

Donnington Partnership Charitable Trust
Trustees Meeting Held on
Wednesday 30th October 2013, Wrekin Housing Trust

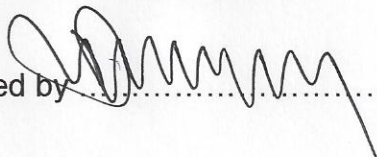
Present: Ben Murphy (Chair), Rose Gregory (Vice chair), Albert Biggs. Simon Heys, Kate Giblin, Jean Gulliver

In attendance: Fiona Moore

		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) The kitchen supervisor had provided a list of his duties and Ben had arranged a review meeting with Rose and the KS to discuss this. b) Christmas meals week: Fi had contacted WEA who were very pleased to attend c) Rates bill: Kate completed the paperwork as requested asking for 100% relief and has not yet heard anything. d) Meeting with cafe volunteers had been arranged	
4.	Approval of minutes It was proposed by Kate and seconded by Albert that the minutes dated 25 th September 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 a) The balance on all accounts for a full year 1 st October 2012 to 30 th September 2013 were presented by Kate. No major anomalies, overall the funds remaining are less than we started with due to expenditure of grants but it was good to see that the cafe made a profit. b) Kate also provided this years current accounts for the period 1 st to 25 th October (report attached). September saw a loss attributed to the cafe but October has picked up. c) Kate presented a financial forecast for the cafe that Rose had produced for 2013-2014. Kate was going to circulate this to the meeting. The trustees accepted Kate’s report.	KG
6.	Community Cafe update a) Review with kitchen supervisor: Ben and Rose had arranged for a review meeting to take place on Monday 28 th Oct. <u>Outcomes:</u> A letter had been received by a volunteer that stated she was not willing to attend a meeting between the volunteers and Trustees A complaint had been made by a customer about behaviour he experienced from cafe staff. After the meeting both the Kitchen supervisor and Kitchen Assistant had tendered their resignations.	

	<p>b) Action</p> <p>All Trustees agreed to accept the Kitchen supervisor's resignation notice</p> <p>Holiday hours due amount to just under 2 weeks so the Kitchen Supervisor will be presented with the finishing date: Kate to work out details.</p> <p>Ben and Rose will meet with the Kitchen Supervisor for an exit interview and to explain his leaving dates</p> <p>Ben and Rose will arrange to meet with the Kitchen Assistant for a discussion concerning her reasons for submitting her resignation before they accept it.</p> <p>The post will be reviewed before advertising and in the meantime casual staff hours, additional volunteers and Rose will be carrying out the daily duties.</p> <p>c) Outcomes from the meeting with volunteers</p> <ul style="list-style-type: none"> • Want to see the volunteers policy • Spoke of the need for more volunteers working in the kitchen and as delivery drivers • Discussed volunteer peer support and mentoring to those volunteers with additional needs • Requested information being given to them immediately about cancellation of orders • They mentioned problems arising when the office is not manned. Rose suggested purchasing a pay as you go phone and to provide this for use by customers only. All trustees agreed. • Rose to purchase the phone. • Simon to look at settings • Rose will explain the rules to volunteers about its use only for meal delivery customers. 	<p>KG</p> <p>RG/ BM</p> <p>RG/ SH</p> <p>RG</p>
7.	<p>Policy Update</p> <p>A Policy may be required for the cafe mobile phone use</p>	
8.	<p>Group Directory update</p> <p>Kate circulated revised copies of the directory</p> <p>Advertisements were shared: Toy library, Tool library, cafe, children's parties, buffets</p> <p>More amendments noted: State that groups are listed alphabetically. Baby clinic and toy library change to Thursdays.</p> <p>Fi to provide a map for Kate and Rose to plot the buildings and send to the printers.</p>	<p>FM/</p> <p>RG/KG</p>
8.	<p>Annual General Meeting</p> <p>Kate reported that the final accounts have been sent to be checked by the external examiner.</p> <p>Ben and Albert need to each write a report for the trustees and for the Community Steering Group AGM's.</p> <p>The meeting will be held at the Lifelong Learning Centre on 19th November 2013</p>	
10.	<p>Correspondence</p> <p>Rose had received an invoice from T&W Council, which initially she did not</p>	

	know what for. When investigating this is was explained that this is for rent. Rose is going to double-check with sharing because previously Sharon had raised invoices for rent and Kate will also check against the rent already paid lease agreement.	RG & KG
11. AOB	<p>a) Jean mentioned that she may be unavailable for a few weeks from early December as she is scheduled to have a knee operation.</p> <p>b) Fi mentioned that she had met with some colleagues from T&WC and the local Police team to discuss ideas about organising some regular young people activities on Donnington Rec. next year. Derek Owen has some funds and the group would like to pull together an application form to the Awards for All for match-funding. Fiona asked the Trustees if Donnington Partnership would consider being the applicant for this? All agreed. Fiona will add this item onto the agenda for the Community Steering Group meeting.</p>	FM
	<p>Dates of meetings, 9.30 (unless otherwise stated)</p> <p>Tues 19th Nov 10.30am at LLLC for Finance meeting prior to AGM at 11am</p> <p>Wed 27th Nov at WHT Donnington</p> <p>Wed 18th Dec at WHT Donnington</p> <p>Wed 29th Jan 2014</p> <p>Wed 26th Feb 2014</p>	

Approved by  Date 27 11 13

Donnington Partnership
Treasurers Report
1st October-25th October 2013

1. Current account details:

The balance held at Lloyds TSB as at 01/10/13	6,233.46
Plus income throughout this period	2,357.51
Sub Total	8,590.97
Transfers to Treasury Deal account	NIL
Less expenditure throughout this period	2,068.06
The balance held at Lloyds TSB as at 25/10/13	<u>6,522.91</u>

2. Business 30 Day Notice Account:

The balance held at Lloyds TSB as at 01/10/13	9,019.83
Plus Interest	0.37
Transfers to current account	Nil
Transfer to Treasury Deal account	Nil
The balance held at Lloyds TSB as at 25/10//13	<u>9020.20</u>

3. Treasury Deal Account:

The balance held at Lloyds TSB as at 01/10/13	10,000.00
The Balance held at Lloyds TSB as at 25/10/13	<u>10,000.00</u>

Total balance on all accounts on 25/10/13

£ 25,543.11

Kate Giblin - Treasurer

Date: 28/10/13

