



DUNWICH TOWN TRUST
Minutes of the Meeting of the Trustees held on Wednesday
13th March 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 Nicky Kinahan (Bookkeeper)

1	<u>WELCOME and APOLOGIES</u> Nicola Kinahan was welcomed to her first meeting as bookkeeper to the Trust. Introductions were made by all present.	ACTION
2	<u>MINUTES</u> The minutes of the special meeting held on 9th January 2013, having previously been circulated, were confirmed and signed by the Chairman. The minutes of the meeting held on 9th January 2013, having previously been circulated, were confirmed and signed by the Chairman subject to the following amendments: the second paragraph of 1.1 to precede the first; Roger Turkindon (8.4) should have been spelt Roger Turkinton. Trustees agreed to post all non-confidential minutes on the web-site. Backdated minutes from September and December 2012 would also be posted onto the web-site. Minutes would be advertised on the village notice board as being available from the Clerk, the agenda would be listed for reference.	KM AA / Clerk

<p>3</p>	<p><u>MATTERS ARISING FROM THE MINUTES</u> 9th January 2013 1.3 Gift to outgoing Clerk / Treasurer John Cary had received his gift. A thank-you letter was read out to Trustees.</p> <p>3 Suffolk Coasts and Heaths (SC& H) ; Touching the Tide One grant bid involved David Sears clearing the ditch to the west of the car-park. It was anticipated that more would heard if this bid was accepted.</p> <p>4.1 Fishermen's Licences All winch and hut owners had renewed their licences</p> <p>Archives had not yet been taken to the mortuary.</p> <p>5 Beating the Bounds To be postponed until May 2013.</p> <p>Large scale Ordnance Survey map Ordnance Survey had been contacted but further clarity was still required. Suffolk Coastal would be approached to see if they could supply an appropriate map.</p> <p>Keys to Beach/ Marsh gates DC to arrange for metal fobs with contact mobile number to be attached to keys.</p> <p>8.3 Section 106 NM to keep all informed of any further developments.</p> <p>8.4 Broadband Provision Jonathan Chown (JC) at Suffolk County Council had been contacted re the Better Broadband project. There were to be 9 phases in total, starting in 2013 and being completed in 2015. JC reported verbally to the Clerk on 11/03/13 that Dunwich "will benefit fairly early." A more definitive schedule would be published in May 2013; the Clerk would keep all informed.</p> <p>8.5 Web-site Administration KM attended web-site training on 22/02/13. Improvements had already been made to the web-site and more were planned.</p> <p>AA had written to Ormonde Pickard's daughter asking for permission to upload the Pickard Lecture as it appeared in the Blue Book on to the web-site, awaiting a response.</p> <p>8.6 Land Registration Ben Blower of Nicholsons Solicitors had asked to see any evidence available re land registration. Cost of surveying could be an issue although the Trust was already in possession of some large scale maps. Trustees noted that registration was necessary if the land was to be sold at some point in the future. A meeting with BB would be arranged to discuss further. Nicholsons service agreement had been signed and returned prior to the meeting, having been circulated and approved by the Trustees.</p> <p>8.7 Conservation Area Brian Duncan had been written to but no response had yet been received.</p> <p>8.10 Conservation of Plan of Trust Lands This project had been delayed as the conservationist, Helen Durrant had broken her arm. She preferred to carry out the scanning of the plan herself.</p>	<p>GA</p> <p>DC</p> <p>NM</p> <p>Clerk</p> <p>AA</p> <p>AA / GA</p>
----------	---	---

4	<p><u>TREASURER'S REPORT and BUDGET</u></p>	
	<p>A written budget and treasurer's report which had been circulated to Trustees was presented by N. Kinahan and CC. The following were highlighted and discussed:</p> <p>Annual Budget for 2013</p> <ul style="list-style-type: none"> • Costs for future land registration had not been included but the resources were available should the Trustees decide to go ahead with this. • Written quotes for two new doors at 1 & 2 Townhouse had come in much higher than the verbal quote. • Boiler at 2 Town House causing more problems and Trustees agreed that this should be replaced. • Further expenses to be incurred included possible external decoration of Maison Dieu • Interest was due on the affordable housing loan from the restricted fund <p>Financial Report for 2013 to date:</p> <ul style="list-style-type: none"> • In line with what was expected • NK to obtain a list of names registered with Contact-Care • Membership for DTT to be obtained for Community Action Suffolk, the successor of Suffolk Acre. <p>Accountants (Ensors)</p> <p>The accountants had asked for a property valuation as at 31/12/12. It was believed that according to the Charity Commission the properties only needed to be re-valued every 5 years. The properties were last valued in January 2012. NK to report back to Ensors and clarify. NK had asked the accountants for draft accounts.</p> <p>NK had suggested she should attend occasional meetings, it was agreed that it would be most appropriate for her to attend in May and November.</p> <p>It was agreed that the Treasurer would hold £50 of petty cash to deal with small transactions.</p> <p>NK was thanked by the Trustees for all of her hard work and for the clarity of her reports.</p>	<p>Clerk</p> <p>Clerk</p> <p>AA/ NK</p> <p>Clerk</p> <p>NK</p>
5	<p><u>CLERK'S REPORT</u></p> <p>This had been circulated prior to the meeting. Points arising were covered under Item 3.</p>	

