



Registered charity number: 1140610

Annual Report of the Charity's activities and accounts

For the year 1st October 2012
to
30th September 2013

Donnington Partnership
Charity No. 1140610

Charity activities for the year ending 30th September
2013

Contents

	Page
1. Reference and administration details	1 - 2
2. Chair of the Trustees report	3 - 5
3. Treasurer's report	6
4. Independent examiners report	7
5. Receipts and payments	8-11

Donnington Partnership Charitable Trust

Charity No. 1140610

Charity name: Donnington Partnership Charitable Trust

Registered charity number: 1140610

Charity's principal address: Donnington Wood lifelong Learning Centre, St Matthews Road, Donnington Wood, Telford TF2 7PR

Names of the trustees:

Ben Murphy, Trustee Chair

Rose Gregory, Trustee Vice-chair

Kate Giblin, Trustee Treasurer

Jean Gulliver, Trustee

Albert Biggs, Trustee

Simon Heys, Trustee

Structure, governance and management

Donnington Partnership is a registered charity with 6 trustees who have overall responsibility for the Partnership's business. Trustees are elected each year at the Donnington Partnership Annual General Meeting.

The organisation was established in 1997, became a registered charity on 28th February 2011 and is governed by a constitution dated 14th June 2012.

Charity objectives and activities:

The Charity's objects are to promote such charitable purposes for the benefit of the inhabitants of Donnington Telford and Wrekin as the trustees shall determine, including the advancement of education, relief of poverty and the preservation and protection of good health.

The charity works closely with a locally elected 'Community Steering Group' that meets with the trustees to help address local issues and help to meet the charity's objects through the following ways:

1. It has 6 thematic work areas around the subjects of: **community safety, children and young people, health & young families, community cafe, older people and lifelong learning**. Representatives for each of these themes help the community to problem solve when issues arise and support existing community provision to maximise opportunities for good community participation.
2. The charity provides a volunteer managed community café; A successful community café with a team of volunteers, one employed position and one casual position. The cafe provides affordable healthy meals in the lifelong learning centre on a daily basis and a meal delivery service to vulnerable individuals and older people's clubs in the local area. The café volunteers receive valuable skills and confidence-building training along with work based experience and it has supported many people back into employment through this route. The café also provides a meal delivery service, a buffet catering service and hosts food taster promotion events for the local community to try different types of food.
3. The charity provides a volunteer-led tool lending library; A small team of 2 volunteers look after a range of garden tools at the local community centre which can be hired by local residents for a small charge. The scheme is supported by the local registered

social housing provider, which promotes it through their tenancy publications and is well-used throughout spring and summer by local residents.

4. Organises other ad-hoc provision/ facilities as and when need arises, which is directed by the project/working groups.
5. Throughout the year the Donnington Partnership also host a number of meetings and /or events that are aimed to encourage and stimulate community engagement and involvement; a community engagement meeting is organised every 3 months, which is an open public meetings for all residents and people working in and around Donnington to attend. It has 3 aims;
 - a. to run a PACT session that enables residents to raise any community issues of concern that they would like services to address
 - b. for the Trustees and Steering Group/ project facilitators to give a full report back on each of the thematic work areas
 - c. provide an opportunity to listen to a guest speaker about a particular topic relevant to the local area.
6. The charity seeks and applies to external funding bodies, where appropriate, to support its charitable aims. It has a strong history of being very successful in obtaining grant funding and working with partner agencies to deliver projects and activities that have helped to address issues, provided improvements to services and facilities in the community and strengthened local community engagement.

Donnington Partnership Annual General Meeting Chair of the Trustees report 2012

As Chair of the board of Trustees I'd like to begin as always by recognising the commitment of a number of people.

Firstly, Rose as vice chairperson, Kate as Treasurer and Albert and Jean as Trustees'. I would like to thank you for your time, support and dedication over the last 12 months. Since the last AGM we've also added Simon Heys to the Board and Simon's background and commitment has only strengthened the group since he joined.

