



Minutes of a meeting of the Board of Trustees

Wednesday 15th December 2022 at 18:00 at the Westway

Present:

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

In attendance

Claire Richards (CR) Centre Manager
Alison Boote (AB) Advisor (TDC)
Pat Cannon (PC) Advisor (ESDAR)
Richard Wright (RW) Advisor (Clinical Director North Tandridge PCN)

Apologies:

Ian Macaulay (IM) Trustee
Sakina Bradbury (SB) Advisor
Annette Evans (AE) Advisor
Lisa Sturges (LS) Advisor/ Bookkeeper

1. Welcome and apologies

Apologies had been received from IM, SB, AE and LS.

Caterham Valley PC had confirmed the appointments of Annette Evans and Sakina Bradbury as advisors.

Caterham Hill and Whyteleafe PCs had not appointed advisors.

2. Declarations of interest

No conflicts of interest were reported.

3. Minutes of the 25 October 22 meeting

The minutes of the last full board meeting (25th October) meeting were agreed.

Since last full meeting, the Trustees had also met on 10th November 17th November 24th November and 7 December and notes of these meetings are held on Teams.

Matters arising and updates to outstanding actions were reported – see Appendix.

4. Lease Update

- RL updated on progress on arrangements with TDC. Progress had been made on agreeing recharge costs (AB and Kate Haacke) and resolving remaining maintenance issues.
- Lease documentation was now with Gavin Cooper.
- Arrangements with sub tenants: Terms had been agreed with Surrey Choices and discussions with ESDAR and AgeUK were in progress.
- It was hoped that the lease could be finalised by the end of December/ as early as possible January.

5. HR Update

- JH updated on meetings with staff regarding employment contracts. Arrangements were being made to move all staff to regular employment contracts.
- A reorganisation was proposed for early 2023 with a review of what was being delivered/ detail of roles required. There would be consultation process with staff.

6. Finance updates

Cash position

- RL updated on the current cash position and the Cash Flow Forecast: With the grants achieved to date and the funding raising, finance was now secure until at least May 23.

Funding update

- 112K had been raised in 3.5 months (grants and public fundraising).
- Sufficient grant income had been received to cover activities for the year, but regular funding would still be required to cover core costs (shortfall c10k pm).
- Discussions with external parties were ongoing (PCs, Health and Social Care) and potential grants were being reviewed.
- Grants had been received from Caterham Hill (£25K) and Whyteleafe (£2K) (Warm Hub) and from Caterham Valley for the Food Offer (15K).
- **It was suggested that a grant application also be made to Chaldon PC.**
- **A follow up meeting with Sumona Chatterjee and colleagues was scheduled for 4th January** (following from 20th October meeting).
- RW was continuing to promote The Westway as central to plans/ vision for area, and fundamental to neighbourhood teams, and hoped that support may be possible from April.

Annual Accounts: Year to 31 March 2022

- Draft accounts had been sent to Devonshire Green (Kent) Ltd for Independent Review and CR was drafting the Trustee Annual Report.

7. Warm place update

CR updated on Warm Place:

- Whilst the uptake so far had been relatively low, the provision had proved useful for those attending centre activities, members staying on longer and ad hoc visitors.
- Other venues had reported similar experience to date, and the Arc now had funding for its 'after school' offer.
- First Aid training had been held for relevant volunteers.
- A 'ring' doorbell had been acquired and on call phone arrangements were being made to ensure support available.
- Signage provided by SCC referenced heating advise – whilst it was not possible to provide this by organisations not appropriately registered, referrals would be made to CAB.

8. Christmas arrangements

CR updated on arrangements for the Christmas period:

- 60 booked for Christmas Dinner both 19th and 20th December and 85 plus for Christmas day.
- Carols with Rotary scheduled for Wednesday 21st December 1pm and in Caterham Valley Thursday 22nd 10-12pm.
- The Centre would be closed Friday 23rd, 28th, 29th and 30th and Bank Holidays 26th 27th and 2nd Jan.

9. Policies for approval and Risk Register

JH reported that staff related policies were being updated with the Staff Handbook, and that the Fire policy and Risk Register were scheduled to be reviewed next.

10. Any other business

JH reported on the resignation of CM as Centre Manager:

- Claire had agreed to stay on until the end of January and would be working with the Trustees on handing over responsibilities.
- The Centre Manager vacancy would be advertised in January.
- The Trustees will support the staff and volunteers between appointments to ensure services are disrupted as little as possible.
- New projects / activities were to be avoided at this time.
- A letter would be sent to Partners 16th December and to volunteers shortly thereafter.

The meeting recognised Claire's valuable contribution and over the last 3 years and wished her well for the future.

AB advised that this would be her last meeting as an Advisor, as she would be retiring from TDC on 31st January 23, and that Julie Porter would take over as an advisor for TDC.

The meeting thanked AB for her support to the Westway over the last three years and wished her well for the future.

RW reported that he would be stepping down as Clinical Director North Tandridge PCN at the end of March (Alex Trompetus to takeover this role), but that he would be continuing with 'Growing Health Together' and as an advisor to the Westway.

11. Dates of next meetings:

JH and AW to agree a schedule of meetings 2023.

Meetings be scheduled monthly, with full meeting quarterly all 6pm at the Westway. [Additional meetings to be scheduled as required].

The following dates were subsequently confirmed:

Full board:

23rd March 23

15th June 23

19th October 23

Trustees only:

10th January 23, 23rd February 23, 20th April 23, 18th May 23, 20th July 23,

21st September 23, 16th November 23, 14th December 23

Appendix: List of Outstanding and Completed Actions

Outstanding Actions from the 25 October Full meeting

Action	When	Who	Note
3	ASAP	RW CR	In progress
6	ASAP	Trustees/ CR	RL actioned JH IM and AW to be added
8	ASAP		To be actioned
13	ASAP	JH AW	In progress
14	ongoing	All	Ongoing
15		JH CL	Ongoing

Completed Actions from the 25 October Full meeting

Action	When	Who	Note
1	ASAP	RL CR	Completed <i>CVPC: SK and AE CHPC not appointing advisor WVC awaited</i>
2	ASAP	AW	Completed (Response awaited)
4	ASAP	AW AW AW CR	Completed
5	ongoing	RL CR AB	Completed
7	ASAP	RL AW IM LS	Devonshire Green (Kent) Appointed
9	ASAP	IM RL CR	Completed
10	ASAP	CR/ Trustees	Superseded
11	ASAP	CR/ Trustees	Completed
12	ASAP	All	Both documents finalised
16	ASAP	JH	Completed
17	30 Oct 22	JH	Completed
18	17 Nov 22	All	Completed 24/11/22