6	<p><u>HOUSING</u></p> <p>A letter from Clarke & Simpson (C&S) reporting the outcome of a meeting held on 17th January 2013, which clarified roles and the line of authority, had been circulated to all Trustees.</p> <p>The following were highlighted:</p> <ul style="list-style-type: none"> • C&S would automatically authorise repairs up to and including £250. • At least two written quotes would be provided for all other repairs which would be authorised by the Trustees • C&S advised that the Charity Commission guidelines required the Trust to maximise returns on their assets which meant that the rents should be fixed at market rates (with the exception of the property where the tenancy agreement preceded the Housing Act, 1988). This had been confirmed by Ben Blower, Solicitor, Nicholsons, who had quoted the Charities Act 2011; the relevant section (Chapter 25, Part 7, Section 120) had been circulated to all Trustees prior to the meeting. • C&S recommended using a standard lease for all tenants for both clarity and consistency. The standard lease that C&S used was to be circulated to Trustees who were to consider whether it was appropriate. • The Trustees discussed the Green Deal suggested by C & S but decided not to go ahead with this at the current time. • Future rent reviews and any appropriate adjustments (once set at market rent) would be made annually on 1st September. • The Clerk to write to C&S informing them of the Trustees' decisions. <p>A mixed hedge (hawthorne, maple and spindle) would be planted outside Barne Cottages, KM to take this forward.</p> <p>As noted in '4' above, Trustees agreed to replace the faulty boiler at 2 Town House.</p>	KM
7	<p><u>CAR PARK RESURFACING</u></p> <p>The new English Heritage Inspector of Ancient Monuments, Will Fletcher (WF), had asked for a meeting to discuss the repairs to the car park. The contractor, K. Malcolm, who had given an initial quotation, January 2012, would be invited to join WF, AA and KM at the meeting which would be arranged asap.</p>	AA/KM
8	<p><u>GRANTS</u></p> <p>Following attendance at a recent exhibition of the charity Halesworth Health LP had circulated a report to all Trustees. She explained that the Chair of HH, Dr Kell, would be very willing to come to a meeting and further explain all proposals and likely funding requirements. Trustees discussed how many residents of Dunwich were likely to benefit. Dr Kell to be invited to a meeting later in the year.</p> <p>Thank you letters from recent recipients were read out to Trustees.</p> <p>A grant application made on behalf of a villager had been agreed in full prior to the meeting.</p>	
9	<p><u>WEB- SITE</u></p> <p>Trustees thanked KM for the recent improvements made and for reorganising the gallery. Further comments and suggestions were invited.</p>	

10	<u>GOVERNANCE</u> The following documents had been updated and filed under governance: <ul style="list-style-type: none"> - Appointment letter for co-opted or representative trustees - Confidentiality agreement - Induction pack list for new trustees 	
11	<u>APPOINTMENT of NEW CLERK</u> The Clerk had tendered her resignation to take up the offer of a job which offered significantly more hours. Interviews had been held earlier that day and Trustees hoped to be able to appoint shortly. The current contract would terminate on May 13th and it was envisaged there would be a handover period with the current clerk taking the minutes at the meeting in May and the new clerk carrying out subsequent actions.	
12	<u>AOB</u>	
12.1	<u>Mortuary</u> The mortuary was to be examined in May to see if the outside needed to be re-painted.	
12.2	<u>Dunwich Town Seal</u> A Dunwich Town Seal would be delivered to new permanent residents.	AA
12.3	<u>Suffolk Coast & Heaths Balance Project - Information Panel</u> Following recent circulation of Stage 2 of this project Trustees had sent in their feedback. Comments from Alan Miller were read out to Trustees.	
12.4	<u>Agenda Item for May 8th Meeting</u> The ten year Countryside Stewardship Scheme would come to an end during 2014. Trustees were asked to bring ideas of how to manage Gallows Field in the future to the next meeting.	All

The meeting closed at 9.15 pm.

Signed

Date