I'd also like to thank Fiona for her continued support of us as a team and the administration duties she also undertakes. Fi's involvement often strays well over the boundaries of what we should expect and we are as always grateful for her input.

As a board we still meet monthly and we use these meetings to review the progress that we are making. We have been forced to make some particularly difficult decisions in the last 12 months, some of which I may reflect on later in the report. Some of these decisions have been made more justifiable due to the sound base that we have formed as a Board in regards to our policies and procedures.

The Community café at the life long learning Centre continues to be an area of the Charity that requires a great deal of focus and energy.

Earlier in the year we received a letter from Telford and Wrekin Council regarding a lease for the Café. The proposals came at some cost with the proposed charge representing a three fold increase of what we had been paying. We successfully challenged this charge and put forward a robust justification as to why it should not increase. As many will know this was successful and the lease is now formally in place, the charge remaining reasonable.

The meal delivery service has just grown and grown and seems to have become a real hit with some of the most vulnerable residents in not just Donnington but also the North of Telford. Only recently we've seen requests come in from Hadley and Arleston so clearly word is spreading about what a great service the Café is offering.

However, we are approaching such requests with a great deal of trepidation. As a business it might appear that the more orders we get the better, but as a sustainable business we need to tread carefully and make sure that our service is not overstretched. The requests have re-ignited old conversations about the Café becoming a Community Interest Company something that will no doubt be discussed at the next Trustees' meeting.

The running of a busy community café has brought with it's usual number of challenges.

In the Summer we made not necessarily the biggest mistake of this venture but certainly the one that brought about the most criticism.

With our business hats firmly on we made the decision to reduce the choice in the menu for the delivery service and put the prices up at the same time.

The criticism wasn't heard from the customer but the Volunteers at the Café. Unknowingly we had breached a long standing agreement that the Volunteers are consulted over all price changes. Shall we say the response that we got perhaps demonstrated the passion that the Volunteers have for the Café?!? To further redress some of the damage that this decision caused we now meet with the volunteers quarterly in a consultative committee format.

We are always on the look out for extending our manpower in the kitchen and successfully obtained another employee at no cost to ourselves. The appointment came by way of a further grant initiative, this time from an organisation called the Shaw Trust. This took a great deal of work from both Rose and Kate in working out what the aims of the Shaw Trust were and whether they embraced our charitable objectives.

Sadly, in the last few weeks we have received the resignation of not only this individual but also our existing Kitchen Supervisor. It appears that a gulf had developed between the Volunteers and Supervisors that was no longer tenable.

This demonstrates the difficulties in running a business that is staffed by different groups of people. I referred earlier to the firm base that we had developed as a charity. The procedures that we have in place have provided us with a fall back position that should allow us to cover the service during the busy festive period. It is essential that we firmly place the feedback given to us from these departing employees both into the recruitment process and also the on-going management of the Cafe

As we know, the Fairshare funding initiative has come to an end and a number of the Board were present at the farewell event that took place in March. The occasion gave the Charity, or the partnership as it was, the opportunity to reflect back on the legacy that has been left in Donnington through the hard work of many people. The results of the final piece of funding that was received by the Charity in the form of the reproduction of two community directories can now be seen. It offers further evidence of the wealth of activities and learning opportunities that exist in Donnington.

With one eye on the future, I think a period of stability is called for if not for the Board of Trustees then for the Café and the operations that the Board controls. Building work on the site adjacent to the Life Long Learning Centre

has begun and this offers the Café a valuable, low risk source of income. If we can rely on this in the short to medium term it may allow us to make some important decisions on the café that for once are not driven by to financial pressures.

Ben Murphy, Chair of Donnington Partnership Board of Trustees

DONNINGTON PARTNERSHIP CHARITABLE TRUST AGM 19/11/13
Treasurers Report for Financial Year Ending 30th September 2013

The financial statements for this year show an operating deficit of £365.50. The main reason for the deficit is grants received in the previous financial year were spent during this financial year.

