

## Ellingham Community Trust

**Minutes:** 9<sup>th</sup> May 2012 Ellingham Village Hall

**Present:** Gustav MacLeod, Chris Watson, Robert Staurt, George Unwin, Heather Cairns, Ruth Machen.

**Apologies:** None

**Purpose of meeting:** To agree governance, objects clause and community engagement and communication

**Minutes of last meeting** Accepted

**Clerical Support** All trustees confirmed the wish to appoint clerical support.

The possibility of recruiting the same professional as employed by the Parish Council was discussed with concerns over the need to retain 'clear water' between the Parish Council and Community Trust debated. Although the risk of being seen sharing support was noted, it was concluded that as the recruitment would be a separate appointment of a professional in clerical support serving more than one organisation in Northumberland and this could be kept distinct from any services provided to the Parish Council.

**Governance** The presentation of governance options first developed by the steering group in December 2011 to provide recommendation to the Parish Council was circulated to ensure all trustees were aware of previous discussions. A request for confirmation from the Parish Council that the paper and recommendation to adopt a community limited by guarantee had been lodged, which the Parish Council formally approved on 8<sup>th</sup> May 2012.

As the Charitable Incorporated Organisation structure has still not been approved with a new expected date of autumn 2012, the decision to continue with registering as a Company Limited by Guarantee in the interim, with option to convert to a CIO as and when available was approved unanimously by trustees.

**Objects Clause** There was debate over the wording which was circulated which contained both amendments made by RM over sustainability and to the technical wording made by Neil after the original draft as circulated by Sintons.

Although there was concern raised about not making the objects clause too restrictive, it was agreed that the charity commission would be looking for the objects clause to hit a number of key charitable objectives, there was a need to have some stated principles by which applications might be judged and sustainability was something that the trustees wished to support so the addition of sustainability was approved.

# MINUTES

A number of amendments were sought to the wording of the technical section, including the wording of 'strictly' and 'normally' to be removed. RM to circulate a copy of the objects with track changes highlighted to the group for GM to finalise the wording with Sintons.

## Engagement

After a disappointingly short discussion on the forward plan for a questionnaire on the Parish Plan at the Parish Council Meeting, it remains unclear whether any surveys will be sent out or whether the Parish Council are keen to facilitate a joined up approach to consultation. The trustees confirmed that they wished to see some form of questionnaire help inform the development of priorities for the fund. Although the two purposes need to be kept distinct, the first need is to gain a clear steer from the Parish Council on whether any form of questionnaire is to be sent out to ensure no duplication. A questionnaire will be developed by trustees such that it could be appended to a more general Parish Plan questionnaire or sent out on its own if necessary. RM to take first stab at the existing draft and then circulate to group for wider amendment. Target date – July 2012. GM to contact chair of Parish Council to discuss forward approach.

A number of other engagement options were brainstormed including:

Pub/school/church consultation events within Ellingham village and meetings in Brownieside, Wandylaw, Chathill and Newham to discuss ideas with different sub communities. NEED VOLUNTEER TO DRAW UP PROVISIONAL PLAN

Web Presence was discussed and agreed to be important/useful – CW to explore options further.

Articles to be published in Ellingham newsletter and on all 8 parish noticeboards – NEED VOLUNTEER TO DRAFT PARAGRAPH READY FOR DISCUSSION AT NEXT MEETING.

## Communication

GM to meet with Parish Council re questionnaire and with Sintons re Objects clause and next steps re governance. First communication with community to be developed for next meeting ('paragraph').

CW to draft short briefing on role and reporting of treasurer for next meeting.

## Actions:

RM to circulate a copy of the objects with track changes highlighted and develop the draft questionnaire for explicit purpose of the Community Fund and circulate to the group for comment.

GM to finalise the wording of circulated objects clause with Sintons and contact chair of Parish Council to discuss forward approach re Questionnaire.

CW to explore and report back on website options and to draft short briefing on role and reporting of treasurer for next meeting.

Others - please consider volunteering for the actions identified which still

# MINUTES

require addressing.

**Arrangements for  
Next Meeting:** Wednesday 6<sup>th</sup> June 7pm (and every first Wednesday of the Month  
thereafter)  
Ellingham Village Hall

**Minutes Prepared  
by:** Ruth Machen