

Ellingham Community Trust

Minutes: 12th July 2018

Ellingham Village Hall

Present: Heather Cairns (in the Chair), David Milne, George Unwin & Louis Fell.

Apologies for Absence: Robert Stuart

1. Approval of Minutes:

Draft minutes of 14th June 2018 approved. Proposed by Louis Fell and seconded by David Milne.

2. Actions not dealt with under this agenda

Louis Fell confirmed that the address for Companies House has been changed.

3. Treasurer's Report

a. Treasurer's Report

Louis Fell presented the Treasurers Report to the Trustees.

Treasury Account at £34,496.60; Current Account £52,300.29; giving a total of £86,796.29. Payments out included £25 for Website Hosting, £100.00 for one Domestic Appliance Scheme application, and £18.00 for bank charges. Income £42,694.71 from the wind farm, and £17.19 bank interest.

The Trustees were reminded that the funds were accounted for with the Broadband Application, School Application and the Solid Fuel Scheme.

b. Annual Accounts

Louis Fell presented the draft accounts, and went through the activities statement with the Trustees. The Trustees made amendments to the activities report. Louis talked the Trustees through the figures continued in the Accounts. Louis Fell informed the Trustees that the Restricted funds and Debtors lines relate to the School RHI agreement. The Trustees confirmed that they were happy with the Accounts as they stand.

ACTION : Louis Fell to bring the finalised Accounts to Sept meeting.

c. School RHI

Louis Fell updated the Trustees on the RHI agreement. He noted that the agreement included and additional 2p per kilowatt therm, but at this stage there are no figures on the amount produced. Louis Fell noted that the School have missed a reading, resulting in missing a payment to the Trust. He noted that the last RHI payment came in in Feb, there was a payment due in May which is outstanding from the School. This payment amount is required for the Accounts so these will be updated and forwarded when this occurs. Louis Fell offered support to the school with making the readings regularly.

ACTION : Louis Fell to offer support with regularising the readings.

4. Applications

a. Broadband – Update on Application

There was no update. Trustees to keep abreast of any developments.

b. School – Update on Application

There was no update.

c. Defibrillator – Update on Application

George Unwin reported that he had a meeting onsite with the Stephen Carey fund. After some discussion, a new location has been identified. The defib has arrived, the cabinet is on route and an electrician will be out to fit it. The Trustees thanked George Unwin for his hard work on bringing this application to completion.

d. New Application – Brockthorpe Consultancy Ltd

This item was moved to the end of the meeting, and Louis Fell excused himself declaring a conflict of interest. The Trustees discussed the application. It was agreed that a 20% contribution towards the set up costs of the new business would be made in the exceptional circumstances of the creation of four to five jobs within the Parish.

e. Application forms

The Clerk noted that the Trust's application forms had been updated with the new GDPR statement. The Trustees asked the Clerk to add the GDPR statement to the website. The Trustees discussed the implications for GDPR for the Solid Fuel Scheme Applications.

ACTION : Clerk to add GDPR statement to website

ACTION : Clerk to provide a paper on GDPR options for the Trust

During this process the Clerk informed the Trustees that all forms except the Long Application Form had been reviewed recently, and she noted that the Long Application Form was not being used by applicants. The Long Application Form requests supplementary information which is required to discuss some larger applications. The Trustees discussed this, and agreed that the Clerk should convert the Long Application Form into a Supplementary Information Form, for use with those more complex applications.

ACTION : Clerk to convert the Long Application Form into a Supplementary Questions form.

In discussions about the application forms, the Trustees noted that the applications should be blind.

ACTION : Clerk to amend the application forms to make page one contain personal details and further pages contain the application details.

5. Update on Active Schemes

a. Domestic Appliance Scheme

There has been one application in this period.

b. Solid Fuel Scheme

The Trustees discussed the options for the 2018 scheme. The Trustees agreed to have the same options as the 2017 scheme.

ACTION : Clerk to email the Solid Fuel Application Form to the website and submit it to the Parish Magazine for the September edition.

Following concerns raised by a parishioner not receiving the Parish Magazine, the Trustees discussed methods to ensure parishioners are not missed.

ACTION : Heather Cairns to meet the parishioners in question.

c. Personal Development Grant application

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There were no applications during this period.

6. Any of Competent Business

None.

7. Dates of the Next Meetings

Dates of next meetings: Thursday 13th September 2018, 7pm in Ellingham Village Hall;
Thursday 11th October 2018, 7pm in Ellingham Village Hall, AGM with ordinary meeting following;
Thursday 8th November 2018, 7pm in Ellingham Village Hall;
Thursday 13th December 2018, 7pm in Ellingham Village Hall.

Minutes prepared by: Virginia Mayes-Wright