

# ELCV Trustees Meeting

October 31st, 2017 in the Town House, Haddington

**Present;** Dave Oldham (Chair), Kate Odling, Dave Quarenden, Peter Wells, Mike Sharp, Jane Campbell, John Laws, Katty Baird, Abbie Marland, Dick Gill

**In Attendance;** John Harrison, Thomas Bower

Agenda		Action
1	Apologies; Anne Pearson, Colin Ballantyne, Duncan Priddle, David Wild	
2	The minutes of the previous meeting were accepted as accurate. There were no matters arising that were not already on the Agenda	
3	Where a Trustee has a conflict of interest, such as payment for ELC work They must declare their position to the Board.	
4	The Charity Governance Code information (circulated) has a comprehensive explanation of the responsibilities of Trustees which the Board will follow	
5	<p><b>Grant Application Approval;</b> All grants submitted to Grant Awarding Bodies must be approved by the ELCV Board of Trustees.</p> <p><b>Large project grants;</b> using the Guidance sheet first will help to clarify the projects requirements. Following editorial approval by the Trustees the application form can be filled in &amp; re-submitted.</p> <p><b>Small grants;</b> (~£500) may fill the Application form in and submit to the Trustees for approval.</p> <p><b>Aberlady Hub Update;</b> Schedule for the project predicts completion by The end 2018. Planning approval may be needed. Several funding providers will be considered. Tenders for the container (with and without internal refit) &amp; materials to be sought from several sources. The Hub will be the property of ELCV. Provision of insurance cover by ELC must be checked. Preliminary size &amp; design of Hub complete.</p> <p><b>Athelstanford to River Tyne Path Update;</b> there has been no response from the tenant farmer.</p> <p><b>Fundraising</b> for set up &amp; running costs investigate the ELC list of financial sources</p>	JH, DP
6	<p><b>Awareness Raising &amp; Promotion;</b></p> <p>An <b>ELCV group Facebook page</b> has been set up. Once you have joined the group you can post messages &amp; photos.</p> <p>The <b>ELCV Web-site</b> is under construction.</p> <p>Articles will be posted on both sites. If posting photographs please ask permission. Volunteer registration form has a record of their preference – may need update.</p> <p>Volunteers to be asked to be careful about posting sensitive information about flora &amp; fauna</p> <p>The next issue of <b>East Lothian Living</b> will have photographs &amp; an article explaining the role of the ELCV.</p> <p>A <b>Quiz night</b> to be held at 7.30 on 18<sup>th</sup> November at Masonic Lodge, Haddington. Prize donated by Donald Hay. Numbers to be sent to Thomas by 6<sup>th</sup> Nov. Event to be advertised in <b>BBF</b></p>	<p>All</p> <p>DQ</p> <p>DQ, DP</p> <p>KB</p>

7	<b>Draft Financial Controls Policy;</b> the policy was adopted. The <b>3 cheque</b> signatories for the ELCV bank account will be Dave O, Kate and Dick. Each cheque will need 2 signatures	
8	<b>Date of next meeting;</b> Monday 18 <sup>th</sup> December, 2pm	KO
9	<b>AOB</b> <b>Membership.</b> All recipients of BBF to be asked to contact John L to register as a member and state where they volunteer. <b>Levenhall group;</b> Small project grant application reviewed.	KB, JL JC