

WADDINGTON STREET CENTRE LIMITED



Minutes of a Meeting of the Board of Directors held on Monday 16th January 2023

Present: - Directors: - Fred Robinson (Chair), David Rushton (Deputy Chair), Jeff Dean (Treasurer), David Blazey (Company Secretary), David Shipman, Kay Parker, Jen Lamb, Daniel Rippon

In Attendance: - Ali Lee (Manager), Steve Wakefield (Assistant Manager), Claire McGrother (Finance Officer), Peter Graham-Smith (Admin), Tom Raine (Waddy Member)

Apologies for

Absence: - Louise Toms, Janet Dodson

- 1) **The Minutes of the previous meeting of 28th November 2022** – were read and agreed as a correct record with minor correction item 11e on the third line change ‘a’ to ‘at’. The minutes were signed by Fred Robinson
- 2) **Trustees’ Reflections on the Meeting of 28th November 2022** – Seems the Centre is back in the swing of things post Covid.
- 3) **Matters arising from the Minutes (not covered in the Agenda)** – Janet Dodson’s partner has passed away recently. The Board sends their condolences to Janet.
- 4) **Valued Views Report**
There has been no meeting of the valued views group since Christmas. Ali and Steve are going to plan out this year’s meetings over the next few days.
The open meeting with Fred Robinson and David Rushton is to be rescheduled. There are no concerns at present.
- 5) **Treasurer report** – (presented by Claire McGrother)
 - a. The accounts for April – November are showing a deficit of £46,768 for the first 8 months of the year. This is a reduction of around £20,000 from the budgeted deficit of £66,822. Claire believes that the deficit will be more in line with the budgeted deficit at the year end due to the increase of staff salaries and the Sherburn Flats project coming to an end and any final bills that need to be paid.
 - b. Donations to the end of December are currently £18,845 with a couple of bigger donations recently received from the Shakespeare Temperance Trust and David Granath. Steve is currently looking at the fundraising strategy.
 - c. Reserves are currently high with unrestricted reserves at £398,282 at the 31st March 2022. This amount of reserves will affect the pots of funding that the Centre can potentially bid for. Claire has spoken to the accountants at Ribchesters at it has been suggested that the Alliance funding for the Centre is unrestricted income. It was suggested to use around £20,000 of the reserves before the end of this financial year. The reserve policy states that the reserves should cover one year’s running costs for the Centre. This will be discussed at the next finance subcommittee meeting.

- 6) **Assistant Manager report** (presented by Steve Wakefield)
Covered as part of the Manager's Report.
- 7) **Manager's Report** (presented by Ali Lee)
- a. General Update
- i) January is typically a difficult time with people slow to return after the Christmas period. The Centre is currently busy again as courses have started. The Centre is seeing the same members and finding it hard to turn new referrals into attendance of the Centre. Ali and support staff are currently revising the induction process for new members. It was thought that being part of the Alliance would see more referrals to the Centre. Support staff will be writing to a few of the new referrals to get their views and impressions of the Centre.
 - ii) The Centre may also be seeing less people referred as the New College courses are not part of the Alliance provision and it is social aspect of the Centre and support or the Waddy Feel Good Service that people are referred to attend. The social aspect is an important part of the Centre but only referring people through the Alliance for the social sessions or the WFGS might be stopping people attending the Centre. Currently we are promoting the social sessions and the WFGS and then during the induction process information on other opportunities that the Centre has to offer is given.
 - iii) Floating Support services are currently in high demand. Data showed that due to Covid more people were worried about coming to place based services and would rather use floating support. Across the Alliance there are waiting lists for people wanting floating support. In the past the Centre has seen a lot of referrals from people progressing on from floating support services.
 - iv) Sam in her new role as WFGS Coordinator and Paula as Senior Support Worker will be getting in touch with the recent people referred to the Centre and didn't attend to get their views on the Centre and why they stopped attending. As part of the Alliance the Centre has to show outcomes on why referrals don't turn into attendees.
- b. New College/Education
- i) The new term has started and the numbers on courses are looking ok.
 - ii) The College recently had an Ofsted inspection and the report has now been made public. The College received a Good level on the report and the College's community support was mentioned in the report.
 - iii) The Centre's relationship with the College is good and there is no sense that the College will pull out of their support of the Centre.
- c. Funding Applications
- i) Ali is currently working on a number of funding applications.
 - ii) One of the applications is to fund a new support worker role. This role would be for a new support worker for the Centre as it is becoming apparent there is a need for another support worker in the Centre. The role will also focus on user engagement across the organisations in the Alliance. They would be a champion and support members to be more involved in user engagement and help to develop more peer support roles in the Centre. The County Durham Foundation is a potential funder for this and they have ring fenced some funding for this but the entre still needs to complete the funding application and go through the process.
- d. Alliance Update
- i) The Central Management Team currently use the Campbell room in the Centre at a reduced rate. The budgets for the central management team for the next financial year are being looked at and Ali asked the Board if a new rate for the

room hire should be looked at. Ali thought that the rate should be £5,000 for the coming year and then increase to £6,000 the following year. What is the room worth on the open market? The Board agreed to raise the rate to £5,000 for the next financial year.

