



**DUNWICH TOWN TRUST**  
**Minutes of the Meeting of the Trustees held on Wednesday**  
**8th May 2013 at 6 pm in The Reading Room, Dunwich**

Present: Mrs Angela Abell (Chair)      Mr David Cook (DC)  
 Ms Gussie Andersen (GA)      Mr Keith Maunder (KM)  
 Mrs Veronica Donovan (VV)      Miss Nick Mayo (NM)  
 Mr Crispin Clay (CC)      Mrs Linda Prior (LP)

Apologies:      None

In attendance: Mrs Beverley Kekwick (Clerk)  
 Mrs Claire Woodage (Incoming Clerk)

<b>1</b>	<b><u>WELCOME and APOLOGIES</u></b> Claire Woodage was welcomed to her first meeting as incoming Clerk. Introductions were made by all present.	<b>ACTION</b>
<b>2</b>	<b><u>MINUTES</u></b> The minutes of the meeting held on 13th March 2013, were approved and signed by the Chairman subject to minor amendments being made.	

3	<p><b><u>MATTERS ARISING FROM THE MINUTES</u></b></p> <p><b>3 Matters Arising:</b></p> <p><b>Files to archives</b> Material for archives would not be stored in the Mortuary but would go direct to the Reading Room store room as soon as space was available.</p> <p><b>Large Scale Ordnance Survey (OS) Map</b> GA reported that OS had given details of companies which held the necessary copyright licences to reproduce digital e- maps from existing OS maps. KM offered to try to superimpose the Trust properties and land onto the digital version of the restored old Town Plan which could then be loaded onto the website without infringing copyright.</p> <p><b>Keys to Beach/ Marsh gates</b> DC now had the labelled metal fobs which he would attach to the locks.</p> <p><b>Section 106</b> NM had spoken to Julie Griffiths, SCDC, and had brought the Red Box Solution Initiative to a satisfactory conclusion.</p> <p><b>Broadband Provision</b> There had been no further updates from Jonathan Chown at Suffolk County Council (SCC). CC to provide information to the Clerk of companies which installed Broadband improvements and who could be approached if Dunwich were not one of those to benefit from the SCC Better Broadband project.</p> <p><b>Web-site Administration</b> Ormonde Pickard's daughter had given her permission to upload the Pickard Lecture, as it appeared in the Blue Book, on to the web-site. She did not wish for any acknowledgment on the website.</p> <p><b>Conservation Area</b> Although there had been no response from Mr Duncan this would not be followed up until the outcome of his appeal to the Secretary of State had been heard.</p> <p><b>Conservation of Plan of Trust Lands</b> The work had been completed to a high standard and the Plan photographed, AA, CC and KM had downloaded the images which had also been provided on a memory stick that would be kept with the Plan. The final cost for the work was £375, the additional £75 being the cost of photography. It was agreed that the Plan should be kept in the new Museum archive store.</p> <p><b>Renovation of Village Sign</b> This had been completed by Tookey (Mr Sutton), who had also offered to undertake any future maintenance. Trustees commented how pleased they were with the newly painted sign.</p> <p><b>6 Housing</b> A mixed hedge had been planted outside Barne Cottages.</p> <p><b>12.2 Dunwich Seal</b> Trustees reaffirmed that further seals would be delivered to permanent newcomers in the village. The Clerk to speak to John Saunders to ascertain the whereabouts of the original mould for the seal so that this could be returned to the Trust.</p> <p><b>12.3 Suffolk Coastal Heaths Project - Information Panel</b> The project was still ongoing; there continued to be issues with the wording.</p>	<p>KM</p> <p>DC</p> <p>CC</p> <p>AA</p> <p>Clerk</p>
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4	<p><b><u>TREASURER'S REPORT and DRAFT ANNUAL ACCOUNTS</u></b></p> <p>The draft annual accounts, which had been circulated to Trustees, were presented by CC and AA. Some issues which had been raised by the Accountants and their resolution were explained and minor amendments to the format highlighted.</p> <p>The following resolution was proposed by VV and seconded by CC:  <b>"Further to the resolution made on 11th November 2010 to compensate the Unrestricted Fund for being obliged under the S106 agreement to rent houses at about 80% of market rent the Trustees resolved to increase the grant of £50,000 from the Restricted Fund to the Unrestricted Fund to £60,000, to take account of the final costs of the build, £279,125."</b></p> <p><b>The resolution was unanimously carried.</b></p> <p>Trustees agreed they would address specific financial matters at their meeting in September 2013 when N. Kinahan would be in attendance. Matters for discussion would include:</p> <ul style="list-style-type: none"> <li>• A review of the loan from the Restricted Fund to the Unrestricted Fund agreed in November 2010, and rate of interest to be applied</li> <li>• The various Funds.</li> <li>• Investment policy</li> </ul>	
5	<p><b><u>CLERK'S REPORT</u></b></p> <p>This had been circulated prior to the meeting. Points arising were covered under Item 3.</p>	
6	<p><b><u>HOUSING</u></b></p> <p><i>This item was held over to become the last item on the Agenda. VV and BK left the meeting and the incoming clerk took the minutes for this item.</i></p> <p><u>Maintenance:</u></p> <ul style="list-style-type: none"> <li>• The Sleep Safe quotation for a Worcester Boiler had been accepted for TH2</li> <li>• Awaiting quotation for work to repair gate and house sign for the Spinney</li> <li>• Awaiting quotations for wooden front doors (without glass) for TH1 and TH2</li> </ul> <p>The rent reviews for September were discussed.</p>	
7	<p><b><u>CAR PARK RESURFACING</u></b></p> <p>AA had met with the English Heritage Inspector of Ancient Monuments, Will Fletcher, together with John Ette and Malcolm Keith to discuss the repairs to the car park. It had been noted that the configuration of the deep puddle had changed and was now more gently sloping. A plan was agreed which involved opening up an old drainage channel running west to the edge of the marsh and filling the area of the 'lake' with grey MOT type I laid on top of a membrane. M Keith had submitted a quotation (about £3000) and description of the work involved. There would need to be archaeological recording but no digging. J.Ette had suggested that two foot high wooden posts be erected along the grass verge to prevent further damage from cars (not included in MK's estimate). The roles of the Trust and tenants were discussed; it was felt that whilst the Trust should pay for any improvements to the car park, the tenants were responsible for ongoing maintenance costs. Clarke &amp; Simpson would initiate and facilitate discussion with John Elsley (JE). Formal application for English Heritage consent would be made after discussion with JE.</p>	

