

## WADDINGTON STREET CENTRE LIMITED



### Minutes of a Meeting of the Board of Directors held on Monday 2<sup>nd</sup> October 2023

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

**In Attendance: -** Ali Lee (Manager), Steve Wakefield (Assistant Manager), Claire McGrother (Finance Officer), Peter Graham-Smith (Admin), Dave Boyd (Support and Engagement Lead), Emma Backhouse, Tom Raine (Waddy Member)

#### **Apologies for**

**Absence: -** Louise Toms, David Holloway (Ribchesters)

- 1) **The Minutes of the previous meeting of 14<sup>th</sup> August 2023** – were read and agreed as a correct record with some corrections. Item 7d(i) – on the second line, organisation should be *organisations* and item 7e – Mention in the minutes of another local plumber arranged to look at the issue but they never turned up. The minutes were signed by Fred Robinson
- 2) **Trustees' Reflections on the Meeting of 14<sup>th</sup> August 2023** – Nothing to be report.
- 3) **Presentation of Annual Accounts by David Holloway, Ribchesters**  
The presentation of the accounts has been postponed due to David having to send his apologies.
- 4) **New Company Member Application – Emma Backhouse**  
Emma was welcomed by the Board and membership was agreed by the Board.
- 5) **Appointment of new Deputy Chair**  
Jen Lamb has been appointed as the new Deputy Chair of the Board. This will be confirmed at the upcoming AGM. All office holders will be up for re-election at the AGM and Ali will be sending an email to trustees that are due to step down at the next AGM to confirm they wish to continue being a trustee.
- 6) **Annual Trustee Risk Assessment**  
Ali has updated the document and if anyone has any suggestions of any changes please contact Ali by the end of the week and hope to agree the new document at end of the week.
- 7) **Matters arising from the Minutes (not covered in the Agenda)** – By laws document needs to be approved by the Board. There are no new changes to the document. The document was agreed by the Board.
- 8) **Finance Sub Committee Report** – (presented by Claire McGrother)
  - a. The April – July accounts show a deficit of £17,425 against a budgeted deficit of £37,327. This is mainly due to the User Engagement Lead role starting in June and not in April as originally planned.

- b. Donations to the Centre stand at £5,391 to the end of July against a budgeted amount of £8,333. The Centre has just received a £6,000 donation from AT that will be an annual donation going forward. A thank you letter has been sent out. An annual newsletter with updates on how donations has been used to help the Centre is to be produced. It was also suggested if a Friends of Waddington Street be set up.
- c. A change has been suggested to the Finance Procedures Document. In item 7.2 change the threshold for having to get multiple quotes from £1,000 to £3,000. This was agreed by the Board.
- d. The reserves policy was agreed by the Board.

**9) Valued Views Report** (presented by Steve Wakefield)

Members meet before the Board meetings to give their views on what is going well and not so well in the Centre. Issues raised are more operational than strategic. Saturday sessions are more vibrant, informal day compared to the weekday sessions. Staff were thanked for covering the Saturday sessions in Helen's absence recently. The disability access group met recently to discuss the ramp outside being slippery and chairs in the lounge. There is an Open meeting set up for the near future with Fred and Jen attending to get members views. Activities and events have been set up for the week of World Mental Health Day on the 10<sup>th</sup> October. Erica Jones is re-joining the Centre as a volunteer.

**10) Assistant Manager's Report** (presented by Steve Wakefield)

- a. Window to the Campbell Room was put out by someone while the Centre was closed. It was reported to police by a passer-by. The window has since been replaced and insurance has covered it. Before the window had been replaced Alliance, staff had noticed that the floor had been rising due to damp. A dehumidifier was used in the room and this reduced the problem. A commercial dehumidifier was hired to be used over a week on the ground floor which visibly reduced the damp issue on the ground floor.
- b. Kitchen – three of the appliances in the kitchen are currently not being used. It has been suggested that the kitchen be reordered to be more fit for its current purpose. The appliances will be posted on online market places to see if they are of any use to other organisations but if there are no takers they will be taken for scrap. Once the appliances have been removed we will be able to look at the flooring in the kitchen and the ground floor as a whole. One flooring company has given a quote of £4,000 for the redo of the ground floor flooring. Some activities may have to be move into the church during any work being done.
- c. Disability Access Group – The group met and as previously discussed in the Value Views Report the Ramp outside the Centre and chairs were raised as issues. Also brought up was the fact that the people attending the Centre are getting older.
- d. Volunteers/Waddy Helpers – Steve is speaking to six new volunteers at present. They will be helping out with the WFGS to start. He will also be speaking to People at Durham University in the near future. Speaking to one member who is interested in becoming a Waddy Helper.

