

ELLINGHAM COMMUNITY TRUST MINUTES FROM MEETING HELD 8 May 2025 ELLINGHAM VILLAGE HALL

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

APOLOGIES	
NAME	ROLE
Graham Edmonson (GE)	Trustee

	<u>MINUTES FROM THE PREVIOUS MEETING</u>	
2.	<p>The Trustees reviewed the minutes from the previous meeting held on 3 April 2025. Proposed by BF & seconded by GU.</p> <p>ACTION : LF to complete Unity Bank updates. Ongoing.</p> <p>ACTION : GE to investigate further regarding costings for the Parish Magazine. Ongoing.</p> <p>ACTION : GE to provide update to magazine publishing costs prior to the next meeting. Ongoing.</p> <p>ACTION : JT to contact GE regarding progress. Completed.</p> <p>ACTION : GE to post on Social Media. Ongoing.</p> <p>ACTION : DM to present and Trustees to publish the edited Objectives for October. Ongoing.</p>	<p>LF</p> <p>GE</p> <p>GE</p> <p>JT</p> <p>GE</p> <p>DM</p>

	<u>Completed Actions</u> <ul style="list-style-type: none"> • Clerk to update Solid Fuel Scheme forms. • Clerk to email Solid Fuel Scheme form to LF for printing. • Clerk to send Solid Fuel Scheme email and put onto website on 17th April. • Clerk to respond to Green Scheme applicant. • JG to provide text for the next meeting. • Clerk to make as an action for the next meeting. 	
	<u>DISCUSSION POINTS</u>	
3.	<p>Treasures Report. LF presented the Treasurer's Report. Income has been received from Bank Interest and the Windfarm. Expenditure includes Accountant Fees, Bank Charges, Clerk's Fees, two Green Scheme applications, and costs associated with the accountancy package. LF also presented the Balance Sheet and the Profit & Loss report for the year to date. The Trustees discussed the reports as provided and thanked LF for the information as provided.</p> <p>Parish Newsletter. The Chair noted receipt of communications from Eileen regarding additional costs. The Trustees discussed the costs. ACTION : DM to contact Eileen regarding clarification on existing costs and request and invoice.</p>	DM
4.	<p>Applications/Review of Schemes</p> <p><u>Church Grant Update</u> The Clerk noted the receipt of an email to the Trust from Neil Mundy, updating the Trust on the progress of the grant and works regarding St Maurice's Church. The Trustees discussed the progress of the grant and agreed the grant expenditure. ACTION : DM to inform St Maurice's Church of the grant.</p> <p><u>Solid Fuel Scheme</u> The Clerk noted receipt of 68 applications to date, with a total of 144 in 2024. The Clerk noted that to date applications include 8 heatlogs, 36 hardwood, 8 coal, 14 £250 and 2 £100. ACTION : Clerk to email reminder and put a message on the website noting the deadline of the 31st May. LF reported the supplier has been supplied for the heatlogs. There will be no additional costs for parishioners. These will be delivered in 1 ton pallet in bags. ACTION : Clerk to inform heat log applicants of a lack of additional funds needed. ACTION : Clerk to email hardwood applicants that heat logs have no charge.</p> <p><u>Green Scheme</u> Two approved. Discussion over multiple items application. Approved. ACTION : Clerk to respond to the Green Scheme applicant.</p>	<p>DM</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>GU noted issue of A ratings for freezers. Trustees updated form & guidance.</p> <p>ACTION : Clerk to amend Green Scheme form & Guidance.</p> <p><u>TESS</u></p> <p>None.</p>	Clerk
5.	<p>Welcome Pack for Residents</p> <p>The Trustees noted the previous discussions about a Welcome Pack for new residents in the parish. Trustees noted work undertaken by the Clerk on the website, and the Chair with a digest.</p> <p>JG offered wording for a leaflet. The Trustees discussed the leaflet, and suggested amendments. The Trustees directed the Clerk to make amendments, resend a draft and publish when agreed.</p> <p>ACTION : Clerk to add the spreadsheet created by DM to website.</p> <p>ACTION : Clerk to amend JG's work to add a logo, add Village Hall website.</p> <p>ACTION : Clerk to test with new residents at Wandylaw.</p> <p>ACTION : Clerk to email Trustees 2nd draft prior to printing.</p> <p>ACTION : Clerk to email to LF for printing on coloured printing.</p> <p>ACTION : Clerk to add wording of leaflet to website, and change the heading .</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
6.	<p>Communication.</p> <p>Clerk noted the plans for the Solid Fuel Scheme reminder.</p> <p>Noted that only GE can access the Trust's Social Media; BF offered to support GE in updating the Trust's social media.</p> <p>ACTION : Clerk to email GE for social media access for BF.</p>	Clerk
7.	<p>AOB.</p> <p>None.</p>	
8.	<u>ARRANGEMENTS FOR NEXT MEETING</u>	
	<p>5th June 2025, 3rd July 2025, 7th August 2025, 4th September 2025, 2nd October 2025, 6th November 2025 (AGM), 4th December 2025.</p> <p>All at Ellingham Village Hall.</p>	

Minutes compiled by : Virginia Mayes-Wright

ECT telephone number – 03300 010393 (Trustee Brenda Frier)