

THE DUNWICH TOWN TRUST
Charity No 206294



**MINUTES OF THE MEETING OF THE TRUSTEES HELD ON THURSDAY
14th July 2011 AT 6:00 pm AT THE OLD FORGE, DUNWICH**

1. WELCOME AND APOLOGIES FOR ABSENCE

Present as Trustees: Mrs A Abell (Chairman) **AA**, Mr D Cook **DC**, Mr C Clay **CC**, Mrs V Donovan **VV**, Mr J Salusbury **JS**, Mr R Bessell **RB**, Mr Keith Maunder **KM**

In attendance: Mr J Cary **JC** (Clerk and Treasurer)

Apologies for Absence: Mrs L Prior **LP**

The chairman welcomed the Committee, and Clerk

2. MINUTES OF THE MEETINGS HELD ON 12th May 2011

Agreed, but with an addition to be included in these minutes

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 12th May 2011

Re Minutes 12th 5g addition: "It was agreed a sub-committee of JC, AA, KM and LP would take forward the selection process and guidelines, meet with the selection panel, prepare application forms and the pamphlet."

North Paling Fence: DC to co-ordinate with Jeff Redgrave over positioning of fence on north bank near breach – probably 50m of 3m zig-zag, but each zig-zag to be separately secured in case of storm damage. JC to relay Jeff Redgrave's phone no to DC. JC to check with Alan Miller in case this part is now Suffolk Wildlife Trust land.

De-Fib Fund: Use fund to buy one or two life-belts for the beach. JC to research costs.

Dog-Free Zone: RB disappointed in the decision of the trustees last meeting. We should await the response of the DPM

RB enquired about a grant to a parishioner – JC confirmed it had been paid and conveyed the parishioner's thanks to the trustees.

4. CLERK AND TREASURER'S REPORT

The Clerk presented his report which had been circulated to trustees beforehand. Several issues came up for further discussion:

The Spinney: The new tenant had decided she wanted to leave, we have agreed to her breaking the lease subject to her paying for the tenant 'finder's fee' and continuing to pay rent until a new tenant could be found.

Rent reviews: were discussed and agreed on.

Winch Huts: CC had done a lot of very useful research on insurance. He had found a broker who deals with fishermen at Aldeburgh, JC to meet with him to review all insurance for the Trust including public liability insurance for the winches.

After some discussion about the '**Scout Hut**' with the current owner, the offer made by the trustees was not accepted. Trustees decided not to pursue the matter further, but were keen to explore ways in which they might help the Jubilee Committee with the problem of tent storage. JC to write to Mr Palmer of the Jubilee Committee and liaise with DC. AA mentioned that there was unsightly detritus behind the mortuary, DC to investigate.

Clerk reported that the **Time-Team** visit passed without incident and the clear up in the Car Park was satisfactory.

Clerk reported that the **south paling fence** to Middlegate was now complete, and the fence to the SSSI pond in the car park had been repaired.

Mr King's hut had now been fenced off and the back of the cliff fence had been made more accessible for cleaning.

The locks to the beach gate and marsh gate were discussed. New salt resistant locks were to be bought for both gates to act in parallel with the Environment Agency locks. JC to hold one key for each and the other to be available in the Reading Room.

The draft annual accounts for 2010 were presented to the trustees. All were in favour subject to some minor alterations to the report and a couple of typos.

5. **AFFORDABLE HOUSING**

The Clerk ran through some headline points now building work was under way

- a. The total contract price for the two houses is £220, 613.10
- b. The building is currently 4 weeks ahead of schedule – i.e due to complete in mid September.
- c. There have been some over-costs – relating to extra foundations, the UK Power Networks connection and the Essex and Suffolk Water connection. These have absorbed the contingency and added a small extra cost – the project will keep on budget if no other unforeseen costs crop up during construction.
- d. AA reported on the meeting with the selection panel. The panel were largely supportive of the system and guidelines in place.
- e. There was a discussion about the policy document as it related to asset limits. JC pointed out that some retired people use a substantial asset to generate a modest income. It was decided to include in the application form an opportunity for the applicant to talk about their outgoings and other explanations regarding income and assets. There should be a question about whether the applicant had any financial interest in property, and if so, to explain.
- f. It was agreed that selection panel guidelines, application forms and other details relating to tenancy selection would be left to the sub-committee JC, AA, KM and LP

- g. RB agreed to publicise the affordable houses through the DPM e-mail system and asked for leaflets to be distributed to all local businesses including RSPB, National Trust and Suffolk Wildlife Trust
- h. It was agreed that all prospective tenants should be given an opportunity to view the properties prior to submitting their applications. The date for the viewing would be arranged closer to building completion
- i. The date for the selection panel to meet would be set once the viewing day had been confirmed.
- j. The identities of the members of the selection panel should be kept confidential to avoid any possibility of tenants trying to influence the outcome of their decisions. The panel would be asked to complete a simple 'tick box' form indicating the efficacy of their final decision and the suitability of the tenant – to be passed to SCDC if required.
- k. KM remains as the observer trustee on the selection panel, to check that decisions are made within the policy and guidelines.
- l. Of all the names proposed for the new affordable houses, 5 trustees (+ 1 in absentia) favoured 'Nos 1 & 2 Barne Cottages'. All agreed such a name should be adopted.
- m. JC to check on Council Tax banding and registration for both houses.

6. GRANTS

Grants were awarded to the following institutions:

- a. £500 to the Dunwich Reading Room and Museum Charity as a contribution to running costs of the Reading Room. All in favour.
- b. £897 to the Dunwich Parochial Church Council for clock maintenance, cemetery maintenance and re-alignment of head stones. Five trustees in favour, two abstentions.
- c. Grant to a parishioner towards expenses for a third year at university. All in favour.

RB enquired whether there was an upper limit on grants to individuals. JC said that as treasurer this had normally been a case of supply and demand – if demand was low normally the full amount of grant was awarded, but if there was competition for the budgeted pot, grants would be proportionally lower. RB asked whether policy could be reviewed to establish what approach trustees should take in future.

7. OPEN MEETING

It was agreed that Friday 28th October would be a suitable date despite being half term. The venue would be the Reading Room and the topics to be covered were:

- A. Annual report and accounts
- B. Affordable Houses
- C. Possible review of the projects list (discuss next meeting)
- D. Invitations for questions

Under 'any other business' the clerk asked the remuneration sub-committee to scrutinise his invoice and expenses claim prior to payment.

8. DATE OF NEXT MEETING – Thursday 8th September in The Reading Room

MEETING TERMINATED AT 21:12