

**Donnington Partnership Executive Meeting
Thursday 28th April 2011 11.00 Wrekin Housing Trust Donnington**

Present: Albert Biggs (Chair), Rose Gregory, Robin Glover, Wendy Breakwell, Maurice Kirby, Jean Gulliver, Ben Murphy, Fiona Moore, Kevin Mattox,

In attendance: Lois Breen, Beverley Harris, Chris Newman (minutes)

1.	Welcome & Apologies: Albert welcomed attendees. Albert welcomed Lois and Beverley from CVS who had come to discuss the results of the skills assessment carried out on the Exec team. Apologies were received by Sharon Price	Action
2.	Minutes of previous meeting dated 17th February 2011: These were accepted as a true and accurate record by AB and duly signed off. .	
3.	Matters Arising: No matters arising.	
4.	Do it 4 Donnington Training analysis feedback: Bev stated the main aims of the assessment of the exec team was to establish: <ol style="list-style-type: none"> 1. What skills were available, 2. What additional skills were required 3. What training would be needed? <p>She outlined the findings of the report emphasising that the Exec committee had a good broad range of skills which were required to move the partnership forward, she also emphasised that each member was able to offer more time to the Partnership, however some strengths and weaknesses were identified relating to Organisational skills which needed to be reviewed, it was recommended that an action Team should be formed to develop an action plan to target these areas.</p> <p>Lois then went through some of the findings relating to financial control and also suggested that an Action Team should be set up to develop an action plan to target some of the training requirements. The available resource which the CVS could offer in assistance along with other options for training and mentoring and facilitation were then outlined.</p> <p>A detailed report was issued to the meeting for distribution to the exec Board, for discussion at the next meeting.</p> <p>It was felt that the details of the assessment should remain confidential so it was suggested that CVS would be approached to nominate teams for action.</p>	FM BM

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5.	<p>Financial Report: The Financial report dated 1st October 2010 – 30th September 2011 was tabled by Kevin, a number of alterations to detail and format of the report were requested as follows:</p> <ul style="list-style-type: none"> • Admin column heading to be changed to General • Columns depicting LLL and Cabaret, to be deleted with any monies to be included within the general column. • The Grants column to be inserted to the right of the Bank column. • Transfer £10,000 into a 'fixed term deposit' account. <p>It was confirmed that the total for all accounts was £24,990.30</p>	<p>FM</p> <p>KM</p>
6.	<p>Correspondence:</p> <p>A letter has been received from the Charity Commission outlining the DP's entry into the computerised register of charities. This can be accessed through this website: www.charitycommission.gov.uk/index.aspx and type in our name or charity number on the home page search.</p> <p>Fiona and rose had written to Her Majesty revenue and customs office, after receiving advice from T&W solicitor, to make a general enquiry concerning clarification of tax purposes regarding the café income. They awaited a reply.</p>	
7.	<p>Community Café update: The issues sheets previously distributed to the Exec team were used to identify and agree priorities and risks against each issue.</p> <p>The Issue sheets were to be updated to include these priorities and issued to the Exec board for actions to be identified for the next meeting</p>	<p>CN</p>
8.	<p>Working Group Reports on issues /concerns/decisions:</p> <p>Nothing to report</p>	

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9.	<p>Community Engagement –Working lunch Guest speakers agreed for the next working lunch meeting are:</p> <p style="padding-left: 40px;">Blue Watch Fire Officer: An overview of the Park Road house fire demonstration held in 2010 Emma Walton, Telford Green Gym: Talk and DVD showing the work of the Green Gym</p> <p style="padding-left: 40px;">Deb Morrison – Money Matters for meeting in September</p> <p>Albert requested that for all future meetings the working group reports should be available for scrutiny before each meeting and given to Chris for ease of including in the minutes.</p>	<p>BM to confirm</p> <p>Exec Board</p>
10.	<p>Reports back from representatives attending outside bodies</p> <p>Donnington and Trench Learners Trust - Nothing reported</p> <p>Granville Park Management Board – Nothing reported</p>	
11.	<p>Any other business Albert explained that the Pact meetings would not be held unless demand dictated.</p> <p>Kevin notified the meeting that he is moving out of the area so it will be necessary to find a replacement for the Treasurers role, however he kindly offered his services until such time as a replacement was found. It was suggested that local companies who offer to provide volunteers should be contacted. Fiona offered to investigate this option further.</p>	<p>FM</p>
12.	<p>Date of next meeting</p> <p>June 23rd at 11.00am</p>	