

WADDINGTON STREET CENTRE LIMITED



Minutes of a Meeting of the Board of Directors held on Monday 24th April 2023

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

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

Apologies for

Absence: - David Blazey, Louise Toms

- 1) **The Minutes of the previous meeting of 6th March 2023** – were read and agreed as a correct record with some corrections. Item 6f: - replace the sentence 'A charity can still apply for funding if their reserves of up to £135,000 are designated for certain activities of the charity.' with *A charity can generally apply for funding when their reserves are no more than 12 months unrestricted running costs.* Item 7a – On the last line replace *livid* with *lived*. Item 7e vi – on the first line replace *Validation* with *Evaluation*. The minutes were signed by Fred Robinson
- 2) **Trustees' Reflections on the Meeting of 6th March 2023** – Nothing to be report.
- 3) **Matters arising from the Minutes (not covered in the Agenda)** – Nothing to report.
- 4) **Valued Views Report**
The meeting is held ten days before the scheduled Board meeting. Only one person attended the meeting. There have been no issues in general recently. One issue that has been mentioned recently is the possibility of sending text reminders to members about meetings and groups the day before. Will give this a try and also look at communication of information with members as a whole in the future. The meeting is generally more attended when there are issues in the Centre.
- 5) **Treasurer report** – (presented by Claire McGrother)
The accounts for April – February show a deficit of £82,683 against a budgeted deficit of £87,290. It is predicted that the accounts will be close to the budgeted amount at the end of March.
Donations for the year up to February were £20,622.95 and should be around £25,800 by the end of March. The recent Bring and Buy sale raised £585.
The budget to be presented to the Alliance needs to show no variance against the £134,362 income and £5,000 income from the room hire of the Campbell Room. This can be achieved however the Centre wishes but is not representative of the costs to the Centre budget as a whole. This was discussed at the recent Finance Sub Committee meeting.

- 6) Assistant Manager's Report** (presented by Steve Wakefield)
- a. A physical activities survey has been completed by Reece during his placement from Durham University. The results will be used to look at capacity of the service and will be useful when reporting to Durham Sport etc. The Cycling sessions will start in the middle of May. Start off as small sessions on the hospital grounds and then maybe have an extra session for more longer sessions along the old railway lines. It was suggested that new sessions are pitched to lower level of activity to help get new people involved and then they can move on to higher level activities later down the line. The new exercise bike is available for short sessions in the Church.
 - b. The Digital Champion service came to an end at the end of March. A new volunteer, Caroline has started that will support the IT group and other members of the Centre with digital and IT issues.
- 7) Manager's Report** (presented by Ali Lee – in meeting papers)
- a. Job Vacancy – Only one applicant for the post. Seems to be a good applicant. Met with Ali and Steve last week and seemed good for the role. They have been invited to interview next week and Ali is currently looking for a member to help with the interview. Organisation across the Alliance as a whole are seeing low numbers of applicants for vacancies.
 - b. Fundraising – As reported the Bring and Buy sale went well and was a good day overall.
 - c. New College – The new term started on 17th April and enrolments went well. Members also had the opportunity to sign up to the Home Achievement Program offered through HomeGroup which is a benefit of being in the Alliance. This program offers a range of online courses that are split into modules and the person gets an accredited certificate at the end. Currently looking at modules relating to Health and Wellbeing to fit in the WFGS area but could be opened up to other areas and services in the future. Staff from HomeGroup visit the Centre every fortnight to offer support to members that have signed up. There are currently six members taking part in the program. Members are planning to visit the Recovery College Open Day.
 - d. Y-ASC – The group came to an end at the end of March. For the last session the group had an event where past and present members of the group could attend. A lot of past members attended and it was nice to hear what they went on to do after leaving the group. All people that attended the group have been invited to attend the Saturday sessions at the Centre.
 - e. Alliance
 - i) They have been awarded funding from TEWV to employ a Community Navigator that will be based in the Chester le Street area with the role of helping people know what services are available in the area that could help them. This is part of the work of looking at the Transformation of Services currently being looked at across the county. This was started after the results of the Big Conversation project that the new Chief Executive of TEWV commissioned a few years ago. Chester le Street was the first area to go through this process and now they are looking at East Durham and Derwentside. It is hoped that all of the county will have gone through the process by September. There has been some resistance to the process in Derwentside. The process will look at statutory and voluntary/community services in each area and how they can work together to better offer services to people. Each area will have a hub that staff from all services can sign up to be a part of so that issues with individuals can be discussed between staff to help them better. Julie Kane the manager of the

Alliance Management Team has been heavily involved with this. The Alliance has received funding to employ Community Navigators to be based in each area. Extra funding received by the Alliance has mainly been going to the Management Team and not front-line services.

- ii) A User Engagement Working Group meet regularly. Staff from organisation in the Alliance and members of the Countywide Forum attend these meetings.
 - iii) Mental Health Awareness week will take place week beginning 15th May. The theme of the week is Anxiety. Ali is currently working on a small booklet on Anxiety about coping strategies, helpful and not so helpful advice which can be given to people at events. Stamp It Out will be having an event at the Centre on Saturday 20th May.
 - iv) Ali is currently working on a newsletter for the Alliance which is hoped to be published quarterly.
- f. Staff Development Day – Staff attended stigma and discrimination training run by Stamp It Out in the morning and then volunteered time at Wharton Park helping out in the garden and other tasks. This time can be used as part of TOMS outcomes for the Alliance. TOMS has been looked at as part of the Business Development Plan and it was suggested that half a day per staff per year be set aside for this. It was thought that a couple of days may be more appropriate and include time from the Staff Development Days could be part of this but capacity may be an issue. Don't want to get in a situation where more time is spent organising events than doing them. The time allocated to this needs to be within work hours to count towards TOMS. It has been noted that there is limited time for the team to meet as a whole and it is hoped to have a further two half days for the team to meet throughout the year.
- g. Business Development Plan – This was sent out to the board for agreement. It will be reviewed every six months with the first review on September. An action plan will be created and sent on. It was felt that the plan covered everything and it was good idea to have the five headings. The plan was agreed by the Board.
- h. Crisis Team – Ali will be attending an event this week that is looking at Crisis Team services. She hopes to represent the voluntary sector and service users. She has been collecting people's recent experiences of the crisis team. The event is a week-long event. The general feedback is that they are not as bad as they used to be. There are still issues but not a constant crisis in the team. It seems that it is not the system itself but the individual the service user gets at the time.
- i. Policy Review – Croner – Croner got in touch with Ali recently and had a meeting with her and Steve. They were trying to sell the Centre HR services however as this will come at a cost we will approach the Chamber of Commerce as we currently pay for membership and we should be able to access this kind of support through them.

8) Any Other Business – Nothing to report

9) Dates of Board Meetings in 2023 (All on Monday at 4 pm unless otherwise stated)
12th June, 7th August, 25th September, Friday 24th November AGM - 3pm, 27th November.