



Registered charity number: 1140610

# Annual Report of the Charity's activities and accounts

For the year 1<sup>st</sup> October 2011  
to  
30<sup>th</sup> September 2012

Donnington Partnership  
Charity No. 1140610

Charity activities for the year ending 30<sup>th</sup> September  
2012

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# Donnington Partnership Charitable Trust

## Charity No. 1140610

Charity name: Donnington Partnership Charitable Trust

Registered charity number: 1140610

Charity's principal address: Donnington Wood lifelong Learning Centre, St Matthews Road, Donnington Wood, Telford TF2 7PR

### Names of the trustees:

Ben Murphy, Trustee Chair

Rose Gregory, Trustee Vice-chair

Jean Gulliver, Trustee

Albert Biggs, Trustee

Kate Giblin, Trustee Treasurer

### Structure, governance and management

Donnington Partnership is a registered charity with 5 trustees who have overall responsibility for the Partnership's business. Trustees are elected each year at the Donnington Partnership Annual General Meeting.

The organisation was established in 1997, became a registered charity on 28<sup>th</sup> February 2011 and is governed by a constitution dated 14<sup>th</sup> June 2012.

### Charity objectives and activities:

The Charity's objects are to promote such charitable purposes for the benefit of the inhabitants of Donnington Telford and Wrekin as the trustees shall determine, including the advancement of education, relief of poverty and the preservation and protection of good health.

The charity works closely with a locally elected 'Community Steering Group' that meets with the trustees to help address local issues and help to meet the charity's objects through the following ways:

1. It has 6 thematic work areas around the subjects of: **community safety, children and young people, health & young families, community cafe, older people and lifelong learning**. Representatives for each of these themes help the community to problem solve when issues arise and support existing community provision to maximise opportunities for good community participation.
2. The charity provides a volunteer managed community café; A successful community café with a team of volunteers providing affordable healthy meals in the lifelong learning centre on a daily basis during term-time. The café volunteers receive valuable skills and confidence-building training along with work based experience and it has supported many people back into employment through this route. The café also provides a meal delivery service, a buffet catering service and hosts food taster promotion events for the local community to try different types of food.
3. The charity provides a volunteer-led tool lending library; A small team of 2 volunteers look after a range of garden tools at the local community centre which can be hired by local residents for a small charge. The scheme is supported by the local housing provider, which promotes it through their tenancy publications and is well-used throughout spring and summer by local residents.

4. Organises other ad-hoc provision/ facilities as and when need arises, which is directed by the project/working groups.
5. Throughout the year the Donnington Partnership also host a number of meetings and /or events that are aimed to encourage and stimulate community engagement and involvement; a community engagement meeting is organised every 3 months, which is an open public meetings for all residents and people working in and around Donnington to attend. It has 3 aims;
  - a. to run a PACT session that enables residents to raise any community issues of concern that they would like services to address
  - b. for the Trustees and Steering Group/ project facilitators to give a full report back on each of the thematic work areas
  - c. provide an opportunity to listen to a guest speaker about a particular topic relevant to the local area.
6. The charity seeks and applies to external funding bodies, where appropriate, to support its charitable aims. It has a strong history of being very successful in obtaining grant funding and working with partner agencies to deliver projects and activities that have helped to address issues, provided improvements to services and facilities in the community and strengthened local community engagement.



## **Donnington Partnership Annual General Meeting Chair of the Trustees report 2012**

As Chair of the board of Trustees I'd like to begin by recognising the commitment of a number of people.

Firstly, Rose as vice chairperson, Kate as Treasurer and Albert and Jean as Trustees'. I would like to thank you for your time, support and dedication over the last 12 months. I'd also like to thank Fiona for her continued support of us as a team and the administration duties she also undertakes.

This time last year I spoke of our priority being about getting organised and making that transition from members of the Exec to a board of Trustees. I think having the opportunity to reflect back as I have when writing this report confirms that we have succeeded with this without perhaps realising it at the time.

