



## DUNWICH TOWN TRUST

### **MINUTES OF THE MEETING OF THE TRUSTEES HELD ON THURSDAY 13<sup>th</sup> May 2010 AT 3:00 pm IN THE READING ROOM AT DUNWICH**

#### **1. WELCOME AND APOLOGIES FOR ABSENCE**

Present as Trustees: Mr M Palmer (Chairman), Mrs Angela Abell, Mr R Bessell,  
Mrs V Donovan, Mrs L Prior, Mr Keith Maunder, Mr  
Crispin Clay, Mr D Cook

In attendance: Mr J Cary (Clerk and Treasurer)

Apologies for Absence: Mr J Salusbury

The chairman welcomed the Committee, and Clerk

#### **2. MINUTES OF THE MEETINGS HELD ON 11<sup>th</sup> March 2010**

The word 'appropriate' to be substituted for the word 'possible' in Para 6, otherwise the minutes of the special and ordinary meetings held on 11<sup>th</sup> March 2010 were agreed as a true record, signed and dated.

#### **3. MATTERS ARISING FROM THE MINUTES OF THE MEETINGS ON 11<sup>th</sup> March 2010**

There were no matters arising

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

Mr Maunder proposed the annual accounts for 2009 be approved by the committee, seconded by Mrs Donovan - all in favour. The clerk reported the current situation with respect to The Spinney, and to No 2 Town House.

#### **5. AFFORDABLE HOUSING**

Mr Maunder and Mrs Prior reported to the committee a summary of their conclusions of the first stage of the competitive tenders for architectural and design work for the two new houses. The committee agreed that two of the three proposals were worthy of further pursuit. The sub-committee would follow up both candidates with further meetings with a view to proposing a chosen candidate for the next full meeting. The Chairman suggested that the Trust call a special meeting to discuss this final choice so as to fully concentrate on the matter.

#### **6. CAR PARK LEASE**

The Clerk produced a copy of the gas tank safety certificate and the insurance schedule. Mr Bessell wanted to see the fire risk assessment in respect of the gas tank. The Town Trust's interest was not noted on the insurance and this should be rectified prior to signing the new lease. As a result of attempted land registration, it appeared that Suffolk Coastal District Council owned two portions of land on the car park site: the public toilets and the re-cycling centre. Whereas the public toilets had been omitted from the leased premises in the previous lease, the recycling site had not. The Trust's solicitors were working hard to resolve the issue. The tenants solicitors

had requested the current lease be extended by a further month. The following resolution was proposed by Mrs Donovan and seconded by Mrs Prior:

“The Trustees authorise Michael Palmer and David Cook to sign the new Car Park Lease dated 19<sup>th</sup> March 2010 subject to a solution being reached on the issues of the plan and the insurance”

**7. GRANT MAKING POLICY**

Mrs Abell’s revised working paper on grant making policy and her draft application forms were warmly received by the trustees.

The grant making policy document needed some further thought: Mrs Abell and Mr Bessell would continue to work on it.

Mrs Abell and Mr Bessell were to finalise the text of the A4 leaflet in time to arrange for printing 70 copies for the public meeting in June.

**8. GRANTS**

The Dunwich Reading Room and Museum had written asking for a £500 revenue grant to allow them to offer the use of the Reading Room at no cost to local groups. The Chairman, VD, DC, LP and JC all declared an interest. Mrs Abell proposed the grant be awarded and Mr Bessell seconded. The resolution was unopposed.

**9. PUBLIC MEETING 24<sup>th</sup> JUNE 2010**

The trustees discussed the format of the meeting, The Chairman agreed to chair the meeting and the question and answer session. Trustees should be primed to answer questions before the meeting. The format was to be as follows:

- a. What we’ve achieved during the year – JC presentation
- b. Annual accounts (summary) – JC presentation
- c. The projects survey, feedback on results
- d. Questions and answers
- e. A glass of wine and nibbles offered to all those attending

**10. AORB**

**CLERK’S CONTRACT**

All agreed that the Clerk’s contract should be renewed in September. The Clerk asked if two trustees would volunteer to act as a remuneration sub-committee. Mrs Donovan and Mr Clay said they would be happy to meet the clerk to discuss any aspects of his contract at their mutual convenience.

**DUNCAN’S FIELD**

The Chairman informed the committee that Mr Duncan was anxious to make a gift of land behind the Reading Room and his own building plot. In the absence of the Dunwich Parish Meeting taking the land, he asked the committee if they would accept the land for the Dunwich Town Trust. All agreed that provided there were no liabilities beyond some simple land improvement and upkeep, the gift should be accepted.

**11. Date of next public meeting 24<sup>th</sup> June, 7:30pm Reading Room  
Date next committee 8<sup>th</sup> July, 3:00 pm Reading Room**

**The meeting closed at 05:35pm**