**11) Manager's Report** (presented by Ali Lee)

- a. Funding
  - i) Funding for the Hospital Discharge Role has been awarded to the Alliance. Interviews have taken place and Caroline Nixon has accepted the role. Caroline currently works for the Community Mental Health Team and is known to the Centre through the Unusual Experiences Group that meets at the Centre on

Thursdays. Ali will be meeting with Caroline shortly to start the DBS check and pay-role process. Caroline also has to give seven weeks' notice at her current employment. Five providers from the Alliance will have their own versions of the service and HomeGroup will gatekeep the service by taking referrals and then signposting the person to the relevant service. As part of the funding there is money available to set up in hospital activities to help develop the relationship with the hospital. This will have to be spent by the end of the service or the money will have to be returned to the Alliance. Everyone in the hospital will be able to access the activities. The Alliance is currently still sorting out the details of the service with the service starting on the 2<sup>nd</sup> October. One issue being discussed is the timeframe of how long someone can be considered discharged from the hospital. Twelve weeks seems to be the current standard. A working group has been set up to look at this and agree a time frame but also don't want to hurry people and it is still early days and it needs to be flexible

- ii) £5,000 of funding from Believe Housing has been awarded to the Centre to cover part of Steve's salary with an emphasis on Volunteering and Waddy Helpers.
  - iii) £5,000 of funding for Happiness Hubs has been awarded to the Centre to cover part of Peter's salary and cost of activities around socialising and fun in or outside the Centre
  - iv) Currently working on a bid with Awards for All which is capital funding of up to £10,000 to look at decorating and new furniture for the Centre. There is a sixteen week wait for the outcome of this bid
  - v) Currently working on a bid with LNER to fund Helen Ogilvie's role for a further twelve months from April 2024 - 2025 as the current funding runs up to end of March 2024.
  - vi) The latest tombola/bake sale raised £352 for the Centre.
  - vii) Ali recently attended a funding conference organised by VONNE. Funders attending the conference explained what they are looking for in bids while applicants raised the issue of not enough funding available for core funding of services. It was a great chance to see what funding opportunities are out there. Long term funding is better to get things off the ground and build relationship between funders and organisations.
- b. New College – The new term has started. Ali and Peter had a meeting with Sheila Dobson and David Wilson from New College recently where Sheila explained that she would be on a leave of absence from the College due to illness and David will be the contact at the College for the Centre.
  - c. Kingslodge – The Centre received a donation from the Kingslodge of £1,500 and Ali will be having a meeting with a member of staff in the near future to discuss how they can support the Centre in the future. Suggestions include subsidising Christmas activities for the Centre. The funds have been used to purchase Indoor Archery equipment.
  - d. World Mental Health Day – A week of activities has been organised and a timetable has been shared. One of the members will be selling prints of his art work and CD's of music from the band he is a part of and half of the money raised by the sales will be going to the Centre. A social evening in the church for people to show of their talents has been postponed for now.
  - e. Staff Development Sessions – two additional half day sessions have been agreed with the first being on the 21<sup>st</sup> November and it will be looking at Trauma Informed Support. The session will be run by Dr Gardner from the Crisis Team.

- f. Alliance
- i) A new database has been purchased and will be rolled out shortly. A description of what information the database keeps on individuals referred to the Centre was explained to the Board and the security measures in place on the database.
  - ii) The first away day for the Alliance will be on 2<sup>nd</sup> November. This session will be attended by a consultant that has previous experience with Alliances and how they work. Issues that will be discussed at the session will include finances of the organisations, seen a number of changes of contract requests, gaps and demand in services and struggling to retain individuality.
  - iii) Review of the Sub Contractors has been completed
  - iv) Karen Ainsley is leaving Richmond Fellowship. As she is the representative for the organisation on the Leadership Team, this has raised the question of what happens when key people leave. Is this an individual organisation's issue or an Alliance issue as part of the contract states that all organisations have to be represented to make decisions for the Alliance.
  - v) New Referral Coordinators to cover the Transformation Project areas are being recruited. A Manager for the Single Point of Access, Database and Referral Coordinators will also be recruited as Julie Cane the overall Manager does not have capacity to do this as well. It seems that too much focus has been put on the Transformation Project.
  - vi) Fred met with Richard Lily who is the Chair of the Alliance and it went well.
- g. Publicity – David Llewellyn from BBC Radio Tees met with Ali, Steve and two members of the Centre to create a small segment that will be broadcast on the radio at a future date. He seemed interested and passionate about what we do. It is hoped that this will lead to more in the future.
- h. As part of the Away Day it was discussed if the Centre should look at longer term funding. Ali and Steve have started to look in to this. They hope to line up a meeting with Investors in Children and Durham Community Action to get some advice, support while looking in to this and suggestions of which funders to approach. The plan is to set up a working group to look at the proposal, what does it include and what to achieve. Anyone interested in joining the working group please get in touch with Ali.
- i. Business Development Plan is going as planned.

**12) Any Other Business** – Nothing to report

**13) Dates of Board Meetings in 2023** (All on Monday at 4 pm unless otherwise stated)  
Friday 24th November AGM - 3pm, 27th November.