

WADDINGTON STREET CENTRE LIMITED



Minutes of a Meeting of the Board of Directors held on Monday 28th November 2022

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

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

Apologies for

Absence: - Louise Toms

- 1) **The Minutes of the previous meeting of 3rd October 2022** – were read and agreed as a correct record. The minutes were signed by Fred Robinson
- 2) **Trustees' Reflections on the Meeting of 3rd October 2022** – Nothing to be report.
- 3) **Matters arising from the Minutes (not covered in the Agenda)** – Nothing to report.
- 4) **Resignation of Directors**
Jeff Dean, David Rushton, David Shipman and Janet Dobson were all due to retire this year and all agreed to remain on the board at the recent AGM. Bob Kelly was also due to retire this year and has decided to not remain on the board. Fred has written to Bob thanking him for all his time and work on the Board. A gift for Bob is being arranged.
- 5) **Election of Officers**
Fred Robinson was re-elected as Chair of the Board
David Rushton was re-elected as Deputy Chair
Jeff Dean was re-elected as Treasurer
David Blazey was re-elected as Company Secretary
- 6) **Make up of Sub Committees and Working Groups following the AGM**
Due to Bob's resignation he will be removed from the Employment and the Health and Safety Sub Committees, Janet agreed to replace him on the Employment Sub Committee and Jen will replace him on the Health and Safety Sub Committee.
Ali will contact Louise to discuss her roles on the sub committees and if she still wants to continue being on them.
- 7) **Valued Views Report**
The open meeting with Fred Robinson and David Rushton was to cover for the Valued Views Meeting but due to issues this meeting didn't take place. The open meeting is to be rescheduled for the new year. There are no concerns at present.
- 8) **Treasurer report** – (presented by Claire McGrother)
 - a. The Accounts for April – October show a deficit of £37,899 against a budgeted deficit of £58,513. The deficit could increase due to the potential loss from the Sherburn Hill Flats. The tenancy for the flats has been extended by a month as there are still tenants in them. If the tenants are move on quickly this will cause an

increase of the deficit as there will be no income for the flats. There will also be some repair costs to get the flats back to the condition they were in at the beginning of the tenancy. It is hoped that this will help in getting the £2,000 bond back which will offset some of the costs.

- b. Donations – Currently raised £15,570 against a budgeted £11,667, this includes £4,000 towards funding the YASC service and £3,500 for Digital Champion funding. David Rushton’s recent fundraising achieved £600 for the Centre.
- c. Gas and Electric Costs – Before the current price increases for gas and electric Claire had already arranged fixed costs contracts for the gas and electric for the Centre. The electric is on a 2-year fixed price contract and the gas is on a fixed price contract until 2027.
- d. Staff Pay Increase – The NJC Pay scales were released on 1st November. It was agreed that every pay scale would get an £1925 increase. The Finance Sub Committee and Strategic Sub Committee discussed this and recommend that the Centre agree with this increase. The Board agreed to the pay increase.
- e. Fundraising – The Strategic Sub Committee discussed fundraising ideas and it was suggested that a Fundraising Sub Committee be set up to look at this and how social media can be used to help the Centre’s fundraising activities.

9) **Bye Laws**

These are reviewed on a regular basis. They have not been reviewed since 2018. They were reviewed and approved by the Board.

10) **Assistant Manager report** (presented by Steve Wakefield - in meeting papers)

- a. Cycling sessions – These have been agreed with Lanchester Road and it is hoped to formalise an agreement with Lanchester Road in the near future.
- b. Durham University Placement – Reece has started his placement and is currently working with Sam on plans for the WFGS.
- c. Placements – Currently looking at further placements at the Centre within current capacity.
- d. Co-Production – Steve will be meeting with Brett Smith to discuss ideas on how to go further with this.
- e. Mental Health Provider Forum – Steve has stepped down as the Chair of the forum. The Centre will still be a part of the forum.

