

THE DUNWICH TOWN TRUST  
Charity No 206294



**MINUTES OF THE MEETING OF THE TRUSTEES HELD ON THURSDAY  
8<sup>th</sup> September 2011 AT 6:00 pm AT THE READING ROOM, 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**,

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

Apologies for Absence: Mrs L Prior **LP**, Mr Keith Maunder **KM**

The chairman welcomed the Committee, and Clerk

**2. MINUTES OF THE MEETINGS HELD ON 14<sup>th</sup> July 2011**

Agreed, but with a deletion in 6(a) of: "as a contribution to running costs of the Reading Room"

**3. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 14<sup>th</sup> July 2011**

**De-Fib Fund:** A parishioner had commented that the life belt had never been used in the twenty years it had been installed. Whereas it was considered important to retain the existing belt, the addition of a second might be considered excessive redundancy. As an alternative JC was asked to investigate the purchase of a tide clock and/ or CCTV security cameras for the car park.

**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 and report:

**The Spinney:** New tenants had been found and will move in on 19<sup>th</sup> September.

**Rent reviews:** Implemented in September

**Winch Huts:** Knowlden Titlow have proposed a policy to cover 'The Dunwich Fishing Guild'. Each winch licensee and hut licensee will be asked to make a contribution towards the cost of the cover as part of their licence fee.

**Further to previous discussion on the mortuary:** JC has now obtained quotations for improving security and creating a path and landscape steps from the mortuary to the 'Rainbow' lane. Subject to final check on land ownership, JC to execute plan. PCC and Jubilee Committee to be asked for a licence fee higher than the current £1, just enough to cover administration costs.

**The locks to the beach gate** now installed. They are marine grade, rust proof and attached in series to the Environment Agency locks. Both locks are cut 'keys alike' so one key fits both locks. JC holds one key, and one spare, DC holds one, and the fourth to be lodged elsewhere. The chain on the eastern gate had deteriorated beyond repair, a new 'bike lock' chain has replaced it.

**Insurance:** Ian Limeburner from brokers Knowlden Titlow has now produced a comprehensive review of our property and public liability insurance needs. Overall the saving is around £1000/ yr compared to our current insurance costs. Trustees thanked CC for his hard work in tracking down this brokerage, and have agreed to change over to the new insurance as soon as it is practicable to do so. As stated above in 'Winch Huts' he is also able to provide cover for the fisherman who use the winches.

**Request to install another memorial seat, in the name of Frederick Waldron** next to the existing seat on redundant winch platforms, has been approved, on the understanding that the works will be carried out in agreement to the specifications set out by the trustees and the cost of all the works will be borne by the donors of the seat.

**Request to install an A0 sign by Dunwich Museum** on the back of the existing memorial seat/ winch platform: has created some concerns among trustees based on the visualisation presented by JC. Trustees have agreed that RB should liaise with John Prior at the Dunwich Museum to further discuss the position of the sign.

## 5. AFFORDABLE HOUSING

JC and AA ran through some headline points:

- a. The building is currently due to complete end September, except for power connection. CC asked for LED bulbs to be installed if possible.
- b. UK Power Networks connection will now be completed via a special transformer run from the village feed which runs over the top of the new houses. The pole has been deemed rotten and needs replacing, and access will be required via Gallows Field in order to complete the work. Earthing trenches up to 300m will need to be dug into the field as well, all will be made good and restored.
- c. AA reported on the second meeting with the selection panel. The panel were supportive of the guidelines and application form as amended. They were very clear on what the Trust was looking for in the tenants.
- d. Further to a meeting between AA, JC, Cllr Slater and the Housing Officer at SCDC, a proposal had been put in principle to the selection panel – whether they would be comfortable with the presence of the SCDC Housing Officer as observer at the selection meeting. Universally, they were against such a proposal, feeling it would prevent free discussion. They felt that this was a Dunwich Town Trust project and should be kept as such.
- e. Following her e-mail of 8<sup>th</sup> August to all trustees on the subject, AA then asked the trustees what their views were on the attendance of the SCDC housing officer at the selection panel meeting. The unanimous view of the trustees was that no representative of SCDC should participate in decision making or be present during the tenancy selection process. JC said that he had already consulted the Trust's solicitors about protocol and procedure with respect to implementation of the covenants in the S106 Agreement, particularly in regard of the joint consideration of prospective tenants by the Owner [Trust] and the Council to be in need of such affordable accommodation. The question asked of SCDC was: 'who was empowered to act as the Council's representative in the implementation of the covenant?'. As yet, no reply has been received.

- f. RB was disappointed that leaflets had not yet been distributed to all local businesses including RSPB, National Trust and Suffolk Wildlife Trust. JC reported he had given leaflets to the Ship Inn and the Nursery Tea Room, but as yet had not had an opportunity to deliver leaflets to other businesses named above. AA volunteered to help distribute the remainder.
- g. The date for the viewing is proposed as 28<sup>th</sup> October 2011.

**6. GRANTS**

Grants were awarded to the following individuals:

- a. Grant to a parishioner towards expenses for a first year at university.

**7. OPEN MEETING**

On further reflection, the trustees have decided to conflate the open day with the open meeting on 28<sup>th</sup> October. Copies of the report and accounts will be available for parishioners while they are invited to view the houses. It was decided not to offer refreshments for fear of staining the new carpets. A suggestion box would be placed in a visible place, and application forms for the houses made available.

- 8. AORB:** RB to prepare policy expenditure heads limits for future adoption

- 9. DATE OF NEXT MEETINGS:** Open Day – Friday 28<sup>th</sup> October – Barne Cottages  
Thursday 10<sup>th</sup> November in The Reading Room

**Meeting Terminated at 20:55**