The challenges to being a Trustee start with the very fact that what we aim to achieve comes very much on top of managing a day job or taking care of a family or commitments to other local organisations and groups. As such, progress remains at a slow pace but is steady and I feel that as a group we have become more accepting of this. An emphasis is placed on making considered decisions and getting things right as opposed to trying to deliver more dramatic change.

As a board we still meet monthly and we use these meetings to review the progress that we are making particularly around some of the local ventures that we have been involved in, in conjunction with Fairshare funding. Over time we have also developed a number of policies that support us in what we are hoping to achieve. Progress with recruiting new Trustees has not gone as planned and other than seeing Kate confirmed as a Trustee, we have really struggled to do this.

The Skatepark opened on the 13<sup>th</sup> February and since then a number of 'super Saturdays' events have taken place. The park is considered by those who visit to be one of the best in the country and as such is keeping lots of local youngsters and adults occupied as well as attracting people from much further afield. The use that this facility gets, plus the community engagement that went on in the design stage highlight the success of this project and how Donnington is left with a great community facility for years to come.

The second venture that we as Trustees have been involved in is the community café at the life long learning centre.

At the beginning of the year the kitchen at the café underwent a major makeover with a much more suited facility being installed with the help of the grant funding.



In April, The charity employed its first non volunteer employee with Elizabeth Fundell being installed as assistant café manager. Her remit was to assist Rose with the day to day management responsibility of the volunteers working in the café and the service on offer with the intention of the post becoming self funding and sustainable beyond the grant award period of March 2013.

Successfully receiving the funding has given members of the board an opportunity to be involved in recruitment, staff management and policy creation.

Real progress has been made by this new structure with the buffet side of the café's service growing ever popular and an increasing number of visitors taking advantage of the café's competitive prices. In addition to this, new business has been obtained by developing a delivery service to a number of the sheltered dwelling schemes in the area.

It is testament to the progress that has been made, that when the position of assistant manager became available following Elizabeth's departure in October, the decision was made not to recruit like for like. Instead we are looking for people to give more hands on input and having renegotiated the grant awarded to us by Fairshare, we are hoping to employ two kitchen supervisors. Interviews are expected to take place next week.

Helping the business of the café to grow further between now and March must be our priority from this point forward.

Finally, we must keep an eye on the way we engage and communicate with the community. Despite the development of the website and continuing to spread notice of the community engagement sessions by word of mouth we are met with ever decreasing numbers at the sessions.

Resident take up has always been relatively low but more recently attendance by agencies has also dropped. Whilst this may be explained by the recession or even reorganisation within some of the agencies who we've come to rely on it remains a concern and therefore a priority for 2013.

**Ben Murphy, Chair of Donnington Partnership board of Trustees**

**DONNINGTON PARTNERSHIP CHARITABLE TRUST AGM 22/11/12**  
**Treasurers Report for Financial Year Ending 30<sup>th</sup> September 2012**

The financial statements for this year show an operating surplus of £3314.35

Income

Overall receipts for the year were £56760.57

- a) The partnership received Grants this year totalling £33,070.40 broken down as follows:
- £2,3570.40 – Fairshare Capital Grant for the Café Refurbishment
  - £6,794.00 – Fairshare Revenue Grant for the Café to employ an Assistant Manager
  - £2,706.00 – Fairshare Grant for Skatepark
  - £179.78 – Telford & Wrekin CVS for the provision of a website
- b) The Community Café received income of £12,714.43 during this financial year.

Costs

Total payments for the year were £53,446.22.

a) Grants

- The café spent £24,589.57 on the refurbishment of the café – this does leave a shortfall as the grant received was smaller. However a further grant has been applied for and we should receive funds to cover this shortly.
- £4,729.52 was spent on the employment of an Assistant Café Manager.
- £165.00 spent on training and software from the Admin Grant received last year we now have a small amount remaining of £119.83
- £739.33 of our NHS Grant received in the last financial year was spent on the production of Cookery Books and Cookery Classes a balance of this grant remains at £361.03
- £143.85 Paid to 1&1 Internet for our website

b) Café expenditure totalled £9,586.39.

