

## ELLINGHAM COMMUNITY TRUST MINUTES FROM MEETING HELD 2 APRIL 2026 AT VILLAGE HALL

ATTENDEES	
NAME	ROLE
David Metcalfe (DM)	Chair
Louis Fell	Treasurer
George Unwin (GU)	Trustee
Brenda Frier (BF)	Trustee
Graham Edmonson (GE)	Trustee

APOLOGIES	
NAME	ROLE
John Thompson (JT)	Vice Chair
Judy Glover (JG)	Trustee
Virginia Mayes-Wright (VMW)	Clerk

	<b><u>MINUTES FROM THE PREVIOUS MEETING</u></b>	
1.	<p>The Trustees reviewed the minutes from the previous meeting held on 5<sup>th</sup> March 2026. Proposed by BF &amp; seconded by GE.</p> <p><u>Completed Actions</u></p> <ul style="list-style-type: none"> <li>• LF to provide the accounts prior to the March meeting.</li> <li>• Clerk to post on website.</li> <li>• Clerk to email BF with post for social media.</li> <li>• BF to post on social media.</li> <li>• Clerk put poster into Parish Magazine to alert parishioners to the upcoming scheme.</li> <li>• Clerk to meet with BF to provide details for mailing.</li> <li>• Clerk to email pdf to Trustees for checking.</li> </ul>	
	<b><u>DISCUSSION POINTS</u></b>	
2.	<p><b>Treasures Report.</b></p> <p>LF talked the Trustees through the Treasurer's Report, which covered the Monthly Expenditure and the Yearly Balance Sheet. He also updated everyone on recent activity, including two Green Scheme applications, one Training and Education Support Scheme application, bank charges, clerk's wages, and the printing costs for the parish</p>	

	<p>magazine. LF then gave a brief update on progress with setting up the investment fund.</p> <p><b>ACTION:</b> LF to complete investment application process with JT.</p>	LF
<b>3.</b>	<p><b>Applications/Review of Schemes</b></p> <p><u>Grants/Applications Received:</u>  <u>Village Hall Application</u> – the Trustees discussed the application and a decision was agreed.</p> <p><u>Solid Fuel Scheme</u> – The Trustees talked through the timeline for launching the Solid Fuel Scheme. Everyone agreed that the Trust should start distributing the application forms and publish the new online digital form. All forms will be delivered in plenty of time to make sure residents can return completed forms by 31st May.</p> <p><u>Green Scheme</u> – GU informed the Trustees of two new applications that have been processed.</p> <p><u>TESS</u> – One TESS application reviewed and supported by the Trustees.</p> <p><b>ACTION:</b> DM to inform the Ellingham Village Hall Committee of the Trust’s decision concerning the application for funding the Village Hall extension plans.</p> <p><b>ACTION:</b> Clerk to email all parishioners of the link to the new digital online Solid Fuel Scheme application form.</p> <p><b>ACTION:</b> BF to prepare Solid Fuel Scheme application form letters.</p>	DM  Clerk  BF
<b>4.</b>	<p><b>Welcome Pack for Residents</b></p> <p>The Trustees reviewed the Welcome Pack and agreed that it is now ready to be shared. They also discussed the best areas to make it available and agreed that it should be placed in the most prominent locations around Ellingham Village.</p> <p><b>ACTION:</b> Clerk to arrange the printing of the Welcome Pack</p>	Clerk
<b>5.</b>	<p><b>Communication</b></p> <p>The Trustees discussed how the Parish Magazine is progressing and were pleased to hear how positively it has been received. GE mentioned that printing costs will go up slightly because of the extra content, but everyone agreed this was a good sign and reflects the magazine’s growing success. There’s also a call for more articles and contributions from parishioners, and anyone with ideas for stories is encouraged to get in touch with the Parish Magazine team.</p>	
<b>6.</b>	<p><b>AOB.</b></p> <p>No items were raised.</p> <p><b>ACTION:</b> Clerk to confirm that the active scheme forms/website request for proof of residency has been actioned.</p>	Clerk

7.	<b><u>ARRANGEMENTS FOR NEXT MEETING</u></b>	
	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. All meetings to be held at Ellingham Village Hall unless notified otherwise.	

Minutes compiled by: David Metcalfe (Chair)

ECT telephone number: 07841437614 (Trustee Brenda Frier)