Receipts

Overall receipts for the year were £44531.81

- a) The partnership received Grants this year totalling £19,908.44 broken down as follows
- £1172.60 – Top up Fairshare Capital Grant for the Café Refurbishment
 - £6352 – Fairshare Revenue Grant for the Café to employ a Kitchen Supervisor
 - £10,040 – Fairshare Grant for Skatepark
 - £1000 – Table Tennis Table for the Skatepark
 - £400 – Tool Library
 - £800 – Group Directories
 - £143.84 – Telford & Wrekin CVS for the provision of a website
- b) The Community Café received income of £31,111.83 during this financial year.

Payments

Total payments for the year were £44897.31

a) Grants

- The café spent £158.95 which is the remainder of the Capital Grant for the café – such a small amount was remaining as we had an overspend last year which was recorded on my report last year.
- £8412.02 was spent on the employment of Staff for the Café from the revenue grant
- £1000 table tennis grant has been used in full
- £400 Tool library has been spent
- £800 for the group directories has been spent
- £83.63 of our NHS Grant was used for cookery classes – we still have a balance of £256.40 remaining
- £143.84 Paid to 1&1 Internet for our website

b) Café expenditure totalled £29118.93. The café did make an operating surplus this year of £1992.90 which exceeded our projections.

Cash Reserves

As at 30th September 2013 the balance of the current account stood at £6233.46 In addition to this there is a further £9019.83 held in a 30 day high interest deposit account.

Investments

Our £10000 Deal Account paid us interest in May of £300 . The investment matures in May 2014 when we will consider our re-investment options.

Kate Giblin
Treasurer



Independent examiner's report on the accounts

Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Donnington Partnership Charitable Trust

**On accounts for the year
ended**

30th September 2013	Charity no (if any)	1140610
---------------------------------------	--------------------------------	----------------

Set out on pages

One

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *T. Fellows.*

Date: 8th November 2013

Name: Terence Raymond Fellows

**Relevant professional
qualification:**

Member of the Chartered Institute of Management Accountants

Address: 7 Eldridge Close, Oxley Lawns, Wolverhampton, W. Midlands. WV9 5PX



Charity Name Donnington Partnership Charitable Trust	No (if any) 1140610
---	------------------------

CC16a

Receipts and payments accounts

For the period from	Period start date 01/10/2012	To	Period end date 30/09/2013
---------------------	---------------------------------	----	-------------------------------

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Café Sales	-	23,587	-	23,587	12,714
General	76	-	-	76	155
CVS Website Grant	-	144	-	144	180
Skatepark Fairshare Grant	-	10,040	-	10,040	2,706
Table Tennis Table F/share grant	-	1,000	-	1,000	
Directories Fairshare Grant	-	800	-	800	
Café Capital Grant	-	1,173	-	1,173	23,570
Café Revenue Grant	-	6,352	-	6,352	6,794
M's Subscriptions	-	273	-	273	282
Donations	300	-	-	300	-
Older People	-	-	-	-	16
Tool Library	-	53	-	53	39
Tool Library Fairshare Grant	-	400	-	400	
Interest	335	-	-	335	5
Sub total (Gross income for AR)	710	43,822	-	44,532	46,461
A2 Asset and investment sales, (see table).					
Transfer From Treasury Deal Acc	-	-	-	-	10,000
Sub total	-	-	-	-	-
Total receipts	710	43,822	-	44,532	46,461
A3 Payments					
General Fund	101	-	-	101	83
Café	-	15,653	-	15,653	9,586
Salary Costs	-	4,232	-	4,232	
1&1 Website Fee	-	144	-	144	144
M's Room Hire	-	588	-	588	2,479
Fairshare Skatepark Grant	-	12,746	-	12,746	
Table Tennis Fairshare Grant	-	1,000	-	1,000	
Directories Fairshare Grant	-	800	-	800	
Fairshare Revenue Grant	-	8,412	-	8,412	4,730
Insurance	-	579	-	579	559
Older People	-	-	-	-	76
Fairshare Capital Grant (Café)	-	159	-	159	24,590
Tool Library Fairshare Grant	-	400	-	400	-
Cookery Books & Classes (NHS Grant)	-	84	-	84	739
Sub total	101	44,797	-	44,897	42,986
A4 Asset and investment purchases, (see table)					
Treasury Deal Account	-	-	-	-	10,000
Sub total	-	-	-	-	-
Total payments	101	44,797	-	44,897	42,986
Net of receipts/(payments)	610	- 975	-	- 365	3,475
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,222	23,397	-	25,619	-
Cash funds this year end	2,832	22,422	-	25,254	3,475

