



**DRAFT/PART A**

**MINUTES OF THE MEETING OF THE TRUSTEES  
HELD ON WEDNESDAY 9<sup>TH</sup> JULY 2014 AT 6.07 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)  
Mrs Veronica Donovan (VV)  
Miss Nick Mayo (NM)

Apologies: Mrs Claire Woodage, Clerk  
Mrs Val Bethell (VB)

In Attendance: Mrs Sally Barker (SB) Acting Clerk

Observers: None

The Chairman welcomed those present and introduced Mrs Barker.

It was confirmed that a quorum was present. All Trustees were present except one.

Trustees' Declaration of Interest: VV expressed an interest in Item 8, Housing.  
CC expressed an interest in Item 4, Winch hut licence.

**Action**

**2. MINUTES OF THE MEETING & SPECIAL MEETING 12<sup>TH</sup> MARCH 2014:**

Were approved and signed by the Chairman.

**3. MATTERS ARISING:**

3. Maison Dieu poster: AA noted that she had seen the February RR&M minutes which reported that this was being prepared.

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

4a. Car Park: It was noted that the mound formed from the reeds was now covered with weeds; opinion was mixed as to whether the mound would break down and it was agreed to wait and see for the time being. There continued to be issues with the surface of the car park, several vehicles had got stuck in the new stone and had had to be pulled out. The current contractor had removed some stone but this had not corrected the problem. It was agreed to seek advice and quotations from other contractors; two quotes KM/CC were to be obtained to repair the area. Mr Maunder suggested a way forward: remove the gravel, remove the existing grid, add a porous membrane, build up with a compactable material such as MOT1 (not hard-core) and top with a new grid. Mr Clay AA would pass on the name of the contractor the café used who seemed to have done a good job. English Heritage would be kept informed.

4b. Gallows Field: Clerk  
 It had been agreed at the last meeting not to register the field in a conservation scheme. AA  
 Suffolk Wildlife Trust (SWT) had offered to assist with advice as to how to manage the field in a conservation friendly way. They would not charge a fee but suggested a donation. CW/AA/VB

Proposal: to donate £100 to SWT; all present were in favour.

Contact Susan Stone (SWT) to arrange a date in August or September to meet up.

Two of the following three trustees to attend; Mrs Weatherby, Mrs Bethell, Chairman.

4c. Mr Clay asked whether sheep might be grazed here which should promote grass growth. AA

King John Charter (Dunwich Town Charter): The Museum had made a request to take this out of the Suffolk Records Office (SRO) for 7 months. They had a secure cabinet available. Since the charter was owned by DTT Louise Kennedy (SRO) had emailed the Chairman to request permission. After discussion it was agreed to grant permission for the loan for whatever period was recommended by the archivist at SRO. It was noted that the item would not be insured once it had left the SRO but it was assumed that the Museum would take responsibility for insuring the item whilst it was in their care. It was agreed to purchase a digital copy from the Records Office at a cost of £20 and to enquire whether this could be put on the DTT website. AA

4d

Winch hut licence- Hut 3: At this point Mr Clay declared an interest. Mr Clay had purchased the hut between the café and the toilet block to store two kayaks and fishing rods. He had therefore become the licence holder of Hut 3.

#### 5. FINANCIAL REPORT:

The Treasurer's Report giving a financial overview and details of the financial events since the last meeting had been circulated prior to the meeting along with the budget showing actual figures against budgeted and the variances. Mr Clay explained and took questions on both these and the table showing DTT Asset valuation from 1995 to the present which had also been circulated.

**6. GOVERNANCE:**

Trustee expenses: All trustees present were given £10 for yearly printing expenses and signed the expense form.

Terms of office: The term of office for Mrs Donovan and Mr Clay would end on 31<sup>st</sup> December 2014. Mr Clay would be happy to re-stand.

Ms Anderson's 6 months term as Vice-Chair had ended however she was willing to extend this to a further 6 months.

