

Ellingham Community Trust

Minutes: 9th January 2013 Ellingham Village Hall

Present Gustav MacLeod, Heather Cairns, George Unwin, Christopher Watson, Ruth Machen

Apologies Robert Stuart

Approval of minutes Minutes of the December meeting (previously circulated) were approved and signed. November minutes, amended as agreed at December meeting, were also signed.

Matters Arising There were no matters arising.

Treasurer's Report Bank balance £36,556.78. Transfer of £20,000 to be made to deposit account pending – awaiting online authorisation by GM. **Action: GM**

Website Website live (<http://www.ellinghamct.org.uk/>) CW discussed suggested tabs with Bill Grisdale who will put in place as per decision made at December meeting. He had suggested a 6th tab “who we are” via which details of Trustees would be found. All agreed.

Email addresses would require separate hosting to the website. Rather than doing this all present agreed that both email addresses should be set up to be forwarded to Clerk, at ellinghamcommunitytrust@gmail.com

Logo design presented by CW approved by all.

Decision: All present agreed to the above – CW to instruct BG accordingly. **Action: CW**

Application matters & response form to applicants GM had circulated Application Form with amendments made as agreed at December meeting. Those present approved form in new format. Draft Response Forms and Assessment Form as previously circulated also approved by all present. CW to add logo to all forms and request that BG uploads Application Form (as a word document, so applicants can complete and submit online) and Guidance Notes (pdf format) to website. These will be available from 31st January 2013.

Decision: Forms approved – CW to arrange insertion of logo and Uploading to website. **Action: CW**

HC noted that it is important that parishioners know that application process is now open and they should apply as soon as possible.

GM will check deadline for February Newsletter submissions with Eileen Duncan, and send all information regarding application process to her. If the February Parish Newsletter is not a quarterly edition Trustees will have a pamphlet printed and will distribute to all households in parish in order that the information is made available to everyone by beginning of February. GM will also post information on parish notice boards.

Applications made online will go to Clerk who will forward to GM. Applicants who do not have internet access may collect printed form from HC or request any of Trustees to send form out. Hardcopy applications can be left in porch at Vicarage or sent by post to Clerk. HC to arrange for 50 copies of forms to

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be printed.

Decision: Ensure information about application process is circulated, forms are widely available and parishioners are encouraged to make applications.

Action: GM/HC

RM will send amended Guidance Notes for Trustees to all trustees by the weekend (12th/13th Jan) for comment/approval by end of following week.

Broadband Update

Action: RM

GM has emailed John Cooper (NCC) asking whether the loan funding available for commercial companies includes farms. Also if there is any update on the level of demand identified for Ellingham Parish, and any other information about the broadband campaign. As yet no response received. The next Belford & Seahouses Community Forum meeting is being hosted by Ellingham Parish Council – 31st January 2013 at 6.30pm. Broadband is on the agenda.

Green Energy Initiatives – preparation for discussion with Consultants

All Trustees who are available on that date will attend.

Action: All

Following initial contact with the 3 consultants (see December minutes), James Watson from Natural Regeneration had visited the parish and met with GU, CW and GM. Very productive meeting. Advice was that if the community installed one wind turbine this would supply each household with £2,000 pa, a much more beneficial scheme for the whole community than funding individual schemes. Ethical Partnerships have been in contact with GM to ask some questions, no contact as yet from North Energy Association. GM suggested that each company is allocated a time slot of 30 minutes at the February meeting (to be held in the Old Vicarage) to make a presentation of approx 10 minutes followed by a Q&A session. Trustees to consider questions they may wish to ask of the companies at that meeting. GM suggested looking at their websites before doing this. Trustees to send their questions to GM. (RM gave her apologies for this meeting as she will be away).

Decision: Look at website for each company, draft Q's and send to GM

Action: All

Agreed that a follow-up Trustees meeting will be held on 13th February to discuss the presentations and the next steps. Hall to be booked.

Report to Companies House and Charity Commission

Action: GM

Trust must report to Companies House within 12-18 months of setting up as a company. GM suggested that as 12 month anniversary is May it would be better to wait until end of 18 month period (October) to make these submissions.

Decision: All agreed to wait until end of 18 month period before submission of reports.

GM to check date for submission of report to Charity Commission.

Action: GM

GM passed receipts and payments and annual report documents to CM. If particularly onerous and professional accountancy advice needed CW will ask appointed auditor for advice.

Action: CW

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Dates of next Meetings

Wednesday 6th February (at the Old Vicarage)
Wednesday 13th February (in Ellingham Village Hall)
Thursday 7th March (in Ellingham Village Hall)

Minutes prepared by: Elspeth Gilliland

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