



**Minutes of a meeting of the Board of Trustees
Tuesday 23rd January 2024 at 18:00 at the Westway/ Teams**

Present:

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

In attendance

Lisa Sturges (LS)	Advisor/ Bookkeeper
Julie Porter (JP)	Observer (TDC)
Mary Marsden	Joint Centre Manager
Simon Hopkins (SH)	Advisor
Kwik Hung Lui (KHL)	Observer

Apologies:

Caroline Liggins (CL)	Trustee
Annette Evans (AE)	Advisor
Sakina Bradbury (SB)	Advisor
Pat Cannon (PC)	Advisor (ESDAR)
Tony Pearce (TP)	Joint Centre Manager
Richard Wright (RW)	Advisor (North Tandridge PCN)

1. Welcome and apologies

RL welcomed Lui to the meeting as an observer. Lui was interested in becoming a trustee.

2. Declarations of interest

None.

3. Minutes of the 19 October 2023 meeting (Paper 1)

The minutes of the last full board meeting (19th October 2023) were agreed.

Since last full meeting, the Trustees had also met on 16 and 27 November 2023, 1, 8 and 15 December 2023, and 22 January 2024: notes on Teams.

For updated new, out-standing and completed actions – see Appendix.

4. Feedback from Advisors

RL asked SH to advise on the position in respect of other charities fund raising on Westway premises. SH agreed suggested that **guidance be included as part of the Governance Review (item 6).**

SH suggested that medium term financial positions be reviewed, including the National Lottery Community Fund - Next Steps funding.

JP:

- Shared a [report from Lingfield and Dormansland lets cooking club.](#)
- Reported on the success of the Westway application to Tandridge Together Community Fund. Tandridge Health & Wellbeing Board had awarded £2K to be spent in full by February 2025 (**support letter to be signed and returned**).
- Working Better Together meeting 24 January 2024 would display projects and initiatives: MM attending for Westway.
- Productive meeting Westway/ TDC 22 January: **JP picking up issues and to respond.**

5. Finance Report (Paper 2) - CONFIDENTIAL

The Finance Report (Paper 2) updated on progress made since the last full Board meeting (Oct 23), the current cash position and forecast, and highlighted actions planned.

Progress made since the March meeting

- The National Lottery Community Fund (NL) has been granted and commenced on 1 January 2024.
- SCC allocation grant in respect of kitchen works was issued and the new kitchen oven and cooker have been installed. There was a small surplus which SCC agreed could be spent on a replacement water heater in the coffee shop, which had broken down

Update on Current cash position [CONFIDENTIAL: RESTRICTED]

Actions planned

- Forecasts for the period of the NL grant are in progress.
- Ongoing improvements to financial processes.
- Accounts for the year ended 31 March 2023 being prepared on an accruals basis (to be finalised and approved by Trustees shortly, and filed with the Charity Commission by 31 January 2024).
- Invoices and contra charges to be agreed with TDC by 31 March 2024 (re period 1 October 2022 to 31 December 2023).
- Intention to increase reserves from 3 to 6 months: **to be phased in asap/ separate meeting to address and process to then be agreed with NL adviser.**
- Continued dialogue with Partners and Health regarding potential future funding.
- **Intention to open an account with a different bank for reserves.**
- **Future predictions to be reconciled to management accounts: information to be presented to be outlined in governance review.**
- Relevant monies spent against grants to be allocated monthly and restricted fund balance adjusted accordingly.

- **LS progressing recording and claiming of GiftAid.**

The Finance Report (Paper 2) was noted and the planned actions agreed.

6. Governance (Paper 3)

JH outlined the proposal for a Governance Review.

It was agreed that a Governance Review be carried out by SH on a pro bono basis, to include*:

- Overall governance structure including roles and responsibilities and the operation of the board of trustees;
- Risk management arrangements;
- Oversight of the Sustainability Programme;
- Trustee skills and knowledge, and any gaps to be filled,
- Oversight of key external relationships.

**Decision made by meeting, JH having previously declared a conflict of interest.*

JP asked about the Westway safeguarding policy and JH confirmed that safeguarding adults and children policies were in place, linked to SCC procedures, and would be reviewed and updated periodically.

JP noted that TVA intended to run training for volunteers and would be advertising this soon.

SH agreed to undertake a governance review and would circulate proposed Terms of Reference for agreement shortly. CL to be asked to be lead trustee for this exercise.

SH subsequently circulated proposed Terms of Reference (email 25/1/24).

7. Next Steps update

National Lottery Grant

- For the record: National Lottery Community Fund grant offer had been agreed and signed by the trustees on 8 December 2023.
- News shared with partners, staff, volunteers, members, in programme and on website. No press release – communications plan to be developed and agreed with NL advisor.
- Next Steps project now working on achieving matched funding, recruitment of a Charity Manager and a review of the centre staffing need.
- Charity Manager recruitment close 2nd Feb – 16 applications received, interview date 16 February
- Sustainability project.

8. Operational update (Paper 4)

MM presented an Operational Update (Paper 4):

The Operational Update was noted.

JP agreed to follow up on the issue reported with delays to Blue Badges (and attendance claims via CAB) with the Community Prevention Board.

