

Ellingham Community Trust

Minutes: 17th September 2012 Ellingham Village Hall

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

Matters Arising In July minutes it was noted that collection of questionnaires should be 2 weeks after delivery date. In fact this should have been 2 days. GU noted that at Parish Council meeting on 11th September a query was raised regarding data protection compliance/questionnaire. GM advised that he is preparing information for parish newsletter and notice boards and will note that information collected on questionnaires will only be used by community trust and will not be shared with outside organisations. **Action: GM**

Charity Commission Status/re-registration with Companies House GM received email from Charities Commission requesting that wording of the objects be re-worded in order to obtain charity registration. Suggested wording was *'To further such exclusively charitable purposes under the law of England and Wales as the trustees in their discretion shall think fit'*, to be adopted in full in place of all the current working at the sub paragraph starting *'to receive funds...'* at Article 4. Trustees resolved unanimously to adopt this wording. GM to post amended Articles to AM who will forward to Companies House. Charity Commission to be provided with copy of signed and dated resolution by which the amendment is adopted, copy of amended Articles showing new wording and confirmation of the date on which the amendment is registered at Companies House. **Action: GM**

There were no other queries or issues raised by the Charity Commission.

Bank Accounts CW reported that current account now open with Unity Trust bank. GM will pass Teresa Hall's contact details to CW so that he can arrange transfer of funds from Ridgewind to the Community Trust's bank account. **Action: GM/CW**

Cost for Email Account, Annual Audit and Indemnity Insurance CW informed trustees that email and web hosting now set up however was awaiting bank account details in order to go live with site. Once funds transferred into account the website and email address will be activated. Cost is approx £40 per annum – this gives a basic level of supported web hosting with information page, links to application form and guidance notes, meeting minutes etc. Trustees agreed that any content should be approved by all before being added to website, however once this has been done CW will upload. **Action: CW**

Annual audit – as advised at August meeting an auditor has been recruited. He has offered to do the work free of charge however trustees agreed that he should be given a nominal payment for carrying out the work.

CW reported that the Bank had recommended 'Finance Redirect' as possible provider of Indemnity Insurance. He has a telephone appointment with the company at 10am on 18th September. Costs look to be approx 25p per day per person. CW will update trustees following telephone conversation. **Action: CW**

MINUTES

Questionnaires Return & Collation of Information

134 questionnaires have so far been collected. General feedback positive – issues which have arisen include how the fund should be distributed (majority of respondents felt that anything the fund is spent on should be a direct benefit to the community as a whole, although there was recognition that funds should in certain circumstances be awarded for individual benefit, eg for training to improve employment prospects). Some parishioners did not seem to know anything about the fund; a number of parishioners said that the questionnaire ‘made them think’. Issues in different areas have been highlighted – eg no broadband connection at Henhill; flooding in Ellingham; drainage and water at Wandylaw; grit supplies at Newham. Some issues can be passed on as they are Parish Council matters. HC /RM will contact Anne-Marie Trevelyan/John Cooper re broadband issue.

Majority of respondents in 40-60 years age range. Priorities for different areas coming out so far are:

Heritage – protection of local wildlife

Economy – broadband speed

Education/Training – support for youth opportunities

Community facilities – public transport; school

Comments – emphasis on strategic long term projects.

GM to complete data entry process – trustees recorded their thanks to GM for undertaking this task. GM/RM will analyse results, reporting back to next meeting.

Action: GM/RM

Trustees held lengthy discussion regarding the issue of individual vs community benefit and the differences, if any, between supporting an application for funding from an individual as opposed to an application from an individual business. Support offered to a business should not just enable that business to improve its profitability. One of the terms of a business receiving funding could be additionality, eg so that the business provides some sort of community benefit(s).

It was noted that different types of applications may be received – such as multiple applications from groups of houses, for example for a community heating system. How to award funding will be a difficult process which requires further thought and proper guidelines to be set out. It will be important to support initiative as well as balancing this with community benefit. Now that registered with Charity Commission, however, funding can be carried forward.

Application Form for Funding from Community Fund, and Guidance Notes

It was agreed that trustees should look at the Kilbraur application form and guidance notes and bring proposals to the next meeting.

Action: All

Meeting dates

Wednesday 10th October, 7pm

Wednesday 7th November, 7pm

Wednesday 5th December, 7pm

Minutes prepared by:

Elsbeth Gilliland, 17.09.12