

## ELLINGHAM COMMUNITY TRUST MINUTES FROM MEETING HELD 6 NOVEMBER 2025 AT ELLINGHAM VILLAGE HALL

| ATTENDEES                            |            |
|--------------------------------------|------------|
| NAME                                 | ROLE       |
| George Unwin (GU)                    | Trustee    |
| Brenda Frier (BF)                    | Trustee    |
| Virginia Mayes-Wright (VMW)          | Clerk      |
| Louis Fell                           | Treasurer  |
| John Thompson (JT)<br>(in the Chair) | Vice Chair |
| Judy Glover (JG)                     | Trustee    |
| Graham Edmonson (GE)                 | Trustee    |
|                                      |            |

| APOLOGIES           |       |
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| NAME                | ROLE  |
| David Metcalfe (DM) | Chair |
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|    | <b><u>MINUTES FROM THE PREVIOUS MEETING</u></b>  |   |
| 2. | <p>The Trustees reviewed the minutes from the previous meeting held on 2<sup>nd</sup> October 2025. Proposed by BF &amp; seconded by LF .</p> <p><b>ACTION : JG and Clerk to arrange to meet and continue to work on it. Ongoing</b></p> <p>ACTION : Clerk to scope costs of additional laptop. <b>Completed.</b> Owing to the continual price changes, and the possible deals around Black Friday, it is recommended that the Clerk is provided with a budget for acquiring a new laptop for the Trust. Trustees agreed to £250 total and Clerk to purchase.</p> <p><b>ACTION : Clerk to purchase new laptop.</b></p> <p><b>ACTION : JG to email draft to Clerk for formatting. Ongoing.</b></p> <p><b>ACTION : Clerk to email to CBS to arrange the original print run. Ongoing.</b></p> | <p>Clerk &amp; JG</p> <p>Clerk</p> <p>Clerk &amp; JG</p> <p>Clerk</p> |

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|    | <p><u>Completed Actions</u></p> <ul style="list-style-type: none"> <li>• Clerk to respond to TESS applicant</li> <li>• Clerk to email AGM posters to Trustees for distribution</li> <li>• Clerk to write a post for the website about the AGM</li> <li>• Clerk to email the AGM post to BF</li> <li>• BF to put the AGM post on Social Media.</li> <li>• LF to repay the Parish Magazine costs.</li> <li>• LF to set up an account with the printers for future Parish Magazine payments.</li> <li>• Clerk to check list for outstanding applicants</li> <li>• Clerk to email LF Solid Fuel Scheme list as stands.</li> </ul>   |       |
|    | <b><u>DISCUSSION POINTS</u></b>   |       |
| 3. | <p><b>Treasures Report.</b></p> <p>LF presented the Treasurer's Report. Expenditure includes insurance, a TESS grant, Parish Magazine printing costs, Coal vouchers, and hardwood logs. LF noted that there were outgoing funds for Solid Fuel Scheme cash payments and heat logs. There was no income for the period.</p> <p><b>ACTION : Clerk to chase outstanding bank account details.</b></p> <p>The Clerk noted the receipt of invoices for the use of the Village Hall and for the Village Hall application. LF noted that both of these invoices had been paid.</p> <p>The Clerk noted cost of £19.20 for the renewal of the website domain name for one year. The website package with Wordpress renews next year. Trustees approved the expenditure.</p>  | Clerk |
| 4. | <p><b>Applications/Review of Schemes</b></p> <p><u>Photographic Archive</u> – The Clerk noted receipt of an email from David Griggs reporting that the photographic archive is now in the hands of Northumberland Archives. <i>This to let you know that the “Ellingham, The Changing Face of a Rural Parish” is now in the safe hands of Northumberland Archives.</i></p> <p><u>Application for Long Nanny</u> – The Clerk noted receipt of an application and made requests for further information as instructed by Trustees. The Trustees discussed the application, the need for obvious community benefit, and concerns about the minimal benefit of a small stretch of the river. The Trustees noted the potential for improved water quality for the Long Nanny as well as other environmental benefits to the wider community. The Trustees agreed to offer half of the requested funds for the project (£1250). The Trustees also expressed a desire for more information about the project including visual plans. The Trustees expressed their happiness to fund the project in principal and the desire to work with the applicant to leverage other funding sources.</p> <p><b>ACTION : Clerk to inform the applicant for the Long Nanny project.</b></p> | Clerk |

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|    | <p><u>Solid Fuel Scheme</u> – The Clerk noted an email of thanks for the Heat Logs <i>I was delighted to see a consignment of Hotmax heat logs recently delivered... it is great that the Ellingham Community Trust has sourced locally... they are an excellent product and I would chose Hotmax over hardwood logs.</i></p> <p><u>Green Scheme</u> – One application pending with queries, the Trustees discussed the application and agreed to one item.<br/> <b>ACTION : Clerk to inform the Green Scheme applicant.</b></p> <p><u>TESS</u> – The Clerk reported receipt of a thanks from the applicant. <i>Thank you very much for your email and for the Trustees' decision to fund my application. I'm truly grateful for the support from the Ellingham Community Trust.</i> The Clerk suggests asking to use this as a case study for the website.<br/> <b>ACTION : Clerk to request to use the TESS application as a case study.</b></p> <p>The Clerk noted receipt of a new TESS application. The Trustees discussed the application and noted that although the expenditure is out of area, the applicant is still a resident in the parish. The Trustees approved the application.<br/> <b>ACTION : Clerk to inform the TESS applicant.</b></p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>          |
| 5. | <p><b>Welcome Pack for Residents</b><br/>         Owing to complimentary unavailability of the Clerk and JG it is agreed to move this item to the next meeting.</p>  |   |
| 6. | <p><b>Communication</b><br/>         The Clerk suggested a post about the successful AGM. The Trustees agreed.<br/> <b>ACTION : Clerk to post about the AGM.</b><br/> <b>ACTION : Clerk to email AGM post to BF.</b><br/> <b>ACTION : BF to add AGM post to social media</b></p>   | <p>Clerk<br/>         Clerk<br/>         BF</p> |
| 7. | <p><b>AOB</b><br/> <u>Parish Magazine</u><br/>         The Trustees expressed their thanks to GE and Eileen Duncan for their hard work on the Parish Magazine. GE suggested adding a 'readers letters' section and other ideas including interviews with a long standing residents and new parishioners. The Trustees agreed with the suggestions.<br/> <b>ACTION : GE to set up a contact point for parishioners to contact the Parish Magazine team.</b></p>   | <p>GE</p>                                       |
| 8. | <p><b><u>ARRANGEMENTS FOR NEXT MEETING</u></b></p>   |   |
|    | <p>4<sup>th</sup> December 2025. 8<sup>th</sup> Jan 2026, 5<sup>th</sup> Feb 2026, 5<sup>th</sup> March 2026, 2<sup>nd</sup> April 2026, 7<sup>th</sup> May 2026, 4<sup>th</sup> June 2026, 2<sup>nd</sup> July 2026, 6<sup>th</sup> August 2026, 3<sup>rd</sup> September 2026, 1<sup>st</sup> October 2026, 5<sup>th</sup> November 2026, 3<sup>rd</sup> December 2026.<br/>         All at Ellingham Village Hall.</p>  |   |

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|  | <b>ACTON : Clerk to book 2026 meeting dates with Ellingham Village Hall</b> |  |
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Minutes compiled by : Virginia Mayes-Wright

ECT telephone number – 07841437614 (Trustee Brenda Frier)