

# Ellingham Community Trust

## ELLINGHAM COMMUNITY TRUST MINUTES FROM MEETING HELD 2<sup>nd</sup> November 2023 Ellingham Village Hall

ATTENDEES	
NAME	ROLE
David Metcalfe (DM)	Chair
John Thompson (JT)	Vice Chair
George Unwin (GU)	Trustee
Judy Glover (JG)	Trustee
Virginia Mayes-Wright (VMW)	Clerk

APOLOGIES	
NAME	ROLE
Brenda Frier (BF)	Trustee
Louis Fell	Treasurer
Graham Edmonson (GE)	Trustee
Robert Stuart (RS)	Trustee

	<b><u>MINUTES FROM THE PREVIOUS MEETING 5<sup>th</sup> October 2023</u></b>	
2	<p>The Trustees review the minutes from the previous meeting on 5<sup>th</sup> October. Approval of minutes proposed by JT seconded by GU.</p> <p><b>Actions outstanding from 5<sup>th</sup> October:</b></p> <p>Clerk to approach unlisted contacts to be on the list. <b>In Progress.</b> The Clerk noted that in recent communications four emails bounced back.  <b>ACTION : Clerk to make contact via post with the relevant solid fuel communications and request for updated contact details.</b></p> <p>LF to make application for two investment funds. <b>Ongoing.</b>  <b>ACTION : Clerk to request update from LF on the action.</b></p> <p>Clerk to collate TESS changes, update TESS forms and website. <b>Completed.</b> Clerk provided new draft application form for checking by Trustees. Trustees discussed and reviewed the application form.  <b>ACTION : Clerk to circulate to other trustees to be agreed by email.</b></p> <p><b>ACTION : Clerk to update website after final agreement.</b></p> <p>GE to report on phone number establishment to the next meeting. <b>Completed.</b> GE confirmed by email that phone number established, details provided at a later date.  <b>ACTION : Clerk to add phone number to the bottom of the minutes, and in newsletter and update within AGM.</b></p> <p>Clerk to inform cash applicants of payment schedule. <b>Completed</b></p>	<p>VMW</p> <p>VMW</p> <p>VMW</p> <p>VMW</p> <p>VMW</p>

	<p>Clerk to email heat logs applicants regarding additional costs. <b>Completed.</b> The Trustees agreed that any applicant who does not respond will be added to the cash applicants. <b>ACTION : Clerk to email applicants who have not yet responded.</b></p> <p>Clerk to redraft the letter and email to LF for postage to the relevant applicants. <b>Completed.</b> The Trustees noted a communication error for those individuals without access to emails. As a result a printed communication will be delivered by this weekend. <b>ACTION : Clerk to email a redrafted to DM with details of the missed communications.</b></p> <p>Clerk to publicise the AGM in the Parish Mag, email the email listing, website. <b>Ongoing.</b></p> <p>LF to provide breakdown of individual schemes financials requested for AGM. <b>Completed.</b></p>	<p>VMW</p> <p>VMW</p>
	<b><u>DISCUSSION POINTS</u></b>	
<b>3</b>	<p><b>Treasures Report.</b> No Treasurer's Report owing to absence to of LF.</p> <p>LF emailed draft accounts prior to the meeting. A review of the Accounts was undertaken by the Trustees. Anomalies were noted. Points raised will be forwarded to LF for amendment. <b>ACTION : DM to forward to points raised to LF.</b> <b>ACTION : LF to redraft after receiving note of anomalies.</b></p> <p>Trustees thanked LF for providing draft Accounts for review.</p> <p>The Clerk noted receipt of an invoice for £390 for the Parish Magazine.</p> <p>The Trustees discussed appropriate terminology. The Trustees referred to the Articles of Association and clarified that 'the directors' means the directors of the charity. The directors are charity trustees as defined by section 177 of the Charities Act 2011 as referenced in the Accounts as trustees, who are also the directors for the purposes of company law.</p>	<p>DM LF</p>
<b>4</b>	<p><b>Applications / Review of Active Schemes</b></p> <p><b>Green Scheme.</b> No applications in this period.</p> <p><b>TESS</b> No applications in this period.</p> <p><b>Solid Fuel Scheme</b> It was noted that there have been difficulties for applicants without emails this year. The Trustees agreed that there is a need to increase communications for parishioners without email for 2024 scheme.</p>	

	<p>The Trustees discussed the progress of the 2023 scheme.</p> <p>Hardwood. Trustees noted that deliveries of Hardwood are expected to commence on the week beginning 6<sup>th</sup> November. <b>ACTION : Clerk to ask GE to add statement to social media.</b></p> <p>Heat Logs. Trustees noted that a cheaper alternative for the heat logs had been identified and information had been sent out to applicants. A delivery schedule has not been set and as soon as info available this will be communicated to the applicants. <b>ACTION : Clerk to request anticipated delivery date from LF so it can be communicated the parish.</b></p> <p>Cash Payments. Trustees noted that the payments are expected to be made in early November as previously noted.</p> <p><b>St Maurice's Church Application</b> The Trustees noted correspondence from Neil Mundy on behalf of St Maurice's Church. Trustees discussed matter in length, and will review in relation to the financial situation. <b>ACTION : DM to circulate a discussion and response.</b></p>	<p>VMW</p> <p>VMW</p> <p>VMW</p>
5.	<p><b>Arrangements for the AGM.</b></p> <p>Discussion of issue of timing clash between the Village Hall Quiz Night and AGM. The Trustees agreed to retime the AGM to 5.30pm - 6.30pm.</p> <p>The Trustees discussed communication methods and were aware that it was too late to get this information into the Parish Newsletter.</p> <p><b>ACTION : Clerk to post this information on the website, email list and social (via GE).</b></p> <p><b>ACTION : Clerk to print AGM Agendas.</b></p> <p>The Clerk reminded the Trustees of the offer of a talk from the Windfarm, but their unavailability for the new AGM date. The Trustees suggested a wider event as a renewable energy evening.</p> <p><b>ACTION : Clerk to go back to Windfarm to request available dates and option of speaking as part of a wider event.</b></p> <p><b>ACTION : Clerk to email Village Hall Committee to suggest a renewable energy evening.</b></p>	<p>VMW</p> <p>VMW</p> <p>VMW</p>
6.	<b>AOB.</b>	
	<b><u>ARRANGEMENTS FOR NEXT MEETING</u></b>	
	Meetings: 16 <sup>th</sup> Nov AGM 5.30-6.30; 7 <sup>th</sup> Dec (date setting for 2024).	

**Minutes**

# **Ellingham Community Trust**

Minutes compiled by:  
Virginia Mayes-Wright