

**Donnington Partnership the Charity
Trustees Meeting Held on
Thursday 29th September 2011 Wrekin Housing Trust Donnington**

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

In attendance: Fiona Moore (Advisor), Kate Giblin (new treasurer)

Apologies: Chris Newman (minutes), Jean Gulliver,

	Actions from meeting	Who
1.	<p>Ben welcomed all and especially to Kate, new treasurer, who came to meet everyone. Kate introduced herself. She lives in D'ton with a young son and husband who is in the services, having moved into the area last year. Experience in past has been within financial sectors but also within a school. Currently doing a bookkeeping course and is looking forward to keeping busy with Donnington Partnership.</p> <p>Fiona reported that she and Albert met Carol and after discussing what time Carol had available and the skills that Carol could bring, it seemed clear that it would not be appropriate for Carol to take on the role of minute secretary. Fiona suggested some specific projects that Carol could potentially turn her skills to; the community cafe and/or the skatepark. The meeting was very happy with this suggestion. Action: to meet and discuss further with Carol</p>	
2.	<p>Update from actions New advert for admin gone in the October Parish News and Chris is completing request forms to the CVS volunteer bank.</p> <p>Finance group yet to meet. When the group meet they will need to look into appropriate software package and financial recording info from Nicky Kent to look into.</p> <p>Visit to Leegomery WRVS cafe – Albert still to do this.</p> <p>Review of constitution: Progressing. Fi will seek guidance from the charity website about procedures for adoption.</p>	<p>AB</p> <p>FM</p>
3.	<p>Training schedule 2 training courses identified by the Trustees from information supplied by the Community Council of Shropshire</p> <ul style="list-style-type: none"> a) Financial responsibilities for committees and trustee boards, 24/11/11, 9.30-12.30pm CCS training suite at Royal Shrews Hospital Kate, Ben, Albert, Rose, Jean and Nigel b) Roles and responsibilities of charity trustees; 29/11/11, 9.30am -12.30pm, Leebotwood village hall Rose, Ben, Albert, Jean <p>Funds are available to pay for these courses (£15pp) in the 'general fund'. All agreed to use this. Ben will book these courses.</p>	Ben

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3.	<p>Tax implications and charitable status - completed</p> <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>	
4.	<p>Updates from action teams</p> <p><u>Finance team</u> has not yet met. Ben, Albert, Rose, Kate, (Nigel- tbc); arranged to meet Thursday 20th October 9.30am at WHT</p> <p><u>Organisation team</u> Has met and made a practical start to implementing some changes/additions:</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. Fiona brought 3 projects work to the meeting; 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. Carol and Kate will be the first recipients of this new pack.</p>	
5.	<p>Website</p> <p>Some additions were made during the summer with help from the 2 young people recommended by Albert. More work needed. Rose and Fi will spend some more time looking at it Work in progress....</p>	
6.	<p>Fairshare Trust Applications</p> <p>2x applications submitted by Donnington Partnership, both relating to the community cafe. Capital application – £21k to refurbish the kitchen with commercial catering equipment Revenue application - £13k to employ an assistant cafe manager to relieve Rose of some duties so that she can focus more on developing the cafe into a Social enterprise community interest company. We would envisage the employed person being able to bring in extra income in order to self-fund the job once funding ends.</p>	

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7.	<p>Albert update from charity commission Albert reported a conversation he's had at another voluntary committee he's involved with to state that an officer from the charity commission can at any stage come to inspect our operations and in particular our financial regulations. Albert</p>	
	<p>AOB Fi and Rose reported on a hiccup with accounts since Kevin dropped off the files at the LLLC. When Fiona went to update the records she could not locate any paid invoices dated between 1/10/10 to 31/12/10. Kevin was asked to check his home for missing information but nothing was discovered at the time. In the meantime some people have been contacted to provide duplicate invoices and Kate was asked to highlight the expenditure sheet to identify which invoices are missing.</p> <p>Kate to meet with Fi and Rose to get accounts ready for checking.</p>	RG, KG, FM
6.	<p>Date of next meeting 26th October 9.30am at the WHT</p>	