

Donnington Partnership Executive Meeting
Thursday 29th September 2011 11.00 Wrekin Housing Trust Donnington

Present: Albert Biggs (Chair), Rose Gregory, Sharon Price, Cllr Nigel Dugmore
Maurice Kirby, Ben Murphy, Fiona Moore,

In attendance: Kate Giblin

Apologies: Jean Gulliver, Chris Newman, Robin Glover, Carol Wilgrove, Nikki Scott, Wendy Breakwell

| 1. | Welcome & Apologies: | Action |
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| | Albert welcomed attendees. Albert welcomed Kate to the Exec committee Apologies were received as above | |
| 2. | Minutes of previous meeting dated 23rd June 2011: These were accepted as a true and accurate record by AB and duly signed off. | |
| 3. | Matters Arising: No matters arising. | |
| 4. | Financial Report: The total for all accounts was reported at £22,182.66 The 'Health pot' is currently broken down into several sub-sections and recorded on a separate excel sheet. Rose informed the meeting that Wendy wishes to merge all the subsections and so from the new financial year the 'Health' pot will merge into one. This will save a bit of work for the treasurer. Grant applications : 2x grants have been submitted to the Donnington Fairshare fund to support the development of the community cafe. A capital project for £21k to purchase commercial catering equipment for the kitchen and £13k revenue to employ an assistant cafe manager. We will hear more mid October. Donations: None | |
| 5. | Correspondence None | |
| 6. | Trustee meeting update - Ben Training: The Community council of Shropshire supplied us with a comprehensive package of training available that they are offering, at a cost of £15pp, to voluntary community and charitable groups. Trustees decided to take up this offer with two courses: a) Financial responsibilities for committees and trustee boards, Kate, Ben, Albert, Rose, Jean and Nigel to attend b) Roles and responsibilities of charity trustees Rose, Ben, Albert, Jean to attend Community cafe update a) Tax implications and charitable status: Ben explained that for some time the Partnership had been questioned by or given different information from a number of sources, concerning our community cafe project and implication for tax. | |

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| | <p>Fi, Rose and Ben met with Nicky Kent and Gill Porter from the Community Council of Shropshire who gave conclusive advice that we did not need to worry about registering with HMRC until we meet the £5k threshold. During the course of the cafe's business our accounts show that the cafe brings in overall profit less than £5k per annum.</p> <p>The cafe is now in a position to move forward with clarity. The community cafe will re-start the process to become a 'community interest company' and for it to be the trading arm of Donnington Partnership.</p> <p>b) Website: Some work has taken place over the summer Rose hoping to allocate Thursdays to progress with this.</p> <p>c) Lease Fiona explained that arrangements concerning a lease agreement for the kitchen facilities at LLLC had suffered from a delay due to the council restructuring bringing about changes in middle and senior management that affect the LLLC. The position of management was confirmed only last week so Fiona had contacted Robin Glover and he has kindly started the ball rolling again and has contacted the estates and investments team with revised terms of lease. A confirmed lease agreement will need to be in place in order for the funding bid to Fairshare to be agreed.</p> | |
| 7. | <p>Do it 4 Donnington - Action Team Status:</p> <p><u>Organisation/Management</u> : Fiona Moore, Chris Newman, Maurice Kirby, Sharon Price, Jean Gulliver The group have met twice and progressed with:</p> <p>a) Name of working groups Agreement was reached to re-brand the title of 'working groups' and change it to 'Community projects and working groups'. This better reflects the current position.</p> <p>b) Aims and Objectives A start was made to review the project/working groups aims, objectives and possibly actions for the year ahead with the view that this information be available for the AGM and to also be posted on the website; 3 projects aims/obs are near completed: c&yp, community safety and Community cafe.</p> <p>c) Welcome pack A welcome pack for new volunteers/new people joining the organisation has been in existence for some time but Fiona has tweaked this to reflect the charity status we now have and also will include our policy documents.</p> <p><u>Finance:</u> Ben Murphy, Albert Biggs, Rose Gregory, Nigel Dugmore. Meeting set for October 20th, 9.30am and a suitable training session has been identified in November (as above in 6 – training). Ben to make arrangements for the training</p> <p>All agreed that funds could be allocated from the 'general fund' to cover the training costs of £15 pp to attend</p> | Ben |

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| 8. | <p>Thematic Working Group Reports on issues /concerns/decisions:</p> <p>Children & Young People – Maurice A grant application had been submitted by the Parish Council to the Donnington Fairshare fund to support development of the voluntary sector delivering service to children and young people.</p> <p>Older People - Rose Health and Social Care forum event organised for Friday 30th Sept. 40 fliers have been posted door-to-door at older people’s dwellings by Jean and Rose, posters distributed to local buildings and the Partnership mailing list has been emailed with the event. If this event is successful Rose and Jean aim to host repeat sessions in the future.</p> | |
| 9. | <p>Community Engagement –Working lunch Guest speaker agreed for the next working lunch meeting: Andrew Careless has been booked by Rose to attend the next working lunch in December. Copies of W/L mins and agenda need to be sent to andrew.careless@telford.gov.uk</p> <p>Albert had a request from Revd. Paula Smith who would like to join the Partnership executive committee. All agreed this would be useful. The next meeting is the AGM, which seems appropriate for this to become reality.</p> | Chris |
| 11. | <p>Reports back from representatives attending outside bodies</p> <p>Donnington and Trench Learners Trust - Albert was unable to attend the previous two meetings, although Nikki has and Nikki has reported to Albert. Nothing major relevant to report. Albert will talk to Sutherland about future assistance for developing the website.</p> <p>Granville Park Management Board – Heritage trail has been implemented. Nigel will replace Fiona as the Partnership representative. Everyone happy for this swap to occur. Dennis remains rep for Friends of Granville. Nigel reported that the application for planning permission for a Household waste digester was refused by the Parish Council. It will still go to the borough’s plans board so full outcome will be unknown until this board has met.</p> | AB |
| 11. | <p>Any other business None</p> | |
| 12. | <p>Date of next meeting – AGM November 17th at 11.00am at Turreff Hall Exec November 17th at 12.00 at Turreff Hall (light lunch provided) Albert requested for all projects/working group reports be presented to Chris at least 7 days prior to the AGM</p> | |

Approved By Date