

Ellingham Community Trust

Minutes: 9th September 2021, 7pm

Present: David Milne (in the Chair), George Unwin, David Metcalfe, Robert Stuart, Louis Fell.

Apologies for Absence: Judy Glover

1. Approval of Minutes:

Draft minutes of 8th August 2021 were approved, proposed by George Unwin and seconded by Robert Stuart.

2. Actions not dealt with under this agenda. None.

3. Treasurer's Report

Louis Fell presented the Treasurer's Report. Since the last report, income includes £45,919.25 from the Windfarm and £700 from the sale of additional heat logs. Expenditure in the period includes £400 for Domestic Appliance Scheme and one donation related to the Solid Fuel Scheme. This results in £105,363.60 in the account at the end of the month. The Trustees thanked Louis Fell for the report.

Louis presented draft end of year accounts. Income for the year included £44,443.87 Windfarm Annual payment, £1365.00 reimbursement of costs, £2,300 from the sale of additional heat logs from the 2020 scheme and £37.32 bank interest. Expenditure for the year includes £3,100 for the Domestic Appliance Scheme, £554.07 for the printing of the Parish Magazine, £825.60 Accountant's Fees, £1048.94 for Personal Development Grants, £1,500 for Covid Financial Assistance Scheme, £303.25 for Insurance, £14,320.56 for purchase of heat logs for the Solid Fuel Scheme, £8,600 for purchase of Hardwood for the Solid Fuel Scheme, £2,200 for purchase of coal vouchers for the Solid Fuel Scheme, £5,100 for cash payments for the Solid Fuel Scheme and £72.00 bank charges. At the end of the period £59,562.35 remains in the bank. The Trustees thanked Louis Fell for the report.

ACTION : Chair to provide end of year report for the Annual Account.

Louis Fell presented cashflow projections in order to provide the Trustees information to discuss the future of the Main Application grant scheme. The Trustees discussed the projections. Louis Fell noted that the Trust needed £38,000 to cover the Solid Fuel Scheme and £4,000 to cover the other schemes.

David Milne noted that in discussions with Ellingham Village Hall committee the annual amount granted would be £12,500 equal payments across the payment period, rather than a varying payment.

ACTION : Louis Fell to re-run the financial modelling to reflect £12,500 for the Village Hall.

Louis Fell noted the need to look at investment opportunities when the Trust has sufficient funds to invest.

4. Applications

a. Update : Ellingham Village Hall & St Maurice's Church.

David Milne updated the Trustees on the progress made by Ellingham Village Hall. David Milne noted circulation of an email from Gustav McLeod requesting additional funds, for other items of the project. The Trustees discussed the additional costs. The trustees expressed an expectation that these additional items should have been included in the original costing. The Trustees noted that owing to the cashflow projections previously discussed, there were no additional funding available for the Ellingham Village Hall.

ACTION : David Milne to respond to Ellingham Village Hall's request.

David Milne noted the update from St Maurice's Church. The Trustees discussed the changes to the heating system and potential increased costs. The Trustees noted that owing to the cashflow projections previously discussed, there were no additional funding available for St Maurice's Church.

5. Review of Active Schemes (drafts)

The Clerk had emailed the second drafts of the Schemes reviewed at the July meeting to the Trustees.

a. The Green Scheme

The Trustees noted receipt of the draft Green Scheme application form. The Trustees made amendments to the draft. Trustees agreed to review all schemes after an appropriate time.

ACTION : Clerk to make amendments to the drafts and publish on the website.

b. Training, Education & School Support Grant (previously Personal Development Grant Scheme)

The Trustees noted receipt of the draft TESS grant application form. The Trustees made no changes.

ACTION : Clerk to post to website.

c. Main Application

The Trustees noted receipt of the draft Expression of Interest Form, Application Form, Guidance Notes and Claim Form. These had been redrafted after a meeting between the Chair and Clerk. The Chair noted that the 'Main Application' may not be an appropriate phrase. The Trustees discussed potential titles and settled on a new title of 'Community Projects Fund'. Louis Fell suggested removing the main application entirely owing to the potential lack of funds. The Trustees discussed the current use of the scheme and noted that that the scheme would provide a formal conduit for potential community projects. The Trustees discussed the methods of ascertain the funds available for the scheme for each year, considering the previously discussed cashflow projections. It was agreed that funds available for potential projects could be identified on an annual basis at the beginning of the financial year. The Trustees agreed to publish the amount available for these applications on the website, make decisions on applications on a case by case basis and keep the website updated on the available funds.

ACTION : Clerk to make amendments and put on website.

6. Update on Active Schemes

a. Solid Fuel Scheme

Louis Fell updated the Trustees on the situation for the heat logs delivery. The coal voucher information has been submitted to Williamsons, and Louis Fell is awaiting confirmation before informing applicants. The hardwood will be ordered after the heat logs have been delivered.

Louis Fell updated the figures for the scheme, in total 149 applications have been received. In 2020 the scheme had 147 applications. The 2021 scheme has seen 59 applications for heat logs, 49 applications for hardwood, 11 applications for a voucher form Williamsons, 22 applications for £200, and 5 applications for £100.

Louis Fell noted that the heat logs price for this year is £188/pallet, the same as last year. The heat logs have been delivered to a central base and delivery to households was beginning this week. The Trustees discussed the application of additional heat logs for purchase by parishioners. Louis Fell recommended offering to upgrade those who had requested half a pallet to a full pallet.

ACTION : Clerk to email those requesting half a pallet offering an upgrade to a full pallet.

ACTION : Clerk to put out last call on the Solid Fuel Scheme email distribution list.

b. Domestic Appliance Scheme (DAS)

George Unwin noted that four application have been received since the last meeting.

c. Personal Development Scheme.

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No applications received since the last meeting.

7. Chathill Interactive Lights

George Unwin reported that a replacement sign is on order by Cllr Pattison who is funding to replacement sign. There is no information on the timings for supply and fitting.

ACTION : George to keep Trustees informed on the progress.

8. AGM in October

After the Clerk's note on her absence for the meeting proposed for 14th October, the Chair also noted the unavailability of the Village Hall for the two following Thursdays in October. The Trustees discussed the date for the combined AGM and ordinary meeting, and agreed this as 11th November. The Trustees noted that the meeting on the 14th October will be minuted by David Milne as Chair.

9. Any of Competent Business. None

10. Dates of the Next Meetings

Dates of next meetings: 11th November, 9th December.

Minutes prepared by: Virginia Mayes-Wright