further events were planned, including a tabletop sale.

RW to confirm arrangements for payment of the £650pm contribution (3d) and how the remaining funds referred to should be applied for (3e and 3f).

4. Business Plan

- **TDC and North Tandridge PCN to be added to list of partners.**
- **AW to update summary cashflow in-line with RL primary version at month end, and to edit references in plan accordingly.**
- **AW/ CR to agree format of Grants schedule. AW to add to the Business Plan and circulate for final approval.**

5. Lease update

- RL updated on progress. Weekly meetings were scheduled, repairs and maintenance issues were being reviewed, and recharge costs had been progressed to Sept 21, and were required to Sept 22.
- RL and AW had discussed draft Lease and Management Agreement with Gavin Cooper, acting for the Westway.
- AB stressed the intention for the agreement to be generous and flexible, and agreed that the wording regarding the rental needed to be revised.
- AB noted that the Communities Services Committee should now be referenced rather than the Housing Committee.
- Arrangements with subtenants were discussed and JH stressed the need to ensure all costs were covered.
- The potential use of sublet space when not required by subtenants was discussed, particularly as this may facilitate additional rental being achieved and space potentially available to Health (see above).
- The date of the lease was discussed, and whether it could be backdated to 1st October.
- **AB to be copied in all updates/ information requests with TDC team. AB to continue to liaise closely with Kate Haacke and ensure lease progress prioritised by her team.**

6. Other finance updates

RL updated on progress:

- The financial position was now secure until the end of the financial year, and longer-term sustainability was being worked on (see Business Plan).
- Cashflow was being carefully monitored and regularly updated in the finance information shared on Teams (CR and Trustees).
- £62,945 was now held in the second account (Restricted funds, plus estimated 3 months running costs).
- Bank mandates were being progressed. **(RL being processed, other trustees to be added need to complete forms with CR).**

- Annual Accounts 2022: two independent reviewers were being considered: **It was agreed that the Finance Group (RL AW IM) may agree the appointment, any necessary formalities and arrange for the review to be conducted as soon as possible.**
- **Amendments were required to the PayPal account before GoFundMe funds could be drawn down.**
- Fees and charges were being reviewed and some had been increased already. Hire charges to be reviewed at the next meeting.
- Unpaid hire invoices were being chased, First Community in particular. **IM to review with RL and CR and agree appropriate correspondence/ action to be taken.**
- **Sponsor a membership/ business sponsorship to be followed up.**

7. Warm place update

- CR updated on arrangements. 12 places were now fully funded, and the Warm place was operational.
- The Salvation Army was covering Sundays, and a rota of volunteers to cover Saturdays and other days the centre was not staffed was being organised.
- An information pack and training would be made available to lead volunteers (emergency procedures/ first aid/ food hygiene).
- RW suggested that volunteering opportunities could also be made available to young people via local schools and colleges for example (DBS/ safeguarding training to be added to lead volunteer training requirement if volunteers under 18). CL agreed that young volunteers could usefully contribute to social media initiatives.
- It was agreed that the Westway was not ideally suited to children and that reciprocal arrangements should operate with other Warm Hubs which may have more appropriate provision (such as The Arc).
- **RW suggested advertising the availability of the Warm Place at the Westway in GP practices and at Caterham Dene (as well as 'Sponsor a Membership').**
- With the increase in Covid infection rates and the approaching winter period, **guidelines should advise that anyone with symptoms should not attend the Centre or the Warm Place, and it was agreed that this should be displayed at the entrance.**

8. Strategy

The Draft Strategy was discussed, and it was agreed that this be finalised for issue as soon as possible.

RW suggested amendments in respect of 'partnership working' and AB requested amendment to the text regarding the 'end' of the initial support from TDC to reflect the ongoing relationship and support.

Final comments to be submitted asap, and final strategy document agreed for circulation.

9. Fund raising plan

It was agreed recruitment of a trustee with fund raising experience be discussed with Tandridge Voluntary Action.

It was noted that the Friends of the Westway need further leadership support and suggested that a broader age group be targeted.

JH/ CL to also discuss how broader social media/ content experience could be sourced and used.

10.AOB

Press update to be prepared (Tandridge/ Caterham Independent), with thanks to supporters and funders.

JH to give an update on progress to BBC Radio Surrey Sunday 30th October.

Next meeting to ratify appointment of independent reviewer, and consider hire charges, policies for approval, and risk register.

Dates of next meetings:

Thursday 15th December 2022 – FULL meeting

[Additional meetings to be scheduled as required]

[Meetings be scheduled monthly, with full meeting quarterly all 6pm at the Westway]

New, outstanding and completed actions

New Actions

Action	When	Who	Note
1. Parish Council representatives: AW to write to Caterham Hill and Whyteleafe Parish Councils to invite them to nominate representatives, and to Caterham Valley Parish Council to ask them to confirm their continued nomination.	ASAP	RL CR	Completed CVPC: SK and AE CHPC and WVC awaited
2. Lynne Martin to be invited to continue to be an advisor to the board.	ASAP	AW	Completed Response awaited
3. RW to confirm arrangements for payment of the £650pm contribution (3d) and how the remaining funds referred to should be applied for (3e and 3f).	ASAP	RW CR	
4. Business Plan: <ul style="list-style-type: none"> TDC and North Tandridge PCN to be added to list of partners. AW to update summary cashflow in-line with RL primary version at month end, and to edit references in plan accordingly. AW/ CR to agree format of Grants schedule. AW to add to the Business Plan and circulate for final approval. 	ASAP	AW AW AW CR	Completed
5. Lease: AB to be copied in all updates/ information requests with TDC team. AB to continue to liaise closely with Kate Haacke and ensure lease progress prioritised by her team.	ongoing	RL CR AB	
6. Bank mandate: RL being processed, other trustees to be added need to complete forms with CR).	ASAP	Trustees/ CR	
7. Accounts 2022: Finance Group to agree the appointment of independent reviewer, any necessary formalities, and arrange for the review to be conducted as soon as possible.	ASAP	RL AW IM LS	
8. Amendments were required to the PayPal account before GoFundMe funds could be drawn down.	ASAP		
9. Unpaid invoices: IM to review with RL and CR and agree appropriate correspondence/ action to be taken.	ASAP	IM RL CR	
10. Warm Place: RW suggested advertising the availability of the Warm Place at the Westway in GP practices and at Caterham Dene (as well as 'Sponsor a Membership').	ASAP	CR/ Trustees	
11. Warm Place: guidelines should advise that anyone with symptoms should not attend the Centre or the Warm Place, and it was agreed that this should be displayed at the entrance.	ASAP	CR/ Trustees	
12. Strategy: Final comments to be submitted asap, and final strategy document agreed for circulation. <ul style="list-style-type: none"> RW suggested amendments in respect of 'partnership working' AB requested amendment to the text regarding the 'end' of the initial support from TDC to reflect the ongoing relationship and support. 	ASAP	All	
13. It was agreed recruitment of a trustee with fund raising experience be discussed with Tandridge Voluntary Action.	ASAP	JH AW	
14. Consideration of widening support for Leadership of Friends of the Westway.	Ongoing	All	
15. JH/ CL to also discuss how broader social media/ content experience could be sourced and used.		JH CL	
16. Press update to be prepared (Tandridge/ Caterham Independent), with thanks to supporters and funders.	ASAP	JH	

17.	JH to give an update on progress to BBC Radio Surrey Sunday 30 th October.	30 Oct 22	JH	
18.	Next meeting to ratify appointment of independent reviewer, and consider hire charges, policies for approval, and risk register.	17 Nov 22	All	