



**MINUTES OF THE MEETING OF THE TRUSTEES  
HELD ON WEDNESDAY 13<sup>th</sup> NOVEMBER 2023 AT 6.00 PM  
IN THE READING ROOM, DUNWICH AND BY ZOOM**

**1. WELCOME AND APOLOGIES FOR ABSENCE:**

Present: Gussie Schacke-Andersen, (GA) Chair  
Dennis Cox, Vice-Chair, (DC) – by Zoom  
Sharon Earp, (SE) Trustee  
Nigel Barham (NB), Trustee  
Julian Perry, (JP) Trustee – by Zoom  
Henry Tomlinson, (HT) Trustee  
Jane Hamilton, (JH) Trustee

Apologies: Jon Dawson, (JD) Treasurer, Rod Smith, (RS) Trustee

In Attendance: Julia Davison-Wilson, Clerk

It was confirmed that a quorum was present.  
Trustees' Declaration of Interest: None

**2. MINUTES OF THE MEETING HELD 13<sup>th</sup> SEPTEMBER 2023:**

As no amendments had been received, the minutes of the meeting of the 13<sup>th</sup> September, 2023 were unanimously approved.

**Action**  
GA to  
sign

**3. MATTERS ARISING (not otherwise on the Agenda)**

None

**4. CLERK'S REPORT:**

The annual return for the year ended 31<sup>st</sup> December 2022, that was due by 31<sup>st</sup> October, was sent to the Charity Commission and is now uploaded to the Trust website.  
All other issues are covered in more detail in the agenda.

**5. BEACH AND CAR PARK:**

Motorised Vehicles

NB will take photos of possible places near the car park and beach to site another sign banning motorised vehicles from the beach.

NB

See confidential minutes for other items.

**6. FINANCIAL REPORT:**

JD was unable to attend the meeting. See Treasurer’s Report (already circulated) and attached to these minutes.

**7. GOVERNANCE:**

Policies

The Trustees reviewed the Trust’s policies and all seven were approved. GA will sign them. It was agreed that the Trustees will discuss the Risk Assessment policy at the January 2024 meeting because the Sauna Box license will be operating then.

GA has given notice and her time as a Trustee and Chair will end on 31<sup>st</sup> December 2023. The Trustees thanked her, her time as chair had been very successful and she had created a positive working environment that made meetings productive. After many years, Val Bethell has decided to step down as Trustee and the Chair has passed on the Trustees thanks.

Chair and Vice Chair election

DC

Dennis Cox was duly elected as Chair and Sharon Earp as Vice-Chair from 1<sup>st</sup> January 2024. He will liaise with SE and the Clerk and Treasurer.

Approaches will be made to two possible new Trustees. JH and HT to keep DC informed of progress. New Trustees to be an item on the next agenda.

JH, HT

The clerk will update the register, as The Scheme requires, making sure the terms of office beginning and end dates are revised and up to date and that contact details are correct. The form to renew nominated Trustees term of office to be emailed to Chair of Parish Meeting – JDW to check register.

JDW

**8. HOUSING:**

See confidential minutes for items relating to housing.

**9. GRANTS:**

See confidential minutes for items relating to housing

**10. ANY OTHER BUSINESS:**

No items.

**11. DATE OF NEXT MEETING:**

Monday 8<sup>th</sup> January, 2024  
6.00 pm Dunwich Reading Room

The Meeting closed at 8.15 p.m.

Signed: ..... Date: .....