



DUNWICH TOWN TRUST

MINUTES OF THE MEETING OF THE TRUSTEES HELD ON THURSDAY 14th January 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

In attendance: Mr J Cary (Clerk and Treasurer); Mr Simon Merrett, architect; Mr Crispin Clay

Apologies for Absence: Mr J Salusbury, Mr D Cook

The chairman welcomed the Committee, Clerk and Mr Clay.

A. *Mrs Donovan proposed and Mr Bessell seconded a motion to elect Mr Michael Palmer as chairman and Mrs Angela Abell as vice chair for the year 2010. Mr Palmer and Mrs Abell both agreed and the motion was carried nem.con.

B. Mr Palmer proposed and Mr Bessell seconded a motion to elect Mr Keith Maunder and Mrs Linda Prior as co-opted trustees, the motion was carried nem.con. Mr Maunder and Mrs Prior both signed their forms of appointment. Their terms will run until 31st December 2012.

2. MINUTES OF THE MEETING HELD ON 12th November 2009

The Minutes of the meeting held on 12th November 2009 were agreed as a true record, signed and dated.

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 12th November 2009

a. Mr Bessell brought up the question of gas tank safety. The Clerk assured him that the Trust's concerns had been relayed to the agents and to the solicitors, but he hadn't any further information on what regulations had to be followed, or whether a certificate of safety was necessary.

Mr Clay pointed out that any commercial premises had to have a full fire risk assessment and that they should be fully covered under their public liability insurance. The tank should be placed in a position to cause the least amount of damage, and should be protected from vandalism.

b. Mr Palmer had received a letter from Lady Parks, with many thanks for her book token and flowers on her retirement.

4. CLERK AND TREASURER'S REPORT

a. The Treasurer presented his annual budget for 2010. Mrs Donovan proposed it be adopted and was seconded by Mrs Prior. All trustees were in favour.

b. The clerk was asked whether the 'Blue Book' needed updating. It was felt that as a result of further work on policy, a new manual for trustees be produced from which a public information leaflet could be drafted.

c. The Trust's fencing contractor had been engaged to create a new boundary at No1 Town House.

5. AFFORDABLE HOUSING

Mr Merrett kindly joined the meeting to present revised plans for the two new semi detached houses at the front of the site. He had been asked to review them in the light of various comments from the meeting in November, in particular:

- a. The houses were designed in a style which was expensive to build
- b. The houses were too large
- c. An intermediate set of plans for smaller houses did not address front access or light to the kitchen very well.

There was some discussion about parking and access, which the trustees felt could be resolved, but the trustees felt these revised designed should be submitted to SCDC at least informally to get a view from the planners.

Mr Merrett also presented an outline costing plan, including a detailed list of all the professional fees needed to complete the project. He strongly advised an outline cost estimate of building from a quantity surveyor, which he would organise.

6. CHARITIES MERGER

The merger had been completed before Christmas. The new merged charity is known as 'The Dunwich Town Trust' and retains its original Charity Commission No 206294. The old Pension Charity's assets and funds were now absorbed into the Dunwich Town Trust as a restricted fund, so the same rules about charitable giving would still apply. Under the new scheme, we can now have up to three co-opted trustees. All trustees had received a copy of the new scheme. The chairman asked the clerk to draft a letter of thanks to Peter Bayman, from the committee, to thank him for all the work he had put in to effect the merger.

7. AFFORDABLE HOUSING SUB-COMMITTEE

There was a short discussion about the new plans of the houses and the costs. In order that the project should have closer and more detailed oversight, the trustees proposed to set up a sub-committee. Mr Maunder and Mrs Prior volunteered, and the clerk was to give them assistance and attendance at meetings. The proposal was accepted by all trustees. The sub-committee was to concentrate on design, planning, project management, professional appointments, all costs and construction for the time being.

8. GRANTS

The clerk handed out a letter from one parishioner in receipt of an educational grant with thanks and information on progress.

It was decided that two elderly people who lived nearby and were closely associated with Dunwich should be furnished with a contact care alarm.

Mrs Abell circulated her discussion paper on grant making policy to the trustees for consideration at the next meeting.

9. COPPICED WOODLAND

Mr Bessell agreed to research some initial facts and early feasibility on planting Gallows Field with trees that could be coppiced for firewood. There were some immediate considerations: the existing grant from Natural England, and the extent of planting given the field could be a useful amenity space.

10. AORB

Mr Clay was asked how he reacted to the workings of the Dunwich Town Trust and he expressed his eagerness to join as a co-opted trustee, if he were appointed. The clerk suggested that as an appointment needed notice, the trustees would be invited to vote at a meeting on 11th March.

A trustee communicated some concern over the relationship between the Trust's managing agents and the tenants. There was some discussion about a service level agreement. The clerk was to discuss this with the agents.

11. DATE OF NEXT MEETING

March 11th 2010, at 3:00 pm in the Reading Room

THE MEETING CLOSED AT 5:50 pm