



DRAFT/PART A

**MINUTES OF THE MEETING OF THE TRUSTEES
HELD ON MONDAY 9th MARCH 2015 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
Mrs Val Bethell (VB)
Mr Crispin Clay (CC) Treasurer
Dr Dennis Cox (DC)
Mr Keith Maunder (KM)
Miss Nick Mayo (NM)

In Attendance: Mrs Claire Woodage Out going Clerk
Mr John Lavery New Clerk

The Chairman welcomed those present and confirmed that a quorum was present. She introduced John Lavery who will be taking over the Clerk's role after the Meeting. Trustees introduced themselves individually to Mr Lavery.

Trustees' Declaration of Interest: The Chairman for Item 7, Grants.

Action

2. MINUTES OF THE MEETING 12th JANUARY 2014:

Subject to amendments in the Clerk's Report; change on line 4 to 'by' (not 'my'); and, the addition of 'area' to the final line of the Minutes, were approved and signed.

3. MATTERS ARISING:

None

4. CLERK'S REPORT:

Mortuary: The quote from Mr R Bater had been accepted. Additionally, it was confirmed that the woodworm was active. Mr Bater would ensure that the necessary no entry signs would be in place whilst he was working at the Mortuary. He would also inspect the roof internally whilst he was working there.

AA

Gallows Field: The Chairman thanked VB for her work in producing and submitting the application form to the Amenity and Accessibility Fund, the outcome would be known by the end of next week. VB showed the Trustees the additional paperwork that had been submitted with the application, namely: a survey of plants carried out by Susan and Jonny Stone; wild life information; a mock up of the interpretation of the Gallows Field panel; Shelly Signs brochure; and the two letters of recommendation from Alan Miller and Simon Strickland. The Trustees agreed that dogs would be allowed off lead, provided they were "under control".

VB

<p>A sub-committee was agreed as VB, the Chairman, GA and CC to help move the project forward to work on volunteer groups and projects: events and walks; how to log volunteer times; introduction of the project to the Parish Meeting.</p>	<p>VB/AA/ GA/CC</p>
<p><u>Monitor traffic numbers:</u> The Chairman had received a quote from SCC of £350+VAT for one year commencing April 2015 to be paid March 2016. This would involve SCC providing monthly statistics, to the Clerk, on the amount of traffic using the car park and converting this to numbers of people. However it would not include cyclists and people on foot. The quote was agreed unanimously.</p>	<p>NK CLERK</p>
<p>5. BUDGET AND FINANCIAL REPORT:</p>	
<p>The Treasurer presented the 2015 Budget. The interest on the affordable housing loan was lower in view of the repayment of £30,000.</p>	
<p>The Financial Report showed that income was in line with budget. It was recommended that the COIF deposit account was closed due to its low interest rate (0.4%) transferring the money to purchase COIF investment units (3.7%); this was proposed by NM and seconded by AA and unanimously agreed.</p>	<p>NK/AA</p>
<p>The 2014 Annual Report was discussed. It was agreed that on Page 12 Item 4 the donations to St Elizabeth Hospice and Macmillan Nurses (East Suffolk) of £1,000 each should be itemised. With this amendment it was proposed by NM and seconded by CC and unanimously agreed that the 2014 Accounts be signed. The Chairman would arrange for 15 hard copies to be produced; Ensors would be asked to submit the Accounts to the Charity Commission; KM would download a copy onto the web site.</p>	<p>AA AA KM</p>
<p>6. GOVERNANCE:</p>	
<p>NM outlined the proposed changes to The Policy & Procedure for Grants & Payments, which had been amended to include educational and charitable organisation grants in line with the Charity Commission's confirmation of the interpretation of the Scheme. The Chairman thanked NM for her work on the policy. The two annexes (Grant Application Form and Certificate of Attendance) would be amended to include the new Clerk's contact details. Subject to the amendment the Policy was agreed unanimously. It would be signed, and reviewed annually.</p>	<p>CLERK</p>
<p>It was agreed that the Grant leaflet required updating to include the amendments to the Policy, after discussion it was agreed that DC would draft a revised leaflet to be circulated prior to the next Meeting.</p>	<p>DC</p>
<p>After discussion it was agreed that letters would be written, advising the following people of the Trust and its grant giving procedures, to local GP Surgeries (DC); local schools (GA); and the Vicar (VB).</p>	<p>DC/GA /VB</p>
<p>NM wished it to be recorded that Leiston CAB had neither received nor applied for a grant from DTT and would not do so whilst she was a Trustee.</p>	
<p>The Chairman shared with the Meeting a proposed letter to be sent to all tenants informing them of John Lavery's appointment as Clerk, which was agreed. The Clerk's email would remain the same, Mr Lavery would be taking it over on Friday 13th March. KM would amend the web site to include the change of Clerk.</p>	<p>AA CLERK KM</p>
<p>The Loan Agreement that had been prepared by Dunwich Museum for the all the chattels owned by DTT was shown, copies would be sent to GA and VB.</p>	<p>AA</p>
<p>The Chairman would continue her research regarding the Borough Seal held at Ipswich Museum.</p>	<p>AA</p>
<p>The Chairman had been in correspondence with Tim Holt-Wilson (THW) regarding the mildew on the Minute Book and other items stored in the new archive store. THW had also been in correspondence with Dunwich Museum regarding the humidity controls in the archive store. It was agreed to ask THW for a quote to restore the Minute Book, once the restoration had taken place the Book and other special items would be deposited at the Suffolk Record Office (SRO).</p>	<p>AA CLERK</p>