8	<p><b><u>GRANTS</u></b></p> <p>The final grant to the Dunwich Reading Room &amp; Museum Charity (RR&amp;M) was £4,150. Trustees felt that it would be appropriate to offer to pay rent to the RR&amp;M for the exclusive use of the walk in cupboard off the Reading Room kitchen for the storage of records by village organisations (Dunwich Parish Meeting, WI, and DTT).</p>	Clerk
9	<p><b><u>GOVERNANCE</u></b></p> <p>Trustees agreed that both a Risk Assessment and a Vulnerable Adults Policy were needed. NM and AA would present drafts at the next meeting.</p>	AA / NM
10	<p><b><u>GALLOWS FIELD</u></b></p> <p>Notes of a meeting between AA and the manager of the local Suffolk Wildlife Trust (SWT) Group, Alan Miller (AM), had been circulated. The existing Countryside Stewardship Scheme (CSS) contract would run for one more year but that Scheme had now been discontinued. Applications to a subsequent scheme, the Environmental Stewardship Scheme (ESS) would be accepted up to the end of December 2013.</p> <p>Trustees discussed the best options for the future management of Gallows Field and agreed to apply for the Higher Level Stewardship (HLS) offered by ESS. This would offer a secure scheme for the next 10 years. A field survey, a copy of which would be sent to the Trust, had identified some rare lichens.</p> <p>AM had suggested that Sue Stone, a SWT conservation advisor would be willing to help with the application process.</p>	AA
11	<p><b><u>WEB-SITE</u></b></p> <p>The Trustees section was up and running, accessed by a password. The full minutes had been put on; Trust policies and a governance file would also form part of this section.</p> <p>CC agreed to help KM in the ongoing maintenance of the web-site. CC to attend the next available web-site training session run by SALC .</p>	CC
12	<p><b><u>AOB</u></b></p> <p><b>12.1 Corporation Marshes:</b> Clarke &amp; Simpson had written to Natural England re the renewal of their lease for Corporation Marshes.</p> <p><b>12.2 Beating the Bounds:</b> A tour of the land and properties owned by the DTT would take place on Tuesday 21st May starting in the car park at 9am. CW, DC, GA and KM planned to attend any other Trustees welcome.</p> <p><b>12.3 Trustees' Expenses:</b> As Trustees now printed off a significant number of papers for each meeting it was agreed that £10 per year should be given to each Trustee to cover the expenses. CC to bring £10 in cash for each Trustee to the next meeting.</p> <p><b>12.4 Farewell to Outgoing Clerk:</b> Thanks were extended to the outgoing Clerk, Beverley Kekwick, who was presented with flowers and a card signed by all of the Trustees. The Clerk regretted that it had been such a short period of time but reported that the handover process to the new Clerk, Claire Woodage, was well under way. On behalf of the Trustees LP thanked BK for the calm and professional way she had worked for the Trust and gave their best wishes for her future.</p>	<p>CW, DC, GA, KM</p> <p>CC</p>

The meeting closed at 9.25 pm.

**NEXT MEETING: Wednesday 10<sup>th</sup> July 6pm in the Reading Room**

CLERK: Claire Woodage Tel: 01502 575124 Email: dtclerk@btinternet.com

Signed .....

Date .....