

**Donnington Partnership the Charity
Trustees Meeting Held on
Wednesday 25th May 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.	<p>Ben submitted an agenda for the meeting which will be the standard format for future meetings, it was agreed that Ben would prepare this for each meeting.</p> <p>It was suggested that external communication and the Annual report format should also be included as agenda items.</p> <p>It was also agreed that Ben would report progress from the Trustees meeting to the Exec meeting utilising the actions from minutes produced.</p>	BM
2.	<p>It was agreed that future meetings would be held with the facility for internet access, this will enable meetings to fully utilise the Charity site for continued reference when determining actions.</p>	BM
3.	<p>The existing constitution of the Partnership Trustees is yet to be e mailed to the group for consideration.</p>	RG
4.	<p>Chris submitted sample draft reports for the Café and LLC which were discussed as a basis for future reporting, these were received positively, it was agreed that the principle was sound, however it will be necessary for each working group to determine key objectives for each activity as a starting point, this will need to be discussed at the next Exec Committee.</p>	BM FM AB
5.	<p>The replacement for the Treasurer was discussed, Fiona presented a draft advertisement to be included within the next Parish Newsletter, the advert will also ask for administrative support volunteers.</p> <p>The local companies who offer to provide volunteers are yet to be contacted, Fiona offered to investigate further.</p> <p>The information relating to the Charity financial software package is to be forwarded to Kevin for consideration before purchasing.</p>	FM FM RG
6.	<p>The CVS have been contacted to propose appropriate members to form 2 action teams, however further discussion is required with CVS to confirm constitution of the 2 teams, it was suggested that a fall-back position might be to nominate 2 leaders, and seek volunteers from the exec team if CVS are still reluctant to nominate teams, CVS to be contacted.</p>	BM

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7.	The Income tax issue was raised it was agreed that Fiona would forward the relevant e mail to Ben to obtain assistance from the WHT team.	FM BM
8.	The Annual report was discussed, Chris offered to review the report format and assist in the development of a draft version which would satisfy the charity requirements, it was agreed that the last Annual report would be submitted to Chris for reference, (Preferably electronic version)	AB FM
9.	A draft model outlining the reporting structure for the partnership and Working groups is to be developed for consideration at the next meeting.	CN
	Date of next meeting Thursday 23rd June 2011 at 12.30 at the WHT offices Donnington	

Approved by Date