

Ellingham Community Trust

Minutes: 4th December 2013

Ellingham Village Hall

Present: Gustav MacLeod, Heather Cairns, George Unwin, Robert Stuart, Christopher Watson, Stanley Calvert

GM welcome newly appointed Trustee, SC, to the meeting.

Approval of Minutes: Minutes of 6th November and AGM 20th November (previously circulated) were approved and signed, with amendment to AGM minutes noting that RS was re-appointed as Vice-Chairman.

Matters Arising: GM has requested that AM (Sintons) submits Annual Return to Companies House. SC noted that this may need to be done within 18 months since the company was formed – GM required clarification from Sintons. CW to arrange audit of accounts asap.

SP had returned cheque of £200 to Trust as she is no longer able to enrol on the training course (as per minutes 06.11.13).

Trustees Election: SC had been elected to Trust following interview on His legal expertise will be of benefit to the Trust. GM noted that AM had reminded him that an additional two Trustees could be recruited, however members felt that 6 has worked well so far, and also – should some additional specific advice or support be needed at any time, the Trust can appoint an adviser.

Treasurers Report: Grant payment of £3,500 not yet received; returned cheque for £200 in banking system therefore not yet showing on account; £200 due to be paid to applicant ECT3 awaiting information in order to release payment – GM advised that recipient was writing to Trust and no action to be taken at present; invoice from Ethical Partnership £1405 in respect of submission of planning application and associated work re boiler installation at Ellingham School – HC to check costs prior to payment. Bank balances total £65,572.10.

Action: HC

CW noted that cost of school project should be added to committed spend. This was confirmed as £31,500 including installation but not wood chips. CW will prepare end of year financial report and begin new monthly reports for new financial year. **Decision: All agreed that this sum should be added to committed spend.**

Action: CW

Solid Fuel Scheme: CW confirmed that supplier paid 04.12.13 and delivery date (anticipated w/c9.12.13) will be agreed 05.12.13. Delivery to households that have returned their forms will take place w/c 16.12.13. CW will set up simple stock control system recording quantities of logs which have been delivered and quantities remaining in stock. So far there has been no negative feedback although a couple of parishioners have requested cash instead of logs. After some discussion it was agreed acceptable for a Trustee to buy the logs from the parishioners who did not want them. However SC pointed out that the Articles of Association require amendment as they state that Trustees can be beneficiaries of the Community Fund as long as the majority are not benefiting, and the solid fuel scheme does in fact benefit the majority. **Action: CW/All**

Decision: Articles of Association to be reviewed

Outcome of Meeting with Ethical Partnership: After meeting with Ethical Partnership and further discussion among Trustees it was agreed that, whilst not an ideal situation, Alan Creedy should be appointed as project manager for the green energy schemes – a dedicated and experienced PM would be considerably more expensive and AC does know all the projects, is capable of seeing them through and takes direction from the Trust. GM will forward letter of engagement from EP to all Trustees; SC will check detail from legal point of view and if acceptable GM will sign and return to EP. It was also agreed that GM would remain as Trustee responsible for communication with EP, with SC as legal adviser. **Action: GM/SC**

Decision: Alan Creedy of Ethical Partnership appointed as Project Manager; GM to remain as main point of contact.

Update on Green Energy Schemes: Subject to engagement AC has meeting scheduled with banks to discuss loans, agreements etc.

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Broadband: Date for meeting with BT/NCC provisionally arranged for 29.01.14 - Julia Watts to confirm with GM.

GM circulated report via email which was carried out by Plymouth University on impact of improved broadband service in Cornwall – this indicated improvements to business, personal life, increase in jobs etc. Noted that speed considerably less than in Lancashire as old wiring from boxes still being used to households rather than new cabling direct into homes and business premises.

Applications for Funding: One application received, from Mr P Robson for purchase of oak trees, stakes and ties, estimated cost £2,500-£3,000. Work to be carried out by PR free of charge. Considerable discussion regarding this application took place, particularly as to why trees could be paid out of the Community Fund but a charitable grant for an individual could not. It was noted that the application for the training course had been discussed fully at the time the decision was made, and that it did not meet the criteria for the Fund to make a payment however a grant of £200 for personal development had been offered.

GU noted that the guidelines issued at the workshop he and GM attended at Sintons emphasised that the Trust **must** ensure that any award made meets the previously agreed criteria.

The application for planting of trees does meet several criteria, ie sustainability, community benefit and environmental enhancement.

Decision: It was agreed that the application would be approved subject to the following: 1. Cost of trees to be researched (**Action SC**); 2. A location map showing area to be planted is provided (**Action GM request from PR**); 3. PR gives an undertaking that the trees will remain in place for at least 50 years; 4. The Trust will pay supplier of trees direct.

Other Business: SC noted that the organisation is not a Trust but a Company Limited by Guarantee with Charitable Status. He further noted that a Company Secretary could be appointed to carry out tasks such as filing of Annual Return – however it was pointed out that the Trust does not pay Sintons for their services.

HC noted that a parishioner had suggested the Trust should save a percentage of the Community Fund for green energy schemes and divide the remainder between parishioners.

Next Meetings:

Tuesday 7th January; Wednesday 5th February - all at 7pm in
Ellingham Village Hall

Minutes prepared by: Elspeth Gilliland