

## ELLINGHAM COMMUNITY TRUST MINUTES FROM MEETING HELD 6 JUNE 2024 ELLINGHAM VILLAGE HALL

ATTENDEES	
NAME	ROLE
John Thompson (JT)	Vice Chair
Judy Glover (JG)	Trustee
Virginia Mayes-Wright (VMW)	Clerk
Louis Fell	Treasurer

APOLOGIES	
NAME	ROLE
Brenda Frier (BF)	Trustee
David Metcalfe (DM)	Chair
Graham Edmonson (GE)	Trustee
George Unwin (GU)	Trustee

	<b><u>MINUTES FROM THE PREVIOUS MEETING ADD CORRECT DATE 2024</u></b>	
2.	<p>The Trustees reviewed the minutes from the previous meeting held on 9<sup>th</sup> May 2024. Proposed by JG &amp; seconded by JT.</p> <p>ACTION : Clerk to publish Expression of Interest Form for Community Projects Grant. <b>Outstanding.</b> The Clerk shared an initial paper draft with the Trustees. <b>ACTION : Clerk to share drafts of Community Projects Grant Expression of Interest Form prior to publishing on website.</b></p> <p>ACTION : Trustees to read Social Media Policy and Procedures. Ongoing. The Clerk noted edits required. The Trustees agreed the edits. ACTION : Clerk to completed edits to Social Media Policy and Procedures and publish on website. <b>Completed.</b></p> <p>ACTION : LF to chase Unity Bank to ensure banking administration is accessible. <b>Ongoing.</b></p>	Clerk

	<p>ACTION : LF to make investment as directed. LF noted that investment was no longer possible owing to the current financial situation.</p> <p>ACTION : Clerk to remove RS from website &amp; take number of Trustees off website. <b>Completed.</b></p> <p>ACTION : LF to remove RS from Charities Commission and Companies House. <b>Ongoing.</b></p> <p>ACTION : Clerk to add a note to the Trustees page of the website requesting interested parishioners to get in touch. <b>Completed.</b></p> <p>ACTION : LF to chase Unity Bank to ensure banking administration is accessible. <b>Ongoing.</b></p> <p>ACTION : JG to discuss costs with the Parish Magazine compiler. <b>Completed.</b> JG noted request for additional quotes.  <b>ACTION : JG to report on printing quotations.</b></p> <p>ACTION : Clerk to draft communications for parishioners about receiving digital copies of the Parish Magazine. <b>Completed.</b> Trustees discussed the communications and agreed.  <b>ACTION : Clerk to email Parish Magazine with communications about receiving a digital magazine.</b></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. <b>Ongoing.</b> The Clerk expressed concerns about the wording of the email. The Trustees confirmed the wording.  <b>ACTION : Clerk to email July/August magazine to the email distribution list and offer a future digital magazine.</b></p> <p>ACTION : DM to confirm the funding to St Maurice's Church. <b>Completed.</b></p> <p>ACTION : LF to make the grant payment to St Maurice's Church. <b>Completed.</b></p> <p>ACTION : Clerk to email applicant for the Photographic Archive. <b>Completed.</b></p> <p>ACTION : LF to make the grant payment to the applicant. <b>Completed.</b></p> <p>ACTION : Clerk to update the website with the new deadline for the solid fuel scheme. <b>Completed.</b></p> <p>ACTION : Clerk to email the applicant to reduce the cost in relation to the delivery. <b>Completed.</b></p> <p>ACTION : LF to confirm additional name for heat log payee. <b>Ongoing.</b></p> <p>ACTION : Clerk to inform Green Scheme applicant. <b>Completed.</b></p>	<p>JG</p> <p>Clerk</p> <p>Clerk</p> <p>LF</p>
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	<p><b>ACTION :</b> Clerk to alter wording on the Green Scheme form and website. The Clerk queried the changes needed. The Trustees discussed the application form and guidance in light of feedback from an applicant. The Trustees suggested additional clarity on guidance for Gardening Equipment.</p> <p><b>ACTION :</b> Clerk to update the Guidance for the Green Scheme to clarify that Gardening Equipment refers to tools.</p> <p><b>ACTION :</b> Clerk to respond to the TESS applicant for the Golf memberships. <b>Completed.</b></p> <p><b>ACTION :</b> Clerk to inform the TESS applicant for the Geography trip. <b>Completed.</b></p> <p><b>ACTION :</b> Clerk to reword TESS form and website. <b>Completed.</b></p>	Clerk
	<b><u>DISCUSSION POINTS</u></b>	
3.	<p><b>Treasures Report.</b></p> <p>LF verbally provided the Treasurer's Report noting that the grant payment to St Maurice's Church has been paid resulting in the investment not able to be made at this point. LF noted that income will be received from the Windfarm in the next months. The Trustees discussed the financial situation.</p> <p>The Clerk noted an outstanding payee from the 2023 Solid Fuel Scheme.</p> <p><b>ACTION :</b> Clerk to chase the payee from the 2023 Solid Fuel Scheme.</p>	Clerk
4.	<p><b>Applications/Review of Schemes</b></p> <p><b>Main Application</b> The grant to St Maurice's Church has been paid.</p> <p><b>Solid Fuel Scheme</b> Clerk noted that the scheme had closed. LF expressed concerns about missing applicants. <b>ACTION :</b> Clerk to email list to LF &amp; JT for checking.</p> <p>LF suggested that the Heat Logs could be ordered soon to take advantage of current prices. <b>ACTION :</b> Clerk to email new Heat Log applicants asking if they can take Heat Log delivery in the next couple of weeks.</p> <p>Clerk noted that 'voucher' emails drafted and ready to send. LF noted that applicants can be emailed once spreadsheet checked. <b>ACTION :</b> LF to inform Clerk when 'voucher' emails can be sent. <b>ACTION :</b> Clerk to email out to applicants when LF informs.</p> <p><b>Green Scheme</b> Query received on Green Scheme application. The Trustees noted that after review, this application did not fit the criteria.</p>	<p>Clerk</p> <p>Clerk</p> <p>LF Clerk</p>

