

## Ellingham Community Trust

Minutes: 11<sup>th</sup> June 2020, 7pm by Conference Call

**Present:** David Milne (in the Chair), George Unwin, Robert Stuart, Louis Fell.

**Apologies for Absence:** None

### 1. Approval of Minutes:

Draft minutes of 14<sup>th</sup> May 2020 were approved, proposed by Robert Stuart and seconded by George Unwin.

### 2. Actions not dealt with under this agenda.

Clerk changed the Articles of Association back and informed the Charities Commission of the change.

Clerk noted that files have been added to the Google Drive and Trustees will be given access.

### 3. Treasurer's Report

#### a. Treasurer's Reports

Louis Fell presented the Treasurer's Report. Payments out were £4,000 for the Financial Assistance Scheme, £300 for three Domestic Appliance Scheme applications and £168 for accountancy fees. Income for the period includes £400 for sales of the remaining heat logs. Some cheques still to be paid in, and one outstanding payment. Payment from the windfarm expected in the next month. Louis Fell provided Windfarm with updates on the Financial Assistance Scheme.

### 4. New Trustees

Applications have been received from David Metcalfe and Judy Glover. The Trustees discussed the applications and agreed to invite both to become Trustees, and to attend the next meeting on 9<sup>th</sup> July.

**ACTION : Clerk to email both applicants, confirm the offer of Trusteeship, invite them to the meeting of 9<sup>th</sup> July and ask for details for Charities Commission.**

**ACTION : Clerk to email new trustees details to Michael Reed to inform the Charities Commission.**

### 5. Applications

#### a. New Applications : Financial Assistance Scheme

To date two further applications have been received and have been approved by Trustees by email. This brings the total number of applications to nine. The Trustees noted that as the Government Furlough Scheme withdraws interest in the Financial Assistance Scheme may increase. Trustees plan to keep the Financial Assistance Scheme running and review at the end of the Government Furlough Scheme.

Clerk reported an advert was inserted into the Parish Magazine for the Financial Assistance Scheme including a reminder of the Personal Development Scheme criteria.

Clerk added case study for the Financial Assistance Scheme to the website.

#### b. Update : St Maurice's Church Application

David Milne reported having a conversation with Neil Mundy regarding St Maurice's Church Application expenditure profile. St Maurice's Church reported that they were happy to be flexible with the timings of expenditure spend for their project.

#### c. Update : Village Hall Application

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David Milne reported conversations held with Gustav McLeod in regard to the Village Hall potential loan application. David Milne reiterated that any Trust funding for the project is subject to approval by the community and that, given community consent, Ellingham Community Trust seek to also fund St Maurice's Church and retain enough funds to support the current initiatives (Solid Fuel Scheme, Domestic Appliance Scheme and Personal Development Grant scheme).

The Trustees noted that the spend profiles of both applications need to be balanced in order to ensure the community funds for other applications in the future.

Louis Fell shared a working document showing an expenditure profile for Ellingham Community Trust showing how the Trust could balance the Village Hall and St Maurice's Church grants with continued Community Trust expenditure.

**ACTION : Louis Fell and David Milne to contact Neil Mundy and Gustav McLeod to share the Ellingham Community Trust expenditure profile in order to encourage a balance of expenditure.**

Louis Fell discussed the potential community consultation regarding the Village Hall and St Maurice's Church applications. The Trustees noted the need for this community consultation, and aimed to put in place information for the community to consider the applications. The Trustees noted that these applications have been under consideration for some time.

**ACTION : David Milne to ask for a precis of the applications from St Maurice's Church and the Village Hall.**

**ACTION : David Milne to draft the community questionnaire for the next meeting.**

## **6. Update on Active Schemes**

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

George Unwin noted that four applications were received since the last meeting in April. The scheme continues to be popular.

### **b. Solid Fuel Scheme**

Clerk chased three late payments, including one by post as the email and phone number were invalid. Two of these three have subsequently paid.

**ACTION : Louis Fell to contact the final late payer personally.**

Louis Fell shared information about potential heat logs for the 2020 scheme. Louis noted that there was an option of a new locally produced heat log. This log is smaller, from a local supplier, and packaged in cardboard which is more environmentally friendly but may not store as well. Trustees agreed to keep the other options of coal, hardwood and money.

**ACTION : Louis Fell to provide costs for the next meeting.**

### **c. Personal Development Scheme**

One application received. Trustees considered that in the light of the current economic climate it was inappropriate to expect the applicant to pay for the courses prior to the grant being awarded, however the Trustees will expect a report from the applicant when the courses have been undertaken.

## **7. Any of Competent Business**

None.

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

Next meeting was set as 9<sup>th</sup> July by conference call.

**ACTION : Louis Fell to set up Zoom call for 9<sup>th</sup> July 2020 at 7pm.**

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**Dates of next meetings:** 9<sup>th</sup> July 2020, 7pm by conference call; 13<sup>th</sup> August 2020, 7pm location to be confirmed; 10<sup>th</sup> September 2020, 7pm location to be confirmed; 8<sup>th</sup> October 2020, 7pm location to be confirmed; 12<sup>th</sup> November 2020, 7pm location to be confirmed; 10<sup>th</sup> December 2020, 7pm location to be confirmed.

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