

**MINUTES OF THE MEETING OF THE TRUSTEES HELD ON THURSDAY
8th November 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, Mrs L Prior LP

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

Apologies for Absence: Mr J Salusbury JS, Mr D Cook DC, Miss Nick Mayo NM

Guest: Ms G. Andersen who was considering being nominated as a Representative Trustee had been invited to observe the first part of the meeting.

The chairman welcomed the Committee, Clerk and Guest

2. MINUTES OF THE MEETING HELD ON 13th September 2012.

Agreed with two changes and signed as a correct record.

3. MINUTES OF THE SPECIAL MEETING HELD ON 9th October 2012.

Agreed following one correction and signed as a correct record.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 13th September 2012

Rural Payments Agency: JC reported that finally a payment had been received for the 2010 grant and for the 2011 grant which brought everything up to date.

Proposed capital grant to museum: VV reported that the WI had now had an opportunity to set their own level of contribution towards the proposed capital grant to the museum. JC reminded the committee that a formal grant application had not yet been received.

5. MATTERS ARISING FROM THE MINUTES OF THE SPECIAL MEETING ON 9th October 2012

JC had declined the new revised contract offered by trustees, due to commence on January 1st 2013. Consequently trustees had now advertised for the position of Clerk and approached a bookkeeper to take over the work of the Treasurer. JC's current contract, including an agreed extension, will terminate on 31st December 2012.

6. CLERK AND TREASURER'S REPORT

Housing and Real Estate: The Clerk gave his report which included an update on this year's renewals schedule. A tree had fallen over the Spinney back fence, and Chris Spall had cleared it. The tenants at the Spinney had also asked for more gravel on their drive, and Malcolm Keith was to supply it in due course. The hedge

bounding the approach to Gallows Field was full of dead elms, and Chris Spall had taken them down to shoulder height.

Barne Cottages:

Tenants at Nos 1 & 2 BC had requested gates installed in their back fences so they could access a small plot of amenity land immediately to the rear. Trustees were content to organise this providing:

- a. They restricted the use to vegetable growing or otherwise maintaining it as conservation land.
- b. Applied for permission separately if they wished to keep hens or other livestock.
- c. A simple post and rail dividing fence were erected on the building line to separate an area for each tenant, in the interests of equity.

Additionally the tenants at No 1 BC had asked if they could, at their own expense:

- a. Install a water butt to the front of the building, to harvest water from the front roof.
- b. Repaint the interior in the same or similar shades of off-white to that which had been painted by the builders (Dulux Chiffon White).

Trustees agreed to these requests.

Corporation Marshes: Rent now received as per matters arising.

Beach and Car Park: Having abandoned the proposal to survey the car park using ground radar, JC had had further discussions with Edward Martin at SCC Archaeological Service to draw up a plan, with EH's approval, which would most likely involve cutting a trench 1m wide x 1.5m deep across the repair site (approx 20m) This work would be done coincidentally with the main repair work; if something were found it would be marked by a different coloured Teram so that future archaeological exploration could be facilitated. There was further discussion about using a paving system grid Boddingtons Bodpave 85 Porous Grass Pavers. KM suggested it could laid directly on top of the repair site, and filled with road stone, this avoiding the need for EH involvement. JC said that as consent had been applied for, and as strict conditions had been set out by EH, he could not recommend that trustees proceeded without further consultation – the penalties for ignoring EH consent were very severe. It was agreed that the matter would be considered further in the new year.

Beach Fence: JC reported that the beach fence had been damaged again, this time in a place closer to the tea rooms. He advised trustees not to take any action until the winter storm season was over.

Beach vandalism and security: Jeff Redgrave would be installing a short concrete post between the existing post between Bugs Nest and first winch – hopefully this would deter 4WD beach joy riders. JC had met a security surveyor from Anglian Security and Fire on Tuesday 18th September. They had now provided their report and costings. JC had advised Anglia Security that a decision would not be quick, but CC has taken the report for further thought in the new year.

Triangle at High Street: No further action would be taken on this project for the time being.

Website: JC reported he had now added a page on Christmas donations and the Open Evening, and had brought the minutes up to date. He will add the minutes of 13th September in due course.

Suffolk Costs and Heaths, Touching the Tide: At the last moment on 8th November Bill Jenman, Development Officer for SC&H, had e-mailed with an update on

projects they were proposing for their National Lottery bid at the end of November. JC drew the trustees' attention to two elements of the bid which were of interest to the Trust; a proposed dig and clear of the west side car park ditch, and digging on the cliffs at Pales Dyke and Middlegate Street. JC to forward the e-mail to Simon Strickland at DPM for further comment. In principle they saw no objection to the ditch clearing provided all other consents had been obtained and providing it was with the full agreement of the Flora Tea Rooms, but they had grave concerns about digging into the cliff – however slight this may be.

Treasurer's Report: JC presented the current treasurer's report showing budgeted income and expense against actual to date. He outlined the current and projected surplus for the trust at year end. As it was his last meeting he presented the trustees with a resumé of income/ expenditure and asset value since he started in 2001. He presented them with a complete analysed schedule of costs relating to Barne Cottages over a three year period. He presented bank statements and reconciliations as requested at the meeting of 13th September.

Mrs Andersen left the meeting

7. GRANTS

An application had been received from a parishioner for emergency relief: Trustees had already granted a temporary grant between meetings, which was agreed by all. A further grant was suggested and agreed.

