

THE DUNWICH TOWN TRUST
Charity No 206294



**MINUTES OF THE MEETING OF THE TRUSTEES HELD ON THURSDAY
12th January 2012 AT 6:00 pm IN THE READING ROOM, DUNWICH**

1. WELCOME AND APOLOGIES FOR ABSENCE

Present as Trustees: Mrs A Abell AA [later elected Chairman], Mrs L Prior LP, Mr D Cook, Mr C Clay CC [later elected Vice-Chairman], DC, Mrs V Donovan VV, Mr J Salusbury JS,

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

Apologies for Absence: Mr Keith Maunder KM,
The chairman welcomed the Committee, and Clerk

2. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN FOR 2012

Mrs Donovan (VV) proposed Mrs Angela Abell (AA) as Chairman for the period January to December 2012, seconded by Mrs Prior (LP) – all in favour. Mr Cook (DC) proposed Mr Crispin Clay (CC) as Vice-Chairman for the period January to December 2012, seconded by VV – all in favour.

3. MINUTES OF THE MEETINGS HELD ON 10th November 2011

Agreed and signed bar one extra name to add to the Christmas donation list (added on the typescript) in the confidential section.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 10th November 2011

Having attended a meeting of the Dunwich Museum, JC reported that the trustees of the Museum were in favour of placing the beach key elsewhere than inside the building. It was agreed that Trustees, trustees of the museum, one of the fisherman and the officers of the Parish meeting would be informed of the key's revised location.

5. CLERK AND TREASURER'S REPORT

The Clerk presented his report.

Winch Huts: 'The Dunwich Fishermen's Guild' insurance is now in place. New forms of licence are expected from solicitors. Revised date for the commencement of new licences will be 1st January 2012 – discussion with solicitors about final detail are on-going.

Mortuary: New pathway and steps are now installed. DC has started on clearing the detritus from the spare land to the rear of the building. New licences for the Jubilee Committee and the PCC to run from January 1st 2012.

Treasurer's Report: The 2012 budget was presented and accepted. As part of the budget discussion, JC raised some possible internal renewals projects for the existing properties. In the restricted fund grant budget, trustees wanted the 'Samaritan' line removed and replaced with 'Emergency grants'.

Memorial seat re Frederick Waldron: No news of when they intend to start work. Trustees are relaxed about timing for the time being unless another party requests leave to construct a similar platform for a seat.

Beach and Car Park: JC to obtain quotation for re-surfacing the worst of the large puddles at the bottom end of the car park – in liaison with English Heritage.

6. AFFORDABLE HOUSING

- a. JC awaiting final account from contractors – the QS has assured him that he is on top of the situation. JC has checked with HMRC on the rules of VAT invoices.
- b. Some doors at No 2 BC reported splintered, No 1 BC reported patio door faulty, and cooker hood wrongly installed, rear light still not working. Plumbing issues were sorted out before Christmas. JC made coat hooks which had been installed. Still awaiting house signs (promised for mid January).
- c. Council Tax valuation completed and deemed ‘Band C’ – JC will appeal on the basis of properties either side being ‘Band B’ and valuation subject to constraints of S106 agreement.
- d. Full market valuation now complete.
- e. Tenants moved in to No 1 on Dec 1st, and to No 2 on Dec 10th 2011.
- f. SCDC have now confirmed that the choice of tenants complies with the terms of the S106 Agreement.
- g. JC reported discussions with Red Box Solutions (Martin Aust) recommended to him by Simon Wright RICS, the valuer of the affordable houses. Martin could assist with determining a definite value of the properties suitable for entering into the annual accounts, and he could assist with negotiating a protocol to deal with the DTT/ SCDC joint process of tenant selection, most likely by exchange of letters. A meeting with Martin and the affordable housing sub committee will be scheduled before the next full committee meeting.

7. CLERKS SERVICES

JC wanted to review his official [contracted] duties as clerk in the light of experience in the last three years, and particularly in the light of the previous year. He suggested trustees decide what kind of professional assistance they wanted; currently the contract was framed to provide secretarial services, whereas the scope of his work had extended recently to something closer to chief executive. Trustees were anxious not to specify too high a grade job, as this would lead to problems in the future when finding a replacement. CC felt that JC should spend some time describing the work he actually did, as a first step. However, trustees recognised that while JC was performing certain roles and managing the business of the Trust, it would be hard to reduce the job spec without lowering their ambitions for the Trust or doing a lot more of the work themselves.

8. GRANTS

AA wished trustees to review the policy of grant giving with respect, in particular, to grants awarded to beneficiaries outside the parish. One grant had been awarded recently which was larger than usual, and to a non-resident. After much discussion about defining the ‘Dunwich connection’, perhaps by way of the S106 definitions, the conclusion was that each application had to be viewed on its own merits. Trustees should take into account the severity of the applicant’s needs, the annual budget, and whether there was likely to be competition for the same money from Dunwich parish applicants. Trustees were also completely comfortable about allowing three of their

number to decide on an emergency grant between meetings, with no particular upper limit. Any such grants to be reported and agreed at the next available meeting.

Samaritan grants had been designed to be no more than £200, and had, in the past been given out by a trustee on a pre-approved basis without recourse to an emergency meeting. As per Policy 2010: all grants are to be approved by at least three trustees, however small and however urgent. To underline this, henceforward 'Emergency grants' would now substitute for 'Samaritan grants'.

A grant awarded to a beneficiary between meetings was proposed by VV, seconded by LP and agreed nem. con.

AA raised the issue of a grant to the Jubilee Committee for expenses relating to the planned Diamond Jubilee party in the summer. There were expenses relating to public liability insurance and entertainment (a band and fireworks). The trustees approved in principal a sum of approximately £500 grant towards these costs, and expected a formal application by the March meeting, or to ratify such a grant if it had already been given. JC to liaise with Geoff Abell at DPM over public liability insurance for the day.

The trustees approved a grant from Suffolk Coasts and Heaths towards a new AONB sign on the Car Park, for £250

9. ANNUAL PLAN

Some possible internal renewals projects for the existing properties – particularly updating the plumbing at No 2 Maison Dieu (for which a pressurised water tank was highly recommended), and reviewing the other interiors to see if updating were required. Land registration project to be undertaken by AA with assistance. Crisis loans were discussed, [JC] to enquire about regulations in respect of loan making. AA suggested updating the 'Blue Book', and asked trustees to give that further thought before the next meeting. There was a brief discussion about whether a 'Welcome to Dunwich' handbook would be more appropriate and also about establishing a Town Trust website, CC to register a web name for a very small cost. AA felt there should be liaison with those who, at the DPM, had volunteered to lead on development of a village website.

10. AORB

Trustees discussed a review of assets in relation to funds.

11. DATE OF NEXT MEETING: Thursday 8th March 2012 in The Reading Room.

Meeting Terminated at 21:00