7. GRANTS:

An invitation had been received from St Elizabeth Hospice for two Trustees to attend a presentation and Reception on 24th March, the Chairman and VB would attend. AA/VB

Dunwich Museum had changed their request from a grant towards the digging pit to a grant towards two picnic benches which amounts to £1,110. After discussion it was agreed in principle, subject to a satisfactory detailed specification being received. CLERK

A Grant Application had been received from Dunwich Parish Meeting for £700 being the cost of purchase and installation of a Notice Board to be placed on the east wall of the toilet block at Dunwich Beach car park. The application was proposed by NM, seconded by CC and agreed unanimously. NK/
CLERK

An application had been received from CRUSE for a donation to help continue and maintain their bereavement service within Suffolk. After discussion it was agreed that the Chairman would write requesting more up to date financial information. If this in order it was agreed to make a donation of £1,000. CLERK/
AA

It was also agreed that, if requested, a £300 donation would be made towards Dunwich's 800 year celebration.

8. HOUSING:

C&S had received a request from the tenants at The Spinney for replacement of badly worn carpets in the sitting room and bedrooms 1 and 2. A quotation had been obtained from Peter Hall Flooring for £1,224.80 to include fitting and VAT. It was agreed that the Clerk would ask C&S to arrange for the re-carpeting to include the hall and small bedroom to a maximum price of £1,500 (including fitting and VAT). The tenants had asked if they could select a slightly darker colour than was there at present. It was agreed that the tenant would chose, but the Trust would approve the colour. CLERK
AA

Waveney Windows had surveyed The Spinney for the agreed replacement of barge boards, guttering, downpipes and fascia. Since WW's last inspection ivy had grown up around the garage, this would need to be cut down prior to installation, which the Trust would arrange. CLERK
/AA

The Chairman, KM and the Clerk had arranged to meet Hayden Foster, C&S, on 16th April.

9. REPORT FROM RR&M REP TRUSTEES:

It was agreed to donate to the DRR&M £100 annually for the Trust's use of the Reading Room store. NK

GA and VB described the Business Plan and associated Action Plan which had been drawn up by Dunwich Museum as part of the process of renewing the accreditation of the museum. It would be reported back that DTT trustees fully supported any plans to improve the fabric of the Reading Room to make it weatherproof and improve its decorative state and heating. VB/GA

An update had been received from SRO regarding the King John Charter digitisation. The Museum had submitted their humidity and light readings trial to SRO, which had proved satisfactory for the Charter to be displayed in the Museum from 27th March to 31st August, however ongoing monitoring would be carried out during that period to ensure the required levels were maintained.

VB and NM would like to accompany the Chairman on her visit to SRO to view all the DTT documents that had been deposited in the past if this could be arranged for a Friday in the first half of July. AA/VB/NM

10. FUTURE PLANS:

The Dunwich Parish Annual Meeting would take place on 24th April. The following presentations would be given by DTT: a short review of activities and a financial resume would be prepared by the Chairman and Treasurer; posters to promote Gallows Field and the Trust's Open Day botanical walk would be prepared by VB, who would also draft a poster for the Notice Board about the Open Day.

AA/CC
VB

A quotation would be obtained from NJB Contractors to spread the reed pile between the shingle bank and the posts on the east side of the Car Park, north of the winches/huts. The Chairman would be happy to meet the contractors at the car park to discuss the quotation.

CLERK
AA

11. ANY OTHER BUSINESS:

An Archaeological dig would be taking place from 27th July, promoted by Dunwich Greyfriars Trust, funded by Touching the Tide and led by archaeologists from the University of Cambridge. This would include a small trench at the south west edge of the Car Park for which the archaeologists would obtain all the necessary permission from English Heritage. The Chairman would inform the Elsleys.

AA

A cycle event would be taking place 5th/6th September, sponsored by Eastern Daily Press, and hosted by The 12 Lost Churches. The Chairman would inform the Elsleys. CC informed the Meeting that work had commenced on the upgrading of the Dunwich broadband.

AA

The Meeting closed at 8.50 p.m.

Signed: Dated: