



**Minutes of a meeting of the Board of Trustees
Thursday 15th June 2023 at 18:00 at the Westway**

Present:

Ralph Linsell (RL)	Trustee (Chair)
June Hopkins (JH)	Trustee
Alison Williams (AW)	Trustee

In attendance

Pat Cannon (PC)	Advisor (ESDAR)
Annette Evans (AE)	Advisor
Tony Pearce (TP)	Centre Manager

Apologies:

Caroline Liggins (CL)	Trustee
Sakina Bradbury (SB)	Advisor
Julie Porter (JP)	Advisor (TDC)
Lisa Sturges (LS)	Advisor/ Bookkeeper
Richard Wright (RW)	Advisor (Clinical Director North Tandridge PCN)

1. Welcome and apologies

Apologies had been received CL JP LS RW

It was noted that JH had stood down as Chair having served as agreed for one year, and that RL had been appointed Chair for the next year with effect from 1 May 2023. The Trustees had approved this change at their meeting on 18 April 2023.

PC thanked JH on behalf of all for her tremendous contribution over the last year.

2. Declarations of interest

It was reported that the appointment of Simon Hopkins as an advisor, charity finance and governance matters, would be continued and agreed that Simon be invited to future meetings/ finance meetings.

[This appointment had been agreed by CL, RL and AW, JH having declared a conflict of interest.]

3. Minutes of the 23 March 2023 meeting (Paper 1)

The minutes of the last full board meeting (23rd March 2023) were agreed.

Since last full meeting, the Trustees had also met on *met on 25 March 18 April and 18 May 2023* (notes kept on Teams).

For updated new, outstanding and completed actions – see Appendix.

4. Updates/ Feedback from Advisors

- PC raised an issue with room availability for a recent ESDAR meeting. There had been some confusion TP/ ESDAR regarding room availability and a short notice change. TP explained that the main hall was increasingly in use and suggested ESDAR discuss potential dates with TP in advance and consider dates during school holidays for example if possible when there was more availability.
- PC noted that the Your Fund Surrey scheme and funding still had funds available for capital projects.
- PC asked whether the list of repairs and maintenance required which was compiled at the time of the condition survey (window, PowerPoints etc) was available. PC to take up with TDC.
- PC reported that TDC had eventually agreed to replace ESDAR carpet, it had been necessary to escalate the issue (which had been ongoing for over a year) to David Ford.
- AE asked when the Westway would be communicating with Parish Councils regarding its funding/ financial position. JH reported that the Trustees were currently reviewing existing grants and potential funding sources and would be in touch with an update (see item 7). Centre membership and usage data would also be included.
- AE reported that East Surrey Museum had similar issues with the execution of their lease as had been experienced by The Westway.

5. Operational update (Paper 2)

TP updated:

- Hall bookings are up slightly in the last few months. With new and revised daily activities, the main halls were now almost in constant use.
- A member of staff would now be required if the alcohol licence was being used and this would be factored into hire agreements and charges.
- Some larger fundraising events were planned in the coming months.
- Staffing levels remained constant, with Lisa Shepherd now assisting one day a week with IT and fund raising.
- Online training was being sourced and some onsite First Aid training was being considered (TP to discuss with RW).
- Volunteer numbers remained steady, though finding appropriate cover could be challenging at times, especially in the holiday season and additional volunteers with specific skills would be advantageous (such as IT or finance).
- A complaint had been by a service user about another service user, involving inappropriate physical contact. The matter has been dealt with by explaining to the person that such behaviour was not appropriate and that continued such behaviour would result in that person being barred. All contact was done with 2 staff members present.
- A small number of 2nd hand complaints had been received about the cleaning. This matter was quickly resolved and an enhanced regime started. There are now also daily/weekly cleaning checklists to be completed.
- TP suggested that half yearly membership be increased from £25 to £30 (annual would unchanged at £50), due to the extra admin required.

The Operational Update (Paper 2) was noted and the proposed increase in half yearly membership to £30 agreed.

6. Lease Update

RL reported:

- The Centre lease had been signed 9th May and sent to the Land Registry.
- The fire compliance certificate and legionella risk assessment were still awaited from TDC.
- RL and CL were chasing the finalisation of the sub leases.

7. Finance Report (Paper 3) - CONFIDENTIAL

The Finance Report (Paper 3) updated on progress made since the last full Board meeting (March 23), the current cash position and forecast, and highlighted actions planned. (Forecasts to March 2024 and March 2025 were in progress).