Action: Advise Simon Strickland of the need to report at the next Parish Meeting that two representative trustees were to be elected at the October Parish Meeting. Clerk

Risk assessment review: The risk assessment shows the likelihood, level and impact of risks. The trustees were all supplied with a current Risk Assessment. This was reviewed and amendments agreed to 1.3/1.5/1.9. Following Item 8 further amendments were agreed: to 2.4; and the car park was added as a risk. Trustees were asked to say if at any point they felt there should be additional risks added or amendments made. AA

Grant Giving Policy: As part of a review of the policy Miss Mayo reported on a meeting she and the Chairman had had with the Chairman, Clerk and one trustee of the Walberswick Common Lands Charity who did not have a restricted fund and therefore had more freedom to give grants. Following discussion it was agreed that Miss Mayo would draft a letter to the Charity Commission asking, in principle, whether some of the year end surplus of the Restricted Fund, after this had been applied to help those in need in Dunwich, could be transferred to the Unrestricted Fund and/or granted to local organisations which would help individuals in need in our area. Dr Cox offered to invite Cathy Ryan, Southwold's Community Matron to come to our next meeting and explain how a charity could help provide for health needs which could not be met by the state. A similar invitation might be offered to Halesworth Health, a charity set up to expand local community health care and care services. DC/Clerk

**7. GRANTS:** No requests for grants were received.

*Mrs Donovan left the meeting*

**8. HOUSING:**

The six month inspection had been completed, and the outcome noted in the Clerk's report. The Clerk had accompanied Sarah Middleditch from Clarke and Simpson (C&S) on these inspections and had commented on the general good state of the houses and on the very professional manner in which the inspection was carried out.

AA

The rent review would be due in September. The Chair had asked for advice on this from Mr Foster, C&S. The Trustees agreed to accept the recommendations of Mr Foster for any changes required to ensure that the rents remained in line with the local market.

**9. OPEN MEETING:**

Flyer: The flyer, designed by Mrs Bethell would be placed on the noticeboard and Clerk  
circulated with the agenda for the next Parish Meeting.

Presentation: Mrs Weatherby and Mrs Bethell had written three pages of history of the CW/VB  
old Mortuary; drawings would be added. The trustees looked through it at the meeting  
and agreed that they were happy for it to be transferred to presentation sheets for the  
meeting.

AA had booked display boards which could be used; alternatively the sheets could be  
displayed on a line with small pegs. AA had some historical papers and would bring  
grant leaflets and the Annual Report. If the attendance at the Open meeting was low the CC/AA  
display would be brought back to the Parish Meeting. AA/CW

Timetable: 8.30am - Mr Clay would organise the lighting and help the Chairman GA/CC  
clear

the hall

4pm – Mrs Weatherby, Ms Anderson and the Chairman would arrive and  
set up the display and refreshments. Mr Clay and other trustees would join them a little  
later.

**10. ANY OTHER BUSINESS:**

Broadband:

With the assistance of Mr Barton from a company called ‘Raid’ Mr Clay had been  
looking into the problem of improving Broadband in Dunwich. A six and a twelve metre  
mobile mast had been placed at various sites in the village and on the Benacre water  
tower. There was a clump of trees which interfered with the signal, but he did manage to  
achieve a 7MgB connection with a 6 metre mast on his own property. Mr Clay offered CC  
to trial a temporary system with a dish. There was a possible location on the edge of  
Gallows Field but this was in an AONB so it would need planning permission. Planning  
permission would take around 8 weeks. Mr Barton had offered to attend a meeting to  
present further details.

If a second hand mast could be purchased Mr Clay estimated the set up costs would be  
around £1,150. The service would be available to subscribed users and there would be  
no minimum number of subscribers required if DTT were to pay the set up costs.

No further action at present beyond Mr Clay’s trial until the final results of the BT  
Better Broadband rollout were known which should be September.

The Meeting closed at 9.05 p.m.

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