

Donnington Partnership Charitable Trust
Trustees Meeting Held on
Wednesday 29th January 2014, Wrekin Housing Trust

Present: Ben Murphy (Chair), Rose Gregory (Vice chair), Albert Biggs, Kate Giblin, Simon Heys, Jean Gulliver

In attendance: Fiona Moore, Sam Middleton

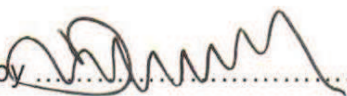
Apologies:

		Action & Who
1.	Welcome: Ben welcomed all and introductions made to Sam Middleton. Ben also welcomed Jean back after illness.	
2.	Declaration of Interest Nobody declared a personal or prejudicial interest in any item on the agenda	
3.	Matters arising from the previous meeting <ul style="list-style-type: none"> a) Tool Library Grant now in the café and locked away. b) All volunteers have now been put through the PSP system. c) Albert still to arrange training. d) Ben attended the community safety meeting, Ralph had proposed that the public attend at the start of the meeting. Nikki requested that she determines the dates, which will be passed to Ben and Neil from Wrekin Housing Trust who will chair these meetings. First meeting will be in April and then quarterly e) Kate advised that she did write to the council as requested in December, however at the start of January we received a court summons. Kate rang the Business Rates department who have cancelled the summons and put the account on hold again. The business rates department have have advised that they agree we should not be liable for this debt, however they are liasing with the Leases department to get the lease put back in the name of Telford & Wrekin council. Fiona advised she did receive a phone call from someone and she confirmed that it was a council building and she advised them to contact Kate, who has not yet received any communication from them. Sam advised that she used to work in the Lease department and may be able to help us sort this out. Kate will ring the council from the LLLC while Sam is there. 	KG
4.	Approval of minutes It was proposed by Rose and seconded by Simon that the minutes date 19 th December 2013, were a true and accurate record of the previous meetings. The minutes were then signed by B Murphy.	
5.	Finance Report – Kate's report <ul style="list-style-type: none"> a) The balance of all accounts as of the 27th January 2014 is £25,771.94 the report is attached for the period 17/12/13 to 27/1/14 b) Café report for November showed a defecit of £15.27 the projection for this period was £75 profit. The café financial report from the start of the financial year shows the café in profit by £611.62 – this is largely due to the Shaw Trust Grant. c) Kate advised that in December we spent £171.58 on outside catering last 	

	<p>month and only made £217.30, which is not a great deal of profit for 6 buffets. Rose advised that she has forgotten about a buffet for Sharon Price which would alter the figures. She will let Kate have the revised figures.</p> <p>The trustees accepted Kate's report.</p>	RG
6.	<p>Community Cafe review of staffing and general update.</p> <p>a) Rose requested that Natalie be put on a permanent contract. Ben suggested we give her a written commitment rather than a contract as we need to review in March anyway. It was agreed that we could give a temporary position until the end of March so an advert will be put up for a temp position until the end of March which will be taken down on the 7th February. We have had one applicant for the casual vacancy. We can then interview for the Casual positions and the temporary position the following week.</p> <p>b) The atmosphere is still very good in the café.</p> <p>c) Rose is delivering bacon butties still to Hortonwood in the mornings.</p> <p>d) Kate advised that some customers in Hortonwood, have commented on their food deliveries on facebook saying it was Fabulous.</p> <p>e) Jean requested that when the individual meals are delivered a receipt is given as she thought she had paid this week but was told she hadn't and there was no way to prove it one way or the other. Rose agreed this would be good practice for the individual meals and will put this into place.</p> <p>f) Fi advised that Wendy has got someone going around the community cafes doing SWAT analysis, once this has been done it will give a good place to start going forward with Alberts training. They are hoping to gain some consistency throughout the cafes in the region.</p> <p>g) Fi and Sam advised that when someone books a room, they will automatically be given our café menus in the hope of drumming up some more trade. We could also look at how we can get feedback.</p> <p>h) Rose advised they have been doing some Fruit testing for Chinese New Year, which the volunteers enjoyed.</p>	<p>RG</p> <p>RG</p>
7.	<p>Group Directory Update</p> <p>The proofs have been received. A few changes have been found and need to be made and then the directory can go to print. The changes will be sent over to the printers next week.</p>	KG/RG
8.	<p>Future format for the Community Engagement Meetings</p> <p>a) The proposals have been accepted, we need the dates and can then promote the meetings. Albert suggested Shropshire Star and Ben advised he has a contact at Radio Shropshire, he will contact to see if we could promote it.</p>	BM
8.	<p>Lifelong Learning Centre</p>	

	<p>a) The state of the car park was raised. The councillors have a meeting next week so they can see how bad it is. Sam will contact Liz Clare to see if the concerns have been raised.</p> <p>b) Fi advised that most people don't know the 2nd car park is for the LLLC and could do with a sign. Ben asked if the community House sign had been taken down yet as it is the Wrekin Housing Trusts job. He will chase it up</p>	<p>SW</p> <p>BM</p>
10.	Correspondence None	
11.	AOB – Rose advised that the DBS checks are due in March for some of the trustees. She is also going to put all of the volunteers through. Fi advised that if she is unable to attend our meetings in future, Sam will attend.	
	<p>Dates of meetings, 9.30 at WHT (unless otherwise stated)</p> <p>Wed 26th Feb 2014 Wed 26th Mar 2014 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</p>	

Approved by



Date

26/2/14

Donnington Partnership
Treasurers Report
27th January 2014 – 23rd February 2013

1. Current account details:

The balance held at Lloyds TSB as at 27/1/14	6,750.60
Plus income throughout this period	2,632.48
Sub Total	9,383.08
Transfers to Treasury Deal account	NIL
Less expenditure throughout this period	2,549.90
The balance held at Lloyds TSB as at 23/2/14	<u>6,833.18</u>

2. Business 30 Day Notice Account:

The balance held at Lloyds TSB as at 27/1/14	9,021.34
Plus Interest	0.40
Transfers to current account	Nil
Transfer to Treasury Deal account	Nil
The balance held at Lloyds TSB as at 23/2/14	<u>9021.74</u>

3. Treasury Deal Account:

The balance held at Lloyds TSB as at 27/1/14	10,000.00
The Balance held at Lloyds TSB as at 23/2/14	<u>10,000.00</u>

Total balance on all accounts on 23/2/14

£ 25,854.92

Kate Giblin - Treasurer

Date: 23/2/14