

THE DUNWICH TOWN TRUST
Charity No 206294



**MINUTES OF THE MEETING OF THE TRUSTEES HELD ON THURSDAY
8th March 2012 AT 6:00 pm IN THE READING ROOM, DUNWICH**

1. WELCOME AND APOLOGIES FOR ABSENCE

Present as Trustees: Mrs A Abell AA (Chairman), Mr C Clay CC (Vice Chairman), Mr Keith Maunder KM, Mrs V Donovan VV, Mr J Salusbury JS

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

Apologies for Absence: Mrs L Prior LP, Mr D Cook DC

The chairman welcomed the Committee, and Clerk

2. MINUTES OF THE MEETINGS HELD ON 12th January 2012.

Agreed and signed as a correct record.

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 12th January 2012

Beach gate key location, council tax bands on Barne Cottages, The Spinney.

4. CLERK AND TREASURER'S REPORT

Housing and Real Estate: Request for a small alteration by one tenant, granted. Architects signs to be taken away and a new hedge planted at Barne Cottages.

Beach and Car Park: English Heritage now require archaeological work to be done prior to completing the car park repair. This needs more thought and planning. JC proposed the work be completed in the autumn after the tourist season. Trustees discussed drainage. A budget of £1,500 was approved for the archaeology. JC had issued the Winch and Hut licences, and most had been completed.

Treasurer's Report: JC presented to trustees the treasurer's report showing budgeted income and expense against actual to date, with no further comment.

5. GRANTS

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

A grant was awarded to the Jubilee Committee for £350 towards the cost of fireworks at the Diamond Jubilee party - proposed by VV, seconded by CC and agreed nem. con.

A grant was awarded to the Dunwich PCC of £2,950 for electrification of the village clock and a further grant of £247 for the annual clock maintenance fee. The grant was proposed by CC, seconded by JS, and agreed nem. con.

AA had been approached by John Prior, chairman of the Dunwich Reading Room and Museum Charity, about the future management of document and archive storage for the village - further discussions to be arranged. JC warned that the village clock

had already taken a sizeable part of the grant budget for this year, but AA felt sure the archive storage project would be more likely for 2013.

6. GOVERNANCE AND COMMUNICATIONS

AA was keen to pursue possibilities for new trustees. The trust had its full complement of representative trustees but was not making full use of its quota of co-opted trustees. Furthermore, as some trustees might well be retiring in a year or so, AA was keen to bring in new talent. Three people were mentioned as possibilities, one of whom JC was asked to approach and invite to the next meeting as an observer. Trustees were asked to bring ideas of other potential trustees to the next meeting.

Trustees had discussed, at the meeting on 12th January 2012, a revised edition of the 'Blue Book', a website and 'Guide to Dunwich Residents'. CC had identified two possible web domain names, and was asked to reserve www.dunwichtowntrust.co.uk. He mentioned he had had the Leiston Business Association website built very economically. KM said it would be possible for trustees build something easily themselves using Apple's I-Web. AA had asked trustees to look at the Walberswick website as an example of an integrated village approach. Trustees suggested CC co-ordinate with Janet Whitby of the Dunwich Parish Meeting in respect of a possible integrated website.

KM offered to look at scanning the Blue Book to create a text file so AA could produce a revised edition, in due course. She asked for offers of help.

7. AORB: AA mentioned the Quality of Place Awards for which the new houses would qualify for an entry. JC to follow up.

8. DATE OF NEXT MEETING: Thursday 10th May 2012 in the Reading Room

9. HOUSING:

The housing sub-committee (KM, AA, LP (absent)) had met with Martin Aust of Red Box Solutions on 6th February 2012. Trustees considered a first draft of a Heads of Terms (HoT), provided by Red Box Solutions, between the Trust and SCDC to codify the procedure of tenancy selection and rent levels. RBS had also provided a letter giving a professional opinion on the valuation of the affordable houses. The valuation letter was accepted at face value, and the draft HoT was discussed with some comments which JC was to pass on to RBS before they proceeded to negotiate with SCDC.

VV withdrew before the next item to avoid a conflict of interest. The trustees were asked to consider issues concerning tenancies which could be considered 'long term' – e.g. longer than 5 years. One particular tenant, and subsequently a few others, had written to ask for modified terms of their leases.

Whereas the trustees were sympathetic to the tenants' feelings and situation, they had to consider the best interests of the charity when it came to property management. The agents Clarke and Simpson had advised strongly to retain the current arrangements, and confirmed that these were identical to the other 200 properties they managed for a range of clients, including charities and the Church of England. AA is to reply to one tenant who had written in particular, and JC to draft a general letter to go out to all tenants.

Meeting Terminated at 21:00