11) **Manager’s Report** (presented by Ali Lee – in meeting papers)

- a. New College – The college has just had an Ofsted inspection. As part of this Ali spoke to the inspectors about the courses that are provided by the college at the Centre. They were impressed that the college continued Adult and Community Learning and it shows how important course provision at the Centre is and the cost that the college pays for this to continue. The results of the inspections will be released in 30 days.
- b. Health and Safety Trustee Review – There will be an inspection by the trustees in January. The current group is made up of Jackie Hubbick as the member rep, Emma Backhouse as the volunteer rep and Fred Robinson/Jen Lamb as the trustee reps. Peter will be in touch with the group shortly to arrange a date and time for the inspection before the next meeting.
- c. BPD Protocol – The report Death by a Thousand Cuts was sent out with the minutes. This report was also shown at the recent Provider Forum meeting. The forum agreed to set up a meeting to look at the protocol and suggest changes to it. Co-Production with service users is to be a part of this process. CNTW have looked at this already and it is hoped to get advice from them.

- d. Cost of Living – From the 1st November the Centre has been offering free hot drinks from the café. People can donate towards the drinks if they wish. The peanut poll asking people's concerns about the cost of living has been completed. Most people are worried about the cost of living but are finding it manageable at present. The extra government payments have helped. The Centre is not currently seeing a lot of people struggling at present. There are no emergency issues at present but need to keep an eye on the situation. People have said that they don't have as much money for social activities and that the trips and activities that the Centre provides have helped. It is planned to look at increasing trips and activities provided by the Centre. The Centre will also look at getting people help with budgeting skills, cookery and keeping the home warm.
- e. Business Development Plan – There are workshops and meetings planned to take place. These have been delayed due to staff sickness. The Strategic Sub Committee met to discuss where the Centre is a present. It was felt that a couple of priorities that need to be looked at were finances and staffing of the Centre. In relation to staffing it seems that the Centre is a member of staff short at times. The Centre is currently seeing more emotional issues than in the past. Ali is looking at funding for Helen Ogilvie's post. Any funding opportunities that people hear about if they could let Ali know.
- f. Housing
 - i) Sam has been working very hard to close down the housing service over the last few months.
 - ii) 1 flat is empty and has been refurbished back to reasonable condition. There are currently 3 tenants in the flats.
 - iii) 1 tenant was meant to stay in the flats after Moving On took over till the spring when a place at West Cornforth was available but after a social care needs assessment where it showed that there was no social care needs they were unable to stay on. They have since been matched with a property in central Durham and are now waiting for the property to be ready and it is hoped they will move out in next couple of weeks.
 - iv) 1 tenant was offered a property at beginning of October but on viewing the property it was in no fit state to live in. The person who showed the property advised Sam that another property in the nearby area was becoming available. It is hoped that this property will be better and the tenant can move in to the property in the near future.
 - v) There have been multiple issues with the final tenant's moving process. The Centre staff have been told by commissioners and CMHT not to contact tenant and Ali is to have a meeting with Amanda Russell the Housing Commissioner this week but it is unclear what the meeting is about. The Board felt that Ali shouldn't go to the meeting alone and suggested that Steve also attend the meeting.
- g. Alliance Update
 - i) There is a new Chair of the Alliance, Richard Lily who is a retired GP. He chaired his first meeting last month and it went very well.
 - ii) The Centre is currently still uploading information to the database.
 - iii) The Alliance is currently working on gaps and analysis of services across the county.
 - iv) Sub-Contractors have been extended by a further 12 months but need to be reviewed to look at what is needed. Some of the sub-contractors could be decommissioned in future.
 - v) A new sub-contractor has just been commissioned. Stamp it Out will be a sub-contractor of the Alliance and there will be a meeting in the new year with them to look at Co-Production.

- vi) It is hoped to organise social events in the future for staff of the different organisations in the Alliance to meet.
- vii) Teeside University hopes to do a research project on the Alliance Tendering process and the mobilisation stage. Starting to think on what points to bring up to the researchers.
- viii) Jane Robinson Director of Adult Health and Care visited the Centre recently. Discussed what the Centre is about and it was a good, positive meeting.
- h. Xmas – The staff and volunteer Christmas gathering will be on the 16th December at 5.30pm in the Centre.
- i. M&AA – Due to giving up the housing provision it was asked if there needs to be a change to 4ii around independent living or to leave it as is. The board decided to keep it as is.

12) Any Other Business – Nothing to report

13) Dates of Board Meetings in 2023 (All on Monday at 4 pm unless otherwise stated)
16th Jan, 6th March, 24th April, 12th June, 7th August, 25th September, Friday 24th November AGM - 3pm, 27th November.