

**Donnington Partnership
Charity Trustees Meeting Held on
Wednesday 18th January 2012 Wrekin Housing Trust Donnington**

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

In attendance: Fiona Moore (Advisor & minutes), Kate Giblin (support)

	Actions from meeting	Action & Who
1.	<p>Actions update from previous meeting:</p> <p>(a) Action teams Finance team and Organisation team; No updates from either. Ben and Fi will arrange in due course. Item to keep on agenda and update as and when.</p> <p>(b) Capgemini- business mentoring scheme Capgemini cancelled the initial meeting due to staff changes. They will contact us to re-arrange. To be carried forward</p> <p>(c) Fairshare Trust Applications Correction to previous minutes: The £3,000 was not a shortfall, this figure had not been presented to the Fairshare Board and so their decision fell short of the amount requested. The Fairshare Board meet this Thursday 19th, hopefully this situation will be ratified.</p> <p>(d) Finance Report: Kate had amended the two entries on the finance report and a correct version accompanies the previous minutes.</p>	<p>BM & FM</p> <p>C/F</p> <p>complete</p> <p>complete</p>
2.	<p>Board of Directors (cafe) and new Trustees (charity) Albert has identified a local businessman, Peter Singh (Baghri fashions) and has had a conversation about the role. Rose also has been speaking to the Nikki Shah, current owner of the Corner Shop with previous business being a fish & chip shop. Both have expressed an interest and it was agreed to have a separate meeting aside from the trustees business meeting. 1st meeting Date agreed: Friday 27th January, 9.30am for Ben, Albert and Mr Peter Singh. AB to inform P. Singh RG to liaise with N.Shah and Ben for convenient date to meet</p>	<p>AB, BM RG</p>
3.	<p>Working Lunch now known as Community Engagement meeting Next working lunch confirmed with Loanshark awareness attending, WHT to host. Ben also spoke about a drama performance that this team does and plans are being made to do this in schools. Future community engagement meetings: June and Dec = at LLLC Sept and Nov = at Turreff Hall Rose produced some small personal invites. All agreed to distribute these to see if they bring in more people to the meeting.</p>	

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	FM/RG to print off invites All to help distribute	
4.	<p>Finance Report: Kate The balance on all accounts as of the meeting date is £21,687.26 (report attached for period 25/10/11 – 12/12/11)</p> <p>Income: Rose noted one minor amendment to make on the detailed excel sheet: WHT payment to move into cafe not general column.</p> <p>Exp. Rose noted one minor amendment to make: 'R.Gregory £39.33' to come out of cafe NHS grants.</p> <p>The trustees accepted Kate's report.</p>	
5	<p>Progress from meeting with Gill Porter, Community Council of Shropshire Rose, Fi and Ben met with Gill to review our constitution in order to bring it in line with how the charity is now managed.</p> <p>The Partnership since becoming charity status and intentions to turn the cafe into a CIC means that the Partnership will become 3 separate but linked elements working towards shared objects, but also having some independence from each other.</p> <ol style="list-style-type: none"> 1. Donnington Partnership (charity); requires amendment of constitution 2. Donnington Exec; will become the charity's main advisory body and will provide information, advice and guidance in helping the charity achieve its objectives. This group will be best served by a 'Terms of reference' rather than a constitution. It also needs to consider what it should be called. 3. Community cafe CIC; requires a Board of Directors, at least one is to be a charity trustee and one must be independent from Donnington Partnership. A separate governing document called 'Articles of Association' is required and then it needs registering as a CIC limited by shares, of which Donnington Partnership will be the majority share holder (there will be no intention to seek other share holders, Directors will not be share holders). <p>In addition to this, an agreement needs drawing up between the cafe and the charity to reflect arrangements that will be in place for spending the recent Fairshare grant.</p> <p>Gill took us all through every element of the Charities Commission model constitution and suggested that the charity adopts this. Our original constitution was the charity commission model constitution but the current model has been significantly revised.</p> <p>These changes will need discussion with the Exec. Ben suggested sending information via email to all the exec about these necessary changes so that further discussion can take place.</p> <p>Ben and Fi to compose an email and Ben will send it out.</p> <p>Albert proposed that Kate becomes a Trustee. Kate agreed to consider this.</p>	BM, FM
6	<p>Community Cafe Update: Rose <u>Assist. Cafe manager employment</u> Rose and Fi had met with Nicky Kent and gained a lot of useful advice and</p>	FM RG

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	<p>guidance concerning the responsibilities of employing staff. Outcomes from this meeting has generated a lot of paperwork, which needs collating for staff recruitment, which Rose and Fi will gather together in the next couple of weeks. Fi presented the meeting with the propose recruitment plan and said that Nicky had offered to assist the interview panel.</p> <p>Ben offered to be on the panel along with Rose.</p> <p>RG & FM to update at next meeting</p> <p><u>Cafe refurbishment</u> This will take place w/b 13th Feb. Launch to be arranged.</p>	
7	<p>Skatepark: Albert and Fi The skatepark is complete, has passed all H&S tests and been signed off. It is already being well-used by yp. Now next stage of funding – official opening, monthly planned activity programme £7,000 and a big launch day. Fairshare still hold the money for these events.</p> <p>Albert, Fi, Derek Owen and Di Morris met to set wheels in motion for the activities.</p> <p>Our (charity)will be responsible for these events so tasks for us to ensure are complete include:</p> <ul style="list-style-type: none"> • Updating insurance to cover liability for public fun day-type events • Doing risk assessment for each event and implementing it • A charity representative to attend each event and ensure RA is adhered to. • Ensure the budget is managed as intended <p>AB and FM to feed back at next meeting</p> <p>Ben had to leave the meeting: 10.30am Rose, vice-chair took over</p>	AB FM
8	<p>Policies Fi provided the trustees with a draft equality and diversity policy to consider adopting. Guidance was taken from the legal services website. Fi has given a copy to her colleague, Richard Taylor-Murison, Equality officer for T&W and asked for further advice to ensure it covers necessary requirements. Our other policies are also due for their annual review. Rose suggested putting this item on a future agenda item to ensure that they are still relevant.</p> <p>All trustees to look at the policy Policy reviews to go onto a future agenda (March?)</p>	All BM
	AOB: None	
9	<p>Date of next meeting</p> <p>23rd February 9.30am at the WHT</p>	

Approved by Date

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Donnington Partnership Financial Accounts

**Treasurers Report
25th October 2011 – 12th December 2011**

1. Current account details:

The balance held at Lloyds TSB as at 25/10/11	2756.60
Plus income throughout this period	1203.40
Sub Total	3960.00
Transfers from Treasury Deal account	Nil
Less expenditure throughout this period	1560.46
The balance held at Lloyds TSB as at 12/12/11	<u>2,399.54</u>

2. Business 30 Day Notice Account:

The balance held at Lloyds TSB as at 25/10/11	9011.17
Plus Interest	0.74
Transfers to current account	Nil
Transfer to Treasury Deal account	Nil
The balance held at Lloyds TSB as at 12/12/11	<u>9,011.91</u>

3. Treasury Deal Account:

Opening balance held at Lloyds TSB as at 25/10/11	10,000.00
Plus Interest throughout this period	Nil
Matured account total	Nil
The Balance held at Lloyds TSB as at 12/12/11	<u>10,000.00</u>

Total balance on all accounts on 12/12/11 £ 21,411.45

Kate Giblin - Treasurer

Date: 21.12.11