Progress made since the March meeting

- Submission of National Lottery Community Fund Application.
- Submission of Co-op and Tesco applications.
- Your Councillor Community Fund (YCCF) grant in respect of kitchen works in progress and Surrey Mental Health Investment Fund Applications were in progress.
- Trustees/ Westway Team had planned work on grant application data and started scoping next steps.

Update on Current cash position [CONFIDENTIAL: RESTRICTED]

Actions planned

- Ongoing improvements to financial processes.
- Plan for audit of 2023 accounts. [As turnover exceeded 250K accounts would need to be on an accruals basis and audited; 2021 and 2022 were on a receipts and payments basis and subject to an independent review.]
- Continued dialogue with Partners and Health regarding potential future funding.
- Trustees meeting 19th June to discuss the National Lottery bid and plan how to progress.
- Planning next steps in respect of fundraising and comms: Westway Team/ Trustees.

The Finance Report (Paper 3) was noted and the planned actions agreed

User Survey

AW had shared a link to a draft User Survey. **Any comments to AW asap** so that the survey could be issued and made available at the Centre. **Next meeting to consider survey feedback.**

AGM

It was suggested that a members meeting be held in September. It was agreed that a daytime meeting may be preferred by members, but that an evening may be more suitable for a wider meeting and a meeting aimed at potential partners. **TP/ RL to propose dates.**

8. Grants/ Funding

JH updated on the current application to the National Lottery Community Fund. The trustees had arranged to meet on 19th June to discuss feedback received and plan next steps. A further meeting was subsequently arranged for 22nd June to discuss financial forecasts. Further information would be made available and approaches made to Parish Councils and other Partners shortly.

9. Policies for approval

Deferred to next meeting.

TP to discuss with PC.

10.Trustee recruitment

RL reported that there had been three expressions of interest, but further nominations would be useful and asked **advisors to share the vacancy with networks.**

11.Dates of next meetings:

Meetings to be arranged with advisors. Members meeting and consultation/ engagement meetings to be planned.

Date of next full board meetings:19th October 23

T rustees only: 20th July 23, 21st September 23, 16th November 23, 14th December 23

Appendix: List of Outstanding and Completed Actions

New Actions

Actions 5 June 2023		When	Who	Note
1	Simon Hopkins to be invited to future meetings and discussions regarding finances.		AW	
2	User Survey – comments to AW asap Survey to be emailed to members and volunteers, available at the Centre and communicated via website/ Facebook. Next meeting to consider survey feedback.		All AW CL	
3	TP RL to propose dates for members meeting, evening consultation meeting and meeting for potential partners by invitation.		TP RL	
4	TP to discuss training with RW.		TP RW	
5	Policies for approval to be deferred to next meeting. TP to discuss with PC.		TP	
6	Trustee recruitment ongoing: please share with networks accordingly.		All	

Outstanding Actions 23 March 2023

Action	When	Who	Note
23/3/23 4	The Fire Report and Water Monitoring Report to be passed to the Westway when available.		AlexW
23/3/23 5	MHS to confirm the insurance rent payable to TDC and rates paid by TDC (The Westway may choose to appeal).		MHS
23/3/23 7	MHS agreed to review remaining funding and report back on how this could be made available to the Westway.		MHS

Ongoing Actions

Action	Who	Note
25/10/22 14	Consideration of widening support for Leadership of Friends of the Westway.	All
25/10/22 15	JH/ CL to also discuss how broader social media/ content experience could be sourced and used.	JH CL
23/3/23 1	RW and JP to report back on developments with the North Tandridge Locality Plan and the Survey Heartlands Estates Strategy/ potential LA/ Health support to the Westway.	RW JP
23/3/23 2	Trustee Recruitment ongoing: JH/ AW to follow up with TVA, SH to report back on potential pro bono advice re grant applications.	JH AW SH
23/3/23 3	CL and TP to discuss improvements to the website and report back.	CL TP
23/3/23 10	LS/ RL/ TP to review work required to claim gift aid to date.	LS RL TP

Completed Actions

Action	Who	Note
23/3/23 6	It was agreed that finalisation and signature of the Lease document be expedited for completion by the end of the month. RL to forward note on outstanding issues in respect of the Lease/ Management Agreement to Gavin Cooper. AlexW/ MHS to expedite outstanding areas at TDC.	RL AlexW/ MHS
23/3/23 8	Meeting to review progress potential grant applications.	Trustees
23/3/23 9	JH to circulate note on the Outreach service.	JH