



DUNWICH TOWN TRUST
Minutes of the Meeting of the Trustees held on Wednesday
9th January 2013 at 6:10 pm in The Reading Room, Dunwich

Present: Mrs Angela Abell (Chair) Mr David Cook (DC)
 Ms Gussie Andersen (GA) Mr Keith Maunder (KM)
 Mrs Veronica Donovan (VV) Miss Nick Mayo (NM)
 Mr Crispin Clay (CC) Mrs Linda Prior (LP)

Apologies: None

In attendance: Mrs Beverley Kekwick (Clerk)

The meeting started at 6.15 p.m.

The Clerk acted as Chairman for the first part of the meeting

1	<u>TRUSTEE / CLERK APPOINTMENTS and MEMBERSHIP</u>	ACTION
1.1	<p><u>Trustee Membership</u> In accordance with the procedure agreed at the Parish Meeting on 29th October 2012 Angela Abell and Gussie Andersen had been elected as Representative Trustees to the Dunwich Town Trust (DTT). GA was welcomed to her first meeting as a Trustee. She and AA signed their letters of appointment. Introductions were made by all present.</p>	
1.2	<p><u>Appointment of Chairman</u></p> <ul style="list-style-type: none"> • Angela Abell was unanimously re-appointed as Chairman. • Crispin Clay was unanimously re- appointed as Vice-Chairman. • Crispin Clay was unanimously appointed as treasurer <p><i>Angela Abell presided as Chairman for the remainder of the meeting.</i></p>	
1.3	<p><u>Appointment of Clerk</u> Beverley Kekwick was welcomed to her first meeting as the new Clerk.</p> <p>The Trustees expressed their thanks to the outgoing Clerk and Treasurer, John Cary. The Chairman read out a draft letter of thanks for all of his hard work and commitment , particularly recently, with the affordable housing project. Trustees discussed an appropriate thank you gift.</p>	Chair
2	<p><u>MINUTES</u> The minutes of the meeting held on 8th November 2012, having previously been circulated, were confirmed and signed by the Chairman subject to one correction.</p> <p>The minutes of the meeting held on 21st November 2012, having previously been circulated, were confirmed and signed by the Chairman.</p>	

3	<p><u>MATTERS ARISING FROM THE MINUTES</u> 8th November 2012 Suffolk Coasts and Heaths (SC& H) ; Touching the Tide Bill Jenman had written to reassure that this project would not involve digging into the face of the cliff but merely scraping a few inches. He had been invited to the Parish Meeting, 25th January 2013.</p> <p>21st November 2012 Financial Resolutions; COIF mandate It was agreed that the mandate should be changed so that any transaction required 2 signatories.</p>	
4	<p><u>REPORTS</u></p>	
4.1	<p><u>Clerk and Treasurer's Report to 31st December 2012</u></p>	
	<p>A written report (by the former Clerk and Treasurer) was previously circulated to Trustees and discussed in detail. The following were discussed:</p> <p>Fishermans' Licences The contract renewal papers had been delivered to all licensees.</p> <p>Change of DTT address/ key contact. 59 letters have been written to inform contacts of the change in address and key contact. Trustees agreed that the Chair would be the main contact for the Charities Commission (CC). For an interim period the Chair will remain the key point of contact , and gradually this will be changed to either the new Clerk or the new Bookkeeper (Nicola Kinahan, NK). All paper and electronic documents have been passed onto the Chair. In turn some of this has already been passed onto CC, the Clerk and NK. Both the Chair and Clerk reported that they were unable to access the former Clerks' emails. KM, who has a MAC computer to attempt to read them.</p> <p>Archiving The Chair reported that a lot of the DTT documentation, which was well labelled and in strong plastic boxes, could be archived. The Trustees agreed to store these in the mortuary, which is dry and secure, until more suitable storage becomes available. Trustees agreed that all financial documents more than 10 years old would be destroyed. Trustees asked that filing and archiving of documents should be a subsequent agenda item.</p> <p>Safe Electronic Storage using 'Drop Box' CC verbally reported on an organisation 'Drop Box' that provides a safe storage facility in 'The Cloud' for electronic data and documents. Trustees agreed that CC, the Clerk and NC should share information in this way. There would be further discussion on cost and governance issues.</p> <p>Trustee Liability Insurance The current insurance policy will lapse on 30/01/13. A reduced premium had been offered for 11 months to bring the renewal date in line with the other two DTT insurance policies (for property owners and hut/winch licensees).</p> <p>Trustees agreed that the policy should be renewed but at a reduced premium of £155.66 which would run to 30/12/13.</p>	<p>KM</p> <p>Chair</p> <p>CC</p> <p>Clerk</p>

