

## Ellingham Community Trust

Minutes: 17<sup>th</sup> September 2020, 7pm in Ellingham Village Hall

**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 13<sup>th</sup> August 2020 were amended according to the Chair's directions approved, proposed by Judy Glover and seconded by David Milne.

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

### 3. Treasurer's Report

#### a. Treasurer's Reports

Louis Fell shared the Treasurer's report with the position from 1<sup>st</sup> June 2019 to 31<sup>st</sup> May 2020. Income for the period included £45,188.96 from Wandylaw Windfarm, £1,100.00 from the resale of unallocated logs from the 2019 scheme, and £149.27 bank interest. Outgoings included £30,436.27 for the Winter Fuel Scheme for 2019, £3,674.27 for Domestic Appliance Scheme grants, £6,548.00 for St Maurice's Church application, £3,000.00 for Financial Assistance Scheme grants, £3,000.00 for Development Plans for Ellingham Village Hall and St Maurice's Church, £991.00 for Northumberland Accountants for the production of the annual accounts, £1,846.00 for the Defib at Browineside and Maintenance £884.75 for the printing of Ellingham Parish Magazine, £303.25 Insurance, £150.00 for Personal Development Grants, £72.00 banking charges. It was noted that the outgoings were £4,000 over the initial estimates owing to the Covid-19 Financial Assistance Scheme funding which was unbudgeted for.

Louis Fell shared the Treasurer's report at 10<sup>th</sup> September 2020. Income included £44,443.87 from Wandylaw Windfarm, £100.00 from an outstanding sale of extra logs from the 2019 scheme, and £37.32 bank interest. Outgoings included £1,500 for Financial Assistance Scheme grants, £600 for Domestic Appliance Scheme grants, £400.00 for a Personal Development Scheme grant, and £18 bank charges.

Louis Fell noted that the Annual Accounts should have been presented to this meeting. Louis noted that he aimed to have draft accounts for the next meeting. Louis Fell noted that the October meeting should include an AGM. The new Trustees requested sight of the 2018 accounts to better understand the 2019 accounts.

**ACTION : Louis Fell to share last year's accounts with the Trustees.**

### 4. Applications

#### a. Update : Public Consultation for the funding of St Maurice's Church & Ellingham Village Hall.

The Trustees noted the results of the Public Consultation. By the deadline of 8<sup>th</sup> September 70 responses had been received, with 57 in favour of St Maurice's Church application and 55 in favour of Ellingham Village Hall application. It was noted that by the 8<sup>th</sup> September no responses had been received from Henhill, Tynely or Preston and only one response had been received from each of Brownieside and Brockdam. It was noted that the receipt of 70 forms was below the agreed 75, representing 30% of the adult population. David Milne outlined his actions in contacting the contacts for both the Village Hall and St Maurice's Church applications and informing them of the outcome of the consultation. The Trustees noted receipt of a letter from Gustav McLeod in relation to the above consultation figures.

It was noted that few extra forms had been sent in beyond the date of the 8<sup>th</sup> September. It was noted that some parishioners reported not receiving the forms. The Trustees discussed the possibility that there may

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have issues of delivery of consultation forms during harvest. It was suggested that the late entries should be taken into account. The Trustees discussed the position in regard to the projects, the monies available and the consultation. It was suggested that a letter was written to every parishioner outlining the outcome of the consultation, and offering an opportunity to add their voice with a deadline of 30<sup>th</sup> Sept. It was noted that additional time for the consultation would not serve either applicant well. The Trustees discussed whether the applicants could re-apply. It was agreed that the consultation results did not preclude the applicants being able to re-apply. The Trustees agreed that the Trust will not proceed with the current applications due to not meeting the threshold of responses from the consultation. Both applicants are free to re-apply in the future and this will be considered within the Trustee committee without further consultation.

**ACTION : David Milne to speak to both applicants.**

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

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

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

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

Louis Fell reported that three shipping containers of heat logs have been ordered at £195 per tonne. Some pallets may need to be split by volunteers to ensure everyone gets the correct amount. Hardwood logs have been acquired at £200 per pallet. The Trustees discussion a work party to shift the pallets.

The Clerk noted that 82 forms have been received to date. These divide into 35 applications for heat logs, 26 applications for hardwood, two applications for coal vouchers, 16 applications for £200 and three applications for £100. In 2019 141 applications were received.

**ACTION : Clerk to email list to Louis to identify and chase any missing forms.**

The Clerk noted an email received from a member of the public from Doxford. He had read information in the Parish Magazine regarding the purchase of 'extra' solid fuel in early 2020 from the 2019 scheme and is keen to purchase any spare solid fuel from the 2020 scheme.

**ACTION : Clerk to email the member of the public back noting they are ineligible.**

The Trustees noted that the outstanding payee had been contacted and promised to pay.

**ACTION : Louis Fell to check the payments made.**

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

One application received. The Trustees considered the application. Trustees approved the application, noting that there is no receipt for the laptop. The Trustees noted that the laptop may not be purchased yet and requested that the applicant provides the laptop receipt when this is purchased.

**ACTION : Clerk to inform the applicant of approved application and ask for a receipt for the laptop.**

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

Robert Stuart noted that he was unhappy being Vice-Chair. After a short discussion, Louis Fell proposed David Metcalfe, seconded by Judy Glover. David Metcalfe accepted the proposal.

**ACTION : Clerk to make changes to the website and inform the Charities Commission and Companies House as appropriate.**

The Trustees discussed the potential AGM scheduled for the October meeting. The Trustees noted that in light of the Covid-19 situation and current restrictions, Ellingham Community Trust should plan for an AGM in the New Year to enable the public to attend physically.

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

**Dates of next meetings:** 8<sup>th</sup> October 2020, 7pm in Ellingham Village Hall; 12<sup>th</sup> November 2020, 7pm in Ellingham Village Hall; 10<sup>th</sup> December 2020, 7pm in Ellingham Village Hall.

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