



PART A/DRAFT

**MINUTES OF THE MEETING OF THE TRUSTEES
HELD ON WEDNESDAY 12th MARCH 2014 AT 6.10 PM
IN THE READING ROOM, DUNWICH**

1. WELCOME AND APOLOGIES FOR ABSENCE:

Present: Mrs Angela Abell (AA) Chairman
Dr Dennis Cox (DC)
Mrs Veronica Donovan (VV)
Mr Keith Maunder (KM)
Miss Nick Mayo (NM)

Apologies: Ms Gussie Andersen (GA) Vice Chairman
Mr Crispin Clay (CC) Treasurer
Mrs Caroline Weatherby (CW)

In Attendance: Mrs Claire Woodage, Clerk

It was confirmed that a quorum was present.

Trustees' Declaration of Interest: AA expressed an interest in Item 10, AOB.

Action

2. MINUTES OF THE MEETING 8th JANUARY 2014:

Were approved and signed by the Chairman.

3. **MATTERS ARISING:**

4. The Chairman would speak informally to Mr Hawke regarding his wish to sell plants, which the Trust had felt was inappropriate. AA

5. Property Insurance: C&S had provided the Trust with an up-to-date insurance valuation on the Trusts' properties, which would be used when the policy was renewed. It was agreed that next year's insurance valuation for the Mortuary would be £5,000 (reduced from £29,625). Clerk

Debris from the Surge: KM would watch the weather and state of the reed mound to ensure that the burning of the reeds took place at an appropriate time. KM

7. Beating the Bounds: The date was agreed as 10.00 am 9th May 2014 (meet in the beach car park). ALL

10. Painting of Mortuary: The Clerk was asked to contact the contractor to arrange a commencement date and make suitable arrangements for parking. She was also asked to liaise with Mrs MacLeod-Matthews to advise her once the date had been confirmed, if the contractor would need to park in Sandy Lane. Clerk

11. Prostate Cancer Event in June: The Chairman would contact the Elsleys to inform them of the Event. AA

Maison Dieu Hospital poster: The Chairman asked VV if she had any information from DM&RR regarding the suggested poster for the toilet block notice board, which she had not and therefore was asked to bring this up at the next meeting of trustees. VV

Open Meeting: This year's event would coincide with the 125th Anniversary of the foundation of Dunwich Town Trust.

4. **CLERK'S REPORT:**

Car Park: M Keith had completed the new grid and infilling of an area in the Car Park. KM expressed his concern that, in his opinion, the grid had been overfilled. It was agreed that he would contact M Keith, prior to the invoice being paid. KM/AA

Plot next to 1 Town House: The Chairman had received a quote from S Goddard to cut the grass as required. The Trustees felt that the quote was high, the Chairman would contact S Goddard to discuss this quote. A further quote was being obtained but the Trustees expressed a preference for employing someone with a local connection and the suggestion was made that we accept S Goddard for this year. AA

Winch Huts: all licences have been renewed. The Trustees were very pleased that the dilapidated northernmost hut had been removed and a new one erected

5. **FINANCIAL REPORT:**

Bookkeeper: It was agreed that Nicky Kinahan would only attend the September Meeting, in view of the fact that the accounts were running smoothly. The Trustees asked that their thanks should be given to NK for her efficient work. AA

Budget: An overview of the budget took place and it was agreed that this was to plan.

Annual Accounts 2013: After discussion, and subject to minor typing errors, proposed by NM, seconded by VV, a resolution "*to adopt the 2013 Annual Accounts*", was passed. A copy of the agreed Accounts would be put on the Notice Board, Web Site, and a hard copy would be given to S Strickland. A verbal report would be presented by the Treasurer at the next Parish Meeting, 25th April. Ensors would submit the Accounts to the Charity Commission (CC). KM
AA
CC

6. **GALLOWS FIELD:**

Proposed by VV, seconded by NM, a resolution was passed "*to apply for Entry Level Environmental Stewardship Agreement (five years) to commence on 1st October 2014, or at the earliest opportunity and to appoint AA as authorised signatory to make the application on behalf of DTT*". AA

7. GOVERNANCE:

The Chairman would update Trustee details on the CC site. The Clerk would circulate AA to all Trustees an updated contact list. Clerk

8. GRANTS:

No grant applications had been received.

9. HOUSING:

The meeting at C&S: attended by AA and KM on 4th February had been very helpful.

The Spinney: a new fuse box, UPVC windows and a woodburner had been installed.

The tenants had passed on their thanks to the Trust.

1&2 BC: The Moore Bros quote for the necessary external work was accepted. Clerk

1&2 TH: The Moore Bros quote for the new guttering was accepted. Clerk

The Clerk was asked to clarify, from C&S, some wording on these quotes. Clerk

10. ANY OTHER BUSINESS:

The Chairman read a letter received from the Lay Chairman of the PCC requesting a letter of support for their application to the Heritage Lottery Fund for funds to renew St James Church roof. In view of a possible conflict of interest, the Chairman did not take part in discussions for this application. After consideration, the Trustees agreed to the request and asked the Clerk to write a letter of support for the application. Clerk

Corporation Marshes: A quote for Public Liability had been received which had been excessive. The Chairman had exchanged emails with the Trust's solicitors to establish what insurance Natural England had for the Corporation Marshes. It was agreed to seek a further quote which should be included in the contract for the lease, unless Natural England's insurance covered Public Liability. AA/Clerk

Fencing around recycling area in the Car Park: This area was not owned by the Trust

11. DATE OF NEXT MEETING:

Wednesday 14th May 2014, commencing at 6.00 pm.

The Meeting closed at 8.45 p.m.

Signed: Date:

