

**NORTH WEST SURREY ASSOCIATION  
OF DISABLED PEOPLE**

**EXECUTIVE COMMITTEE**

**Minutes of the Trustees' Meeting  
held on Friday 27<sup>th</sup> February 2009**

**Present:**

<b>Cliff Bush (Chair)</b>	<b>Trustee</b>
<b>Christine Batham</b>	<b>Trustee</b>
<b>Helen Aluko-Olokun</b>	<b>Trustee</b>
<b>Christine Schauerman</b>	<b>Trustee</b>

**In Attendance:**

<b>Clive Wood</b>	<b>NWSADP Director</b>
<b>Helen Barton</b>	<b>NWSADP Office Manager</b>

**Apologies:**

**Pauline Chapman**  
**Anna Sartori**

			<b>Action</b>
<b>1.</b>	<b>Closed Session for Trustee's</b>		
<b>2.</b>	<b>Welcome &amp; Apologies</b>	Cliff welcomed everyone and gave apologies for absence.	
<b>3.</b>	<b>Minutes of meetings held 27 October 08</b>	Agreed and signed as a correct record.	

	<p><b>Chairman's Verbal Report</b></p>	<p>Cliff reported that St Peter's hospital discharge policy was still a problem as they have appointed a new Chief Executive. Wendy Stone point of contact</p> <p><b>Can you Claim It.</b>  Clive reported that the campaign would be going ahead this year. Events will be held across Woking and surrounding areas. £5,000 in the pot to spend, but because we already have the majority of the leaflets and other materials used for the campaign in 2007, this funding would be sufficient. No date set as yet. Meeting being held with partner organisations on 17<sup>th</sup> March to discuss further. Karen Porter – Media &amp; Communications Manager at Woking Borough Council is also involved. Woking CAB highlighting another campaign on child poverty so won't be involved with this campaign this time round. The campaign will be spread out over a month instead of the original 2 weeks as this will allow more planning time. Looking to cover Brookwood, Brooklands, Sainsbury's Woking and other possible venues.</p>	
<p><b>WIDE</b></p>		<p>John Wells received volunteer of the year. Article hoping to go into local paper.</p> <p>CB asked if everyone had read WIDE and Footcare reports.</p>	<p>Action: CW/CB</p>

	<p><b>Constitution</b></p>	<p>Funding problems for next year. Look at lottery bid for Advocacy.</p> <p>Cliff proposed that we have an EGM before the AGM to formally agree changes to constitution. Changes were previously agreed by Trustees and would include broadening the organisation's geographic area to include the administrative county of Surrey. <b>All Agreed</b></p>	
	<p><b>Leaflets</b></p>	<p>Cliff suggested to the Board that the organisation's leaflets should be dated when printed to identify when it was updated. Cliff proposed that a date when published and a valid to date should be included. Clive mentioned that this will incur extra costs when changing them everytime. Consistent branding across the organisation.</p>	<p><b>Action: CB</b></p>
	<p><b>Parking on pavements</b></p>	<p>Cliff had a meeting with police 7 superintendents regarding working party on parking on pavements. Going forward anyone restricting access to pavements will be fined. Cliff to keep Board updated.</p> <p>CW advised CB to consult with Helen Aluko-Olokun as her knowledge on legislation and this issue in general is very detailed. CB will forward all contact details.</p>	<p><b>Action CB</b></p>



	<p><b>Website</b></p>	<p>Clive had a meeting with Hazel and Richard from S.I.D. to discuss and take on the commission of the website. Cost will be approximately £1500 for set up. Simple day to day editing will be done by NWSADP. S.I.D will be responsible for layout of website but at a cost. Christine Schauerman suggested if it's possible for other links for organisations outside of the Woking area. Clive said that their would be a link section with a wide range of links to other organizations and not just in Woking or Surrey.</p> <p>Clive suggested that 5 people would be asked to give their feedback on a dummy website as part of the set up of the website. Helen Aluko-Olokun and Christine Schauerman volunteered to help with the website test. Christine S also mentioned about "Window on Woking" for how many hits on our section. This should be also incorporated into our website as well as a map as suggested by Christine B.</p>	<p><b>Action</b> <b>CW</b></p>
	<p><b>Financial Review</b></p>	<p>CW is in the process of doing a financial review of the organisation and proposes the following:</p> <ol style="list-style-type: none"> <li>1. There will be no increase mileage cost for volunteers and staff as fuel costs have now stabilised</li> <li>2. There will be no staff salary increase this year this is due to no increases in funding for 2009/10.</li> </ol>	

