

Donnington Partnership Charitable Trust
Trustees Meeting Held on
Wednesday 18th May 2016, Wrekin Housing Trust

Present: Kate Giblin, Rose Gregory, Heather Cooper, Albert Biggs, Jean Gulliver

In attendance: Sandra Boyd, Kumlesh

Apologies: Simon Heys

		Action & Who
1.	Welcome: Jean welcomed all and apologies were accepted as above. Introductions were made to Kumlesh.	
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 sickness policy is still waiting to be re-produced b) Another company is looking to take over the LLLC and as we have no formal plan for the centre, we have not expressed an interest. This would result in the café being able to remain in the centre. More information will follow. c) Kumlesh met with Kate, Rose and Sandra and is now volunteering for the council and with do some work for the Partnership.	RG
4.	Approval of minutes It was proposed by Albert and seconded by Rose that the minutes dated 20 th April 2016 were a true and accurate record of the previous meetings. The minutes were then signed by Jean	
5.	Finance Report – Kate’s report a) The balance of all accounts as of 30th April 2016 is £31,402.86 the report is attached. b) No Café report this month as Kate is waiting for Rose to perform a physical balance due to inconsistencies. c) The trustees would like the café accounts to be balanced on a more regular basis in line with our financial controls policy.	
6.	Community café a) Trench tots have a child with numerous allergies, so menu has had to be amended b) Becky has now gone on maternity leave and Shirley has started 4 days a week. c) Rose has some volunteers waiting to start and the work experience has now left d) Rose will be organising a trip to the safari park for the volunteers this summer.	
7.	Policy Review a) No policies reviewed this month	

8.	<p>Grants</p> <p>a) Tool library grant has now been received.</p> <p>b) Sandra has approached the bid writer for the bid for the playpark, Rose and Sandra. Albert expressed concern at the partnership paying for this. Rose advised that if the bid isn't put in properly we won't get the funds. Albert then proposed that the partnership pay for this if the cost is between £200-£500 and then we will try to claim it back in admin costs in the bid. The trustees all agreed. Rose and Sandra will meet him ASAP</p>	RG/SB
9.	<p>Life Long Learning Centre</p> <p>a) Rose expressed concern at the lack of future youth provision in Donnington, which will also mean the end of the Donnington Youth Forum. We will find out more once they have re-structured. Jean is meeting with Liz Clare and will bring it up with her.</p> <p>b) Albert suggested that we may need to provide some after school provision at the LLLC.</p>	
10.	<p>Correspondence</p> <p>None</p>	
11.	<p>AOB</p> <p>a) Albert advised that he wants to step down from the Steering Group and other meetings, but would like to remain as a trustee.</p> <p>b) Notice board has been ordered, Nick Kitchen is looking at where the board is going to be placed. So it will be in situ soon.</p> <p>c) Church are holding a celebration for the Queens Birthday. 11th June – service followed by tea at the LLLC. This Saturday 10am-11.30 breakfast is being served.</p> <p>d) Everyone looked over the annual report for the charities commission and agreed some changes. Kate make the changes and submit online.</p>	KG
12.	<p>Dates of future meetings; 1.30pm at WHT (unless otherwise stated)</p> <p>Wednesday 22nd June 2016</p>	

Approved by *Jean Fullmer* Date *22-6-16*