JP agreed to follow up with MHS regarding the building electrical compliance issue TP had been discussing with AlexW.

LS to consider VAT status/ application and report back. JP may have a contact for a VAT specialist.

MM reported:

- staff working arrangements: trial of Centre Manager/ Deputy Centre Manager (including Volunteer Co-ordinator) roles.
- 2 wedding receptions had been requested at the Westway. This was a new venture which could generate weekend/ evening income. Permitted use/ licensing to be considered.
- TP working through volunteer records, ensuring these were up to date, and collecting information in respect of interests and skills, and training required.

9. Sub leases

Still outstanding – RL to report on progress.

10. Grants/ Funding Raising

Updates included:

- MM reported that the outcome were awaited for applications Friendship grant and Skipton.
- A new 2K grant had been received from Tandridge Together Community Fund.
- An application to the Henry Smith foundation was in progress.
- **Follow up response due to Surrey Community Fund remains outstanding.**
- Potential grant applications being monitored, to be reviewed and prioritised.

It was agreed that a separate meeting be held to consider the grants in progress.

11. AOB

Trustee Recruitment: Ongoing - RL to report.

Training of volunteers (including safeguarding) – MM/ TP to review potential providers and make a recommendation.

Finance policy: separate meeting to discuss. RL LS

12. Dates of next meetings:

Date of next full board meetings:

23rd April

16th July – Lui to attend

15th October

Trustees only: 22 February, and monthly TBC

Appendix: List of Outstanding and Completed Actions

New Actions

Actions 23 January 2023		When	Who	Note
1.	SH to undertake a governance review and would circulate proposed Terms of Reference for agreement shortly. CL to be asked to be lead trustee for this exercise	ASAP	SL	TOR circulated 25.1.24
2.	SH to include guidance re charities fundraising on same premises as part of the Governance Review.		SL	
3.	Separate finance meeting to be scheduled: <ul style="list-style-type: none"> • Medium term financial positions be reviewed, including the National Lottery Community Fund - Next Steps funding. • Management accounts/ reporting 	ASAP	AW RL SH LS	
4.	JP agreed to follow up on the issue reported with delays to Blue Badges (and attendance claims via CAB) with the Community Prevention Board.	ASAP	JP	
5	JP agreed to follow up with MHS regarding the building electrical compliance issue TP had been discussing with AlexW.	ASAP	JP	
6	LS to consider VAT status/ application and report back. JP may have a contact for a VAT specialist.		LS	
7	RL to follow up on response due to Surrey Community Fund.	ASAP	RL	
8	Separate meeting to be scheduled to progress grant applications.	ASAP	AW	
9	Training of volunteers (including safeguarding) – MM/ TP to review potential providers and make a recommendation.		MM TP	
10	RL to agree final Finance policy with LS and circulate (to be uploaded to website).	ASAP	RL LS	

Outstanding Actions

		When	Who	Note
19/10/23 1	TP and RL to make list of current maintenance issues, and make request to TDC for one-off funding. TDC to consider against action 7 (23/3/23). JP to respond following recent meeting (23/1/24)	ASAP	RL TP JP JP	
19/10/23 3	LS to be authorised to submit claims (gift aid) on behalf of the Westway.		LS AW	
19/10/23 6	Any update on Growing Health Together – project with University of Kent- data/evaluation/impact.		RW	
19/10/23 7	RW MM to consider potential for small grant application eg re cooking project to North Tandridge.	December	MM RW	
19/10/23 10	Health & Safety Policy to next meeting for approval.		RL	
19/10/23 13	TDC recharges to be finalised.		JP RL	
19/10/23 14	JH and MM to take up enforcement of no-smoking policy across whole site with sub-tenant.		JH MM	

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	Rates confirmed. Insurance rent o/s
23/3/23 7	MHS agreed to review remaining funding and report back on how this could be made available to the Westway.		MHS	also 19/10/23 Action 1

Ongoing Actions

Action		Who	Note
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	
5/6/23 6	Trustee recruitment ongoing: please share with networks accordingly.	All	Ongoing

Completed Actions

Action		Who	Note
19/10/23 2	2023 Accounts: LS to confirm basis and quotes to be sought – appointment to be made at next meeting.	LS RL	Completed
19/10/23 4	National Lottery Application: Meeting with Advisor 23/10/23 AW and JH to finalise and submit final National Lottery Application.	23/10/23 JH AW RL AE MM End Oct JH AW	Completed 30/10/23
19/10/23 5	Sustainability Project: Meeting with Caterham Hill Councillors 20 th October. Caterham Valley Parish Council Meeting 25 th October.	20/10/23 25/10/23 RL AW JH JH AW	Completed
19/10/23 8	JP to send a link to MM for Lingfield Let's Get Cooking Project co-ordinator.	JP	
19/10/23 9	AGM minutes to be made available on website.	AW	Completed
19/10/23 11	Financial Policy to be reviewed. LS RL	RL LS	See 23/1/24 10
19/10/23 12	Trustee Recruitment: Ad to be resent to TVA. Also to JP to add to newsletters, and RW for PCN Network. As part of approach to local business, subject to NL funding, and Local Business Network meeting.	AW AW JP RW AW LS	Completed