



## DUNWICH TOWN TRUST No 206294

### MINUTES OF THE SPECIAL MEETING OF THE TRUSTEES HELD ON THURSDAY 12<sup>th</sup> July 2012 AT 6:00 pm IN THE READING ROOM, DUNWICH

#### A. WELCOME AND APOLOGIES FOR ABSENCE

**Present as Trustees:** Mr C Clay CC (Vice 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), Miss Nick Mayo NM

**Apologies for Absence:** Mrs A Abell AA (Chairman)

The vice-chairman welcomed the Committee, Clerk and Miss Mayo

#### B. APPOINTMENT OF A NEW CO-OPTED TRUSTEE

CC Proposed and VV seconded a resolution to appoint Miss Nick Mayo as a co-opted trustee. Trustees voted nem. con. JC asked NM to sign her letter of appointment.

The special meeting terminated at **6:20pm**

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#### 1. WELCOME AND APOLOGIES FOR ABSENCE

**Present as Trustees:** Mr C Clay CC (Vice Chairman), Mrs L Prior LP, Mr D Cook DC, Mr Keith Maunder KM, Mrs V Donovan VV, Mr J Salusbury JS, Miss Nick Mayo NM

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

**Apologies for Absence:** Mrs A Abell AA (Chairman)

The vice-chairman welcomed the Committee, and Clerk

#### 2. MINUTES OF THE MEETINGS HELD ON 10<sup>th</sup> May 2012.

Agreed and signed as a correct record.

#### 3. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 10<sup>th</sup> May 2012

**Old Mortuary:** DC reported that he had met with Charles MaCleod Matthews, they had agreed a boundary line with the Old Mortuary and marked it with posts. JC has already asked Jeff Redgrave to quote for a post and rail fence to follow the agreed boundary.

**Jubilee celebrations:** CC mentioned that the grant of £350 to the Jubilee Committee for fireworks at the Diamond Jubilee was very good value.

#### 4. CLERK AND TREASURER'S REPORT

**Housing and Real Estate:** The Clerk gave his report which included an update on this year's renewals schedule. No 2 TH had reported a fault on the oil fired boiler, which had been rectified.

**JC had asked for two quotes** to replace the boilers at Nos 1 and 2 TH. It was established that No 1 had never had any trouble with the boiler, and though it was 13 or 14 years old, was still giving good service. Trustees felt that on balance, the cost of a new boiler at No 2 paid for a great number of call outs, so for the moment carry on repairing the existing one. JC emphasised that it was good policy to renew equipment on a rotating basis, and to renew it before it started to cost money. JC to enquire of the heating engineers opinion further.

**Consent had been given for wallpaper** to be put up in one bedroom, providing it was reinstated at the expiry of the tenancy.

**Old Mortuary:** JC to obtain quote for exterior re-painting.

**Winch Hut Licences:** A new licence has been granted to a fisherman for winch W3. The previous licensee has negotiated with the new one to acquire the winch mechanism and the previous licensee's property has all been removed.

**Beach and Car Park:** Trustees discussed the repair to the bottom of the car park. It was agreed that even if a larger scheme could be organised in 2013, we should still go ahead with repairing the worst area, already identified. KM suggested using a plastic grid rather than a membrane (would this satisfy English Heritage?). JC to follow up and verify efficacy of plastic grid in these circumstances and pursue with English Heritage.

**DC wanted a new sign:** to indicate to emergency vehicles and others that gained legitimate (or illegitimate) access to the marshes "Suitable for off-road vehicles only". He also wanted bronze tags fitted on the padlocks to indicate access to the keys. JC and DC to liaise over action. Lock safes/ boxes were discussed.

**Beach Sign:** JC raised the question of installing an informative 'Welcome to Dunwich Beach' sign in the car park, along the lines of a previous trustee's suggestion. CC suggested it be placed in the path most used which was between the Bug's Nest and the first winch. JC to research the content, size and location.

**New Memorial Seat:** The donors had arranged for a small ceremony to install the memorial plaque, ownership of the seat to be confirmed as DPM, on the same lines as the previous seat.

**Rural Payments Agency:** Payment of 2011 grant from Natural England still not through from RPA. JC to pursue.

**Other:** On investigation, the ownership of the 'triangle' in High Street was not as clear as JC had been previously informed. Further investigation was required.

**Treasurer's Report:** JC presented the trustees with the final accounts for 2011. Four extra copies were available for viewing on the Open Day. He presented the current treasurer's report showing budgeted income and expense against actual to date, with no further comment. There was a brief discussion about investing surpluses in the current accounts.

