

## Ellingham Community Trust

**Minutes: 12<sup>th</sup> November 2020, 7pm by Zoom**

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

**Apologies for Absence: None.**

### **1. Approval of Minutes:**

Draft minutes of 8<sup>th</sup> October 2020 were approved, proposed by Judy Glover and seconded by David Metcalfe.

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

It was noted that owing to the virtual nature of the meeting it was not possible to sign off the Annual Accounts. This would be undertaken at the next physical meeting.

It was noted that the Trustees had not received the spend profile.

**ACTION : Louis Fell to circulate the forecast for the Trust's spend profile.**

### **3. Treasurer's Report**

#### **a. Treasurer's Reports**

Louis Fell delivered the Treasurer's report. Income included £200 for payments for the Solid Fuel Scheme. Expenditure included £569.00 for Personal Development Scheme, £8,600.00 for Hardwood Logs, £14,320.56 for Heat Logs, £4,100 for Solid Fuel Scheme cash payments, £2,200 for Coal Vouchers, £303.25 for insurance, £100 for Domestic Appliance Scheme.

Louis Fell noted the Solid Fuel Scheme had cost a total of £28,000, which was more than the £25,000 budgeted for. This increase was owing to all of the Maxwell Drive owners being resident and applying for the scheme.

### **4. Applications**

#### **a. New : Chathill Interactive Lights**

George Unwin had reported the failure of the Interactive Lights at Chathill, previously purchased by the Trust. The Trustees noted the discussions held between meetings, including about the appropriate ownership of the lights. After discussions with the manufacturer, Swarco, George Unwin noted that an access key was acquired, the solar panel and battery were tested. Swarco approved the use of a local qualified electrician to undertake the necessary work. The solar panel was found to be fit but the battery was found to be low on charge. The manufacturer Swarco agreed that a new battery is needed. The Trustees agreed to funding the costs of the new battery. The Trustees recorded thanks to George Unwin for his hard work on this and thanks to electrician David Stevenson.

It was agreed that after the lights have been fixed a letter will be written to the Parish Council offering the lights to their care.

#### **b. Update : Ellingham Village Hall & St Maurice's Church.**

The Chair reported that St Maurice's Church representatives were grateful to the Trust for funding the project. David Milne confirmed that the Church were happy to be flexible with the timing of the funds arriving in order for the Trust to continue to maintain the other commitments.

The Chair reported that Ellingham Village Hall representatives were happy, but disappointed that the interest was not available on the grant. The Village Hall committees asked HLF to include the interest

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within their grant. The Chair reported on the Village Hall plan to start the build for the new Village Hall in July 2021. The Village Hall committee are planning to phase the build in order to secure more funding.

## **5. Update on Active Schemes**

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

George Unwin noted that one application was received since the last meeting. The scheme continues to be popular.

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

Louis Fell noted that there were 20 pallets of heat logs remaining.

It was noted that an application had been received from a late applicant. The Trustees discussed the case and agreed to offer the applicant half a pallet of heat logs and £100.

**ACTION : Clerk to email the late applicant.**

Louis Fell noted that the above resulted in 19 remaining half pallets, exactly corresponding with the number of people requesting the additional logs. Louis Fell noted that these deliveries would be made in the coming week, and requested payment to be made swiftly by the applicants.

**ACTION: Clerk to email the extra fuel applicants.**

It was noted by all that the Solid Fuel Scheme continues to suffer from late applications, causing problems for the volunteers delivering the fuel. The Trustees noted the need to have and keep to a set deadline for the 2021 scheme. The Clerk was asked to request to hold applicants email addresses for the future, and put the forms out by email in 2021, alongside the printed forms.

George Unwin suggested the use of the local contacts set up through the Covid-19 lockdown to chase the forms before the deadline.

**ACTION : Clerk to email this year's applicants requesting retention of their email addresses for the 2021 scheme.**

The Trustees noted that the heat logs are different this year, and a few pallets were damaged. Louis Fell arranged a discount with the supplier in relation to the damaged pallets.

The Trustees recorded their thanks to all of the people delivering the solid fuel. The Clerk noted the receipt of considerable number of thank you emails from happy parishioners.

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

One application received. The Trustees noted that this application from within the Trustees body and had been discussed by Trustees without the applicant involved. The application was approved.

**ACTION : Clerk to inform the applicant.**

The Clerk noted that the applicant who had missing bank details had responded and the applicant has received the funds.

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

The Chair noted that it was not possible to hold the AGM in the current Covid-19 restrictions. It was agreed that the Trust would plan to hold an AGM at the February meeting covid-19 restrictions allowing.

**ACTION : Clerk to advertise the AGM as 11<sup>th</sup> February 2021.**

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

**Dates of next meetings:** 10<sup>th</sup> December 2020, 7pm in Ellingham Village Hall.

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2021 dates set as 14<sup>th</sup> January 2021, 11<sup>th</sup> February, 11<sup>th</sup> March, 8<sup>th</sup> April, 13<sup>th</sup> May, 10<sup>th</sup> June, 8<sup>th</sup> July, 12<sup>th</sup> August, 9<sup>th</sup> September, 14<sup>th</sup> October, 11<sup>th</sup> November, 9<sup>th</sup> December.

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