



DRAFT/PART A

**MINUTES OF THE MEETING OF THE TRUSTEES  
HELD ON WEDNESDAY 10<sup>th</sup> JULY 2013 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)  
Mr Crispin Clay (CC) Vice Chairman & Treasurer  
Mr David Cook (DC)  
Mr Keith Maunder (KM)  
Miss Nick Mayo (NM)

Apologies: Mrs Veronica Donovan and Mrs Linda Prior

In Attendance: Mrs Claire Woodage (CW) Clerk

The Chairman welcomed those present and confirmed that a quorum was present.

**Action**

**2. MINUTES OF THE MEETING OF 8<sup>TH</sup> MAY 2013:**

Were approved and signed by the Chairman, subject to one minor alteration.

**3. MATTERS ARISING:**

3. Conservation Area: Mr Duncan's appeal to the Secretary of State had been successful. The Clerk to write to Mr Duncan that the Trust was pleased to hear of the positive outcome and the Trustees would be grateful if he would respond to the Chairman's letter to him dated 4th February 2013. Those present at the Meeting walked to view the land to see where the access should have been, and discussed where it could now be placed.

Clerk

4. Treasurer's Report: Email communication by the Chairman on 9th May 2013 led to a **Resolution proposed by KM and seconded by GA that "Following the presentation of the Annual Accounts, 2012, the Trustees approved their adoption, subject to the correction of minor typing errors, and gave authority for the Chairman to sign on their behalf."**

12.2 Beating the Bounds: The outcome of the bounds tour carried out by AA, GA and CW on 21st May 2013 was: Car Park: Abandoned vehicle had broken down and had now been removed. The 3 DTT signs by the ditch area needed replacing, the wording was agreed as "Danger, Deep Water, Keep Out". NM volunteered to obtain options and pricing for the signs, along with the "Free Parking, Please Donate to Local Charities, No overnight P" sign. The Balance Project sign had been agreed as lectern style to be placed next to the starting point of the foot path.

Keys: The spare key to the marshes had been given to Alan Miller.

NM

Plot to west of TH1 Plot: The Trustees needed to consider how to manage this area.  
Mortuary: Needed the outside painting, quotations to be obtained.

NM/Clerk

10. Gallows Field: The limited amount of money allocated to the Environmental Stewardship Scheme this year had already been awarded. It was suggested that the Trust apply for the European Scheme, the outcome should be known by the autumn.

12.1 Corporation Marshes: C&S had not yet heard back from Natural England.

#### 4. CLERK'S REPORT:

- CAW had received a letter from the Chairman of Dunwich Museum suggesting that DTT might like to place a couple of signs on the paling fence on the cliff to stop metal detectorists. The Trustees agreed to monitor the situation and noted there was already a sign 'Unsafe Keep Out'.

Clerk

- Old Plan: The Trustees agreed to Option 3 of John Prior's letter dated 14<sup>th</sup> May 2013, namely, that the plan would be stored in the Museum's Archive.

AA

- Broadband: CC had had a lengthy conversation with Jonathan Chown of SCC. He had confirmed that Dunwich would be in the second phase of the plan, which was due to commence in March 2014. CC would write to the Parish Meeting regarding this conversation.

CC

- Archive: It was agreed that the accounts book for the period 1889-1964 needed conservation work and that the Chairman would ask Helen Durant for a quotation.

AA

#### 5. TREASURER'S REPORT:

CC presented the 6-monthly budget review. Net income was greater than expected, however repairs and renewals were running later than expected. It was agreed that CC would distribute the Financial Report prior to each Meeting.

CC

#### 6. CAR PARK:

Consent for the work on the car park had been received, this included filling some pot holes and top up repairs over the next few years. The Chairman had received a Written Scheme of Investigation for Archaeological Monitoring and its costings. She had spoken to Mrs Gill and Mr John Elsley, who were very happy that the proposed work would be going ahead. It was agreed that the Chairman would ask SCC Archaeological Service Field Team under Stuart Boulter to take forward their Written Scheme of Investigation. This adhered to the 'Brief for Continuous Archaeological Recording' prepared by SCC Archaeological Services (20<sup>th</sup> June 2013) which addressed the conditions specified by English Heritage in giving consent to the proposed maintenance works on the beach car park (site of the Hospital of Holy Trinity) at an estimated cost, without prejudice, of £1,500 + VAT.

AA

Work was expected to commence on 16<sup>th</sup> September 2013

#### 7. GRANTS:

Nicholson's Solicitors letter dated 22<sup>nd</sup> May 2013 was discussed and it was acknowledged that the Trust could not make grants to other organisations which provided assistance to

individuals in Dunwich without consulting the Charities Commission.

A previously agreed grant of £250 had been paid to Suffolk Coasts and Heaths towards their Balance Project.

An application for a Grant had been received from a resident.

## 8. GOVERNANCE:

The policy on Guidelines for Visits to Residents was discussed and it was agreed to amend the title to 'Policy for Adult Protection and Trustee Safety'. A copy would be put on the DTT web site.

AA/KM

A draft Risk Assessment Policy would be produced by the Chairman and NM prior to the next Meeting.

AA/NM

DC's and KM's 3-year term of office would end on 31<sup>st</sup> December 2013. KM would be happy to continue. DC confirmed that after 10-years, he would not be willing to stand again. The Clerk would write to the Chairman of the Parish Meeting in order that voting could take place at their October Meeting.

Clerk

In future all 'confidential' issues would be password protected.

## 9. OPEN MEETING:

It was confirmed that the Open Meeting would be held on Friday 25<sup>th</sup> October 2013, commencing at 6.30 pm. The following were agreed: a visual display of the 2012 Annual Accounts; a display of Annual Accounts through the ages; photo quiz; photos on a computerised slide show. Tea, coffee and biscuits would be available prior to the Parish Meeting, with wine and 'nibbles' available after the Parish Meeting.

CC/Nicky

CC/KM  
AA/Clerk

## 10. HOUSING:

### Maintenance:

- Repositioning of thermostats at 1 & 2 BC had been completed.

- On recommendation of Moore Bros, UPVC front doors would be fitted to 1 & 2 TH, the decision to find a more appropriate style would be discussed with Moore Bros, the Chairman would email Trustees for final approval.

AA

- It was agreed to accept Moore Bros estimate for the painting of the outside of the bungalow and garage at the Spinney.

Clerk

- 1 & 2 MD should have weather gravel hoods fitted, agreed.

Clerk

- 1 & 2 TH: new guttering required, C&S to obtain quotations.

Clerk

All packs relating to the new leases had been prepared by C&S, and checked by the Chairman. The Chairman and CC to hand deliver on either 16<sup>th</sup> or 18<sup>th</sup> July 2013 to 1&2 MD and 2TH. The Chairman would arrange with C&S to post the other packages to tenants week commencing 15<sup>th</sup> July 2013.

AA

The Financial Assistance Form was agreed and would be included in the packs

## 11. ANY OTHER BUSINESS:

It was unanimously agreed **not** to allow a sausage/hot dog van to sell food on the Car Park for the Dunwich Dynamos Cycling event.

The Chairman recommended that the Trust re-instated 'chattels' into The Scheme, which was agreed.

AA

**12. DATE OF NEXT MEETING:**

Wednesday 11th September 2013, commencing at 6.00 pm

The Meeting closed at 9.00 pm

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

DRAFT