## 5. AFFORDABLE HOUSING

JC read out a letter he had written to Martin Aust in response to a question raised by SCDC.

## 6. GRANTS

**An application was received from a parishioner for educational expenses.** Trustees had some queries and need for clarification in the application which required deferring the final decision to the next meeting.

**A parishioner had requested:** a telecare alarm be installed.

**The Dunwich Reading Room and Museum Charity** asked the Trustees to consider what level of support they might be prepared to offer towards one of two capital projects they were considering, namely the installation of French doors and the provision of a wheelchair accessible ramp from the rear of the Reading Room to the newly acquired piece of land donated by Duncans. Another body or bodies may be prepared to contribute but the exact amount was unknown. KM proposed and NM seconded that the trustees were prepared to underwrite a contribution towards the windows and ramp project to make up the total (with other contributors) to a maximum of £7,500. The resolution was unopposed. JC to write to the chairman of the DRRM with a view to honing the final application in due course.

## 7. **GOVERNANCE and COMMUNICATIONS**

**Chairmanship** AA had prepared a schedule of chairman's duties and responsibilities for the trustees to review. Trustees were in agreement with the schedule and did not have anything to add. It was agreed that the chairman's role could become over onerous and trustees agreed that they should work towards individual committee members taking on 'folios' (grant making/ personal care/ property etc) to lighten the chairman's load. It was agreed that if any individual trustee brought forward a project, they should be responsible for all the initial research and feasibility study, before it was taken forward by the Clerk.

**The website**, was now complete in 1<sup>st</sup> draft form and available to view on line at <http://dunwichtowntrust.onesuffolk.net/> There was further work to be done to get it up the Google list, and assist in doing this it was decided to carry on with registering [dunwichtowntrust.org](http://dunwichtowntrust.org) which would be used to 'point' at the current site. Trustees were happy with the content of the site so far, but JC said that there was more to do – NM suggested we should have more wildlife/ flowers/ sealife and flood pictures in the gallery. JC mentioned that KM had already kindly supplied a number of photographs, some of which were uploaded and some yet to load. It was also agreed that a projects page, links to other village sites and a confidential log-in area would be good to have.

**'Open Evening' on Friday 26<sup>th</sup> October.** JC reported that AA had mentioned that Simon Strickland, the Chair of the DPM was not entirely happy about the Trust holding its open evening earlier on the same evening as the DPM meeting on Oct 26<sup>th</sup>. On review, and given the style of evening, trustees decided they were content with leaving arrangements as they were, perhaps agreeing to defer the 'glass of wine' until after the Parish Meeting. JC had been unable to speak to Dr Strickland at that point, but would endeavour to do so at the earliest opportunity.

## 8. **NEW PROJECTS:**

**Loan making:** JC had been asked to investigate loan making as a possible adjunct to grant making (to individuals), on the basis that often people had an urgent need for financing a large capital item, but, given time, they would be able to make a contribution. JC had talked to the Trust's solicitors and had been assured that loan making was a potential legal minefield, as it involved the Consumer Credit Act, a notoriously difficult piece of legislation. NM confirmed this, but added that beneficiaries could always be encouraged to 'reverse donate' to the charity without any contractual commitment. This would mean that the Trust could make larger donations in the first instance, knowing that potentially a pre-agreed amount would (in all likelihood but not definitely) be returned and recycled for others' benefit.

**Coastal Defence:** JC asked the committee if they would like to meet Paul Patterson from Suffolk Coastal/ Waveney to talk about how we could work together (and with others) on new local coastal defence projects to which the Trust could contribute. All trustees agreed.

**Faster Broadband:** JC asked the trustees if they thought the Trust should take a lead in trying to get faster broadband services delivered to the village. CC put up both hands (and both his feet and all his toes) in support. NM said that she would find out from Suffolk Acre if they could help. JC to continue with initial investigations. CC's assessment was that because of the distance from the exchange, the existing copper wire network was probably delivering its maximum (c. 1Mbps) – to improve things we would need a fibre-optic line to bring services into a village hub.

9. **AORB** – VV asked if there was still a hedge planned for Barne Cottages, JC said it would be done in the autumn or next spring. It was reported that K Riches had thanked the Trust very much for the telecare service and for making a grant for the electrification of the village clock.
10. **DATE OF NEXT MEETING:** Thursday 13<sup>th</sup> September in the Reading Room (which I checked on the new website)

**MEETING TERMINATED AT 20:45**