



PART A

**MINUTES OF THE MEETING OF THE TRUSTEES
HELD ON WEDNESDAY 11th SEPTEMBER 2013 AT 6.00 PM
IN THE READING ROOM, DUNWICH**

1. WELCOME AND APOLOGIES FOR ABSENCE:

Present: Mrs Angela Abell (AA) Chairman
Mr Crispin Clay (CC) Vice Chairman & Treasurer
Mr David Cook (DC)
Ms Veronica Donovan (VV)
Mr Keith Maunder (KM)
Miss Nick Mayo (NM)

Apologies: Ms Gussie Andersen (GA)

In Attendance: Mrs Claire Woodage (CW) Clerk
Mrs Nicky Kinahan (NK) Bookkeeper

The Chairman welcomed those present and confirmed that a quorum was present. Apologies had been received from Ms G Andersen.

Trustees' Declaration of Interest: VV would leave for Item 9, Housing. CW would leave for Item 6, Review of Clerk's Contract.

Minutes 8th May 2013: Word amended under Item 4: Grant (instead of loan). Signed by Chairman.

Action

2. MINUTES OF THE MEETING 10TH JULY 2013:

Were approved and signed by the Chairman

3. MATTERS ARISING:

10. Gallows Field: NK had received a courtesy telephone call from an Inspector of the Single Payment Scheme to inform the Trust that she would be carrying out a measured survey of the Field. This had taken place and she had informed the Chairman that areas of bracken were not included in the payment scheme, that the original two fields had been amalgamated and that a part of the area had been incorporated into the gardens of the affordable houses. It was therefore anticipated that the Trust would receive a lower payment than in previous years.

11. Chattels: The Clerk had been in communication with the Charity Commission and had received an email which stated that " I have checked the previous scheme and as the chattels are mentioned in this scheme we would not amend the scheme dated 9th

December 2009 as this will run alongside the previous schemes for the charity." The Clerk had filed the correspondence with the original Scheme in the Governance file.

4. CLERK'S REPORT:

i) Actions taken following previous Meeting:

The Clerk had written to Mr Duncan, but had received no response. The Chairman would contact Mr Duncan's daughter.

AA

The signs for the Car Park had been made by Leiston Press and installed on 10th September 2013. The Balance Project sign had also been installed in the correct location.

Mortuary: NM had had a meeting with Peter Brooks, an architect who specialised in old buildings. He had recommended that the overhanging holly bushes needed cutting urgently along with fitting gutter guards. This work had been carried out by Chris Spall, trees surgeon. A detailed estimate had been received from James Crickmore, Head Decorator at Heveningham Hall, for full external redecoration of the Mortuary, for the sum of £1,506.97. It was agreed that this work would be carried out in 2014 by Mr Crickmore. Peter Brooks had also recommended that photographs should be taken before, during and on completion of the redecoration.

Clerk

KM

At present the Mortuary was rented out to the PCC and Jubilee Committee. DC would ask the Jubilee Committee if they still required storage.

DC

The Accounts Book had been restored and would be on display at the Open Meeting.

Car Park: At the request of the Trustees, the Chairman had written to SCC Archaeological Service with the Trust's concern of additional costs to their quote should further investigation be required when the work commenced. She had received confirmation that additional archaeological work would be highly unlikely, but if it was required a new brief and costing brief would be prepared.

ii) Corporation Marshes: C&S had received details from the solicitors acting on behalf of Natural England for the contract of the new lease, which had been sent on to the Trust's solicitors, Nicholsons, for their approval. The Chairman had expressed concern to Nicholsons of their estimated costs. The next rental payment would be at the new level of around £860 pa. C&S had agreed that Natural England would hold back on the next payment until the August RPI figure had been announced.

5. TREASURER'S REPORT AND FINANCIAL REVIEW:

The Treasurer circulated a detailed report to the Trustees, which included dividends, deposits, rents, repairs and renewals, grants, bank accounts, COIF investments, and growth forecast. It was noted that budgeted repairs and renewals for 2012 had not been met, which had led to higher amounts being spent on repairs and renewals in 2013. The Chairman thanked the Treasurer for the extremely helpful report.

