

ELLINGHAM COMMUNITY TRUST MINUTES FROM MEETING HELD 11 JULY 2024 ELLINGHAM VILLAGE HALL

ATTENDEES	
NAME	ROLE
Judy Glover (JG)	Trustee
Virginia Mayes-Wright (VMW)	Clerk
George Unwin (GU)	Trustee
Brenda Frier (BF)	Trustee
David Metcalfe (DM)	Chair
John Thompson (JT)	Vice Chair

APOLOGIES	
NAME	ROLE
Louis Fell	Treasurer
Graham Edmonson (GE)	Trustee

	<u>MINUTES FROM THE PREVIOUS MEETING 6 JUNE 2024 and outstanding actions</u>	
2.	<p>The Trustees reviewed the minutes from the previous meeting held on 6th June 2024. Proposed by JG & seconded by JT. ACTION: Clerk to note GU apologies for the last meeting.</p> <p><u>Actions in Progress</u> Clerk to publish Expression of Interest Form for Community Projects Grant. Update - The Clerk shared an initial paper draft with the Trustees, one response has been received. ACTION: Clerk to resend drafts of Community Projects Grant Expression of Interest Form. Trustees are requested to read and respond by 18th July prior to publication on the ECT website.</p> <p>LF to chase Unity Bank to ensure banking administration is accessible. Ongoing. ACTION:- JT to contact Unity Trust.</p> <p>LF to remove RS from Charities Commission and Companies House. Ongoing.</p> <p>JG to report on printing quotations. Completed. JG informed the Trustees of printing quotes received. It was requested that a</p>	<p>Clerk</p> <p>Clerk</p> <p>JT</p> <p>LF</p>

	<p>comparison is made of the recent quotes against current printing costs. ACTION: JG to ask Eileen to get annual quote from Bellview.</p> <p>Clerk to email July/August magazine to the email distribution list and offer a future digital magazine. Completed. Clerk reported that 24 people signed up to date. ACTION: Clerk to set up meeting with Eileen on her return to create exclusion list.</p> <p>It was noted that a page appeared to be missing from the Parish Mag. ACTION: Clerk to box around the minutes to help identify complete minutes.</p> <p>Clerk to chase the payee from the 2023 Solid Fuel Scheme. Completed. ACTION: LF to check the monthly payments as part of the Treasurers report.</p> <p><u>Completed Actions</u></p> <ul style="list-style-type: none"> • LF to confirm additional name for heat log payee. • Clerk to update the Guidance for the Green Scheme to clarify that Gardening Equipment refers to tools. • Clerk to email Parish Magazine with communications about receiving a digital magazine. • Clerk to email list to LF & JT for checking. • Clerk to email new Heat Log applicants asking if they can take Heat Log delivery in the next couple of weeks. • LF to inform Clerk when 'voucher' emails can be sent. • Clerk to email out to applicants when LF informs. • Clerk to respond to Green Scheme applicant noting that the application did not fit the criteria. • Clerk to respond to Green Scheme applicant noting that a boiler is not an appliance. • Clerk to inform the TESS applicant. • Clerk to respond to the TESS query. • Clerk to send out communications about the closure of the Solid Fuel Scheme. • Clerk to email GE with the Solid Fuel Scheme closure communication. • GE to post the Solid Fuel Scheme communication to the social media channels. • Clerk to update the Village Hall booking. It was noted that bookings have been made with the Village Hall up to 5th June 2025. 	<p>JG</p> <p>Clerk</p> <p>Clerk</p> <p>LF</p>
	<u>DISCUSSION POINTS</u>	
3.	<p>Treasures Report</p> <p>Treasurer's Report was not available to be presented. It was requested that the Treasurers Report be emailed to the Trustees to include the detail into the monthly minutes. ACTION: LF to email the Treasurer's Report prior to the ECT meeting taking place.</p>	<p>LF</p>

4.	<p>Applications/Review of Schemes</p> <p>Main Application No new applications received.</p> <p>Solid Fuel Scheme Clerk noted late applicants despite the extension. The Trustees discussed late applications and stated that eligible parishioners are catered for and recommended making offer of £100 to any late applicants. ACTION: Clerk to email late applicants</p> <p>Green Scheme Two applications received.</p> <p>TESS No applications received.</p>	Clerk
5.	<p>Objectives</p> <p>It was agreed to review the ECT Objectives at the next meeting when all Trustees are available. It was highlighted that it would be useful to have the current Objectives emailed to the Trustees with initial considerations. This would allow for a fuller discussion to take place at the next meeting. ACTION: DM to email out Objectives for Trustee comment prior to the next ACTION: Trustees to read and comment before the next meeting.</p>	DM Trustees
6.	<p>Communication</p> <p>Monthly Communication. The Clerk suggested a latest digest of the Solid Fuel Scheme delivery dates and schedule. This would assist in answering any future questions that may arise over the summer. ACTION: Clerk to write a post detailing the Solid Fuel Scheme details, and email to GE for Social Media ACTION : GE to post Solid Fuel Scheme details on Social Media</p> <p>Trustees noted the need to easier access to information on the ECT website. It was suggested that the minutes were hyperlinked on the ECT website front page and linked to social media. ACTION: Clerk to hyperlink the latest minutes to the ECT website front page. ACTION : GE to link to latest mins to social media.</p> <p>The Trustees discussed the ECT phone number process. BF noted that she was happy to continue to answer any phone calls. The Trustees noted that they are happy to continue with the current arrangement.</p> <p>Acknowledgement. It was noted that, at times, there appeared to be a lack of communication when using emails or messages concerning ECT business. This could delay timely decisions being made therefore,</p>	Clerk GE Clerk GE

	<p>it was suggested for the Trustees to acknowledge the receipt of emails/messages. This was agreed.</p> <p>ACTION: Trustees are requested to acknowledge emails and messages</p> <p>ACTION: Clerk is requested to include a 'Please acknowledge by..' on emails.</p>	<p>Trustees</p> <p>Clerk</p>
7.	<p>AOB.</p> <p>Note of Thanks. GE expressed his appreciation for the Clerk's help in addressing the problems with the ECT laptop. The Clerk explained the help provided and the Trustees praised her support. The Trustees agreed that the Clerk should be paid for her time.</p> <p>Recognition of work. BF noted the desire to recognize work completed by Trustees and the Clerk. The Trustees agreed to make a point of celebrating all work undertaken.</p>	
8.	<u>ARRANGEMENTS FOR NEXT MEETING</u>	
	<p>Changed to 7.30pm, 8th August 2024, Ellingham Village Hall.</p> <p>The Clerk noted that she was away for 1st, the Trustees agreed to move the meeting to 8th August.</p> <p>ACTION: Clerk to update Village Hall booking.</p>	Clerk

Minutes compiled by:
Virginia Mayes-Wright
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