	<p><b>ACTION : Clerk to respond to Green Scheme applicant noting that the application did not fit the criteria.</b></p> <p>GU noted receipt of a new Green Scheme application for an Oil Fired Boiler. The Trustees noted that this does not fit the criteria of the scheme as a Boiler is not an appliance.</p> <p><b>ACTION : Clerk to respond to Green Scheme applicant noting that a boiler is not an appliance.</b></p> <p><b>TESS</b> The Clerk noted that a new application has been received. The Trustees discussed the application and agreed it. The Trustees offered to fund the application to £500 matching a similar recent grant.</p> <p><b>ACTION : Clerk to inform the TESS applicant.</b></p> <p>The Clerk noted a query received related to a recent application. The Trustees reviewed the application and reaffirmed the previous decision that the application is not eligible.</p> <p><b>ACTION : Clerk to respond to the TESS query.</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
5.	<p><b>Objectives.</b></p> <p>The Trustees briefly discussed the Objectives but noted that owing to a number of missing Trustees this should be discussed at the next meeting. The Trustees suggested that the objectives need to be more broad, removing irrelevant items including broadband. The Trustees also suggested an addition related to the support of community assets. The Trustees were reminded that the newly agreed Objectives need to be put in to Charities Commission once agreed.</p>	
6.	<p><b>Communication</b></p> <p>The Clerk suggested communication around the closure of the Solid Fuel Scheme. The Clerk also noted that 'voucher' emails would be emailed when LF confirms.</p> <p><b>ACTION : Clerk to send out communications about the closure of the Solid Fuel Scheme.</b></p> <p><b>ACTION : Clerk to email GE with the Solid Fuel Scheme closure communication.</b></p> <p><b>ACTION : GE to post the Solid Fuel Scheme communication to the social media channels.</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7.	<p><b>AOB.</b> None.</p>	
8.	<b><u>ARRANGEMENTS FOR NEXT MEETING</u></b>	
	<p>The Clerk noted the need to change the date of the next meeting owing to the election. The Trustees discussed a new meeting date and changed the next meeting to 11<sup>th</sup> July at 7.30.</p> <p><b>ACTION : Clerk to update the Village Hall booking.</b></p>	Clerk

Minutes

# **Ellingham Community Trust**

Minutes compiled by:

Virginia Mayes-Wright

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