

ELLINGHAM COMMUNITY TRUST MINUTES FROM MEETING HELD 9 MAY 2024 ELLINGHAM VILLAGE HALL

ATTENDEES	
NAME	ROLE
David Metcalfe (DM)	Chair
John Thompson (JT)	Vice Chair
Judy Glover (JG)	Trustee
Brenda Frier (BF)	Trustee
Virginia Mayes-Wright (VMW)	Clerk
Louis Fell	Treasurer
Graham Edmonson (GE)	Trustee

APOLOGIES	
NAME	ROLE
Robert Stuart (RS)	Trustee
George Unwin (GU)	Trustee

	<u>WELCOME REMARKS</u>	
1.	<p>The Chair noted resignation of Trustee Robert Stuart. Bob was an original Trustee ever since the ECT was set up in 2012. The Trustees expressed their thanks for all his sterling support and time served on the Trust and wished him well for the future.</p> <p>In response to Mr Stuart's resignation, the Trustees discussed the requirement of recruiting a replacement Trustee. It was agreed that whilst it would be beneficial to have a more diverse membership, the current number of Trustees was appropriate. Should a member of the Parish wish to apply to become a Trustee, the application would be considered.</p> <p>ACTION: Clerk to remove RS details from the ECT website.</p> <p>ACTION: LF to remove RS details from Charities Commission and Companies House.</p> <p>ACTION: Clerk to add a note to the Trustees page to the ECT website notifying any persons wishing to become a Trustee to apply.</p>	
	<u>MINUTES FROM THE PREVIOUS MEETING 4th APRIL 2024</u>	

2.	<p>The Trustees reviewed the minutes from the previous meeting held on 4th April 2024. Proposed by BF & seconded by JT.</p> <p>ACTION: GE to connect BF's number to ECT's number. Completed.</p> <p>ACTION: Clerk to email heat log applicants informing them of delivery timing. Completed.</p> <p>ACTION: Clerk to publish Expression of Interest Form for Community Projects Grant. Outstanding.</p> <p>ACTION: Chair to write yearly review of ECT for the AGM and publish. Completed.</p> <p>ACTION: Clerk to inform applicant of the decision of the School Application & money to follow. Completed.</p> <p>ACTION: Clerk to inform the TESS applicant for tools for apprenticeship applicant and request a receipt. Completed.</p> <p>ACTION: Clerk to inform the for TESS for architecture materials applicant and request a receipt. Completed.</p> <p>ACTION: Clerk to check back with the applicant for the TESS Geography trip. Completed.</p> <p>ACTION: Clerk to update the TESS application form. Completed.</p> <p>ACTION: Clerk to Share the new draft with DM. Completed.</p> <p>ACTION: Trustees to read Social Media Policy and Procedures. Ongoing. The Clerk noted edits required. The Trustees agreed the edits.</p> <p>ACTION: Clerk to complete agreed edits to Social Media Policy and Procedures and publish on website.</p> <p>ACTION: Clerk to update Safeguarding Policy with Safeguarding Officer. Completed.</p> <p>ACTION: JT to complete Financial Reserves Policy and Procedures & Investing Charity Funds Policies and Procedures before next meeting. Completed.</p> <p>ACTION: LF to chase Unity Bank to ensure banking administration is accessible. Ongoing.</p> <p>ACTION: LF to make investment as directed. Ongoing.</p> <p>ACTION: DM to inform the Church of the application status. Completed.</p> <p>ACTION: Trustees to read the policies and procedures in draft and inform the Clerk by end of April. Completed.</p>	<p>Clerk</p> <p>Clerk</p> <p>LF</p> <p>LF</p>
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	<p>ACTION: Clerk to post all policies and procedures. In Progress.</p> <p>ACTION: Trustees to review Objectives for the next meeting. Completed.</p> <p>ACTION: Clerk to email Objectives to Trustees. Completed.</p> <p>ACTION: Clerk to draft emails for applicant types. Completed.</p> <p>ACTION: Clerk update Solid Fuel Scheme form and email to Trustees. Completed.</p> <p>ACTION: LF to print Solid Fuel Scheme form. Completed.</p> <p>ACTION: Clerk to update Solid Fuel Scheme form on website and email contacts. Completed.</p> <p>ACTION: Clerk to email BF new applicants. Completed.</p>	Clerk
	<u>DISCUSSION POINTS</u>	
3.	<p>Treasures Report.</p> <p>LF not able to provide the Treasurers report owing to the Unity Trust website being down for maintenance.</p> <p>JG offered information on printing costs related to the Parish Magazine. The Trustees expressed their admiration for the work of the compiler of the Parish Magazine, but noted concerns raised regarding the increase in printing costs. It was noted that costs varied according to the size of magazine and that it was not easy to compare to other Parish Magazines. To ensure Value for Money it was requested that alternative printing companies be approached to provide costings.</p> <p>ACTION: JG to discuss costs with the Parish Magazine compiler.</p> <p>Trustees discussed a potential saving from parishioners opting for digital copies of the Parish Magazine.</p> <p>ACTION: Clerk to draft communications for parishioners about receiving digital copies of the Parish Magazine.</p> <p>ACTION: Clerk to email the June Parish Magazine to the email distribution list and offer options to receive the magazine digitally or in hard copy.</p> <p>The Trustees discussed the hourly rate apportioned to the ECT Clerk position. It was noted that the rate had not increased for the past 5yrs nor with inflation. After a discussion, it was agreed to increase the Clerk's hourly rate comparable with national norms.</p>	<p>JG</p> <p>Clerk</p> <p>Clerk</p>

