Minutes

Ellingham Community Trust



ELLINGHAM COMMUNITY TRUST MINUTES FROM MEETING HELD 6 March 2025 ELLINGHAM VILLAGE HALL

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

APOLOGIES		
NAME	ROLE	
Graham Edmonson (GE)	Trustee	
Louis Fell	Treasurer	

	MINUTES FROM THE PREVIOUS MEETING	
2.	The Trustees reviewed the minutes from the previous meeting held on 13 February 2025. Proposed by BF & seconded by JT.	
	ACTION : LF to complete Unity Bank updates. Ongoing.	LF
	ACTION : GE to investigate further regarding costings for the Parish Magazine. Ongoing.	GE
	ACTION: GE to provide update to magazine publishing costs prior to the next meeting. Ongoing.	GE
	ACTION : LF to provide year on year financial comparison at next meeting. Ongoing.	LF
	ACTION: Clerk to draft letter of thanks to the Solid Fuel supplier. Ongoing.	Clerk
	Completed Actions Clerk to update the Solid Fuel contact spreadsheet.	

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- DM to provide updated ECT objectives prior to the next meeting.
- DM to check with LF that Accounts filed as per email forwarded on 24th Jan 2025.
- Clerk to update Solid Fuel letter of thanks and distribute to the identified individuals.
- Clerk to bring drafts for 2025 Solid Fuel Scheme for next meeting.
- Clerk to inform the applicant on the Trustees decision on the TESS application.
- Clerk to send test email to all Trustees.
- Clerk to provide information to Middlemoor Windfarm as necessary. No contact received Clerk to report if contact received.

DISCUSSION POINTS

3. **Treasures Report.**

LF not at the meeting, no Treasurer's Report was provided.

4. **Applications/Review of Schemes**

Solid Fuel Scheme

The Clerk presented the draft Solid Fuel Scheme forms for the 2025 scheme. Trustees discussed and agreed to the scheme as it stands. The Trustees discussed timings and aimed to start distribution of the forms after the next meeting to meet a deadline similar to last year (6th May).

ACTION: Clerk to prepare forms for the next meeting, and send a test form to Trustees.

Clerk

The Trustees discussed other elements of the scheme including delivery of the forms, agreeing the continuation of the hand delivery and the use of a coloured paper.

Trustees discussed the suppliers. Trustees expressed a desire to use local suppliers where this is economically sensible.

ACTION: DM to ensure supply details are known prior to next meeting.

DM

Green Scheme

None.

TESS

None.

5. Communication.

Trustees agreed to note the preparations underway for 2025 Solid Fuel Scheme. The communication will encourage parishioners to look out for the form digitally and in the post in April.

ACTION: Clerk to post about Solid Fuel Scheme preparations on the website and forward to GE.

Clerk

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	ACTION : GE to post on Social Media.	GE
6.	Objectives	
	DM presented amended objectives as drafted in previous meetings. The Trustees discussed the amendments to ensure that the wording was consistent with the intent of the Trust. Further edits were made to ensure clarity. The Trustees discussed disseminating the amended Objectives and agreed to submit these to the AGM with publicity following the October meeting. ACTION: Clerk to email re-drafted objectives to DM.	Clerk
	ACTION: DM to present and Trustees to publish the edited Objectives for October.	DM
	The Trustees expressed their thanks to DM for working on the Objectives.	
6.	AOB. The Trustees discussed a potential application.	
	Suggestion for a welcome pack for new parishioners. Trustees agreed to work on something. ACTION: Clerk to draft a webpage for new parishioners.	Clerk
7.	ARRANGEMENTS FOR NEXT MEETING	
	3 rd April 2025, 8 th May 2025, 5th June 2025, 3 rd July 2025, 7 th August 2025, 4 th September 2025, 2 nd October 2025, 6 th November 2025 (AGM), 4 th December 2025. All at Ellingham Village Hall.	

Minutes compiled by : Virginia Mayes-Wright ECT telephone number – 03300 010393 (Trustee Brenda Frier)