

**Donnington Partnership the Charity
Trustees Meeting Held on
Thursday 26th October 2011 Wrekin Housing Trust Donnington**

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

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

Apologies: Jean Gulliver,

	Actions from meeting	Who
1.	<p>Update from actions</p> <p>The visit to the Leegomery WRVS cafe to compare methods of operation, organisation etc. is still to be carried out, it was agreed that Rose would accompany Albert, a date is to be arranged.</p> <p>The advert for the Minute secretary has now been posted on the CVS volunteer bank, and also the Do-it website, we now await applications.</p> <p>Review of constitution: Fiona confirmed that we must keep the charity commission informed of changes to the constitution. Their procedures are more strict when changes involve the charity's purposes or the charity's powers. However, we do have more freedom to make changes to our administrative procedures and powers relating to how the charity is run, so we will be able to follow our usual protocol and agree these locally (at a special general meeting) and then we need to inform the charity commission no later than 21 days afterwards.</p>	Albert Rose
2.	<p>Training schedule</p> <p>All courses are now booked with 6 members on Finance and 4 on Organisation. Travel arrangements were agreed and Rose was asked to arrange for payment.</p> <p>Fiona requested that those attending the Trustees training course should prepare any questions in advance i.e Trustee responsibilities etc. in order to get the most from the course.</p> <p>The training content is to be obtained and issued to the participants before the training commences.</p> <p>The cost of the courses were queried from the last minutes, it was confirmed that the charge is £150 total. This will be debited from the general fund, which includes admin money remaining from the Fairshare grant.</p>	All Ben
3.	<p>Updates from action teams</p> <p><u>Finance team</u></p> <p>Ben confirmed that the Finance team has met, and agreed the Aims and Objectives of the team, these were outlined to the meeting, Ben agreed to issue out a copy to the Trustees.</p> <p>The main issue targeted at the first meeting related to NHS Funding and the associated costs relating to Health.</p> <p>The detailed information is to be reviewed to establish the underlying future</p>	

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	<p>costs /expenditure and funding.</p> <p><u>Organisation team</u></p> <p>The Team has not met since the last Trustees meeting. Fiona reported that she is working with the various groups to complete the Aims and Objectives for all groups, hopefully this will be available for the AGM reports. Rose reported that the Aims and Objectives for the Older Peoples group were almost complete and needed minor amendments.</p>	Rose Kate
4.	<p>Fairshare Trust Applications No progress to report on the 2x applications submitted by Donnington Partnership, both relating to the community café, now awaiting feedback from November meeting.</p>	
5.	<p>AGM Preparation Albert explained he has prepared the chairman's report for the AGM, Ben suggested that he would complete a separate report as chair of the Trustees and asked if Albert could liaise to make sure there is a joined up message. They also agreed to include a section outlining some of the Partnerships future activities for 2012.</p> <p>Albert suggested that one of the main challenges to be addressed is Communication and PR to improve local involvement and ownership.</p> <p>It was emphasised by Fiona that all reports from the Project teams will need to be available before the AGM.</p>	
	<p>AOB Rose reported that the website was now being modified to depict the Donnington Partnership as the home page, with the Café accessed from this page. Kate is leading on this.</p> <p>It was agreed that future Trustees meetings would commence at 9.30, a list of future dates is to be drawn up and issued.</p>	Rose Ben
6.	<p>Date of next meeting 23rd November 9.30am at the WHT</p>	

Approved by Date