

## Ellingham Community Trust

Minutes: 14<sup>th</sup> May 2020, 7pm by Conference Call

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

### **Apologies for Absence:**

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

Draft minutes of 13<sup>th</sup> April 2020 were approved, proposed by Robert Stuart and seconded by George Unwin.

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

The Clerk noted the changes to the Articles of Association and the update of this on ECT's website and the Charities Commission website with the reference 2674298 provided.

The Clerk noted that James Mayers is still recorded as a Director on Companies House, but that Michael Reed from Northumberland Accountants will be registering this change.

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

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

Louis Fell presented the Treasurer's Report. Payments out were £2,000 for the Financial Assistance Scheme scheme, £199.99 for two Domestic Appliance Scheme applications and £168 for Michael Reed at Northumberland Accountants. Income includes £100 for sales of the remaining heat logs. The Treasurer noted that there were a number of cheques not banked for the log payments.

Louis Fell received a call from the Wind Farm company asking what Ellingham Community Trust were doing for the community during the Covid-19 situation. Louis Fell shared information about the Financial Assistance Scheme.

Louis Fell noted that the next Wind Farm payment will be received in mid-June.

#### **4. Coronavirus – Financial Assistance Scheme**

After discussions by email on drafts of a Financial Assistance Scheme application form, the Ellingham Community Trust Financial Assistance Scheme was launched on 29<sup>th</sup> April. Five applications have been received to date and are dealt with below. David Milne expressed his thanks to all the Trustees for a quick response outside the meeting times.

The Trustees had a short discussion on the duration of the Financial Assistance Scheme and noted that this would be under review. After the suggestion that one of the applicants is going to change career, the Trustees discussed encouraging applicants towards the Personal Development Scheme.

**ACTION : Clerk to put an advert into the Parish Magazine for the Financial Assistance Scheme including a reminder of the Personal Development Scheme criteria.**

#### **5. Coronavirus - essential items pack**

Trustees noted that after the initial decision to produce a pack of essential items for all households to alleviate shopping issues during the Covid-19 situation; there was a difficulty in securing supplies. The Trustees discussed the timeliness of a pack now that lockdown is being eased, and supplies are returning to shops. The Trustees agreed to shelve the essential items pack and re-amend the Articles of Association to reflect the Trustees no longer needing to be reimbursed for payments for items within the pack.

**ACTION : Clerk to update the website removing the essential items pack.**

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**ACTION : Clerk to re-amend the Articles of Association and inform the Charities Commission of this change.**

## **6. Applications**

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

To date five applications have been received and all have been approved by Trustees by email. All applicants have been extremely grateful. The Trustees noted that one of the applicants has indicated a change of career owing to the Covid-19 situation. The Trustees noted that this applicant and others may be eligible for the Personal Development Scheme.

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

Trustees noted receipt of the Feasibility Study. The Feasibility Study noted that St Maurice's Church need £100,000 for initial spend. Louis Fell reported that this level of grant is possible from Ellingham Community Trust but would diminish funds available for other applications during the year.

**ACTION : David Milne to discuss the spend profile with St Maurice's Church representative.**

### **c. Update : Village Hall Application**

The Trustees noted that they were still awaiting a feasibility study and spend profile from Ellingham Village Hall.

**ACTION : Louis Fell to contact Gustav Macleod to ascertain the current situation and report back to the Trustees.**

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

## **7. Update on Active Schemes**

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

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

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

Clerk collated payment information, and noted that there are three outstanding payments.

**ACTION : Clerk to chase late payers.**

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

No applications received.

## **8. Accessing Files for Meetings**

The Clerk noted the potential of using Google Drive to store and share files. The gmail email address used by the Trust has 15GB free storage which could be used for storage of minutes, agenda and application forms and shared with Trustees. The Trustees agreed to the use of the Google Drive to back up files.

**ACTION : Clerk to use the Google Drive and circulate access arrangements.**

## **9. Any of Competent Business**

The Clerk had requested Trustees to check the website in order to ensure it's continued ease of use with the additional Covid-19 information. Trustees commented that the website still looks good, the links remain easy to navigate and very clear and the drop-down menus are self-explanatory and lead the user to every aspect of functionality.

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

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Next meeting was set as 11<sup>th</sup> June by conference call. Further meetings will be set or rescheduled as required in the current situation.

**ACTION : Clerk to set up zoom call for 11<sup>th</sup> June 2020.**

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