



DUNWICH TOWN TRUST

MINUTES OF THE MEETING OF THE TRUSTEES HELD ON THURSDAY 11th November 2010 AT 6:00 pm IN THE READING ROOM AT DUNWICH

1. WELCOME AND APOLOGIES FOR ABSENCE

Present as Trustees: Mrs Angela Abell (Acting Chairman), Mr R Bessell, Mr D Cook, Mr J Salusbury, Mrs V Donovan, Mr Keith Maunder

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

Apologies for Absence: Mr Crispin Clay, Mrs L Prior

The chairman welcomed the Committee, and Clerk

2. MINUTES OF THE MEETINGS HELD ON 9th September 2010

Agreed as written

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 9th September 2010

Review of Clerk's contract by the remuneration sub-committee is awaiting a log of hours worked by the Clerk from 1st Sep – 31st Dec 2010. Chairman reported that there had been a four-way meeting between DTT, DPM, DRRM and Brian Duncan in respect of Duncan's Field. All trustees concerns over liability were allayed – BD agreed installing a deer-proof/ rabbit-proof fence around conservation area, and a vehicle gate + vehicle access. New plans to be drawn up for final approval by all parties. Notes of the meeting appended to these minutes.

There was a discussion about keys to the beach gate and that a fisherman had been seen driving up the shingle bank – DC to liaise with Clerk to arrange a digger to tidy up bank and to discuss fisherman's huts.

4. COMMUNICATIONS

The Chairman and committee welcomed the trustees adoption of new technology for communicating information and from time to time, views. It was decided that some protocol with respect to e- mails should be adopted:

- i) E-mails sent out to trustees for views should have a receipt request*.
- ii) E-mails received by trustees for specific views or opinions should be copied to **ALL**
- iii) Trustees wishing to offer apologies for absence BUT proffering views on agenda items should send them to **Chair only**.

5. CLERK AND TREASURER'S REPORT/ WORKS/ WINCH HUTS

- a. Clerk reported all annual works completed bar the strengthening of the fence around the memorial bench.
- b. Winch Huts to be dealt with by Clerk and DC liaising with fishermen

6. AFFORDABLE HOUSING

- a. A trustee suggested the Trust needed a 'Performance Bond' in case the builders go into liquidation. The Clerk felt that this subject had been aired with the architects and had been rejected. The employment of a Quantity Surveyor was considered adequate protection. Clerk agreed to run the matter over with the architects again.
- b. Trustees were reminded that policy must be decided on lettings and tenant selection very soon, as we needed to prepare a brochure for distribution to the community while building was in progress. It was decided that a sub-group should be formed, RB to speak to LP about taking up where he left off with policy discussion, Clerk to assist LP in formulating policy for consideration by Trustees in January.
- c. Clerk explained to Trustees he had received a reply from the Charity Commission in respect of using Restricted Fund cash to build the affordable houses. Legal opinion was sought from Nicholsons to confirm the interpretation of their response which was that Trustees were free to decide for themselves the validity of such cash use, but that a good reasoned argument should form part of the resolution.
Clerk set out a discussion paper relating to:
 - i) A contribution to the housing cost to be made by the Restricted Fund
 - ii) A loan to be made by The Restricted Fund to the Unrestricted Fund

After discussion the following combined resolution was proposed by the Chairman, and seconded by Mrs Donovan

“Having considered the question of providing finance for the Affordable Housing project to build two new Affordable Houses, the Trustees have resolved to:

- A. Use an amount equivalent to 20% of the estimated construction cost and associated fees of the Affordable Houses (currently £50,000 of £250,000) from the Restricted Fund to compensate the Unrestricted Fund for being obliged under the S106 agreement to rent houses at below market rent (currently believed to be 80% of market rent). The application of these funds would thus assist individuals who are proved to be in need of Affordable Housing and therefore in need of assistance from the Restricted Fund in line with the objects of the Restricted Fund.
- B. Authorise the use of £100,000 of the Restricted Fund's reserves to be used as a loan to the Unrestricted Fund for the construction of the Affordable Houses. Such a loan will be subject to a proper agreement between the Funds and will carry an interest rate of at least 4.34%. Initially the loan will be for a period of no more than one year. The Trustees are satisfied that the application of £100,000 in this manner will not interfere with the Restricted Fund's ability to make grants.”

The combined resolution was voted on and passed at 5 for and 1 abstention

7. GRANTS

- A. Christmas Grants: the list of last year's grants was examined – one or two extra parishioners suggested, and will be added after further research.
- B. Dunwich PCC – An application from the Dunwich Parochial Church Council was considered: £500 towards the maintenance of the village clock and cemetery

A lively discussion followed about the merits or not of contributing to church funds. The Clerk explained that the Trust had given this grant for many years, as it was an expense previously borne by the Parish Meeting – the maintenance of the clock and local cemetery being considered a burden falling on the Parish.

Mrs Abell and Mrs Donovan declared an interest as members of the PCC and did not take part in the voting. Mr Salusbury proposed the resolution for the grant to be given, DC seconded. There were 2 for, 1 against and 1 abstained.

The Clerk was asked to write to the Dunwich Parochial Church Council with a request that the grant be considered restricted to maintenance of the clock and cemetery only, and not part of general church donations. The Clerk was to ask the PCC for evidence of expenditure on the clock and cemetery when applying for future grants.

8. GREYFRIARS

The trustees were asked to consider their attitude towards the proposed initiative by Suffolk County Council to divest its amenity assets to local communities. Most trustees were aware of the basics as it had been announced in the Parish Meeting recently that SCC had proposed gifting or otherwise handing over the Greyfriars Wood and Greyfriars Monastery site to the "Dunwich Community". The DPM had already expressed an interest in principle.

The Parish Meeting proposal had been to form a working party/ steering committee of representatives of the three potentially interested groups: The Dunwich Parish Meeting, The Dunwich Reading Room and Museum and the Dunwich Town Trust. Trustees agreed that that seemed a sensible way to start. Ray Bessell agreed to sit on the steering committee along with John Cary, who, as Clerk, would represent as far as he could the feelings of the Trustees.

The view of the Trustees was that it was much too early to draw any conclusions about how best to proceed, but to do some extensive research on the extent of the liabilities associated with the Greyfriars site, particularly the monastery ruins themselves. He would report back the findings of the steering group after it had met for the next Trust meeting.

9. AORB and AGENDA FOR JANUARY MEETING

Nominations for Nominated Trustees were coming up in January. David Cook agreed to stand again and Keith Maunder agreed to stand in the vacant place. If elected unopposed, the Trust would then have 6 Nominated and 2 Co-opted trustees.

A letter was read out from a previous parishioner. The Clerk was asked to write in response.

For the next meeting, the following will be, inter alia, on the agenda:

1. First draft of the tenancy policy
2. Conflict of interest policy (review)
3. The annual budget 2011
4. A plan to start on the North Paling Fence

10. DATE OF NEXT MEETING

Thursday 13th January – Reading Room at 6:00pm

Meeting finished at 9:00 pm

Meeting Dates for 2011

Thursday	13 th January
Thursday	10 th March
Thursday	12 th May
Thursday	14 th July
Thursday	8 th September
Thursday	24 th June – 7:30pm – Open Meeting for village* TBC
Thursday	10 th November