4.	<p>Applications/Review of Schemes</p> <p>Main Application <u>School.</u> BF noted Ellingham School have expressed their thanks to the Trustees for the funding.</p> <p><u>St Maurice's Church.</u> DM noted receipt of email from the Church requesting clarification on funding allocation. The Trustees discussed the timing of the £10,000 for the 2024-25 funds. Trustees agreed to release PCC funding up to the end of financial year 24/25. ACTION: DM to confirm the funding to St Maurice's Church. ACTION: LF to make the grant payment to St Maurice's Church.</p> <p><u>Photographic Archive.</u> The Trustees discussed the addition to this application. Trustees noted the benefit of the work to the community, and the desire to continue to support this grant. ACTION: Clerk to email applicant for the Photographic Archive. ACTION: LF to make the grant payment to the applicant.</p> <p>Solid Fuel Scheme The Trustees discussed the progress of the Solid Fuel Scheme. The Clerk reported 134 applications to date including 17 Heat Logs requested prior to the scheme opening; 8 heat logs; 62 hardwood; 17 coal voucher; 24 applications for £250; 6 applications for £100.</p> <p>The Trustees noted the lower than usual number of responses and agreed to extend the deadline for applicants until 31st May. ACTION: Clerk to update the website with the new deadline for the solid fuel scheme.</p> <p>The Trustees reviewed a number of applications and queries related to the Solid Fuel Scheme. After a number of requests, the Trustees agreed to not allow additional purchases of heat logs. ACTION: Clerk to email the applicant to reduce the cost in relation to the delivery.</p> <p>The Clerk reported emailing payees for the 2024 heat logs. LF noted an additional payee to be included. ACTION: LF to confirm additional name for heat log payee.</p> <p>The Trustees discussed learning points for the 2025 scheme including adding a note to the Solid Fuel Scheme email that a hard copy will follow in the post. LF offered to print envelopes for the 2025 scheme.</p> <p>Green Scheme One application received in this period. The Trustees discussed the application in relation to security lighting. The Trustees noted that this item was neither a domestic appliance nor gardening equipment so on this occasion did not fall within the ethos of the scheme. ACTION: Clerk to inform Green Scheme applicant ACTION: Clerk to alter wording on the Green Scheme form and website.</p>	<p>DM LF</p> <p>Clerk LF</p> <p>Clerk</p> <p>Clerk</p> <p>LF</p> <p>Clerk Clerk</p>
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	<p>TESS Two new applications received. The Trustees discussed the applications, noting that these were neither educational nor training. ACTION: Clerk to respond to the TESS applicant.</p> <p>The Trustees discussed an outstanding TESS query related to the amount granted for the geography trip. The Trustees agreed to fund the applicant to £500. ACTION: Clerk to inform the TESS applicant for the geography trip.</p> <p>Following its recent successes, the Trustees again discussed the operation of TESS. The Trustees agreed up to £250 per application, once a year, with the discretion of the Trustees. ACTION: Clerk to reword TESS form and website.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
5.	<p>Governance Checklist</p> <p>The Trustees noted that the policies and procedures would be reviewed at the AGM in October.</p>	
6.	<p>Communication</p> <p>Solid Fuel Scheme deadline extended to 31st May.</p>	
7.	<p>Review of Objectives.</p> <p>Owing to the time, this item was not covered and will be moved to the next meeting.</p>	
8.	<p>AOB.</p> <p>GE no longer responsible for booking the Village Hall. Bookings can now be by emailing admin@ellinghamvillagehall.com</p>	
9.	<u>ARRANGEMENTS FOR NEXT MEETING</u>	
	7.30pm Thu 6 th June 2024 at the Ellingham Village Hall.	