4. 2	<p><u>Clarke & Simpson's (C&S) Property Report 18th December 2012</u> The following was highlighted as requiring Trustee comment or approval:</p> <p>1 & 2 Town Houses: Both tenants had asked about the replacement of their front doors. Trustees agreed that doors should be fitted during 2013, once the weather had improved.</p> <p>1 Town House: Trustees agreed that the necessary repairs to the guttering go ahead.</p> <p>1 Town House: On 19th December Malcolm Keith (MK) had advised the Chairman that he had been called out 3 times to severe flooding in the grounds. He had dug a sump, pumped excess water away and left the tenant with sandbags. MK had proposed a permanent solution which he felt was urgently required. Following discussion with the Vice Chairman AA had authorised this and the drainage work had been completed.</p> <p>1 Maison Dieu: The tenant had asked if, at his own expense, he could paint the outside of his bathroom in Suffolk pink and, for privacy, erect 2 stretches of 4 foot fence between Barne Cottages and his property. The Trustees agreed to both requests having been assured that the affected neighbour was in agreement.</p> <p>1 & 2 Barne Cottages: Trustees agreed to a request by a tenant to move the thermostat control to the central heating through the wall from the bedroom to the hallway in both cottages.</p> <p>Meeting with C & S and authorisation of repairs: A meeting was being set up on January 17th 2013 between Hayden Foster, C&S, and the Chairman, CC and the Clerk. Trustees discussed the authorisation of minor repairs to properties. It was believed that an agreement had been made between the Clerk and C&S in 2008 which would be reviewed.</p>	CC / Chair
5	<p><u>TRANSITIONAL MATTERS</u> <u>Beating the Bounds</u> The Chairman proposed a tour of all properties and land owned by DTT, excluding Corporation Marshes, for the Clerk and any interested Trustees. DC offered to lead the tour. The tour to take place at 9.30am on March 20th 2013.</p> <p>A large scale map was shown to Trustees. It was agreed that this could be used to mark out the particular properties and land owned by DTT as the basis for a property register to form part of the property file. Ordnance Survey to be contacted re copyright restrictions</p> <p><u>Key holders</u> Keys held by the previous clerk had been passed to the Chairman. DC, who holds a spare set, offered to arrange for a metal fob to be attached to the locks on the gates to the beach/marsh with his mobile number for emergency use.</p>	DC, Clerk, all GA DC

6	<p><u>BUDGET</u> CC verbally reported that an inflationary figure had been built into the previous year's budget. The current finance documentation has been handed over to NC and will be loaded onto 'SAGE'. The plan is for NC to bring quarterly reports to Trustees. NK to attend the next meeting where the budget will be discussed in more detail. Trustees to be emailed out a copy of the budget before the next meeting.</p>	CC
7	<p><u>GRANTS</u> Several thank you letters had been received from recipients of the Christmas grants. An additional grant was considered.</p> <p><u>Grants for Local Charities</u> Trustees were reminded that, according to the Charity Commission Scheme, (5 (2)c), grants could be made from the Restricted Fund to local voluntary organisations from whom all local residents may potentially benefit. Possible recipients were discussed. Trustees agreed that LP should attend an exhibition of the charity Halesworth Health, 15th, 16th January.</p>	LP
8	<p><u>REVIEW OF PROJECTS AND ANNUAL PLAN</u></p>	
8.1	<p><u>Car Park Resurfacing</u> The 'Brief for Archaeological Monitoring and a Trenched Investigation' required by English Heritage (EH), if work to repair the worst of the car park puddles were to proceed, had been received from The Archaeological Service, Suffolk County Council (SCC). The Trustees were very concerned about the additional, potentially unlimited cost of the archaeological monitoring and the logistics of getting the work done while the café was closed. The cheaper solution of filling the holes with MOT Type 1 aggregate, which would be likely to last 2-3 seasons, was considered. EH would be consulted/informed and the responsibility for the repairs further investigated. Trustees agreed:</p> <ul style="list-style-type: none"> • Not to pursue the more expensive permanent repair involving digging. • Chair to consult with EH, MK and C&S as to next steps. 	Chair
8.2	<p><u>Car Park Traffic Monitoring</u> Traffic monitoring data was last carried out in 2008 by SCC. Trustees agreed that the next monitoring survey would be in 2015.</p>	
8.3	<p><u>Section 106</u> The Trustees decided not to proceed with the proposed side letter agreement. NM would talk to the Housing Officer, SCDC.</p>	NM
8.4	<p><u>Broadband Provision</u> Within the Better Broadband Project 90% of Suffolk properties would be connected to fibre-based broadband and get speeds of at least 10Mbps. If Dunwich was not within this 90% we could apply for additional funding from DEFRA who were shortly to be launching the third round of the Rural Community Broadband Fund which provided grants of up to 50 percent. Clerk to contact Jonathan Chown to establish whether DTT was included in this 90% and also Roger Turkindon of Suffolk Acre, before they disband in March 2013.</p> <p><i>NM left the meeting at this point (8.25pm)</i></p>	Clerk

