



PART A

**MINUTES OF THE MEETING OF THE TRUSTEES
HELD ON WEDNESDAY 8th JANUARY 2014 AT 6.00 PM
IN THE READING ROOM, DUNWICH**

1. WELCOME AND APOLOGIES FOR ABSENCE:

Present: Mrs Angela Abell (AA) Chairman (from Item 3)
Ms Gussie Andersen (GA) Vice Chairman (from Item 3)
Mr Crispin Clay (CC) Treasurer
Mrs Veronica Donovan (VV)
Mr Keith Maunder (KM)
Ms Nick Mayo (NM)
Mrs Caroline Weatherby (CW)

Apologies: None

In Attendance: Mrs Claire Woodage, Clerk
Mr Dennis Cox (DC) Observer (from Item 5)

Mrs Caroline Weatherby and Mr K. Maunder signed their Letters of Appointment and were welcomed as Parish Representative Trustees.
It was confirmed that a quorum was present.
Trustees' Declaration of Interest: VV expressed an interest in Item 9, Housing.

Action

2. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN:

Angela Abell was elected as Chairman, proposed by NM, seconded VV;
Gussie Andersen as Vice Chairman, proposed AA, seconded KM, initially for a six month term of office; and CC as Treasurer, proposed AA, seconded GA.

3. MINUTES OF THE MEETING 13th NOVEMBER 2013:

Were approved and signed by the Chairman.

4. **MATTERS ARISING:**

1. Trustees: The chairman was asked to write and express the Trustees thanks to Mr D. Cook for his many years' service as a trustee and to give two bottles of wine in thanks. AA

4. Car Park: CC had spoken to Malcolm Keith; the perforated drain could be extended.

4. Licences: Stephen Aldous had sought confirmation that he was allowed to sell surplus produce from his allotment to passing visitors, the Trustees agreed that this was in order. Charlie Hawke had suggested he might like to sell items from his hut as a fund raiser for village institutions such as the church. The Trustees were all strongly against this which would negate the insurance and set a precedent. Clerk to write to Mr Hawke. Clerk

7. Winter Grants: Several notes of appreciation had been received which were displayed for trustees to read.

6. Broadband: CC explained that the BBC had underwritten the costs of erecting a 40 foot mast in Leiston to bring fast Broadband to Minsmere and that this could be extended to Dunwich if there were sufficient private subscribers. The outcome of the rollout of contingency money on the Suffolk Better Broadband scheme was not known.

5. **CLERK'S REPORT:**

Store Room: all old notes up until December 2012 were now in the filing cabinets

Property Insurance: some anomalies in the valuations and property listed had come to light. It was agreed that AA, CC and KM would look into this. AA, CC, KM

Debris from surge: The reeds had been moved into a pile for burning. It was felt that the debris would not be dry enough until after half term but that the burning should take place, if possible, before the beach cafe reopened. Safety issues would need to be addressed and the ash removed; Adam Burrows had offered his help and would be advised of the date of the bonfire (KM and CC to lead). AA, CC, KM

6. **FINANCIAL REPORT AND DRAFT BUDGET, 2014**

The Treasurer's Report and draft budget had been circulated prior to the Meeting.

Income was greater and expenditure less than had been forecast due to the growing income from COIF funds and reduced administrative costs. The draft budget would need to take account of any plans for 2014 discussed during the meeting and the fees expected for renewing the Corporation Marshes lease with Natural England.

The Trustees agreed that surplus from the Restricted Fund bank deposit account would be transferred to COIF Accumulation Funds. AA

7. **GOVERNANCE**

It was agreed that GA would be added to the signatories in place of D.Cook making the signatories for both Barclays and CCLA: AA, GA, CC, NM and VV. AA

GA offered to become a volunteer and the DTT representative trustee for the Reading Room and Museum Charity; VV is the second representative trustee. The roles of all trustees was reviewed: KM - website and property matters, NM - Governance, GA – grants. Trustees were reminded to bring attention to any problems on land that was DTT's responsibility. AA/Clerk

Trustees were keen for another 'beating the bounds' walk which would be take place in May for the benefit, especially, of new trustees. AA

Potential co-opted trustees were considered.

The Grant Giving Policy and Risk Assessment would be put onto the Trustees section of KM the website.

8. GRANTS:

The Grant of £100 to the Reading Room and Museum, approved in May, for the use of Clerk their store room would now be sent.

9. HOUSING:

Quotes for replacing the windows and bargeboards at The Spinney were discussed. It was agreed that the Waveney quotation for the windows would be accepted Clerk immediately with the intention of doing the work on the bargeboards and soffits at a later date. No cause had been found for the small damp patch on the ceiling.

Clark and Simpson were to be asked to provide quotes for the external decoration Clerk required on Barne Cottages 1 & 2.

C. Spall would be asked to remove the branch over the driveway of Maison Dieu 2. Clerk

The plot next to Town House 1 was discussed, it was agreed that S. Goddard should be asked to quote for the annual maintenance of this area. AA

Thanks were expressed to Hayden Foster for helping facilitate the smooth transition to market rents and standard leases. A meeting would be arranged with Hayden Foster Clerk which the Clerk, KM, AA, and CC would attend. AA

10. PLANS FOR 2014:

Already agreed: repairs to the Mortuary in spring, replacement windows and wood burner for The Spinney.

To review the Grant Giving Policy in July.

Further work to improve the drainage of the Car Park if/as deemed appropriate AA/KM following discussions with English Heritage and Malcolm Keith.

11. ANY OTHER BUSINESS:

i) There had been a request from Prostate Cancer UK to use Dunwich Car Park as a location for a 'feed-station' for riders on a cycle event on 22nd June. As the refreshments were included in the registration fee and would not involve any cash exchange they would not be competing with the Flora Tearooms. The trustees were happy to support the event and allow two gazebos to be erected at the northern end of the car park. AA would respond to Louise AA Cook of Prostate Cancer; nearer the time DPM and J. Elsley would be Clerk – informed. diary

ii) The Trustees unanimously agreed that Dennis Cox should be invited to join the DTT as a Co-opted Trustee. AA

iii) The state of the noticeboard on the beach toilet block was commented on and it was agreed in principle that, if the responsibility for this lay with the parish, the DTT might provide financial assistance if required. A suggestion that a poster about the Scheduled Monument, Maison Dieu Hospital, would be AA appropriate on this board was strongly supported.

iv) The contents of a letter from Mr J. Cary, received by the Clerk the previous day, 7th January, were considered and discussed. The Trustees felt that their letter to Mr Cary of 20th November in reply to the 'Questions and Notes relating to DTT Accounts 2012' which he had sent by email on 7th November fully Clerk answered these comments and that there was nothing they wished to add.

DATES OF MEETINGS:

Date of next meeting: 12th March

Following meetings: 14th May; 9th July; 10th September and 12th November. All meetings would start at 6pm and be in the Reading Room except for Sept 10th which would be held at The Old Forge.

It was agreed that the Open Meeting would be held on the last Friday of July, 25th.

The Meeting closed at 9.00 p.m.

Signed: Date: