



PART A

**MINUTES OF THE MEETING OF THE TRUSTEES
HELD ON MONDAY 12th JANUARY 2015 AT 6.00 PM
IN THE READING ROOM, DUNWICH**

1. WELCOME AND APOLOGIES FOR ABSENCE:

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

Apologies: Mrs Caroline Weatherby

In Attendance: Mrs Claire Woodage Clerk

The Clerk welcomed those present and confirmed that a quorum was present. She asked for nominations for:- Chairman - AA , proposed by GA, seconded by VB, unanimously agreed; Vice Chairman - GA, proposed by AA, seconded by KM, unanimously agreed; Treasurer - CC, proposed by AA, seconded by NM, unanimously agreed. The Chairman then Chaired the Meeting.

Action

2. MINUTES OF THE MEETING 12th NOVEMBER 2014:

There was an omission in the Minutes: Item 7 Grants: Following confirmation from the Charity Commission of the interpretation of the Scheme regarding the use of the Restricted Fund, grants of £1,000 were agreed to both St Elizabeth Hospice and to the East Suffolk branch of Macmillan Nurses.

3. MATTERS ARISING:

Mortuary: The Chairman had received a quotation from R Bater to treat the woodworm, repair the broken roof tile and insert brushes into the guttering. This quote was agreed. AA

Gallows Field: VB would be applying for the Amenity and Accessibility Fund before 22nd February 2015 (closing date). The Chairman thanked VB for her work on this project. VB/AA

4. CLERK'S REPORT:

Hut & Winch Licences: The Bookkeeper had sent out, early in the New Year, the 2015 annual renewals along with the amended Terms and Conditions. It was agreed that this date was more appropriate for renewal invoices.

Paling Fence: The quotation from Fran Cousins (Conservation Works Ltd) was discussed and agreed. He felt that the best time for these repairs would be in March 2015.

AA

DC arrived, with apologies for being late.

Suffolk Wildlife Trust/RSPB Sign: The Chairman and VB had met with A Miller to discuss a new sign which would match the current Touching the Tide sign and be erected adjacent to it. The SWT/RSPB sign would show footpaths and distances, information on flora, fauna, the shingle bank, conservation/protection areas and would acknowledge SWT, RSPB and DTT as land owners.

5. KING JOHN CHARTER:

The Chairman had had a meeting with John Prior (Dunwich Museum) and Dominic Wall (Suffolk Record Office, SRO) in the morning of 12th January to discuss the method of display and environmental requirements prior to agreement to the Charter being loaned to Dunwich Museum for their 2015 season. With monitoring equipment provided by SRO readings would be taken for a 2-3 week period to ensure that the required levels of humidity, light and temperature would be met.

At 2.30pm on 12th January the Chairman, VB, DC, KM and the Clerk had had a meeting with Kate Chantry (SRO Manager) and Lyn Gash (SCC Development Manager, Museums), to discuss the Trust's concern regarding the deterioration of the Charter (per Minutes 12th November 2014). Kate Chantry had sent a very detailed report (copy attached to Clerk's Report), which formed the basis of the discussions. John Prior was also present in view of the impending proposed loan of the Charter to Dunwich Museum. A full report on this meeting would be prepared by the Clerk and circulated when agreed by SRO.

CLERK

6. FINANCIAL REVIEW AND REPORT:

CC arrived with apologies for being late.

The Chairman reported that after discussions with Ensors it would not be possible to devalue the Car Park and Flora Tea Rooms. L Miller (Ensors) had suggested that a note be included in the Annual Report, Inundation Fund, to expand and explain why the fund is held at that value and the Trustees' awareness of the probable future outcome.

AA/CC

The Treasurer presented the financial report. The following Resolution was agreed:

"COIF Investment Units to the value of £15,000 be bought using the Restricted Fund Surplus for 2014."

NK/AA

The Chairman had arranged to meet the bookkeeper on 21st January to discuss the 2015 budget, GA was invited to attend the meeting.