Assets Purchased

During the year the Partnership purchased a large amount of kitchen equipment for the Community Café with a Fairshare Grant totalling - £17,469.22.

Cash Reserves

As at 30<sup>th</sup> September 2012 the balance of the current account stood at £6603.46. In addition to this there is a further £9,015.33 held in a 30 day high interest deposit account.

Investments

Our £10000 Deal Account matured in May giving us an interest payment of £155.42. The £10000 was then reinvested in another Deal Account which will mature in May 2014

Kate Giblin  
Treasurer  
22/11/12





## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Donnington Partnership Charitable Trust

On accounts for the year  
ended

30<sup>th</sup> September 2012

Charity no  
(if any)

Set out on page

One

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met ; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*T. Fellows*

Date:

8<sup>th</sup> November 2012

Name:

Terence Raymond Fellows ACMA

**Relevant professional  
qualification(s) or body:**

Member of the Chartered Institute of Management Accountants

Address:

7 Eldridge Close, Oxley Lawns, Wolverhampton, W. Midlands. WV9 5PX





Charity Name Donnington Partnership Charitable Trust	No (if any)
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## Receipts and payments accounts

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For the period from	Period start date 01/10/2011	To	Period end date 30/09/2012
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Café Sales	-	12,714	-	12,714	9,168
General	155	-	-	155	-
CVS Website Grant	-	180	-	180	178
Skatepark Fairshare Grant	-	2,706	-	2,706	2,254
Café Capital Grant	-	23,570	-	23,570	-
Café Revenue Grant	-	6,794	-	6,794	-
M's Subscriptions	-	282	-	282	621
Charity Donation Collection Alzheimers	-	300	-	300	-
Older People	-	16	-	16	-
Tool Library	-	39	-	39	-
Interest	5	-	-	5	5
<b>Sub total (Gross income for AR)</b>	<b>160</b>	<b>46,601</b>	<b>-</b>	<b>46,761</b>	<b>12,226</b>
<b>A2 Asset and investment sales, (see table).</b>					
Transfer From Treasury Deal Acc	-	10,000	-	10,000	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>10,000.00</b>	<b>-</b>
<b>Total receipts</b>	<b>160</b>	<b>56,601</b>	<b>-</b>	<b>56,761</b>	<b>12,226</b>
<b>A3 Payments</b>					
General Fund	68	15	-	83	106
Café	-	9,586	-	9,586	8,538
1&1 Website Fee	-	144	-	144	-
M's Room Hire	-	2,479	-	2,479	2,318
Training	10	150	-	160	-
Fairshare Revenue Grant (E Fundell)	-	4,730	-	4,730	-
Insurance	-	559	-	559	-
Older People	-	76	-	76	150
Fairshare Capital Grant (Café)	-	24,590	-	24,590	-
Charity Donation Collection Alzheimers	-	300	-	300	-
Cookery Books & Classess (NHS Grant)	-	739	-	739	-
<b>Sub total</b>	<b>78</b>	<b>43,368</b>	<b>-</b>	<b>43,446</b>	<b>11,112</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Treasury Deal Account	-	10,000	-	10,000	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>-</b>
<b>Total payments</b>	<b>78</b>	<b>53,368</b>	<b>-</b>	<b>53,446</b>	<b>11,112</b>
<b>Net of receipts/(payments)</b>	<b>82</b>	<b>3,233</b>	<b>-</b>	<b>3,314</b>	<b>1,114</b>
A5 Transfers between funds	- #	-	-	-	-
A6 Cash funds last year end	2,140	20,164	-	22,304	-
<b>Cash funds this year end</b>	<b>2,222</b>	<b>23,397</b>	<b>-</b>	<b>25,618</b>	<b>1,114</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account	2,213	4,391	-
	High Interest Account	9	9,006	-
	Treasury Deal Account	-	10,000	-
	<b>Total cash funds</b>	<b>2,222</b>	<b>23,397</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	2 x Dell Laptops	Restricted	715	-
	Buffalo Bain Marie S/N 2011120100769	Restricted	145	-
	5 Bain Marie Trays	Restricted	50	-
	10 Litre Soup Kettle	Restricted	66	-
	10 x Thermo Boxes	Restricted	303	-
	Double Boiler	Restricted	40	-
	2 x 7.6 ltr Boiling Pans	Restricted	53	-
	Colander	Restricted	11	-
	2 x 9.5 ltr Stew Pans	Restricted	82	
	4 x Bain Marie Trays	Restricted	53	
	3 x Thermo Boxes	Restricted	91	
	Fly Killer	Restricted	78	
	Cooking Range S/N 25005561	Restricted	1,574	
	Gas Hose	Restricted	78	
	Corner Wall Bench 1100x650	Restricted	623	
	Extraction Canopy	Restricted	2,118	
	Cupboard Base Unit 1800x600	Restricted	964	
	Cupboard Base Unit 1000x60	Restricted	901	
	Wall Cupboard 900x300	Restricted	535	
	Wall Cupboard 700x300	Restricted	466	
	2 x Wall Shelves 1900mm	Restricted	230	



