

## Ellingham Community Trust

Minutes: 11<sup>th</sup> April 2019

Ellingham Village Hall

**Present:** Heather Cairns (in the Chair), Louis Fell, Robert Stuart, George Unwin, James Mayers.

**Apologies for Absence:** David Milne

The Trustees welcomed James Mayers as a Trustee. Louis Fell informed James Mayers that he needing details for Companies House and the Charities Commission.

**ACTION : Louis Fell to provide the relevant forms to James Mayers**

**1. Approval of Minutes:**

Draft minutes of 14<sup>th</sup> March were approved. Proposed by Robert Stuart and seconded by George Unwin.

**2. Actions not dealt with under this agenda. None.**

**3. Treasurer's Report**

**a. Treasurer's Reports**

Louis Fell presented the Treasurers Report to the Trustees covering two months.

Treasury Account at £37,158.91; Current Account £16,744.96; giving a total of £53,903.87. Payments out included £300.00 for three Domestic Appliance Scheme applications, £400 for two outstanding Solid Fuel Scheme cash payments, £18.00 for bank charges and £950.40 for the outstanding charge for delivery of heat logs. Income for the period was £36.61 interest. The next Windfarm payment is due in May.

Louis confirmed that he will be authorising David as counter signatory for Unity Bank.

**4. Applications**

**a. Broadband Update**

Heather Cairns reported that she had not heard from Heather Smith in regard to the Trust's decision to no longer support Broadband. The Trust agreed that there was no further need for updates.

**b. School Update**

Louis Fell expressed concern that the RHI funds retained by the school should be ringfenced. Heather Cairns agreed to confirm this. The Trustees agreed that there was no need for further updates.

**ACTION : Heather to confirm with the school that they will ringfence the RHI money.**

**c. St Maurice's Church Repair of the Tower**

Trustees had received information from St Maurice's Church informing the Trust that they would only claim £5,658 for the work owing to income from other Trusts instead of £6,550 unless costs change.

**d. Village Hall & Church Application Update**

Louis Fell has sent a letter to the Wind Farm Company but has not received a response.

**5. Update on Active Schemes**

**a. Domestic Appliance Scheme (DAS)**

Three in the last period.

**b. Solid Fuel Scheme**

# MINUTES

Some applications still appear to be outstanding. The Trustees went through the list and checked records. Mr Wallace is no longer living the parish, his payment has bounced but he has not come back to the Trust. Louis Fell delivered a pallet to Preston Farm which was previously outstanding. Craig Miller's application was confirmed as paid £200 on 5<sup>th</sup> December 2018 by BACS, Tracy Sprigg's application was confirmed as paid on 21<sup>st</sup> Feb 2019 by BACS, and the hardwood for Harriet Adams' application was acquired, Louis Fell to identify if the delivery was missed.

**ACTION : Clerk to email all outstanding enquirers.**

**ACTION : Louis to chase missing hardwood for Harriet Adams.**

The Trustees noted that the administration of the scheme was particularly difficult this year. It was reiterated that George Unwin would manage receipt of the forms for the 2019 scheme. It was agreed that forms would be hand delivered and an acknowledgement email would be sent out to everyone who submitted an application. The 2019 scheme would include wording that if an acknowledgment wasn't received, applicant should get in touch with the Trust.

**ACTION : Clerk to create an acknowledgment form.**

## **c. Personal Development Grant application**

None received in this period.

## **6. Any of Competent Business**

The Clerk raised the issue of extracting minutes. Extracted minutes for the meeting of 14<sup>th</sup> March were given to Trustees. Trustee agreed that the level of extraction was appropriate.

## **7. Dates of the Next Meetings**

Thursday 9<sup>th</sup> May 2019, 7pm in Ellingham Village Hall.

Thursday 13<sup>th</sup> June 2019, 7pm in Ellingham Village Hall.

Thursday 11<sup>th</sup> July 2019, 7pm in Ellingham Village Hall.

Thursday 8<sup>th</sup> August 2019, 7pm in Ellingham Village Hall.

Thursday 12<sup>th</sup> September 2019, 7pm in Ellingham Village Hall.

Thursday 10<sup>th</sup> October 2019, AGM 7pm in Ellingham Village Hall with ordinary meeting following.

Thursday 14<sup>th</sup> November 2019, 7pm in Ellingham Village Hall.

Thursday 12<sup>th</sup> December 2019, 7pm in Ellingham Village Hall.

**Minutes prepared by:** Virginia Mayes-Wright