

**Donnington Partnership the Charity
Trustees Meeting Held on
Thursday 28th April 2011 Wrekin Housing Trust Donnington**

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

In attendance: Fiona Moore (Advisor) Chris Newman (minutes)

	Actions from meeting	Who
1.	The Trustees discussed and agreed to elect Ben as Chair and Rose as Vice-chair for the purpose of Trustee business	
2.	The essential Trustee document ref CC3 is to be read by all for discussion and feedback at the next meeting.	All
3.	The existing constitution of the Partnership Trustees is to be e mailed to the group for consideration.	RG
4.	The reporting requirements for future meetings was discussed, it was agreed that Chris would submit a draft format based on LLL Centre and the Café for consideration and discussion at the next meeting.	CN
5.	It was agreed that monthly hourly meetings would be appropriate at the current time; Ben to suggest proposed dates for future meetings	BM
7.	The financial reporting was discussed and in view of Kevin's announcement at the Exec meeting that he had moved out of the area so it will be necessary to find a replacement for the Treasurers role, It was suggested that local companies who offer to provide volunteers should be contacted, Fiona offered to investigate further. It was also suggested that a Charity financial software package should be sourced for consideration.	FM RG
8.	Further to the Exec meeting action, it was agreed that CVS would be contacted to propose appropriate members to form 2 action teams: Finance and Organisation skills development. Ben agreed to discuss with CVS.	BM
9.	Date of next meeting To be advised	