

**MINUTES OF THE MEETING OF THE TRUSTEES
HELD ON 13th October, 2025, AT 6.00 PM
DUNWICH READING ROOM, ST JAMES STREET DUNWICH**

Item		Action
1.	Welcome and apologies	
	Present: Dr Dennis Cox (DC), Chair	
	Sharon Earp (SE), Vice-Chair	
	Jane Hamilton (JH), Trustee	
	Julian Perry (JP), Trustee	
	Patricia Boechler (PB), Trustee	
	Rod Smith (RS), Trustee	
	Harry Goodchild (HG), Trustee	
	Jon Dawson (JD), Treasurer	
	Julia Davison-Wilson, (JDW), Clerk	
	Apologies: Henry Tomlinson It was confirmed that a quorum was present	
	Conflicts of interest/loyalty: None	
1.	SPECIAL MEETING Under Clause 17 of the Dunwich Town Trust Scheme dated 9 December, 2009, DC proposed that a special meeting of the Trustees be held immediately before the ordinary meeting to ratify the election of one co-opted trustee, Harry Goodchild (HG). The special meeting began at 6.00 pm and the trustees duly ratified the election of Harry Goodchild. The special meeting ended at 6.05 pm. The ordinary meeting of trustees of DTT began at 6.05 pm. All present welcomed the new co-opted trustee.	
2.	Minutes of the Meeting held on 7th July 2025 The trustees approved the Minutes of Meeting held on 7 th July 2025 and asked JDW to amend some wording in Confidential Minutes.	JDW
3.	Matters arising not otherwise on the Agenda None	
4.	Clerk's Report As requested by the trustees, JDW asked Clarke and Simpson what regular risk assessment procedures are in place for the seven tenanted properties. Carbon and smoke alarms are checked on at every 6-monthly routine inspection, and tenants are advised to get their chimneys swept regularly. Following a 6 monthly inspection, Clarke and Simpson recently followed up on a tenant's dampness and mould problem by asking their regular general builder to investigate and come up with a solution.	

5.	<p>Housing Clarke and Simpson wrote to the seven tenants advising them of the 2025 8% rent rise, this being the lowest in the range of rent rise figures that Clarke and Simpson recommended. On Clarke and Simpson's advice, there had been no rent rise in 2024.</p>	
6.	<p>Winter Grants Trustees had a lengthy discussion reviewing the subject and will do so annually in the future. They decided to include villagers aged over-75 with those aged over-80, who were offered a grant last year. Work will take place to try to make sure that we have included all those over 75. DC will write a letter to potential recipients with an optional opt-out clause included.</p>	DC/JDW
7.	<p>Financial Report JD reported that funds are performing well, and due analysis and rigour is being applied. At the time of this meeting, Ensors are making final adjustments to the 2024 accounts. Following payment of the successful soakaway project, housing maintenance has been the biggest expense this month.</p>	
8.	<p>Beach and Car Park <u>Car Park Policy</u> <u>-Endurance Life Event 11th October</u> Local trustees reported that the event went smoothly and there was minimal congestion in the village. Leaving parking space free in front of the Flora Tea Rooms for members of the public not taking part in the event, allowed for better public access to the car park and beach than in 2024. DC/JDW will correspond with the event organisers about the money collection and this will be distributed to local charities,:- namely:- the Reading Room, WI, Greyfriars Trust, Dunwich Museum, St James' Church and the Coffee Club.</p> <p><u>-Signage Update</u> SE reported that the 3 new DTT signs in the car park will shortly be in place. St James' Church retain their two collection points with scan codes. DTT will continue work on ways to optimise the collection of donations. All donations for car parking is to be ring fenced for local charities. ACTION: DC,SE,RS</p> <p><u>-Winter Repair to Car Park</u> SE reported that John Earp had spread aggregate on the car park. Unfortunately the excess aggregate, stored at the edge of the car park, has been stolen. SE said she will obtain some more.</p> <p><u>- Bicycle Rack</u> Trustee JP is liaising with the manager of the Flora Tea Rooms on design, the best location (most likely near the Bug's Nest hut to the left</p>	DC/JDW

	<p>of the Tea Rooms if facing the cafe), and finding a contractor to install it.</p> <p>- <u>Fisherman's Hut</u> The 2026 slots have been sold. The weekly winter working slots for artists are gradually being filled and start on 1st November. SE has run some figures and thinks that despite higher electricity costs, the winter lets will provide an income.</p> <p>- <u>Sauna Box</u> The license to trade in the car park for Sauna Box's new owners has been drawn up by Nicholsons. The van will remain in the car park in between sauna sessions as it is difficult to move it easily because of the water supply needed. JDW to make a note to add the renewal of this license as an agenda item to the July 2026 DTT meeting.</p>	
9.	<p>Grants See Confidential Minutes for grant applications that were discussed.</p>	
10.	<p>A.O.B. and Date of Next Meeting <u>Winch Huts</u> The trustees discussed their safety concerns when winches are working in the summer, and the beach is crowded with families and young children. There was an incident in August when an exposed and running winch motor and winch steel cable running across the beach were left unattended by the winch hut licensee. JDW to write to the winch hut owners requesting they send in a health and safety risk assessment plan when using a fishing boat and winch while at the same time being surrounded by families and children.</p>	JDW



Signed

Dr Dennis Cox, Chair

10th November 2025

Dated