AA/GA/
NK

7. GOVERNANCE:

The Clerk had tendered her resignation, for family reasons, which would be effective after the March 2015 Meeting. The advert for this post would be put on the Trust's web site; KM
the February edition of The Fisherman and local stores. The closing date for applications
would be 16th February and interviews held on 18th February, with an interview panel of AA/NM/
the Chairman, NM and KM (with CC in reserve). KM/CC
Mrs Caroline Weatherby had sent a letter of resignation. The Clerk would inform S
Strickland, DPM, of a representative trustee vacancy for DTT. CLERK
There was a vacancy for a DTT trustee representative for the DRR&M Charity, AA
proposed VB which was unanimously agreed. VB

In view of the proposed loan of the King John Charter to Dunwich Museum for the 800th
anniversary celebration, it was agreed that, until further notice, this would be an agenda
item at future DTT Meetings. CLERK

The Chairman had requested that acknowledgment labels would be written for all chattels
on permanent loan to the Dunwich Museum.

Discussions took place regarding the new archive store room regarding mildew that had
appeared on the Minute Book. The Chairman was in discussion about this with John AA
Prior.

It was confirmed that the bank mandates for both Barclays Bank and CCLA, currently AA,
CC, GA and NM, were to remain the same for 2015.

The Review of Grant Giving Policy was being updated by NM and DC; a draft would be NM/DC
available for discussion at the March Meeting.

The Clerk was requested to circulate an up-to-date Trustees details table. CLERK

8. GRANTS:

Thank you letters had been received from recipients of the Winter Grant and from
Macmillan Nurses and St Elizabeth Hospice.

An application had been received on 11th January 2015 from DRR&M for £5,000 for an
outdoor archaeological activity centre in the field behind the Reading Room, it was agreed
that, due to the late receipt of the application, it would be discussed at the next Meeting CLERK/
when the Museum Trustee Reps for DTT would be more informed about its purpose. GA/VB
See confidential attachment for further grant applications and decisions.

9. HOUSING:

6-monthly housing inspections had taken place with C&S reporting that all was satisfactory. Subsequent to this approval had been given by the Chairman to replace the faulty water cylinder at The Spinney.

Mrs Mann (TH2) had given her notice to quit, to move nearer to her family. Negotiations had taken place for the tenants of The Spinney to take the tenancy of TH2, which had been approved and all necessary paperwork signed. C&S are in the process of checking references for prospective tenants for The Spinney. An earlier application for the tenancy of TH2 had been refused by the Trustees because there would have been two outside dogs. The Clerk to check that C&S informed the new tenants of The Spinney that the barge boards, fascias and guttering would be replaced in the Spring by Waveney Windows. CLERK

10. PLANS FOR 2015:

- Waveney Windows: The Spinney
- Gallows Field: Information panel and associated grant application
- Burn reed pile and scatter residual debris
- Presentation at Annual Meeting of DPM
- Open Day Gallows Field 5th June
- Review of Grant Giving Policy and associated leaflet
- Monitor traffic numbers entering car park, Suffolk County Council to be approached re AA costs.

11. ANY OTHER BUSINESS:

i) Dunwich Dynamo, Sunday 5th July: to reduce congestion they had requested permission to use the Car Park for parking 5 lorries overnight 4th/5th. Additionally, the possibility of allowing cars to park for 1 night was discussed. Both requests were agreed. She would ask for this information to be put on the Dynamo web site asking for donations AA to be given. (Last year congestion had been caused in St James Street.)

ii) Prostate Cancer Charity had requested a repeat of their 2014 event on 28th June (the Chairman had forwarded their email to the Elsleys for information. The request was AA agreed with permission for a feed station to be parked at the north end of the Car Park; if they required to use a different area they must contact the owners of Flora Tea Room.

The Meeting closed at 8.40 p.m.

Signed:

Dated: