

**Donnington Partnership Charitable Trust
Trustees Meeting Held on
Wednesday 27th November 2013, Wrekin Housing Trust**

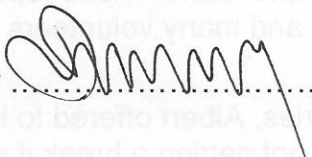
Present: Ben Murphy (Chair), Rose Gregory (Vice chair), Albert Biggs, Kate Giblin,

In attendance: Fiona Moore

Apologies: Jean Gulliver, Simon Heyes

| | | Action & Who |
|----|---|-------------------------|
| 1. | Welcome: Ben welcomed all | |
| 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) Kate has circulated the financial forecast to all trustees b) Kate advised that Melaina's holiday hours were worked out and taken c) Rose has circulated the volunteers policy to the respective volunteer that requested it d) Café phone has been purchased and is now in use e) Fi provided Rose with the map for the directories f) Rent invoices have been checked, were correct and have been paid. | |
| 4. | Approval of minutes Section 3 (c) should state 100% not 110% It was proposed by Albert and seconded by Rose that the minutes dated 30 th October 2013 were a true and accurate record of the previous meetings. The minutes were then signed by B Murphy. | |
| 5. | Finance Report – Kate's report a) The balance of all accounts as of the 22 nd November is £26,423.45 (report attached for the period 25/10/13 to 22/11/13) b) Café report for October showed a loss of £35.98 – which is down on projections. We are down because of paying Melaina and not at that point receiving the grant. c) Kate confirmed that the grant from Shaw Trust was received £1300. With Melaina departing this leaves £507.68 which will go into the café fund pending confirmation of whether we are able to keep this. Kate will follow up with another email The trustees accepted Kate's report. | KG |
| 6. | Community Cafe review of staffing and general update. a) Natalie is working on a casual basis in the café 16 hours a week, the trustees agreed that her hours should be increased to 25 hours with immediate effect and to remain on a casual contract for the foreseeable future. Rose reported that the atmosphere is much better within the café and many volunteers have come back. b) Café still needs drivers that can carry the Bain Maries, Albert offered to help in an emergency. Fiona mentioned that Natalie is not getting a break if she | |

| | | |
|------------|---|---|
| | <p>goes out with the dinners, volunteers are needed for lunchtime to ensure that the kitchen is tidied. Also some of the drivers will be trained up to serve so that Natalie can stay in the kitchen.</p> <p>c) Natalie is going to be working over Christmas for the Friday lunch club and the individual meals to keep our service going for 16 hours over the 2 week Christmas holidays – Rose to let Natalie know.</p> <p>d) Rose has a couple of Buffets over the Christmas period</p> <p>e) Graham and Melaina have not picked up their payslips or P45, so Kate will hand deliver them.</p> | <p>RG</p> <p>RG</p> <p>KG</p> |
| 7. | <p>Group Directory Update</p> <p>a) Trustees agreed for the name to be changed to Adults and Older people.</p> <p>b) The colours of the covers are to be different to the current directories to avoid confusion</p> <p>c) The directories will now be sent to the printers</p> | RG/KG |
| 8. | <p>Future format for the Community Engagement Meetings</p> <p>a) Ben proposed the Community Safety working group bi-monthly meeting should tie in with the CEM and become a public meeting after the closed meeting for 15 minutes. This would increase the frequency but time would be saved for all. Ben has spoken to Nikki Scott and in principle she agreed, but would not want to chair the meeting.</p> <p>Ben to ask Neil if he would be willing to chair the meetings</p> <p>Ben to confirm the finer details with Nikki Scott</p> <p>Ben to email the Community Safety Group with the proposal.</p> <p>Trustees all agreed that this format could be adopted after the next CEM in December.</p> <p>It was discussed that these meetings could be held at the LLLC or the Scout Hut. Ben to speak to Simon.</p> <p>Albert advised we need these meetings to be advertised in the Shropshire Star</p> | <p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p> |
| 8. | <p>Lifelong Learning Centre</p> <p>a) Sharon Price is leaving in February, so some staff changes are inevitable.</p> <p>b) There will be a new involvement officer in January</p> | |
| 10. | <p>Correspondence</p> <p>A letter has been received from Telford and Wrekin Business Rates for £1500 Kate to take this up with the council.</p> | KG |
| 11. | AOB - None | |
| | <p>Dates of meetings, 9.30 (unless otherwise stated)</p> <p>Thurs 19th Dec at 2.00pm, WHT Donnington</p> <p>Wed 29th Jan 2014</p> <p>Wed 26th Feb 2014</p> | |

Approved by  Date 19/12/13

Donnington Partnership
Treasurers Report
25th October 2013 – 22nd November 2013

1. Current account details:

| | |
|---|------------------------|
| The balance held at Lloyds TSB as at 25/10/13 | 6,522.91 |
| Plus income throughout this period | 4,001.90 |
| Sub Total | 10,524.81 |
| Transfers to Treasury Deal account | NIL |
| Less expenditure throughout this period | 3,121.97 |
| The balance held at Lloyds TSB as at 22/11/13 | <u>7,402.84</u> |

2. Business 30 Day Notice Account:

| | |
|---|-----------------------|
| The balance held at Lloyds TSB as at 25/10/13 | 9,020.20 |
| Plus Interest | 0.41 |
| Transfers to current account | Nil |
| Transfer to Treasury Deal account | Nil |
| The balance held at Lloyds TSB as at 22/11/13 | <u>9020.61</u> |

3. Treasury Deal Account:

| | |
|---|-------------------------|
| The balance held at Lloyds TSB as at 25/10/13 | 10,000.00 |
| The Balance held at Lloyds TSB as at 22/11/13 | <u>10,000.00</u> |

Total balance on all accounts on 22/11/13

£ 26,423.45

Kate Giblin - Treasurer

Date: 25/11/13