

**Donnington Partnership Charitable Trust
Trustees Meeting Held on
Wednesday 20th April 2016, Wrekin Housing Trust**

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

In attendance: Sandra Boyd,

Apologies: Simon Heys, Jean Gulliver

		Action & Who
1.	Welcome: Rose 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) Risk Assessment has been carried out with Becky. b) Pregnancy policy needs to be signed by the chair so will be brought to the next meeting.	
4.	Approval of minutes It was proposed by Albert and seconded by Heather that the minutes dated 17 th February 2016 were a true and accurate record of the previous meetings. The minutes were then signed by Rose	
5.	Finance Report – Kate’s report a) The balance of all accounts as of 31 st March 2016 is £29,661.61 the report is attached b) There is still money for the purchase of the notice board, which will be in situ soon. c) Café is currently running at a surplus of £697.46	
6.	Community café a) Currently have a work experience person helping out. b) We now have quite few volunteers. c) Rose has found someone to cover Becky whilst on Maternity leave except for a Tuesday. So new drivers are needed.	
7.	Policy Review a) The trustees reviewed the Sickness Absence Policy. The changes were agreed by all present and will be signed off at the next meeting.	RG
8.	Grants a) Grant for the play park did not go through b) Viola grant has been accepted for the tool library.	
9.	Life Long Learning Centre a) The parish council voted to save the library and move the community café into the library. Rose doubts that the library is the best place for a café. The	

	<p>council have also put a bid in to try to save both buildings. Rachel Jones is also looking at other people to take over the centre and wants to know whether the Partnership is still interested.</p> <p>Albert asked whether we would have to buy the building or would we pay rent.</p> <p>Rose has had some discussions and we would get approx. £45,000 from the council if we did take over the building.</p> <p>Sandra advised that is likely we would only have to pay a peppercorn rent and along with the £45000 this would keep the centre going for another 3 years.</p> <p>The trustees discussed using the community safety money to fund a bid writer. The trustees agreed and Nikki has already given the go ahead with that.</p> <p>Rose will express an interest to the council</p> <p>The trustees also agreed that we would need more people / trustees to form a committee if we were to take over the building.</p>	RG
10.	<p>Correspondence</p> <p>a) A letter has come through from the Pensions Regulator reminding us of our staging date in May</p>	
11.	<p>AOB</p> <p>a) Sandra has met a volunteer who is interested in doing an admin role. If her references come back ok, Rose and Kate will meet her.</p> <p>b) The trustees all agreed to revert back to monthly meetings.</p>	KG/RG
12.	<p>Dates of future meetings; 1.30pm at WHT (unless otherwise stated)</p> <p>Wednesday 18th May 2016</p>	

Approved by *Jean Hillier* Date *18-5-16*