DUNWICH TOWN TRUST MEETING HELD

ON MONDAY 11 JULY 2022

AT 6pm IN THE READING ROOM

**MINUTES**

**1. Welcomes and Apologies**

Miss Nick Mayo (NM) (Chairman)

Ms Gussie Andersen (GA) (Vice- Chair)

Dr Dennis Cox (DC)

Mr Rod Smith (RS)

Ms Jane Hamilton (JH)

Mr Julian Perry (JP)

Ms Val Bethell (VB

Mrs Nicky Kinahan (NK) (Treasurer)

In attendance: Mr John Lavery (Clerk) (JL).

Apologies were received from Mr Crispin Clay (CC) and Mr Henry Tomlinson (HT).

The meeting was declared quorate, and there were no conflicts of interest.

**2. Minutes of Meeting on 7 May 2022**

No amendments had been proposed since the draft minutes went out to Trustees. The Chairman signed the minutes as a true record.

1. **Matters Arising from the Minutes**

Most matters arising were covered elsewhere on the agenda. Other issues were:

* that the Jubilee Committee had been informed by JL that they were welcome to hold the ’End of Season’ party on the beach;
* the Trustees understood that the Jubilee celebrations went off as planned, no financial requests had been received by DTT;
* the defibrillator had been installed and was operational. NM thanked NK and RS for their perseverance. There were still some issues to be resolved around the defibrillator, specifically training residents in its use and ensuring enough people were available who could administer CPR prior to the arrival of the defibrillator; and
* NM and Angela Abell had yet to start weeding to make more space in the filing cabinets in the Reading Room.

**4. Clerk’s Report**

The Clerk’s report had been circulated, most issues were covered in more detail elsewhere on the agenda or were reported in the confidential notes.

**5. Car Park/Beach**

NM thanked those who had installed the 2 new signs about overnight parking, CC would forward the bill for the materials.

**6. Treasurer’s Report and Financial Matters**

The accounts and financial report had been circulated by NK.

CCLA had asked DTT to complete a Client Information Form in respect of the COIF funds, to comply with current money laundering regulations. This had been completed, mainly by NK, and the form was signed off by NM and GA.

CCLA had also asked DTT to open a new account to replace the 2 held currently. A new account could be sub-divided for Restricted and Unrestricted Funds. NK would investigate CCLA’s request and would advise if there were any problems.

The annual accounts had been finalised and signed off by Ensors, who would do the submission to the Charity Commission.

1. **Governance**

The Annual Open Session took place on 4 July 2022 on the beach. NM thanked those who attended. The event was a pleasant occasion despite the poor attendance. The accounts were on display as were maps of DTT’s territory. Holding the Open Session in 2022 should be recorded in the Trustees’ report for next year’s accounts.

NM had reviewed the policies and risk register and talked Trustees through the very minor amendments proposed. These were all approved. The amended versions would all be available on the DTT website shortly after the meeting. The changes were:

* investment policy, dates changed;
* reserves policy, small addition to text and date change;
* grants and payments, date change;
* risk assessment, increased risk in 1.8 (key staff, NK standing down) 1.9 (Trustees, NM standing down), 2.1 (budgetary control, in view of NK’s standing down) and 3.2 (payments, delete wording re Charity Commission);
* conflict of interest, date change;
* complaints, date change; and
* adult protection, date change.

Trustees discussed succession planning for Chair and Treasurer/Bookkeeper roles. As they developed these plans needed to be recorded fully in the minutes.

1. **Housing**

Reported in the confidential notes to the minutes

1. **Grants**

No applications had been received or were outstanding, but one enquiry was reported in the confidential notes.

JL reported that DTT had received a ‘thank you’ message from ManUp following the recent grant given.

1. **AOB**

Reported in the confidential notes to the minutes

Signed: …................................................................ Dated: …................................

**Date of Next Meeting**

12 September 2022, 6 p.m., in the Reading Room.