

**Donnington Partnership the Charity
Trustees Meeting Held on
Wednesday 23rd November 2011 Wrekin Housing Trust Donnington**

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

In attendance: Fiona Moore (Advisor), Chris Newman (minutes)

Apologies:

	Actions from meeting	Who
1.	<p>Update from actions The visit to the Leegomery WRVS cafe to compare methods of operation, organisation etc. has been completed by Rose and Albert, it was reported that there was nothing to be learnt from the practices at the Leegomery Café.</p> <p>Review of constitution: Fi confirmed that we can go ahead and make the changes we need to following our usual procedures and then complete a form from the charity website and send the revised constitution to them. Our questions relating to differences between Trustees and Exec responsibilities would be raised as part of the Trustee training activity.</p>	BM
2.	<p>Training schedule The training schedule has been issued to all participants; unfortunately no course content notes are available for prior consultation.</p>	
3.	<p>Updates from action teams</p> <p><u>Finance team</u> The objectives of the finance team have been issued, the next meeting of the team was to be the 8th December, this is to be re arranged date to be confirmed.</p> <p>The main issue targeted at the first meeting related to NHS Funding and the associated costs relating to Health. The detailed information is to be reviewed to establish the underlying future costs /expenditure and funding.</p> <p><u>Organisation team</u> The Team has not met since the last Trustees meeting, a new meeting date is to be arranged in the new year to review the status of Objectives and future actions.</p>	Ben Rose Kate FM
4.	<p>Fairshare Trust Applications No progress to report on the 2x applications submitted by Donnington Partnership, both relating to the community café, now awaiting feedback from 25th November meeting.</p>	
5.	<p>Working Lunch payments Fiona raised the concern re the future funding gap for the working lunch buffet following the withdrawal of the Health contribution. It was agreed that it may mean that the remaining contributors may have to increase their funding from once every 15months to every 12months. Concern was also expressed that resident attendance has declined and more attendees are service providers. It was also agreed that the trustees would carryout a review of the working lunches in the new year.</p>	All

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6	<p>Capgemini- business mentoring scheme Fiona and Ben reported that a meeting is planned in December to discuss support from Capgemini staff for the partnership , ie Business planning, accounts, finance etc. progress to be reported</p>	FM BM																		
7	<p>Future Actions</p> <ul style="list-style-type: none"> • Review of working lunch format, resident support, marketing and funding. • Future fund raising for the Partnership • Community Café funding and Board of directors • Additional trustees • Communication, promotion of partnership + mailing lists • Minute Secretary replacement, advertising, local newsletters, trust talks 																			
8.	<p>Date of next meeting</p> <p>21st December 9.30am at the WHT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">2012 dates</th> </tr> </thead> <tbody> <tr> <td style="width: 33%;">Wednesday</td> <td style="width: 33%;">18th January</td> <td style="width: 33%;">9.30</td> </tr> <tr> <td>Thursday</td> <td>23rd February</td> <td>9.30</td> </tr> <tr> <td>Wednesday</td> <td>21st March</td> <td>9.30</td> </tr> <tr> <td>Thursday</td> <td>26th April</td> <td>9.30</td> </tr> <tr> <td>Wednesday</td> <td>23rd May</td> <td>9.30</td> </tr> </tbody> </table>	2012 dates			Wednesday	18 th January	9.30	Thursday	23 rd February	9.30	Wednesday	21 st March	9.30	Thursday	26 th April	9.30	Wednesday	23 rd May	9.30	
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Approved by Date