Section B Statement of assets and liabilities at the end of the period

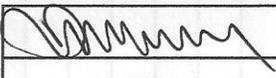
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	2,818	3,415	-
	High Interest Account	14	9,006	-
	Treasury Deal Account	-	10,000	-
	Total cash funds	2,832	22,422	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	2 x Dell Laptops	Restricted	715	-
	Buffalo Bain Marie S/N 2011120100769	Restricted	145	-
	5 Bain Marie Trays	Restricted	50	-
	10 Litre Soup Kettle	Restricted	66	-
	10 x Thermo Boxes	Restricted	303	-
	Double Boiler	Restricted	40	-
	2 x 7.6 ltr Boiling Pans	Restricted	53	-
	Colander	Restricted	11	-
	2 x 9.5 ltr Stew Pans	Restricted	82	-
	4 x Bain Marie Trays	Restricted	53	-
	3 x Thermo Boxes	Restricted	91	-
	Fly Killer	Restricted	78	-
	Cooking Range S/N 25005561	Restricted	1,574	-
	Gas Hose	Restricted	78	-
	Corner Wall Bench 1100x650	Restricted	623	-
	Extraction Canopy	Restricted	2,118	-
	Cupboard Base Unit 1800x600	Restricted	964	-
	Cupboard Base Unit 1000x60	Restricted	901	-
	Wall Cupboard 900x300	Restricted	535	-
Wall Cupboard 700x300	Restricted	466	-	
2 x Wall Shelves 1900mm	Restricted	230	-	

Wall Bench	1900x650	Restricted	376	
Wall Bench	1140x650	Restricted	262	
Wall Shelf	1490mm	Restricted	202	
Water Boiler	S/N 21204883	Restricted	439	
Hand Wash Basin		Restricted	90	
Sink Unit		Restricted	1,318	
Dishwasher	S/N BD1068271211	Restricted	1,674	
Water Softner		Restricted	102	
Wall Bench	900x650	Restricted	256	
2 x Wall Shelves	1400x300	Restricted	202	
2 x Wall Shelves	550x300	Restricted	132	
Wall Cupboard	900mm	Restricted	541	
Refridgerator	S/N 10076467	Restricted	803	
Upright Freezer	S/N 10080821	Restricted	834	
Cupboard Base Unit	900x600	Restricted	882	
Wall Shelf	1100x300	Restricted	91	
Corner Wall Bench	1000x650	Restricted	300	
Husky Chiller		Restricted	79	
Folding Table	183x76	Restricted	36	
Folding Table	60x60	Restricted	30	
8 x Folding Chairs		Restricted	106	
2 x Thermo boxes with lids				
Water Urn - Cygnet	27L	restricted		
Water Urn - Cygnet	18L	restricted		
Fridge Decca		restricted		
Drinks Chiller	Budweiser	restricted		
Can Opener		restricted		
Food Processor		restricted		
Food Mixer		restricted		
2 x 4 slice toaster		restricted		
Dualit Toaster 4slice		restricted		
3 x Fans		restricted		
Kettle		restricted		
Blender		restricted		
Microwave	Russell Hobbs	restricted		
Microwave		restricted		
2 x Buffet Servers		restricted		
Kenwood Multipro		restricted		
2 x Tesco Grillers		restricted		
George Foreman Grill		restricted		
Delta Fryer		restricted		
3 x Lawn Mowers		Restricted		
2 x Strimmers		Restricted		
3 x hedge cuters		Restricted		
Large selection of handheld tools and		Restricted		

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	B. MURPHY	19 11 13.