

**ELLINGHAM COMMUNITY TRUST MINUTES FROM MEETING HELD 7th
September 2023 Ellingham Village Hall**

ATTENDEES	
NAME	ROLE
John Thompson (JT)	Chair
Brenda Frier (BF)	Trustee
George Unwin (GU)	Trustee
Robert Stuart (RS)	Trustee
Judy Glover (JG)	Trustee
Virginia Mayes-Wright (VMW)	Clerk

APOLOGIES	
NAME	ROLE
David Metcalfe (DM)	Chair
Louis Fell	Treasurer
Graham Edmonson (GE)	Trustee

	<u>MINUTES FROM THE PREVIOUS MEETING 3rd August 2023</u>	
2	<p>The Trustees review the minutes from the previous meeting. Approval of previous minutes proposed by BF seconded by JT.</p> <p>Actions outstanding:</p> <p>Clerk to check household contact details against Solid Fuel email list. Completed.</p> <p>ACTION : Clerk to approach unlisted contacts to be on the list.</p> <p>Figures not provided for previous meetings by LF.</p> <p>ACTION: Clerk to send out minutes minus reference to the missing Treasurer's Report.</p> <p>LF to email all trustees with the three options that were discussed at the last meeting, so that decisions can be made as to which way is the best for the investment of monies.</p> <p>LF reported via GU an investment option at 5.25% with 180 day base rate tracker. The Trustees discussed the option and approved an investment of a suitable amount.</p> <p>ACTION : LF to invest a suitable amount.</p> <p>GU to process payment for Green Scheme. Completed.</p> <p>DM to forward new wording for TESS to Trustees. Completed. On agreement DM to then forward the agreed wording to GE to be included on the ECT website. Outstanding.</p>	<p>VMW</p> <p>VMW</p> <p>LF</p> <p>GE</p>

	<p>GE to draft email for all Solid Fuel Scheme applicants. This is to include supplier contact details to arrange delivery and to remind applicants that help to store logs can be arranged. Outstanding. Clerk noted that she had previously drafted these emails without the supplier details and offered to add these if they could be supplied to her. ACTION : Clerk to resend draft text for emails including supplier details.</p> <p>LF to pass all details of applicants of solid fuel to the supplier. Outstanding. ACTION : Clerk to ask LF if this has been completed.</p> <p>GE will implement the ECT contact number and publicise accordingly. Social Media to be updated with latest information. Trustees agreed to go for \$55 option, and 033 number. Trustees agreed to review the phone number's use in 9 months time. ACTION : GE to put in place.</p>	<p>VMW</p> <p>VMW</p> <p>GE</p>
	<u>DISCUSSION POINTS</u>	
3	<p>Treasures Report. Trustees noted that this meeting forms the fourth month without a Treasurer's report. Trustees expressed a requirement of a Treasurer's Report at every meeting in order to make decisions. The Trustees expressed concerns that there are no financial figures when the Treasurer is unavailable. ACTION : LF to provide for the next meeting.</p>	<p>LF</p>
4	<p>Applications / Review of Active Schemes</p> <p>Green Scheme. Three applications since the last meeting. Thanks received from one applicant.</p> <p>TESS The Trustees discussed recent applications. Trustees declined the application for Shooting owing to it not fitting the criteria of either training, education or further education. ACTION : Clerk to inform the applicant. ACTION : Trustees to review TESS changes at next meeting.</p> <p>Solid Fuel Scheme No further updates.</p> <p>Church Application Trustees expressed concerns of the need to make a decision in a short time period owing to the Church needing to progress with the works. The Trustees noted the previous agreed funding level of £65,000, and noted that additional funds are being requested with a larger amount in the current financial year. The Trustees expressed concerns about the large lump sum in the current financial year owing to the careful phasing of the grant to ensure financial sustainability. The Trustees expressed concerns that increased inflation may increase the costs for the project and leave Trust open to additional costs. Trustees remain</p>	<p>VMW ALL</p>

	<p>keen to fund the project however Trustees expressed concerns about the potential of additional increases of funding requests.</p> <p>Due to concerns raised after the meeting it has been decided to call an extraordinary meeting to discuss church funding and the financial implications to the Trust's financial position</p> <p>ACTION : Meeting to be arranged by Chairman whereby all Trustees can attend.</p>	DM
5.	<p>AOB.</p> <p>The Clerk noted the upcoming AGM. Trustees noted the need to have a draft agenda for the AGM for the next meeting.</p> <p>ACTION : Clerk to draft the AGM agenda.</p> <p>Discussion of AGM and desire to have a presentation as part of the AGM to share more information about the Trust or the Windfarm.</p> <p>ACTION : Clerk to ask the Windfarm if they are able to present.</p>	<p>VMW</p> <p>VMW</p>
<u>ARRANGEMENTS FOR NEXT MEETING</u>		
	Meetings: 5 th Oct; 2 nd Nov (this to include AGM 6pm followed by a ECT meeting 7pm); 7 th Dec.	

Minutes compiled by:
Virginia Mayes-Wright