

**Donnington Partnership Charitable Trust
Trustees Meeting Held on
Wednesday 17th February 2016 at Wrekin Housing Trust**

Present: Rose Gregory, Heather Cooper, Albert Biggs, Jean Gulliver (Chair)

In attendance: Sandra Boyd and Mark Tomblin (T & W Business development Team)

Apologies: Simon Heys, Kate Giblin

		Action & Who
1.	Welcome: Jean welcomed all and apologies were accepted as above. Introductions were made.	
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 pregnancy policy had been sent out and agreed	RG
4.	Approval of minutes It was proposed by Heather and seconded by Rose that the minutes dated 16 th December 2015 were a true and accurate record of the previous meetings. The minutes were then signed by Jean Gulliver	
5.	Finance Report – Kate’s report Not available	
6.	Community cafe update Cafe staff member who is pregnant will need a risk assessment in line with pregnancy policy	RG
7.	Policy Review The trustees need to review the sickness and absence policy – this will be sent out	RG
8.	Grants Pride in Your High Street Innovation fund – received lower grant then upped to original request for £2000 to spend on activities in the area	
9.	Future of Lifelong Learning Centre Lengthy presentation from Mark Tomblin Business development Team T & W about setting up a Community Interest Company (CiC) or Community Interest Organisation (CiO) with a view to taking over the running of the Lifelong learning Centre.	
10.	Correspondence None	
11.	AOB a) Mark’s presentation took up almost all the time for the meeting b) Events in the centre – the Christmas Party had been amazing with 60 local children attending and fantastic activities. c) Pizza making – this is happening in the centre today. The idea is to offer	

	<p>activities for families in all the school holidays which will help to fill a gap left by other services who no longer provide activities.</p> <p>d) Good2Great – they have received funding to work across several areas in Telford including Donnington to support local businesses from the Pride in Your High Street fund. There was a discussion around what benefits this Bridgnorth based consultancy will bring to the area.</p>	
12.	<p>Date of future meetings Wednesday 20th April at WHT 1.30 pm</p>	

Approved by G. N. G. G. Date 20 - 4 - 16