

Ellingham Community Trust

Minutes: 14th August 2012 Ellingham Village Hall

Present: Gustav MacLeod, Ruth Machen, Robert Stuart, Christopher Watson, Heather Cairns.

Apologies: George Unwin.

Minutes Minutes from meeting of 10th July agreed and accepted by all present and signed by Chairman.

Matters Arising Questionnaire – on visiting Ross Castle to take photograph of view over parish RM found that it could not be seen properly. Agreed that view from top of Preston Tower may be better. GM/RM to prepare questionnaire for print; HC to get quote for printing. Questionnaire to be ready for distribution by 27.08.12. GM to forward to CW chart of addresses to which each Trustee is to deliver questionnaires. **Action: GM/RM/HC**

Review of Application to Charity Commission Letter from Charity Commission had been received requesting more information and offering advice. GM noted there has been a change in the processing of applications to the Charity Commission and sections of the application form have now been crossed out. RM had drafted a detailed response to all of the queries. She noted that whilst Amanda Maskery had originally advised using examples in the Parish to demonstrate public benefit, she felt that from the CC letter it appeared that they are interested in the process in principal rather than in specifics or individual circumstances within the parish. Amanda Maskery had agreed to speak to CC if they require further information or clarification after Trustees response to this letter received.

CC had also raised some issues that the Community Trustees had not considered.

RM asked whether her response should be shortened and also was concerned that more evidence was needed in section 1.1 'Demonstration of purpose as charitable'. Trustees agreed that there was sufficient information in this section but reference to Corse Hill Windfarm should be removed as this did not yet have planning permission. However this example could be replaced with a Windfarm in Wales, details of which Teresa Hall had forwarded.

Regarding 'Education and Training' it would appear that the view of the CC is that those in employment should not be supported as this is not considered charitable. However the Trustees believe that, for example those in part-time or seasonal employment (which is widespread in this area) should be supported by the Fund to achieve their full potential and that the ultimate intention is to support families/individuals where a need is identified, regardless of their employment status. Whether or not the CC considers this type of support to be charitable needs to be established – this is perhaps something that Amanda Maskery could ascertain in her discussions with CC.

Trustees discussed general tone of RM's response and whether it should be toned down, and the phrase '...support privileged families to access luxury

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opportunities' should be removed. It was agreed that this should be left in.

HC noted that a discussion was required on what happens if ultimately charitable status is not granted. It is important that the Trust is not constrained by the CC but it would also be useful if charitable status was granted as the CC guidelines would assist when considering applications for funding from the Trust. All agreed that, should charitable status not be granted, the Trust would still continue with the same aims and objectives. Tax liabilities etc would need to be considered (although only undispersed funds would be taxed – this should not be problematic other than for strategic plans which may stretch over, say 3-4 years). **Action: RM/GM**

Bank Accounts

CW reported that he had contacted the Unity Trust Bank and received an application form for current and deposit accounts. These require Trustees to complete their details and sign. The bank can offer the signing facilities and internet banking required by the Community Trust.

CW produced a copy of the Bank's terms and conditions for operating an account and the Trustees resolved that an account should be opened with Unity Trust Bank PLC, unanimously approving and agreeing conditions 1-8 inclusive as detailed in the 'Resolution' form provided by the bank. Copies of the Trust's Articles of Association, Certificate of Incorporation and Trust Deed will be supplied to the bank. **Action: CW**

Costs for email account, annual audit & indemnity insurance

After investigation CW had found that setting up an email account or accounts was more complicated than initially anticipated. However an old colleague who has considerable knowledge in this field has offered to set up email account(s) and a simple webpage for the Trust, free of charge. This should be done next weekend.

Annual Audit – a qualified accountant from NHS Newcastle, Mr Mike Love, who lives locally but not within Ellingham Parish, has agreed to undertake the annual audit of the Community Trust Accounts.

Indemnity Insurance – CW will report back at next meeting. **Action: CW**

Admin costs provided by Ridgewind

Teresa Hall (RidgeWind) had previously confirmed that RidgeWind would meet admin costs, and as these crop up she should be advised of them. Trustees to pass receipts for any costs incurred to Treasurer who will submit to RidgeWind. **Action: All/CW**

Application form for funding from Community Fund

Carried forward to September meeting – GM will circulate draft to other Trustees prior to meeting. NB – box should be included which asks for applicant to give evidence of the need for a grant. **Action: GM**

Date of next meeting

Monday 17th September at 7pm, Ellingham Village Hall

Minutes prepared by

Elspeth Gilliland