8.5	<p><u>Web-Site Administration</u> Trustees discussed the ongoing development and administration of the web-site and agreed the following:</p> <ul style="list-style-type: none"> • KM and Clerk to be the web-site administrators • KM and Clerk to attend web-site training run by Suffolk One on 22/2/013 • A working group to be set up to review and consolidate the material for the web-site. This group will comprise the Chair, KM, CC and the Clerk. A meeting to be set up by this group to plan and review changes • Copyright permission to be sought to upload the Pickard Lecture on to the web-site. 	Clerk Chair/ KM/CC Chair
8.6	<p><u>Land Registration</u> Trustees agreed to proceed with the process of registration of the charity's title to the land which had not yet been registered. Chair/ Clerk to contact the solicitor Ben Blower (BB) regarding next steps in the process</p>	Clerk / Chair
8.7	<p><u>Conservation Area</u> The Trustees had previously agreed to accept the gift of wilderness conservation land subject to certain conditions which Mr Brian Duncan (BD) had agreed. These included the provision of an access gate, opening outwards, for maintenance purposes, at the end of the roadway. The Trustees were concerned that such access had not yet been provided and it would now only be possible to provide such access at the western, as yet undeveloped, end of the site. There had been no communication from BD's solicitor, Norton Peskett, since July 2010. Trustees agreed that a letter should be written to BD, to clarify the situation.</p>	Clerk/ Chair
8.8	<p><u>Triangle</u> It was still not known who held responsibility for this patch of land. After careful consideration Trustees agreed to close this project.</p>	
8.9	<p><u>Shingle Bank</u> Suffolk Wildlife Trust (SWT) to be contacted to confirm ownership before progressing plans to trial the effect of a paling fence on the north shingle bank.</p>	Clerk/ Chair

8.10	<p><u>Proposed New Projects</u></p> <p>Conservation of Plan of Trust Lands: At the open evening an original plan of the Trust Lands was displayed. The Chairman had approached a local paper conservationist, Helen Durant, who had given a detailed quote for restoration work. Trustees agreed to accept the quote (£300) but wanted the map to be scanned and stored electronically first.</p> <p>Unlisted DTT Assets: Some items of considerable historic value owned by DTT, which were on permanent loan to the Dunwich Museum, were not listed on the Schedule of the 2010 Scheme. The Trustees were satisfied with the continued loan of these artefacts to the museum but decided that the Charity Commission should be approached to enquire whether the Schedule could be amended to include the missing items.</p> <p>Trustees agreed that three Standard Files should be set up for:</p> <ul style="list-style-type: none"> • Governance • Trustees matters • A land/property terrier <p>For further discussion at a later date.</p> <p>Renovating the Village Sign: Trustees agreed that if the village were in agreement DTT could restore the village sign.</p>	<p>Chair</p> <p>Clerk/ Chair</p>
9	<p><u>TRUSTEES ROLES</u></p> <p>As a result of John Salusbury's departure from the Trust there was a need to elect a Trustee to act as a DTT representative on the Dunwich Museum and Reading Room Trust. VV volunteered and was accepted by all. GA also expressed interest but deferred to VV.</p> <p>Other roles and responsibilities were discussed and the following delegations agreed:</p> <ul style="list-style-type: none"> • Monitoring of DTT land • Assessing of grants applications • Web-site <p style="text-align: right;">DC LP KM</p>	
10	<p><u>DATES OF FUTURE MEETINGS</u></p> <p>Trustees agreed the meeting dates for 2013: Wednesdays: March 13th, May 8th, July 10th, Sept. 11th, November 13th at 6p.m. in the Reading Room</p> <p>It was proposed holding the Open Meeting with the Dunwich Parish Meeting (DPM) in October (? 25th - to be confirmed).</p>	
11	<p><u>AOB</u></p>	
11.1	<p><u>Research</u></p> <p>The Chairman and previous Clerk had talked to Brian Rothwell (BR) for his PhD on town trusts. BR had agreed to share his subsequent research with the Trust. The Chairman had subsequently been approached by another individual doing research. Trustees agreed to decline to take part in this research.</p>	

11.2	<p><u>Westwood Marshes Pump Mill</u> 'Natural England' (NE) were planning to restore the Westwood Marshes Pump Mill. NE would be coming to the next Parish Meeting to explain their restoration plans.</p>	
11.3	<p><u>Distribution of Documents to Trustees by Email</u> It was agreed that all agendas and minutes would be sent out to trustees by email. The expectation is that these, together with supporting documents will be read before the meeting. In the event that Trustees are unable to print any documents the Clerk should be asked beforehand to produce additional hard copies for reference during the meeting itself.</p>	
11.4	<p><u>Blue Book Updates to Dunwich Parish Meeting (DPM)</u> Residents were to be offered the updated pages of the Blue Book at the next Parish Meeting.</p>	
11.5	<p><u>Sandwich Provision for Trustee Meetings</u> The Chairman had asked a villager to provide sandwiches for the meeting. Trustees agreed that this was a welcome addition and asked the Clerk to write expressing the Trustees' thanks and asking her to continue with the arrangement on an agreed basis.</p>	Clerk

The meeting closed at 9.20 pm.

Signed

Date