



**PART A**

**MINUTES OF THE MEETING OF THE TRUSTEES  
HELD ON WEDNESDAY 13<sup>th</sup> NOVEMBER 2013 AT 6.00 PM  
IN THE READING ROOM, DUNWICH**

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

Present: Mrs Angela Abell (AA) Chairman  
Ms Gussie Andersen (GA)  
Mr Crispin Clay (CC) Vice Chairman & Treasurer  
Mr David Cook (DC)  
Mrs Veronica Donovan (VV)  
Mr Keith Maunder (KM)

Apologies: Ms Nick Mayo

In Attendance: Mrs Claire Woodage (CW) Clerk  
Mrs Caroline Weatherby: Observer

The Chairman welcomed those present, introduced Mrs Caroline Weatherby who will become a Parish Representative Trustee in 2014, and confirmed that a quorum was present.  
Trustees' Declaration of Interest: VV expressed interest in Item 9, Housing.

**Action**

**2. MINUTES OF THE MEETING 11<sup>th</sup> SEPTEMBER 2013:**

Were approved and signed by the Chairman.

**3. MATTERS ARISING:**

3. Gallows Field: No further information had been received, but the Chairman understood that it was still undergoing a validation check. Our Scheme would end in September 2014, and a new European Scheme would commence in 2015, with applications from January 2016. The Chairman believed that there would be an interim arrangement, and would keep the Trustees informed.

6. Clerk's Contact: had been signed for 2014.

8. Governance: The Chairman was delighted that KM had been re-appointed a Parish Representative Trustee for a further 3 years to commence January 2014. She also welcomed Caroline Weatherby, who would be a new Trustee from January 2014.

10. Open Meeting: The Chairman requested a debrief from the Trustees following the Open Meeting which took place on 25<sup>th</sup> October 2013. VV felt that it was very well attended and was surprised at the interest that was shown. CC commented that it was well attended, with positive comments from the village for the slide show, quiz and Accounts display. It was agreed, in light of a request, that the publication of the Annual Accounts would be announced on the Notice Boards (in addition to being available on the web site). In summary the evening went well, was well attended, civilised and showed the open and transparent way the Trust was being managed.

**4. CLERK'S REPORT:**

The Chairman had been in contact with Mr Duncan's daughter re access and the transfer of the conservation land.

Car Park: Work had been carried out in September 2013, with the full 40 tonnes used on the one area and none spare to fill any of the other depressions. It was agreed that the Trust would not ask the tenants for a contribution for the work to date but the Chairman would ask C&S to write to the tenants to let them know of the outcome of the work and to suggest that they might like to work on the top two terraces, using M Keith because of the existing permission, which should be co-ordinated by the Trust. Concern was expressed that the drain was not functioning as it should; the Treasurer would talk to M Keith regarding the poor drainage.

AA

CC

Store Room (off Reading Room): Two new filing cabinets had been purchased which would store recent DTT records. Minutes and Accounts and some other records prior to 2000 would be stored, boxed to museum standards, in the new Reading Room & Museum Charity Archive; four tall boxes and a will box would be purchased from Suffolk Records Office.

AA/Clerk

Rents Due 2014: The winch and hut fees were agreed at the same cost as previous year. The allotment rent would be raised in line with RPI., after confirmation that the tenant wished to continue renting it. The Jubilee Committee no longer wish to rent space in the Mortuary, however the PCC would continue their rental at £25 p.a.

NK

NK

AOB: at the Open Meeting Maureen White had requested that future approved Minutes were emailed to her, this was agreed.

Clerk

## 5. TREASURER'S REPORT:

The Treasurer's Report had been circulated prior to the Meeting. The Chairman asked for clarification on the spend for the car park signs which would be looked into. There was now no reason for the Spinney to be a separate item, this would be included within the repairs and renewals budget for next year. Mortuary costs should be from the Unrestricted Funds.

NK

The Chairman asked the Treasurer to pass on the Trust's thanks to the Book Keeper for her excellent work.

CC

At the Open Meeting the previous Clerk and Treasurer, John Cary, had given the Treasurer some notes of questions about the 2012 Accounts, which he asked to be raised at the Meeting. He had subsequently emailed them to the Chairman. It was agreed that the Clerk would respond on behalf of the Trust to Mr Cary, with a copy to Linda Miller, Ensors. It was noted that these Accounts related to the period when Mr Cary had been Clerk and Treasurer.

Clerk

The Chairman presented her 2013 expenses which were approved.

## 6. BROADBAND:

Disappointment was expressed about the change in status of the downgrading of the priority for the installation of the upgraded system to Dunwich. The outcome of the use of contingency money should be known by the end of the year. J Chown was very hopeful that Dunwich would move into the rollout plans for fibre optic coverage. It was agreed that, at this stage, the Parish Meeting should be the lead at trying to take things forward.

**7. GRANTS:**

A letter had been received from a parent thanking the Trust for the donation towards her child's educational expenses.

**8. GOVERNANCE:**

The Trustees were asked to consider whom to approach regarding the vacancy of a co-opted Trustee commencing January 2014. The Trustees also needed to consider whom to appoint as Chairman, Treasurer and Deputy Chairman commencing January 2014.

Trustees

**9. HOUSING:**

New tenants had moved into The Spinney within days of the departure of the previous tenants. A programme of maintenance for that house was discussed and agreed.

Clerk

Some concern was raised over the lack of responses and follow up from C&S to the Clerk on matters she had raised with them. The Treasurer would raise these concerns when he had received written information from the Clerk.

CC/Clerk

**10. ANY OTHER BUSINESS:**

The Chairman had received an email from a resident expressing concern about the format of the Open Meeting. This was discussed and the Clerk was asked to respond.

Clerk

The next meeting for Westwood Marshes Windpump restoration project would take place early in December, Trustees were invited to attend in place of the Chairman.

**11. DATES OF MEETINGS FOR 2014:**

The dates for the Meetings in 2014 were agreed as the second Wednesday of alternate months, namely: 8th January; 12th March; 14th May; 9th July; 10th September and 12th November. The Clerk would write to J Saunders to request the use of the Reading Room for those dates.

Clerk

Discussions took place regarding the date for the 2014 Open Meeting and it was agreed that this would be in July (date to be agreed at the next Meeting), in the afternoon and would be held in the Mortuary.

The Meeting closed at 8.55 p.m.

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