



**DRAFT/PART A**

**MINUTES OF THE MEETING OF THE TRUSTEES  
HELD ON WEDNESDAY 12<sup>th</sup> NOVEMBER 2014 AT 6.00 PM  
IN THE READING ROOM, DUNWICH**

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

Present: Mrs Angela Abell (AA) Chairman  
Mrs Gussie Andersen (GC) Vice Chairman  
Mrs Val Bethell (VB)  
Mr Keith Maunder (KM)  
Miss Nick Mayo (NM)  
Mrs Caroline Weatherby (CW)

Apologies: Mr Crispin Clay (CC) Treasurer  
Dr Dennis Cox (DC)

In Attendance: Mrs Claire Woodage, Clerk

The Chairman welcomed those present.

It was confirmed that a quorum was present.

Trustees' Declaration of Interest: No conflicts of interest

**Action**

**2. MINUTES OF THE MEETING 10<sup>th</sup> SEPTEMBER 2014 :**

Amendments had been made to the draft Minutes per Clerk's Report; in addition Item 5: should read 2014 (not 2015), and alteration on confidential note regarding the correct christian name, were approved and signed by the Chairman.

**3. MATTERS ARISING:**

A thank you letter had been received from Mrs V Donovan.

**4. CLERK AND CHAIRMAN'S REPORT:**

King John Charter: The Clerk had written 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 also enquired whether any of the damage could be reversed and if so request that full conservation work would be carried out at their cost. A primary report had been received on 10th November 2014, and a fuller report would be sent shortly. The Chairman would contact David Cole and Michael Clarke regarding the state of the document when it had been borrowed by the Trust in May 2000.

AA

Mortuary: A suggestion was given for a good woodworm company for an estimate to be obtained, in addition NM would make contact with a person whom she thought would be able to carry out the work.

CLERK/  
NM

Mrs Weatherby arrived at the Meeting with apologies for being late.

Tree Report: Permission had been granted for the pollarding of an oak tree and additional work needed on the trees in Westleton Road. The Clerk had spoken to the tree surgeon and he would be arranging the date to coincide with the necessary equipment that needed to be ordered. The Clerk would ask C&S to inform tenants when a date had been confirmed.

CLERK

Gallows Field: VB had written a report regarding possible funding towards Gallows Field from the Suffolk Coast and Heaths Amenity and Accessibility Fund, which she outlined to the Trustees. She would be checking their web site on the understanding that applications could be made in January 2015 in which the Trust could claim 75% of the money required. The other 25% could be from working parties. Additionally, if required, an additional grant could be applied for from the Community and Conservation Fund.

VB

The notice on the entrance gate was out of date, the Chairman would mention that the Countryside Stewardship Scheme had come to an end at the next Parish Meeting.

AA

**5 FINANCIAL REVIEW AND REPORT:**

With effect from the January 2015 Meeting the Treasurer's Report would be called the Bookkeeper's Report for the Chairman and Treasurer.

NK

It was agreed that Mr S Goddard would be asked to continue his cutting of the land next to Barne Cottages for an agreed figure of £200 for 2015.

CLERK

The Chairman had produced a report, prior to the Meeting, for the Trustees regarding Asset Valuation of Flora Tearooms and Car Park in which she proposed that in view of flooding risk the Trust should be more proactive in maintaining the asset base by depreciating the value of this asset over a set period. This was discussed and agreed in AA principal, subject to Ensors agreement.

The hut and winch licence rents for 2015 were discussed and it was agreed that there would be no increase.

NK

**6. GOVERNANCE:**

Congratulations were extended to CC and DC who had both been elected as Parish Representative Trustees with effect from 1<sup>st</sup> January 2015.

Mr M Palmer had contacted the Chairman regarding some concerns. The ensuing correspondence which had been circulated to the Trustees prior to the Meeting was discussed. It was agreed to make access of the Minutes easier on the DTT web site with one click on the home page. After discussion the Clerk was asked to respond to questions regarding the Scheme and Objectives of the Charity to Mr Palmer.

KM  
CLERK

The Chairman had received the Charity Commission's response to her letter regarding giving to local charities. They confirmed that under Clause 5 Object of the Restricted Fund (2)c which states that the trustees may relieve persons in need by '*making grants of money to other persons or bodies who provide goods, services or facilities to those in need*' did mean that the DTT can give to local charities which provide benefit for Dunwich residents but no surplus from the restricted fund can be used for the general benefit of the inhabitants. NM and DC would now be able to review and amend, if required, the Grants Policy and pamphlet.

NM/DC

In view of Mrs V Donovan's resignation from the Trust there was a vacancy on the RR&M committee, VB expressed an interest in joining.

VB

**7. GRANTS:**

A grant application had been received from the RR&M for an increase in their annual grant from £500 to £750 for the use of the Reading Room by local organisations for 2015. This was agreed.

CLERK/  
NK

**8. HUT AND WINCH LICENCES:**

The Chairman outlined the background to the Licences including rents and contribution to insurance premium. It was agreed that minor changes would be made to the Terms and Conditions of the Licences to remove references to 'commercial fishing'. The Clerk was asked to amend the Licence. The bookkeeper would be asked to draw these amendments to the Licensees attention for the 2015 licence renewals.

CLERK  
NK

**9. HOUSING:**

The damaged shingle tile on BC2 would be repaired when Moore Bros carry out maintenance work in 2015.

CLERK

Trustees' attention was drawn to the plea made at the Parish Meeting for drivers to slow down as fast cars are a particular hazard to the young children living in Barne Cottages. AA

**10. ANY OTHER BUSINESS:**

The Endurance Life running event which took place on 25<sup>th</sup> October was discussed and it was reported that the Elsleys had been happy with the parking and was a great success for the cafe.

Following the DPM, where a second bin had been requested in the car park, the Trustees agreed that this should be located by the original bins.

AA

It was reported that some of the paling fencing had been vandalised and used for lighting fires. The Chairman would contact Fran Cousins of Conservation Works Ltd to ask him to repair this when he thought it would be the most practicable time to do the AA work.

The date of the next Meeting is Monday 12<sup>th</sup> January 2015.

The Meeting closed at 8.15 p.m.

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

. (Post meeting note: Ensors has explained that as the car park is an investment asset it cannot be depreciated).