The Christmas Grants list: was discussed, four parishioners had moved on since the previous year and one had been added at the meeting of 13th September. Suggestions were put forward for five new additions. Trustees would like to thank Rev Richard Ginn for his input. The amount of Christmas donation was increased.

8. AORB

Open Evening: All agreed the format and content were a great success. All agreed to keep the structure as before, and to coincide it with a DPM date. This year the website was the 'screen' attraction, next year there would have to be something else – CC suggested the accounts presented in a lively graphic format. Two suggestions had been received from a parishioner, which AA agreed to follow up. AA reported that Simon Strickland had requested a presentation of the Town Trusts activities and achievements at a DPM, but she suggested, and all agreed, that now the Town Trust Open Evening was a permanent fixture on the village calendar, it would be best to keep all presentation for that, much in the same way the Museum did.

Historic Documents: AA mentioned that the antique Trust map on display at the Open Evening was in a bad state of repair. She had located a conservator and would report back on a quote for restoring and conserving the map.

Broadband: CC agreed to take on further research into the best way to provide Dunwich with a respectable broadband service. He reported that Benacre had achieved good results after they had agreed to finance a new cable to a local exchange.

Clerk contract termination arrangements: It was agreed that JC would deliver the files to The Old Forge, St James St on Monday 31st December (time to be agreed).

AA asked if he could organise the Fishermans' licences for 2013 prior to his departure. A short discussion on Clerk's time and expenses followed.

JC and VV left the meeting and LP took minutes

9. GOVERNANCE and COMMUNICATIONS

i) Treasurer's Role

C.C. reported that his present bookkeeper, Nicky Kinahan, had agreed to work as book keeper for the DTT. Nicky expected the work would take about 3 hours per month, she was available to start as soon as the DTT wished. As Nicky was also happy to undertake the preparation of the end of year accounts, it was agreed to decline J.C's offer to prepare the accounts for the fixed cost he quoted. A.A. had already approached the accounting firm 'Ensors', who offered a favourable rate to make the accounts into the appropriate form for a charity annual report and to provide an independent examiner's report.

C.C. to try and arrange a joint meeting between himself, Nicky and J.C. in order to provide a handover opportunity for Nicky to discuss J.C's current accounting system and any outstanding issues requiring attention before the end of year accounts. The loan of £100,000 from the restricted to the unrestricted account to finance the affordable housing was discussed. Rather than share the rental income between the two funds the Trustees preferred to revert to the agreement documented in the Minutes of 11 November 2011 that interest at a rate of not less than 4.34% would be paid.

Although it was felt appropriate for the Trustees to meet Nicky it was agreed that she would need time to finalise the transfer of accounting system; she would be invited to attend the Trustee meeting in March. In the meantime A.A. and, if feasible, another Trustee would meet with Nicky on 21st November at 12.00 at C.C's office. C.C. and A.A. would produce a draft budget in time for the January meeting.

As he had regular close contact with Nicky it was agreed that C.C. would take on the Treasurer's role from 31st December 2012. A.A. would organize the change of bank signatories and look into trying to obtain an approved fourth signature to assist with holiday periods etc.

All agreed a simple confidentiality statement for Nicky to sign.

ii) Clerk's Role

A.A. reported that so far there had been seventeen responses re the position of Clerk which had been advertised in EADT, the Job Centre and on village notice boards. Unfortunately the deadline for placing the advert in the November edition of The Yoxmere Fisherman had been missed, it was agreed that the advertisement would appear in the combined December/January edition as a fail safe in case none of the current applicants proved suitable.

From the aforementioned responses, there were a number who had not followed up their initial expression of interest or had been rejected by A.A. on grounds of location. To date four applicants, who all seemed to have the experience and skills required for the clerk's role, were deemed suitable for interview. A date and interview panel of three trustees (from A.A., K.M., C.C. & L.P.) would be organised.

iii) Contract

The contract which would be offered to the new Clerk was agreed. This would be shown to Ben Blower, Solicitor, for his approval.

9A. FURTHER OTHER BUSINESS

Retiring Trustee: A.A. reminded those present that John Salusbury was due to retire from his post of elected Trustee and there was a general discussion as to how best to thank him for all his past time and effort. It was decided that a letter and small gift of appreciation was in order which A.A. would arrange.

Trustee appointment to Dunwich Museum: Arising from John S's departure the Trust would need to elect a trustee to act as the DTT representative on the Dunwich Museum & Reading Room Trust. This would involve attending the meetings of the DMRR and acting as liaison between the two Trusts.

Following advice from John Prior, Chairman of the DMRR it was agreed that the selection of a DMRR trustee should wait until the new trustees were appointed in January.

10. DATE OF NEXT MEETING:

Owing to some of the Trustees' work commitments it was agreed that in future meetings would be on Wednesdays. The next meeting would therefore be on **Wednesday 9th January 2013**, at 18.00 in Reading Room

The sandwich refreshment which was trialled was appreciated and this seemed a civilised way to continue.

The Agenda for the January meeting would include:

Re appointment of co-opted trustee

Election of Chairman and Vice Chairman

Trustee to represent DTT on DMRR

Budget

Trustee's roles

Annual Plan

Meeting dates.

MEETING TERMINATED AT 9:50pm