

THE DUNWICH TOWN TRUST
Charity No 206294



**MINUTES OF THE MEETING OF THE TRUSTEES HELD ON THURSDAY
10th May 2012 AT 6:00 pm IN THE READING ROOM, DUNWICH**

1. WELCOME AND APOLOGIES FOR ABSENCE

Present as Trustees: Mrs A Abell **AA** (Chairman), Mrs L Prior **LP**, Mr D Cook **DC**, Mr Keith Maunder **KM**, Mrs V Donovan **VV**, Mr J Salusbury **JS**

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

Apologies for Absence: Mr C Clay **CC** (Vice Chairman)

Guest and observer: Miss Nick Mayo

The chairman welcomed the Committee, and Clerk and particularly welcomed Ms Mayo, who was attending to assess her contribution as a possible future co-opted trustee.

2. MINUTES OF THE MEETINGS HELD ON 8th March 2012.

Agreed and signed as a correct record.

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 8th March 2012

The Chairman clarified what she had said about the Blue Book in the previous meeting. The church clock electrification had been completed. We had now missed the deadline for the Quality of Place Awards, but it could be applied for next year. The Clerk clarified the position with respect to the winch and hut licences.

4. CLERK AND TREASURER'S REPORT

Housing and Real Estate: The Clerk gave his report which included information on repairs to properties, the installation of muntjac fencing, and this year's renewals schedule. He mentioned that at the next inspection, Clarke & Simpson would be concentrating on any issues which could have a deleterious effect on the property fabric: keeping gutters clear, cutting back plants adjacent to walls etc.

Clerk reported a meeting with a couple of the tenants which proved useful.

Winch Hut Licences: All Winch and Hut Licences had been issued for this year. A representative of the mystery owners of Winch No W3 has said he will remove the boat and trailer by 11th May. One of the consortium wishes to remove and keep the winch mechanism. A fisherman has come forward to ask to rent W3, and that permission has been granted by the trustees. As soon as the previous occupants have vacated, a fresh licence will be issued to the new fisherman.

Beach and Car Park: JC reported on discussions between Christopher Clarke and the tenants of the Car Park and Tea Rooms, which progressed very well.

As a follow up to last meeting's report on the car park and EH; JC will be attending a meeting hosted by Suffolk Coasts and Heaths about their Lottery project "Touching The Tide", with a view to seeing if a wider car park project could be achieved, and grant aided.

Rural Payments Agency: may have finally recognised a change of Clerk, so Natural England Payment from 2011 could now be payable ...

Other: JC brought up the issue of unmade roads in Dunwich. Notwithstanding the 'High Street' was in private ownership, the state of the roadway affected a large number of residents – would it be possible for DTT the get involved with bringing them up to standard? There had been a suggestion from one resident that the Local authority would adopt the roadway if it was handed over in a suitable state of repair. Proposal is to start with the triangle. Further investigation is to be undertaken before any further action can be taken.

Treasurer's Report: JC presented the trustees with the annual accounts for 2011 in draft form. He assured trustees that he had checked the numbers and found them correct; discussion centered on the report which was approved bar one minor change suggested by JC. He presented the current treasurer's report showing budgeted income and expense against actual to date, with no further comment.

5. **AFFORDABLE HOUSING**

Final account is settled with builders. All VAT issues have been exhaustively checked and verified by accountants.

Final building over-cost amounts to approximately £5,800 – 2.61% of the total build cost.

Final wording of side-letter/ variation has been approved and Martin Aust is seeking written agreement from SCDC. Trustees agreed to proceed with a side letter as opposed to a full variation.

Council tax bandings on both Barne Cottages are reduced from band 'C' to 'B'

6. **GRANTS**

Two grants were awarded to a beneficiary between meetings - proposed by AA, seconded by VV and agreed nem. con. Payment instructions are annexed to these minutes. It was decided to continue supporting this parishioner for any further requests for help until the next meeting, subject always to the approval of at least three trustees.

It had come to JC's attention that a parishioner required a contact care alarm. All trustees approved – JC to action.

An application was received from the Dunwich Museum for £500 towards the cost of educational materials. Trustees felt that as the detail of costs had not been fully quantified at this stage, they would award £250, and ask for a fully receipted report on that expenditure, and more detail of further expenditure, before releasing more funds.

7. **GOVERNANCE and COMMUNICATIONS**

AA raised the subject of chairmanship and length of terms for chair. She believed that in the past trustees had a principle that a chair should serve no more than two years – always subject to annual election. Trustees were not overly concerned about the chair's length of term, and were happy with three years. AA wanted to institute a more predictable and organized way to introduce each trustee to the rewarding experience of chairing this committee. Trustees were asked to contemplate the issue for the next meeting.

The Blue Book was discussed further, KM was thanked very much for his help in producing editable text from the original. It now remained to edit the text, with help from VV, who was thanked very much for the offer.

On the website, AA urged further co-ordination with Janet Whitby and Geoff Abell. Meanwhile KM and JC are to work out a basic web plan

It was decided to hold an 'Open Evening' on Friday 26th October. Though it fell on the same evening as the Parish Meeting, trustees thought this would be an advantage, if residents were invited to attend the DTT evening from 6:00, tempted by a glass of wine, they could 'kill two birds with one stone'. The evening would be set out like an exhibition, with photograph and document displays, and trustees on hand to answer questions.

Trust's Records: AA had been doing a lot of background research into the Trust's archives, for which the trustees were very grateful. She had been to Ipswich Records Office and had had a meeting with a previous clerk to take over the contents of the Trust's 'tin trunk'. She had been looking at files from Sir Russell Wood, Kenneth Riches, and Richard Ginn's material on the Old Mortuary.

All agreed we should proceed with registration of the Trust's property, which, on the advice of the solicitor, we will apply for together, once all the satisfactory documentation is in place.

8. **ARCHIVE STORE:** Further discussions with John Prior at Dunwich Museum had revealed that the Museum committee are planning to install a cabin on their newly acquired site behind the Reading Room, for which it seems most likely they will pay, possibly with the help of third party grants. However, there are parallel plans to install French windows on the south side of the Reading Room to access the new garden, and full disabled access needs to be supplied as well. It seems likely that the Museum committee will be seeking grants to defray these costs, from the Trust among others. Trustees will await further details of these schemes.
9. **CLERK:** JC reported that he had had a productive meeting with CC prior to this meeting. As he had been in post for four years and his next birthday was 60, he felt it was time to take stock of the services he provided, and possibly even the job title itself. Discussions with CC will continue but broadly he 'set out his stall' in terms of his delivery style and plan for the future, suggesting a 'five year package' which will include assistance with finding, recruiting and training (if necessary) a successor. Whereas his contract is normally renewed each year in September, he suggested this year the contract is extended to 31st December. This allows the service contract to coincide with the Trust's accounting period and a little more time for discussion. All agreed.
10. **AORB**
11. **DATE OF NEXT MEETING:** Thursday 12th July in the Reading Room

Meeting Terminated at 21:00