

**Donnington Partnership the Charity
Trustees Meeting Held on
Thursday 23rd June 2011 Wrekin Housing Trust Donnington**

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

In attendance: Chris Newman (minutes)

Apologies: Fiona Moore (Advisor)

	Actions from meeting	Who
1.	The Partnership constitution was issued to the trustees; this is to be reviewed by all individually with any changes to be highlighted for a full discussion at the meeting scheduled for the 27 th July.	All
2.	The draft model for reporting within the partnership was completed and issued by Chris, it was agreed that the proposal would be raised at the Exec meeting to identify Working group leaders for action.	BM
3.	The advert for the Treasurer and Admin support is included within the Parish newsletter which is due to be distributed soon. The suggestion that local companies who offer to provide volunteers should be contacted is still to be completed, Fiona to report progress at next meeting. Comments relating to Charity financial software package are still awaited from the treasurer these are to be chased before the package is purchased.	FM RG
4.	The CVS is still to provide suggested members and leaders for the 2 action teams covering Finance and Management Organisation skills, Ben proposed that we should propose 5 on each group plus 1 leader. This will be progressed with CVS. It was also agreed that the proposals for restructuring the activities and reporting generally would be presented to the Exec for consideration and approval.	BM BM
5.	The situation relating to the Income tax issue has been passed on to the Legal representative within the WHT for consideration, progress to be reported.	FM BM
6.	Chris presented a sample of the contents page outlining the basic requirements for the proposed annual report, (See appendix) it was agreed that this was a good starting point for consideration, it was also accepted that in order to be in a position to produce an annual report before year end , a lot of progress is required re the working groups and reporting ,this is to be raised as part of overall presentation the Exec for approval.	BM

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7.	<p>A.O.B.</p> <p>The support for developing the Partnership website was discussed, Ben explained the he had approached the WHT however funding to undertake the work was an issue at the moment, Albert agreed to request assistance from the Sutherland School at his next meeting in July, progress to be reported.</p> <p>Albert raised the question of future fundraising, it was agreed that this would part of the future business plan; any ideas would be welcome in the meantime.</p> <p>It was agreed that all future meeting would be held prior to the Exec so that actions can be taken forward for approval, meeting times have been changed accordingly.</p>	<p>AB</p> <p>All</p>
8.	<p>Date of next meeting</p> <p>27th July 9.00 at the WHT</p>	

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Appendix 1

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