

WADDINGTON STREET CENTRE LIMITED



Minutes of a Meeting of the Board of Directors held on Monday 14th August 2023

Present: - Directors: - Fred Robinson (Chair), David Blazey (Company Secretary), Jeff Dean (Treasurer), Jen Lamb, Janet Dodson, Kay Parker

In Attendance: - Steve Wakefield (Assistant Manager), Peter Graham-Smith (Admin), Dave Boyd (Support and Engagement Lead), Tom Raine (Waddy Member)

Apologies for

Absence: - Louise Toms, David Shipman, David Rushton, Daniel Rippon, Ali Lee (Manager), Sam Mason (WFGS Coordinator), Claire McGrother (Finance Officer),

- 1) **The Minutes of the previous meeting of 12th June 2023** – were read and agreed as a correct record with some corrections. Item 4 – first line of second paragraph change '*help when the*' to helped when they and item 7e – on second line change '*been*' to be. The minutes were signed by Fred Robinson
- 2) **Trustees' Reflections on the Meeting of 12th June 2023** – Nothing to be report.
- 3) **Matters arising from the Minutes (not covered in the Agenda)** – Nothing to report.
- 4) **Dave Boyd – New Support Worker**
Dave was welcomed by the Board. He gave a brief introduction to himself. He has previously worked for HomeGroup at multiple locations in County Durham. He has felt very welcomed to the Centre.
- 5) **Valued Views Report** (presented by Steve Wakefield)
It was a very lively meeting. Quite a few issues raised at the meeting but mostly they were operational issues and don't need to be brought to the Board. It was felt that Celebrating Learning Day went well. Actions taken on issues will be added to the notes and fed back to members. It is felt that having these meetings is a good thing and provide some quick wins on some of the issues that can be raised. Part of Dave's role will be to get more members engaged with the running of the Centre and also across the Alliance. Nothing had been changed in relation to the promotion of the meeting but the time and date of the meeting is changed each time so more members can attend. The number of attendees can be different from meeting to meeting with the last meeting having a lot of attendance where the one before had a lot less. Some of the issues brought up have been addressed in the latest edition of 'The Street'.
- 6) **Finance Sub Committee Report** – (presented by Steve Wakefield)
First report of the current financial year April – June has been completed by Claire and the summary has been approved by the subcommittee. Centre income was below expenditure last year. Trustees are happy with the format of the report and summary.

- 7) Manager's Report** (presented by Steve Wakefield – in meeting papers)
- a. Grant Funding – There have been a few good successes in the last 2-3 months. The Centre has been successful in bidding for funding of 6 months of Helen Ogilvie's role through the Durham AAP. A report will have to be complete as part of this funding. Two additional grants from Believe Housing have been awarded to the Centre. One of £1000 to top up the funding received from the Samaritans Society to cover the Saturday Sessions. The other of £5000 to cover part of Steve's salary and is focused on volunteer support at the Centre and a bit of work that will be carried out as part of Durham University Freshers' Week. Ali is currently writing a bid to Happiness Hubs for £2000 to cover part of Peter's salary to be an Activity Coordinator for the Centre. Ali and Steve are looking at ways to apply for funding to cover costs of existing services the Centre provides to supplement the funding received from the Alliance.
 - b. Fundraising – The Kingslodge has donated £1250 to the Centre. This will be used to run Cookery Sessions in the Church as part of the Waddy Feelgood Service. It is planned that the Centre will run a market stall once a month at Seaham selling items donated or made at the Centre. It is hoped that in the future members of the Centre would help in the running of the stall. £1000 has been donated to the Centre by the Shakespeare Temperance Trust who are the owners of Shakespeare Hall on North Road in Durham. It was felt that having local connections was a good thing for the Centre.
 - c. New College – The new term will start week beginning 18th September and enrolments will start on Monday 4th September. Celebrating Learning Day was a great success and it was great to have Amanda Russell presenting the awards to members at it gave her a better understanding of what the Centre does.
 - d. Alliance Update
 - i) The next issue of the Engagement Newsletter produced by Ali has been sent out. Not all of the organisation gets involved at present but it is hoped more will in future issues.
 - ii) There will be a meeting in October to look at issues across the Alliance. Ali is planning to raise issues relating to engagement.
 - iii) Suicide Prevention Day – The Centre will be having an event on Monday 11th September to coincide with the day which falls on Sunday 10th September. As part of the event a documentary about the subject will be shown and then a discussion after supported by staff.
 - iv) Work of the Alliance is continuing as normal and Ali has recently been a part of a review of Aspire with Julie Cane.
 - v) The quarter 1 report for the Alliance has been published and has raised some questions about the figures relating to capacity usage and waiting lists. It was explained that due to the way the figures are collected and the terminology use it does not show an accurate picture of the situation in regards to these figures.
 - e. Damp Issue Ground Floor – 2 to 3 months ago damp was reported in the lift cupboard and signs of damp were also noticed in the café area and cupboards of the relaxation room. A local plumber was called and when they looked at the issue they believed it was raising damp. When Nelsons came to look at it they believed it is a leak and another plumber has looked and said they will look under the floorboards and kitchen to see where the issue is. There are three issue in total that are being investigated. It is hoped that this will be covered by the insurance. It is not urgent but needs attention so that it doesn't get worse. If the work is more extensive than first thought the activities may need to be moved to the church during the work if possible.

f. Business Development Action Plan Review – A number of dates for the review were suggested. The date agreed by the Board would be 21st September at 5.30pm to 7.30pm.

8) Any Other Business – Nothing to report

9) Dates of Board Meetings in 2023 (All on Monday at 4 pm unless otherwise stated)
25th September, Friday 24th November AGM - 3pm, 27th November.