	<p><b>Advocates</b></p>	<p>3. 2 extra days paid annual leave will be included in the Christmas holidays.</p> <p>Advocacy Report – Appendix E Surrey Welfare Rights Advice UK – will not be charged for subscription whereby other organization will be this is because we are based in Woking. Dept of Health has set up an NVQ qualification in advocacy. Cliff felt that advocates should be encouraged to gain this qualification, at the cost of NWSADP. Christine S has assessment training and has examiners qualifications. Proposed: CB Agreed: CB/H.A.O.</p> <p>If trustees require the accounts in large print then we will have to purchase Abode Full Version or print it on A3 Paper. We can also look at extracting SAGE onto Word or Excel.</p>	<p><b>Action HB</b></p>
	<p><b>Treasurer's Report</b></p>	<p>Funds of £33,135.00 still outstanding from Surrey PCT. Cliff to chase Chris Furneaux at Voluntary Services Surrey Heath.</p> <p>As of 11.02.09 we have a healthy balance in the bank. CW going to speak to TWP about transferring a certain amount of money into a higher interest A/C, possibly £40,000 if the Trustees were in agreement. Proposed: CB Agreed : ALL</p>	<p><b>Action CW</b></p>

		<p>TWP costs will not be as much as last year because they were helping us with the backlog of account work. Still continue to help out on AGM papers.</p> <p>HB taking on Sage training to a cut down on accounting costs.</p> <p>Footcare service earnt £10,000 from client charges in 2008/09. This year it will be closer to £14,000. Cost of kits we charge clients have been increased to £10. Going forward do we purchase sterilization unit which cost about £700. This will be in Clive's briefing notes for Footcare.</p> <p>Tripartite Funding for 2010/11 and the two years after to be discussed with Woking Borough Council, Surrey CC and Surrey PCT in October.</p> <p>Treasurer's post – Cliff and Clive are interviewing someone next week.</p> <p>Christine S suggested we need to look at funding for Sage training, as Sylvia (Previous Office Manager) didn't do the training in the end.</p>	<p><b>Action CB</b></p> <p><b>Action: CW</b></p>
	<p><b>A.O.B.</b></p>	<p>1. Christine B raised the point about Footcare in Frimley Green, because apparently the podiatry service is being stopped within the next 5 months. Cliff suggested if they more things they have</p>	<p><b>Action: Christine B.</b></p>

		<p>to put it forward and advise under Darcy Impact Assessment. Cliff said to Christine B to write to him at Surrey Links to challenge this.</p> <p>2. Maria Zealey was monitoring our enquiries last year. We have a quote from Surrey Welfare Rights on monitoring the WIDE benefit and community care enquiries that Norida deals with. This would be on a monthly basis (Clive tabled a briefing on this issue). Cliff made the Board aware that he was a Board member of Surrey Welfare Rights. Cliff: Proposed £1020 per annum fee quoted by SWR. Seconded and agreed by ALL</p> <p>3. Quality Mark needs renewing will cost about £1000. Clive to check.</p> <p>4. Helen.A.O raised issues about the poor standard of access to our offices in Provincial House. Cliff has asked Helen A.O if she would do an access report.</p> <p>5. Partnership Board meeting at Christchurch 2-4pm notify all Volunteers – 4<sup>rd</sup> March 09</p> <p>Trustee’s Away Day will be held at the Civic Offices on Tuesday 6<sup>th</sup> April from 10.30 to 1.30pm</p>	<p><b>Action: CW</b></p> <p><b>Action: CW</b></p> <p><b>Action: HAO</b></p>
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