Donnington Partnership Charitable Trust
Trustees Meeting Held on
Wednesday 26th March 2014, Wrekin Housing Trust

Present: Ben Murphy (Chair), Rose Gregory (Vice chair), Albert Biggs, Simon Heys, Jean Gulliver
In attendance: Sam Middleton, Fiona Moore
Apologies: Kate Giblin,

		Action & Who
1.	**Welcome:** Ben welcomed all.	
2.	**Declaration of Interest** Nobody declared a personal or prejudicial interest in any item on the agenda	
3.	**Matters arising from the previous meeting** a) Kate has chased the council, they have confirmed verbally that we are no longer liable for the rates on the property and the liability has been transferred to the Lifelong Learning Centre. Kate has requested twice this month that the council confirm this in writing to the Partnership but this is yet to be forthcoming. b) Albert visited the Shropshire Star and an article was publicised in the star to mention the Community engagement Meeting. As this was a couple of weeks ago, Albert is going to go again and get it in again for next week. c) A site visit was done at the car park and several quotes were going to be presented to the T&W Council for filling in the worn areas with tarmac. No knowledge of these quotes yet. Sam also requested Ben for authorisation to put a sign on the side wall of the property adjacent to the second car park. Ben confirmed this to be ok Sam will liaise with Ben when ready. d) Redundant directional signs for the Community House have been removed. e) A till has been purchased but a training session has yet to be arranged before it's in full use f) All individuals receiving meals now receive a receipt. The record of this is more important for the financial records. g) Cafe operating procedures etc. yet to be done c/f h) Staffing issues: - The three agreed actions have been completed. The Kitchen assistant/cook is now receiving £6.75 ph with a 2% annual increment	**Tbc.** **AB** **SM** **complete** **KG/RG** **complete** **RG/KG/ SM** **complete**
4.	**Approval of minutes** It was proposed by Jean and seconded by Rose that the minutes dated 26th February 2014, were a true and accurate record of the previous meetings. The minutes were then signed by B Murphy.	
5.	**Finance Report – Kate's report** a) The balance of all accounts as of the 21st March is £25,729.97 the report is attached for the period 23/2/14 to 21/3/14. b) Café report for February showed a surplus of £321.92 the projection for this period was -£38.05 loss. The café financial report from the start of the financial year shows the café in profit by £1421.03.	

	c) After discussion with Kate concerning the pay rises Rose produced some revised financial projections for the cafe. These were shared at the meeting and gave the worst-case scenario of an overall loss of the profit gained between Oct 13 – March 14 (£1,451,96). Sam said that on the positive side more groups have been booked into the centre and are using the cafe and Rose mentioned that if the grant is successful, the new luncheon club would also increase sales. Rose will forward Kate a copy of this spreadsheet d) Another Bain Marie has been purchased as well as another hot box for transporting the take-out meals. Some new thermal bags will also be purchased in forthcoming weeks.	**RG**
6.	**Community Cafe review of staffing and general update.** a) The new combination of the casual employee on Mondays and Tuesdays with the FT employee is working well. b) Staff training: Fi had spoken to Richard Shaw about adapting the customer service training that his service delivers and he seemed to think that it could work for the cafe volunteers along with Albert's suggested training. Fi/Sam and Rose to follow this up along with Albert	**SM/ RG**
7.	**Group Directory Update** The directories have been received. Kate is contacting the print shop to obtain the PDF file – this can then be put onto the website and shared.	**KG**
8.	**Grants** a) Awards 4 All - we have received an acknowledgment for receipt of the application b) Mid Counties Co-Op – should know by mid April c) Yorkshire Bank – they don't send any notification of receipt of applications and inform successful applicants only by June.	
9.	**Website** a) Kate is currently building the new Partnership website and for those who have seen it looks really good. Unfortunately the meeting had some technical difficulties accessing the new website so this item has been deferred to the next meeting (using Kate's laptop).	**Tbc.**
10.	**Lifelong Learning Centre** Sam mentioned some new courses that have started, one being a dance group, who have begin regular users of the cafe.	
11.	**Correspondence** None	
12.	**AOB –** a) Local Engagement Board for Donnington Albert and Fi reported back briefly about the extra ordinary meeting of the Donnington Partnership along with Rachael Jones, T&WC Service Delivery Manager for the Community Participation Team. Notes from this meeting had been sent out and all were in support of the creation of a LEB for Donnington, which aims to focus upon delivering services in more effective ways with more co-production and input from service users. It was requested that representations from Donnington Partnership would sit on this board, with those people representing the resident voice. This would not exclude other residents also coming forward to sit on the board and if new people	

	were identified it would seem appropriate for them to also become members of Donnington Partnership. The proposed set up for this will be late May/early June b) Our Place project: this is a partnership project between the Citizen engagement Company and T&W council and it complements the aims of the LEB, but has a more specific focus on children and family services. c) Pride in Your Community Project: Phil Lorenz, Lead Officer for the PiYC project for Donnington will be attending the Community Steering Group meeting to update the partnership.	
	Dates of future meetings, 9.30 at WHT (unless otherwise stated) Wed 30th Apr 2014 Wed 28th May 2014 Wed 25th Jun 2014 Wed 30th Jul 2014 Wed 27th Aug 2014 Wed 24th Sept 2014 Wed 29th Oct 2014 Thu 20th Nov 2014 AGM Turreff Hall - 10.30 Finance 11.00 AGM Wed 26th Nov 2014	

Approved by ..... Date 30/4/14

Donnington Partnership
Treasurers Report
23rd February 2014 – 21st March 2014

1. Current account details:

The balance held at Lloyds TSB as at 23/2/14	6,833.18
Plus income throughout this period	2,439.56
Sub Total	9,272.74
Transfers to Treasury Deal account	NIL
Less expenditure throughout this period	2,564.86
The balance held at Lloyds TSB as at 21/3/14	**6,707.88**

2. Business 30 Day Notice Account:

The balance held at Lloyds TSB as at 23/2/14	9,021.74
Plus Interest	0.35
Transfers to current account	Nil
Transfer to Treasury Deal account	Nil
The balance held at Lloyds TSB as at 21/3/14	**9022.09**

3. Treasury Deal Account:

The balance held at Lloyds TSB as at 23/2/14	10,000.00
The Balance held at Lloyds TSB as at 21/3/14	**10,000.00**

Total balance on all accounts on 21/3/14 **£ 25,729.97**

Kate Giblin - Treasurer
Date: 24/3/14