

Ellingham Community Trust

ELLINGHAM COMMUNITY TRUST MINUTES FROM MEETING HELD 13th OF APRIL 2023, ELLINGHAM VILLAGE HALL

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

APOLOGIES	
NAME	ROLE
John Thompson (JT)	Trustee
Graham Edmondson (GE)	Trustee
Brenda Frier (BF)	Trustee
Robert Stuart (RS)	Trustee

	<u>MINUTES FROM THE PREVIOUS MEETING 13th March 2023</u>	
2	<p>Approval of previous minutes proposed by GU, seconded by DM.</p> <ul style="list-style-type: none"> Clerk to suggest changes to the website for the next meeting – owing to the absence of the Clerk until part-way through the meeting, it was agreed to delegate this to a meeting between the Clerk and GE. Clerk noted that meeting took place and website updated. Clerk to request list of outstanding payees from LF and email. Clerk noted that payees contacted with only a couple of outstanding. <p>ACTION : Clerk to send list of completed payees and those to check to GU and then chase the last few outstanding payees.</p> <ul style="list-style-type: none"> Clerk to request a payment schedule from St Maurice's Church. Updated details have been received; ECT awaiting firm financial plan before committing allocated funds. Completed. Chair to discuss workload with Clerk. Completed. The Clerk's contract and terms of reference were discussed, and a document shared. It was agreed to reinstate annual reviews between the Clerk and Chair, as well as reviews of the Clerk's contract including payments and duties annually in September. <p>ACTION : Clerk to request information from Windfarm.</p> <ul style="list-style-type: none"> Clerk to create 'voucher' email to provide information for applicants to claim their wood/coal. <p>ACTION : Clerk to circulate draft.</p>	<p>VMW & GU</p> <p>VMW</p> <p>VMW</p>

	<ul style="list-style-type: none"> • Clerk to email invoices to the Trust. Clerk provided her invoice. <p>ACTION : Clerk to email invoice to LF for payment.</p> <ul style="list-style-type: none"> • Trustees to review the list of households that had not replied. To be discussed later. • Clerk to meet with GE to update and handover the website. Completed. • Clerk to remove Solid Fuel Scheme from website. Completed. • Clerk to redraft the GDPR Statement and email to Trustees. Completed. • Clerk to update the Minutes, Agendas and website with the new logo. Completed. • Clerk to provide GE with images for the Facebook page. Completed. • Clerk to email draft of GDPR to Trustees, and email to the Parish Magazine prior to the deadline. Completed. <p>It was noted that minutes were sent to the Parish Magazine a month in arrears. The Trustees noted a desire to ensure that the draft minutes were published in the Parish Magazine. It was noted that the timing of the meetings made it difficult to get the draft minutes to the Parish Magazine. The Trustees suggested that a change to the date of the meetings to better fit the Parish Magazine schedule.</p> <p>ACTION : Trustees to discuss at the next meeting.</p> <p>ACTION : Clerk to check availability with the Village Hall.</p> <ul style="list-style-type: none"> • Clerk emailed all on previous email lists and responses being sorted. New list is ECT March 2023 Email List. The Clerk noted that there was no deadline on the initial email. The Chair noted that the deadline would be the next meeting. <p>ACTION : Clerk to complete the work on the email listing for the next meeting.</p>	<p>VMW</p> <p>ALL VMW</p> <p>VMW</p>
	<u>DISCUSSION POINTS</u>	
3	<p>Treasures Report. Note that owing to the unavailability of the Treasurer there was no treasurer's report.</p> <p>ACTION : Treasurer to provide a report for the next meeting.</p>	LF
4.	<p>Applications / Review of Active Schemes</p> <p>Green Scheme. One new application, awaiting payment.</p> <p>Solid Fuel Scheme. The Trustees reviewed the scheme, checked queries, and discussed the amounts requested for each option. These will be put forward for order.</p>	
5.	<p>AOB</p> <p>None.</p>	
	<u>ARRANGEMENTS FOR NEXT MEETING</u>	
	The next meeting will be held at 1900hrs on the 11 th May 2023.	