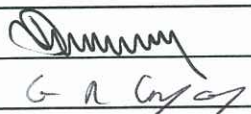
Wall Bench	1 900x650	Restricted	376	
Wall Bench	1140x650	Restricted	262	
Wall Shelf	1490mm	Restricted	202	
Water Boiler	S/N 21204883	Restricted	439	
Hand Wash Basin		Restricted	90	
Sink Unit		Restricted	1,318	
ishwasher	S/N BD1068271211	Restricted	1,674	
Water Softner		Restricted	102	
Wall Bench	900x650	Restricted	256	
2 x Wall Shelves	1400x300	Restricted	202	
2 x Wall Shelves	550x300	Restricted	132	
Wall Cupboard	900mm	Restricted	541	
Refridgerator	S/N 10076467	Restricted	803	
Upright Freezer	S/N 10080821	Restricted	834	
Cupboard Base Unit	900x600	Restricted	882	
Wall Shelf	1100x300	Restricted	91	
Corner Wall Bench	1000x650	Restricted	300	
Husky Chiller		Restricted	79	
Folding Table	183x76	Restricted	36	
Folding Table	60x60	Restricted	30	
8 x Folding Chairs		Restricted	106	
Water Urn - Cygnet	27L	restricted		
Water Urn - Cygnet	18L	restricted		
Fridge Decca		restricted		
Drinks Chiller	Budweiser	restricted		
Can Opener		restricted		
CD Player		restricted		
Coffee Maker		restricted		
Food Mixer		restricted		
2 x 4 slice toaster		restricted		
Dualit Toaster 4slice		restricted		
Toaster 4 xlice	Morphy Richards	restricted		
3 x Fans		restricted		
Kettle		restricted		
Blender		restricted		
Sandwich Maker		restricted		
Microwave	Russell Hobbs	restricted		
Microwave		restricted		
2 x Buffet Servers		restricted		
Kenwood Multipro		restricted		
3 x Tesco Grillers		restricted		
George Foreman Grill		restricted		
Delta Fryer		restricted		
Electric Knife		restricted		
Onion Chopper		restricted		

3 x Strimmers	Restricted		
Lopers	Restricted		
2 x Extended Lopers	Restricted		
Saw	Restricted		
Shears	Restricted		
9 x Forks	Restricted		
Safety Gloves	Restricted		
3 x Safety Helmets	Restricted		
Watering Can	Restricted		
4 x Secateurs	Restricted		
5 x Trowels	Restricted		
3 x Ear Muffs	Restricted		
2 x Garden Claws	Restricted		
5 x Power Breakers	Restricted		
Mower	Restricted		
Hedge Trimmer	Restricted		
Hose with Extension Reel and Coil	Restricted		
3 x Hoes	Restricted		
2 x Edging Blades	Restricted		
Hedge Cutters	Restricted		

## B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on  
behalf of all the trustees

Signature	Print Name	Date of approval
	B. MURPHY	22/11/12.
G R Gregory	G R GREGORY	22/11/12.