Prior to the Meeting a paper had been prepared by the Chairman and Treasurer covering financial matters that would need to be resolved at the Meeting.

A number of resolutions were proposed and passed nem. con.:

"To revalue all the Trust's property every five years." proposed by NM, seconded by VV. The next revaluation would take place during 2016.

"Not to sell The Spinney for the foreseeable future because of the benefit it brings to the

village and its appreciating capital value." proposed by NM, seconded by VV.
"Ensors to be appointed as Accountants for the 2013 Financial Accounts." proposed by CC, seconded by AA.

CC

The £100,000 loan from the Restricted Fund to the Unrestricted Fund was reviewed. It was agreed by all Trustees that £20,000 of the 2012 surplus funds in the unrestricted fund would be transferred to the restricted investment fund, to pay down the loan. At each September Meeting in the future the Trustees would agree the surplus unrestricted funds that would be transferred to continue to pay down this loan. The interest rate would be set at the current rate of interest on COIF investment units and reviewed annually; thus the interest to be paid on the loan during 2014 would be 4 percent.

An Investment Policy was agreed at the Meeting: *"Investments must be managed to provide a sufficient income to enable the Trust to carry out its purposes effectively both in the short and longer term. Where possible the value of the assets should be enhanced so as at least to keep pace with inflation. The enhancement of capital and the generation of income must be balanced. A medium risk approach to investment is to be adopted. It is currently considered that the CCLA's COIF Charities Investment Fund Income and Accumulation meet the investment needs of the Trust."*

The DTT designated reserve funds were discussed and some changes adopted.

NK left the Meeting, the Chairman having thanked her for her help.

6. REVIEW OF THE CLERK'S CONTRACT: (CW left the Meeting for this item)

It was agreed to renew the Clerk's Contract for the year 2014.

7. GRANTS:

DRR&M had applied for their annual £500 grant, which covers the cost of local institutions using the Reading Room free of charge. This was unanimously approved by the Trustees.

NK

A letter of thanks was read by the Chairman from a local resident.

8. GOVERNANCE:

The Risk Assessment Policy, which had been circulated prior to the Meeting, was agreed to be adopted by all Trustees. This would be reviewed annually, or sooner if the need arose.

Clerk

Linda Prior's letter of resignation from DTT had been circulated to the Trustees. The Chairman read her proposed formal reply from the Trust, which was agreed.

AA

The Adult Protection and Trustee Safety Policy had been put on the Trust's website.

New Trustees: This had been mentioned at the last Parish Meeting. The next Parish Meeting would be held later this month, when nominations would be made. Several people had expressed interest to the Chairman.

9. HOUSING: (VV left the Meeting for this item)

New Leases: These had been accepted by all the tenants.

Front Doors: 1&2TH new front doors had been ordered from Waveney Windows, with installation due shortly.

The sleep safe boiler had been fitted in TH2.

10. OPEN MEETING:

The detailed plans for the Meeting on 25th October were agreed, namely:

Refreshments before Parish Meeting: biscuits, tea, coffee	VV
Refreshments after Parish Meeting: wine, nibbles	AA
Annual Accounts 2012: display board	CC/NK
Photo quiz, answer sheets: display board	KM
Slide show, overhead projector, Trust's website	KM/CC
Evolution of DTT Annual Accounts	AA
A5 Flyer would be circulated to DPM members and placed on Notice Boards	NM
Grants Leaflets	Clerk
Adult Protection and Trustee Safety Policy x 3	Clerk
Copies of the 2012 Annual Accounts	AA
Suggestion Box and pens	AA

11. AOB:

It was agreed to purchase two new filing cabinets for the new Reading Room Store. AA/Clerk

Plot of land to west of TH1: It was agreed to ask S. Goddard to cut and clear the land. AA
The use for this plot would be discussed at the January 2014 Meeting. Clerk

12. DATE OF NEXT MEETING: Wednesday 13th November 2013.

The Meeting closed at 8.50 pm

Signed: Date: