

**Donnington Partnership Executive Meeting
Wednesday 11 November 2010 12.00 Turreff Hall**

Present: Albert Biggs (Chair), Fiona Moore, Kevin Mattox, Dennis Offland, Rose Gregory, Robin Glover, Sharon Price, Wendy Breakwell, Maurice Kirby, Jean Gulliver, Ben Murphy, Jan Williams (minutes)

Apologies: Nikki Scott

		Action
1.	<p>Welcome & Apologies: Albert welcomed attendees. Apologies were received by Nikki Scott</p>	
2.	<p>Minutes of previous meeting: These were accepted as a true and accurate record</p>	
3.	<p>Matters Arising: Admin post – Fiona has received interest from 2 local people in the position who read the information in the Parish Newsletter. A job description and person spec for the post was circulated for approval. A minor amendment was made but otherwise all agreed. The interview panel was agreed as Ben (Chair), Rose and Fiona. An interview date to be organised. All other actions complete.</p>	FM to arrange
4.	<p>Financial Report: Rose & Kevin explained that the investment account had now matured (24 Sept) and the money put into the account with £120 interest. The bank currently offers investments of 1.45% for 1 year or 2.06% for 2 years. It was agreed to check the post office investment rates and if it was a higher rate with no penalties for early withdrawal, to invest £10,000 for 2 years. The full end of year report was circulated – also attached.</p>	Kevin to action
5.	<p>Correspondence: None.</p>	
6.	<p>Update – meeting with Cllr Sean Kelly Cllr Kelly had to go to Belgium so unfortunately the meeting had to be postponed. All agreed that another meeting should be organised as soon as possible.</p>	JW to organise a new date
7.	<p>Update – Charitable Status Fiona informed members that stage 1 was now completed and now that Albert, Jean, Rose and Ben had completed the trustee forms, Fiona would send these in too. Fiona expects further requests for information from the charity commission before we hear of any conformation for approval. Rose has almost completed the business plan. The CRB check have been completed with just the ‘proof’ documentation required, which should be completed this week. Jean agreed to investigate the best company to use for liability insurance</p>	JG to explore
8.	<p>Working Groups Update As per partnership meeting update – no other information.</p>	

9.	<p>Community Engagement Albert recently attended a transport meeting with Keith Harris from T&WC with regards to the transport survey. At the meeting Albert asked Keith to attend the next partnership meeting to discuss further.</p>	<p>To be put on next agenda</p>
10.	<p>Reports back from representatives attending outside bodies <u>Granville Park Management Board – Dennis</u> The groups working on various bids to install a Heritage trail have had both good and bad news. The Friends of Granville submitted a grant to the Heritage lottery but this was unsuccessful, however, funding has since been promised via the Severn Gorge Countryside Trust for a Heritage Trail and both Venture Out and Green gym will assist with the work. A meeting is planned next week to look at funding. Other good news is that a disabled picnic bench has been fitted near to the dragonfly bench. <u>Sutherland Learners Trust</u> Albert informed members that the Sutherland School plans for their new school on the Oakengates site will be going ahead although no date has been given. The school will have a community room which will be available for local groups.</p>	
11. 11.1 11.2 11.3 11.4 11.5	<p>Any Other Business: 11.1 Donnington LLLC cafe– Rose fed back with regards to grant applications. A recent application to the CVS grassroots grant was unsuccessful. However, the PCT Fund (managed by the CVS) has granted £1,345 for the provision of cooking lessons and cookery books. The café has also taken the opportunity to take part in a free web design course. A direct debit needs to be organised for the 'Basis' web page to be activated; this will cost £9 per month and then repaid by the CVS to D'ton Partnership. This was agreed.</p> <p>11.2 Rose is also exploring avenues for the expansion of the kitchen which would enable the business arm of the partnership to develop. Rose is looking at quotes and has also got to have further talks with T&WC about lease options before returning to the Exec for comment.</p> <p>11.3 Asda: Albert explained that funding bids to Asda are unlimited and so far no money has been provided to Donnington so June from Asda has met with Albert and Derek Owen to discuss putting in an application to support the Donnington Rec. development.</p> <p>11.4 Fiona and Albert informed the Exec of two grant applications that Derek Owen would like to submit on behalf of the Partnership, to the Donnington Fairshare Fund. One application is for £50,000 capital equipment (play equipment and installation costs) for the Skate Park and the other application is £15,000 for consultation activities and a twelve month programme of monthly activities. Fiona explained that Derek Owen would project manage the bids and, should we be successful, he would be happy to report progress to the exec unless a representative wished to attend the working group to plan the monthly activities. Everyone approved the request to submit these grant applications.</p> <p>11.5 Fiona also informed the exec that she too would like permission to submit an application to the Donnington Fairshare small grants award to support the administrative business of the partnership. Kevin has recently had</p>	

	<p>some problems with his own pc whilst carrying out Partnership treasury business and we are also about to recruit a volunteer secretary. Therefore Fiona suggested making an application to fund the purchase of 2 lap top computers, possibly a printer and stationery for our volunteers. All approved.</p> <p>11.6 In light of quite a number of funding bids being considered by Donnington Partnership Fiona suggested that we add funding / grant applications as a regular agenda item to ensure that the correct protocol was taken.</p> <p>11.7 Jean will be attending the 'Big Society' event at the CVS on 16 Nov and will report back at the next meeting.</p> <p>11.8 A list of dates for Partnership meetings next year were circulated to the Exec.</p>	<p>FM</p> <p>JG</p>
<p>12.</p>	<p>Date of Next Meeting: Extra Exec Mtg with Cllr Sean Kelly – Monday 06 December 10am at DLLLC Partnership Meeting - Thursday 09 December 11.30am at Turreff Hall Executive committee – Thursday 17th Feb, 11.00am at Wrekin Housing Trust</p>	