- ii) Man's Health has joined the Alliance as a sub-contractor.
 - iii) The Alliance has received funding from TEWV to look at the transformation of services in County Durham. Chester le Street was the first area to be looked at by the Alliance. The work is look at what services are available in the local area and how to make people aware of them and not setting up new services in areas where a similar service already exists. The role of a Community Navigator is to be created and funded for a year. The role is to help navigate people in the Chester le Street area to services across the County and support them through this. The east of County Durham will be the next area to be looked at.
 - iv) TOMS was a part of the tendering process for the Alliance. This is to look at what social value the Alliance brings to the local area. All organisations across the Alliance are behind targets for this. Areas that it was thought the Centre could do to show this in TOMS do not fit into the framework used to monitor this. There is a workshop in the near future with the Alliance to look at this. One way that has been suggested is staff volunteering for 2 hours of their work hours. The Board was asked if this was ok. Currently looking at what staff could do as part of this. Some ideas were a local litter pick, volunteering at other organisations in the Alliance, talks at New College relating to mental health and speak to AAP and Crossgate Partnership for potential ideas.
 - v) Support staff have started to ask members of the Centre to complete the Quality of Life surveys relating to the Centre service they are attending as part of the Alliance outcomes. There have been around 20 completed by members currently. It is hoped to start the Satisfaction survey around Easter. Both of the surveys have to be completed on a yearly basis or when the member decides to leave the Centre. The Quality of life survey also has to be completed at the start of a member's attendance at the Centre.
- e. Annual Health and Safety Review
- The annual trustee health and safety inspection of the Centre has taken place. The inspection went well with only a few issues being identified some of which are already being looked at for example the lights in the top floor offices and the seating in the lounge area. Some more minor issues that can be rectified quite quickly were picked up and have been solved such as storage of paint cleaner in the studio and the way recycling of the Centre waste is handled. Fred will sign the Health and Safety General Policy Statement later this week.
- f. Housing
- The lease for the flats at Sherburn Hill ended on 31st December. Sam and Ali have spent time on cleaning and deporting the flats and one of the carpets has been replaced. The handyman for the flats and the Davidsons the landlords have inspected the flats. They were asked about the £2,000 bond that was paid and they have said they need to replace an oven and some lino in one of the flats so the bond will be reduced. They have been asked to provide an itemised bill for this. Sam was thanked for all her hard work and a gift has been purchased.
- g. Waddy Feel Good Services
- i) Sam is now in the Coordinator role full time. She will be shadowing Steve and Dave over the next couple of weeks to get to know the people that use the service to learn more about them and see if there is more that the service can offer for them.

- ii) The biking activity will start in February. There are 10 bikes stored at Lanchester Road Hospital. Training on Cycle Leader, Bike Maintenance and First Aid will be looked into for people running the activity. Steve has speaking to the Modern Matron and the higher ups at the hospital about a partnership and they are happy to go ahead with this and a consultant has now become involved with the process.
 - iii) There has been some confusion by commissioners about which parts of the wellbeing service are funded by the Alliance and which is funded directly from commissioners. The physical aspect of the service is funded by the Alliance since September 2022 while the wellbeing aspect is funded by commissioners. There was a potential for funding to be stopped from commissioners but this has been resolved now. It has been a little time consuming to sort this out and Ali is working on the quarter 3 report at present.
- h. Business Development Plan
- The Strategic Review Group met before the meeting to look at the Business Development Plan. Ali and Steve looked at the list of priorities for the plan and these include Finance, People, Building and Premises and User Engagement. It was asked what does success look like for the Centre and what does it look like for the Alliance. Other organisations in the Alliance have had to show why they are under provision and underspends are mentioned in meeting on a regular basis.
- 8) Any Other Business – Nothing to report**
- 9) Dates of Board Meetings in 2023** (All on Monday at 4 pm unless otherwise stated)
6th March, 24th April, 12th June, 7th August, 25th September, Friday 24th November
AGM - 3pm, 27th November.