



DRAFT/PART A

**MINUTES OF THE MEETING OF THE TRUSTEES
HELD ON WEDNESDAY 14th MAY 2014 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) Vice Chairman
Mr Crispin Clay (CC) Treasurer
Dr Dennis Cox (DC)
Mr Keith Maunder (KM)
Mrs Caroline Weatherby (CW)

Apologies: Mrs Veronica Donovan (VV)
Miss Nick Mayo (NM)

In Attendance: Mrs Claire Woodage, Clerk

Observers: Mrs Val Bethel (VB)
Mrs Sally Barker (for 1 hour)

The Chairman welcomed those present and introduced Mrs Bethel and Mrs Barker, both signed the confidentiality form.

It was confirmed that a quorum was present.

Trustees' Declaration of Interest: AA expressed an interest in Item 8, Grants.

Action

2. MINUTES OF THE MEETING & SPECIAL MEETING 12th MARCH 2014 :

Were approved and signed by the Chairman.

3. MATTERS ARISING:

3.7. Beating the Bounds: Five Trustees, Mrs Bethel, Mrs Cox and the Clerk had met on 9th May to beat the bounds, all agreed it had been very informative and thanked the Chairman for the tour.

3. Maison Dieu Hospital Poster: This had not been discussed at the last Museum Meeting, GA would bring it up at their next meeting.

GA

4a. CLERK AND CHAIRMAN'S REPORT:

Annual Accounts: The Clerk was asked to email Nicholson's Solicitors and Clarke & Simpson to inform them that the 2013 Annual Accounts had been submitted to the Charity Commission and enquire if they would like her to email them a copy. Clerk

Car Park: The Trustees expressed their appreciation to the local residents who had helped with the initial burn of the reed mound. It was agreed that the mounds would be made into one pile, the Chairman would obtain quotations for the work. AA

Plot next to 1TH: S Goddard had carried out the first cut.

Mortuary: The Trustees were pleased with the redecoration. It was agreed that the Clerk would arrange the hire of a roof ladder to repair the damaged ridge tile. Clerk

4b. Corporation Marshes: The Trustees carefully considered the wording of the Lease of Corporation Marshes to Natural England for a period of 10 years from 1st September 2013 and the letter (12/05/2014) received from Hayden Foster, Surveyor, Clarke and Simpson, who had reminded the Trustees that Natural England had security of tenure.

The Trustees believed that the terms proposed were the best that could reasonably be obtained under the circumstances and that they had complied with the requirements of the Charities Act 2011, Section 119, before entering into a lease agreement of over seven years.

A Resolution was proposed by KM that the new Lease of Corporation Marshes to Natural England be accepted and that AA and RCC should sign the Lease on behalf of the Trustees. This was seconded by CW and passed nem. con. The Lease was then duly signed and witnessed. AA/CC

5. GALLOWS FIELD:

The Trustees discussed the management of Gallows Field. Notwithstanding the Resolution of 12th March 2014 to apply for Entry Level Stewardship, it was decided that the scheme imposed management conditions and cross compliance rules which would be costly and time consuming to meet. It was agreed, therefore, that the Trustees would not apply for the ELS when the present Countryside Stewardship Scheme comes to an end in the Autumn.

Sue Stone, Conservation Adviser, had described the site as having 'some good acid grassland and patches of lichen heath'. The Trustees were committed to maintaining the biodiversity of the land and would seek advice on how best to manage the field. Sue Stone would like the opportunity to help, which the Trustees would be grateful to accept. AA

6. FINANCIAL REPORT:

Annual Accounts 2013: The Treasurer had presented the 2013 Annual Report at the Parish Meeting, giving a power point presentation comparing 2012 to 2013. This was shown at the DTT Meeting and thanks was given to the Treasurer and Bookkeeper for the presentation. DC requested a copy of the presentation. CC

Nicholsons Solicitors: The Chairman had received 2 invoices, one for work carried out from 2013 to date and the other for work carried out in relation to Corporation Marshes Lease. Both invoices were approved and the Clerk was asked to write to thank B. Blower for keeping the costs within those quoted, despite having spent more time than he had anticipated. Clerk

7. **GOVERNANCE:**
Trustee Contacts Details and Terms of Office: were circulated to the Trustees for approval, after minor amendments, these would be circulated to them. Clerk
Community Action: A course on 'Trustees and Committees' Roles and Responsibilities' would be held shortly. The Chairman asked if any Trustee would like to attend. Trustees would contact her if they were interested. Trustees
Policies: Both the 'Policy & Procedures for Grants and Payments' and 'Risk Assessment' would be reviewed at the next Meeting. It was agreed that NM and DC would consider the grant giving policy and would circulate their thoughts/suggestions/recommendations prior to the next Meeting. Attachments pertaining to the Grants Policy would be emailed to DC. AA
8. **GRANTS:**
The Clerk, in view of the Chairman's conflict of interest regarding the PCC, reported to the Trustees that 2 applications for grants had been received, namely: St James Church PCC for £970 to fell the dangerous pine tree at the east end of the village cemetery (which the Chairman took no part in the discussions); and from DRR&M for £624 to purchase and install a galvanised handrail for the steps from the Reading Room rear into the garden area. Both applications were unanimously approved. AA/Clerk
9. **HOUSING:**
The Clerk, at the request of the Trustees, had emailed C&S for clarification of some wording on two quotes from Moore Bros, to date no clarification had been received, but C&S had indicated that this would be available shortly. Clerk
Requests had been received from tenants to paint a fence and to erect a willow fence at their own expense, these were approved, subject to C&S writing to the tenants regarding maintenance. Clerk
Rent Review: all rents would be due for review in September. The Chairman would ask C&S to provide recommended rents for discussion at the July Meeting. AA
10. **OPEN MEETING:**
As previously agreed, the Open Meeting would take place on Friday 25th July at The Mortuary. Discussions took place as to the most convenient time, bearing in mind the lack of electricity at the Mortuary. It was agreed that it would be held from 4.30 to 6.30 pm. The Annual Accounts would be on display along with the history of the Mortuary building, CW and VB volunteered to make the display. Light refreshments would be served. CC
CW/VB
AA/Clerk

11. ANY OTHER BUSINESS:

Co-Opted Trustee: VB was asked to leave the Meeting, it was unanimously agreed that she would be invited to join the Trust as a co-opted Trustee. She was asked to return and expressed her delight at being offered the voluntary position. A Special Meeting would be arranged to ratify her election.

Clerk

Paling Fence: Repairs are required to the chestnut paling fence, it was agreed to obtain two quotes for this work to be carried out asap, bearing in mind that it must be completed prior to the summer holidays.

AA

Broadband: CC led a discussion on the options should the BT plans to upgrade internet speed not materialise. CC explained the thoughts of the local group BARB (Better Affordable Rural Broadband), and also spoke about a private enterprise operating from Hinton which following installation of the mast(s) would involve an initial set up fee of c£150/home and ongoing subscription of c£18/month. He could arrange for the company to give a presentation.

CC

The Meeting closed at 9.05 p.m.

Signed: Date: