



DRAFT/PART A

**MINUTES OF THE MEETING OF THE TRUSTEES
HELD ON WEDNESDAY 10th SEPTEMBER 2014 AT 6.00 PM
IN THE READING ROOM, DUNWICH**

1. WELCOME AND APOLOGIES FOR ABSENCE:

Present: Mrs Angela Abell (AA) Chairman
Mrs Val Bethell (VB)
Mr Crispin Clay (CC) Treasurer
Dr Dennis Cox (DC)
Mr Keith Maunder (KM)
Miss Nick Mayo (NM)

Apologies: Ms Gussie Andersen (GA) Vice Chairman
Mrs Caroline Weatherby (CW)
Mrs Nicky Kinahan (Bookkeeper)

In Attendance: Mrs Claire Woodage, Clerk

Visitor: Mrs Cathy Ryan (8.00pm for 30 minutes)

The Chairman welcomed those present.

It was confirmed that a quorum was present.

Trustees' Declaration of Interest: AA expressed an interest in Item 6, Grants.
The Clerk an interest in Item 7, Governance

Action

2. MINUTES OF THE MEETING & SPECIAL MEETING 9th July 2014 :

Were approved and signed by the Chairman.

3. MATTERS ARISING:

Matters were covered under Agenda Items.

4. CLERK AND CHAIRMAN'S REPORT:

Maison Dieu Poster: Although the Trust had asked to see the new poster at the proof stage, their comments had not been sought and it was now completed and installed. The Trustees expressed their disappointment at not being involved and that the poster did not include the words 'Scheduled Monument' or explain that the site extended beneath the car park. However, they did agree that the overall appearance of the board was greatly improved. The Chairman enquired if any Trustee would like a copy of a document she had prepared regarding the research findings of the Time Team. All Trustees would appreciate a copy. AA

Car Park: Further work to repair the large dip in the car park had been carried out, at a cost of £2,778, which had much improved the surface. The contractor also filled some additional holes.

King John Charter: The Clerk was asked to write to the SRO to establish the facts and request a full explanation/report about the grave deterioration of the Charter whilst it had been under their care. She would also enquire whether any of the damage could be reversed and if so request that full conservation work would be carried out at their cost. Clerk

Open Meeting: Thanks were given to VB and CW for all their work on the presentation and to all Trustees for their help in the preparation for the Open Meeting, which had been a success.

It had been noted that there was some woodworm in the Mortuary but before any quotes were obtained the Chairman would talk to Alan Miller to find out if there were any bats in the building (some droppings had been observed on the floor). AA

Tree Report: On Sunday 3rd August the Chairman had received an email from James Hardy, Halesworth Police Station, which informed her that a large branch had fallen off an oak tree outside Barne Cottages and suggested that the Trust should arrange for a tree surgeon to look at the tree. He also said that the branch had damaged the telephone line and some cladding. The telephone line had been repaired by BT. The Chairman had met, in the first instance, with Paul Masters, who diagnosed 'summer branch drop' by the oak tree which was otherwise declared healthy, however attention was required on an adjacent oak tree, to the west, which was dying. He said he would be sending a quotation and report for the work, which had not been received. A second tree surgeon, Chris Spall inspected the trees and agreed that there had been 'summer branch drop'. He supplied a quotation for the recommended tree work, including pollarding of the adjacent, diseased oak tree, which would require approval from SCDC, at a cost of £1080, which was agreed by the Trustees. All the tree work would be undertaken when approval was received, which is expected to take 6 weeks. The Clerk was asked to contact Mr Spall to agree a provisional date for the work. KM was asked to look at the damaged shingle on 2BC. AA Clerk/KM

Installation of Rev. Redgrave: The Chairman had received an invitation to attend the installation and reception for Rev. Redgrave. She would be away on the date and enquired if any Trustee would attend in her place. NM would attend on behalf of DTT. NM

5 FINANCIAL REVIEW AND REPORT:

Three resolutions were proposed by AA, seconded by CC and agreed nem. con.:

- that Ensors would be appointed to prepare the 2014 Accounts.
- that, during 2014, the interest rate on the loan from the Restricted Fund to the Unrestricted Fund would be 3.78%, the current estimated yield on COIF investment units. NK
- that the Unrestricted Fund would repay £10,000 to the Restricted Fund (bringing the loan down to £70,000). NK

6. GRANTS:

A grant application from the PCC had been received for £175 towards the cost of a hand rail for the steps (east side) to the Village War Memorial. This was agreed. NK
The Winter Grants List 2014 was discussed and agreed. NK/Clerk

7. GOVERNANCE:

Veronica Donovan had resigned as a Trustee. The Trust appreciated all the hard work she had undertaken on behalf of the Trust for many years. Mandate change forms would be completed to remove her as a signatory. AA
Nominations were required for two parish representative trustees for DTT, nomination forms would need to be with Geoff Abell no later than 24th October.
The Chairman and GA had completed the archiving of Trust papers which were to be stored in the Museum's new archive store. The list of contents of the four boxes filled would be put on the website. Thanks were expressed to AA and GA. AA
The Clerk left the room while her contract, which was due for renewal in January 2015, was discussed.

NM and DC were in the process of reviewing the grant policy. A new Grants pamphlet would be written in the near future. NM/DC

8. PRESENTATION BY COMMUNITY MATRON, SOUTHWOLD:

A comprehensive presentation was given by Cathy Ryan on her work within the Sole Bay Care Fund explaining the needs of local residents in Southwold and how the charity helps them. She gave ideas on how the DTT could help the residents of Dunwich. DC thanked Mrs Ryan for her time and the helpful information she had provided the Trust.

9. GALLOWS FIELD:

VB gave a very detailed report on the outcome of the meeting she, CW and the Chairman had had with Sue Stone and Alan Miller, SWT, at Gallows Field on 5th August. It was agreed that DTT would ask SWT, Alan Miller, to manage Gallows Field following the advice given by Susan Stone, SWT Conservation Adviser. VB had arranged to meet with Bill Jenman, Touching the Tide, to talk about funding signage. AA
An additional grant might be applied for from the Amenity and Accessibility Fund, Suffolk Coasts and Heaths AONB, to help towards the annual maintenance of the field.
It was agreed that the 2015 Open Meeting would be held at Gallows field with Sue Stone giving a guided botanical walk on 5th June 2015 in the morning.

10. HOUSING:

The additional work that Waveney Windows had quoted for The Spinney regarding replacement guttering and fascia was discussed. It was agreed that this work would be carried out in the Spring of 2015. The Clerk would contact WW to inform them and confirm the cost of the work, she would also contact the tenants to keep them informed. Clerk
The rent review was discussed.

11. ANY OTHER BUSINESS:

Overnight Parking on Car Park: Discussion took place on how to discourage overnight parking on the car park. It was proposed that a flyer be produced to place on vehicles AA that had ignored the 'No overnight parking' signs.

Proposed Day for the 2015 Meetings: Discussions took place to agree the best day for the 2015 Meetings. Mondays suited everyone present best, the Clerk was asked to contact GA and CW to confirm this would be possible for them. Clerk

Broadband: CC updated the Trustees on his installation of a satellite dish on his property. The Trust would wait for the Parish Meeting to get an update on the BT proposals for Dunwich.

The Meeting closed at 9.15 p.m.

Signed: Date: