

Ellingham Community Trust

Minutes: 10th October 2012 Ellingham Village Hall

Present:	Gustav MacLeod, Robert Stuart, George Unwin, Christopher Watson, Heather Cairns.
Apologies:	Ruth Machen (Ms Machen joined the meeting at 8.30pm)
Approval of minutes:	Minutes of the September meeting (previously circulated) were approved and signed.
Matters Arising	There were no matters arising.
Charity Commission Status/ re-registration with Companies House	Copy of Charity Commission registration certificate, which confirms that the Trust has charitable status, is to be downloaded. Action: GM
Bank Accounts	<p>CW confirmed that first payment of £36,869.00 received into bank account from Wandylaw Windfarm Ltd on 28.09.12. Paying-in and Cheque books for the account have been issued. All Trustees are authorised signatories – two signatures required, either Treasurer and Chairman or one of those two office-bearers plus one other Trustee.</p> <p>Regarding minor administrative costs, Trustees agreed that each Trustee will be allowed one pack of printing paper plus ink appropriate for their printer. CW to purchase ink on behalf of Trustees and submit invoice to Wandylaw Windfarm Ltd.</p>
Email Account & Indemnity Insurance	<p>CW advised Trustees that Ansvar (a not-for-profit organisation) had quoted £237.02 for Indemnity Insurance premium – this gives Public Liability cover of up to £2,000,000 and will pay legal costs up to £100,000. Trustees unanimously agreed that this cover should be purchased. Action: CW</p>
Cost for Email Account, Annual Audit and Indemnity Insurance	<p>Unfortunately email account not yet set up due to organisation not having a credit card: service provider requires payment by card. CW to set up by next meeting. The Community Trust will then have simple web site and, initially, one email address (enquiries@...) Website will show picture of the parish and of each of the Trustees, a simple explanation of what the Trustees do, and meeting agenda/minutes. GM/CW to take picture of view of parish. Agreed not to design logo for Trust at present. Action CW/GM</p>
Data Analysis from Questionnaires	<p>GM noted that a number of questionnaires were returned late from Wandylaw. These responses indicate that the residents at Wandylaw feel they should receive most benefit from the Community Fund as they are the parishioners suffering from noise and disturbance from the development. Trustees noted that the Community Fund is <u>not</u> intended to offer compensation for disturbance – any such compensation should be claimed direct from Wandylaw Windfarm and/or Ridgewind Ltd. It was also noted that when the new housing development at Wandylaw Farm was built Wandylaw Moor was already designated as a wind farm site. In addition, it is not yet known what impact if any will be caused by the wind farm once it is operational.</p>

There had been 148 questionnaires returned – a good response given that

MINUTES

there are some empty houses in the parish and some returns were for a household and not individual persons within the household. GM had drafted out the main findings/priorities from the returned questionnaires. All agreed that this document reads well. GM suggested that once the results are finalised a copy of this information should be sent out with a Fund Application form to each household.

Some of the suggestions/comments on questionnaires, such as provision of salt and grit in the winter, were Parish Council rather than Community Trust issues. During distribution/collection of questionnaires it became clear that there is a need for more communication with some of the smaller hamlets in the parish. The Community Trust could be instrumental in pulling communities within the parish together.

Trustees noted that whilst it is important not to use the fund to provide services provided by others (eg NCC), supporting certain matters – such as flood defences – could be considered. GM noted that he had tried to make this clear in the data analysis.

It was agreed that organisations within the parish, including the Parish Council, could apply for grants from the Community Trust to assist with parish schemes.

CW noted that support for the Village Hall was not listed as being a high priority, whereas he felt that there was substantial support for this facility. GM noted that the data collected indicated the Hall was less important to people living in the Parish but outside of Ellingham village.

Draft application form, guidelines and notes for applicants

Kilbraur example good but content cannot be followed to the letter as too restrictive for Ellingham Community Trust. All agreed that determination of criteria on application form needs to be very tight - HC and GM to work together on drafting the form before next meeting. **Action: GM/HC**

GM and CW to work on section regarding acceptance of grants, whether payment is made upfront or staged, end assessment etc. **Action: GM/CW**

Wording of application form must tie in with Charity Commission requirements.

Aim to get information from questionnaires finalised and sent out to parishioners along with application forms before Christmas.

May need to encourage formation of groups from different areas of parish to make applications to Fund.

Scholarships:

In addition to the Community Fund Ridgewind have offered annual scholarships of £1000 to higher education students residing in the parish. All qualifying students have been invited to submit an application by the closing date for 2012 (31.10.12). Ridgewind has so far received two applications.

Meeting dates:

Wednesday 7th November, 7pm
Wednesday 5th December, 7pm

Minutes prepared by:

Elsbeth Gilliland, 14.10.12

MINUTES