

**MINUTES OF THE MEETING OF THE TRUSTEES HELD ON THURSDAY
13th Sep 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 Keith Maunder KM, Mrs V Donovan VV, Mr J Salusbury JS, Miss Nick Mayo NM

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

Apologies for Absence: Mr C Clay CC (Vice Chairman), Mrs L Prior LP, Mr D Cook DC

The chairman welcomed the Committee, and Clerk

2. MINUTES OF THE MEETINGS HELD ON 12th July 2012.

Agreed and signed as a correct record. NM asked for deletion of '!!'

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 12th July 2012

Loans and the consumer credit act: Having had an opportunity to reflect on the concept of loan making, after discussion, trustees decided not to pursue the idea further.

Hedge Planting: JC said that the new hedge at Barne cottages would be organised outside the growing season.

Rural Payments Agency: JC reported that he still had no luck with exacting the grant payment for 2011 from them.

Proposed capital grant to museum: JC reported he had attended the DRRM committee meeting as a volunteer and that there had been a discussion about the Trust's proposed grant and the WI's proposed grant. The chairman of DRRM would liaise in more detail in due course.

4. CLERK AND TREASURER'S REPORT

Housing and Real Estate: The Clerk gave his report which included an update on this year's renewals schedule. No 2 TH MD had a faulty window handle which had been repaired, it was decided not to renew any of the oil boilers this year. Nos 1 and 2 Town Houses would need new front doors, the Clerk offered UPVC as a cheaper alternative to wood, which was rejected in favour of a traditional wooden door, to be commissioned singly to spread the cost. Reference was made to The Spinney. JC reported that he had asked Ray Bater to trim and clear the grass and weeds on the spare plot, which had been done. He had also noticed the hedge bordering the approach to Gallows Field was potentially a danger to the public (dead elms), and had asked Chris Spall of CTS to cut the hedge down to shoulder height as soon as he could fit it in.

Corporation Marshes: Clarke & Simpson reported that Natural England had sent a higher payment than expected for the annual rent. On further enquiry it transpired that C&S were not entirely sure whether that sum was the rent for the marshes or not but would investigate further. The discussion raised the issue of the lease renewal which was due next year (August 2013). There was

time to consider negotiations - at this point C&S recommended that they would ask for a rent increase but that trustees should expect to be content with the rent level currently enjoyed: £750/ year.

Conservation Land: NM raised the issue of whether the so called 'Conservation Land' proposed to be donated by Brian Duncan (situated behind the Duncan's Field property development) would be accessible to the public. JC reported that as the land had not been handed over the issue was academic, but AA confirmed that the Trust had already announced to the DPM (see DPM minutes 29 Oct 2010 'Conservation Land') that the land would not be accessible to the public. JC pointed out that as Brian Duncan had not put in place the access arrangements previously agreed with the Trust, the only access was across the parcel to be donated to the DRRM. This would need to be addressed by the Trust's solicitors as and when the land was offered.

Beach and Car Park: Trustees discussed a proposal to survey the whole car park with ground radar. JC reported that after discussions with GSB Prospections, they had admitted that the radar does not work through water, and felt the results from the car park survey may be not satisfactory in general, and it would cost £3600 + VAT. It was decided to revert to 'Plan A': to follow a plan drawn up by SCC Archaeology with EH's approval while the Flora Tea Rooms was closed.

Beach Fence: JC reported that the beach fence had been vandalised to make a bonfire from the fence palings and a main post had collapsed. He had arranged for the full repair and reinstatement of the fence, which had now been completed.

Beach vandalism and security: JC reported that there had an attempt to steal a boat off the beach which had involved the would-be thieves reversing a 4WD vehicle between The Bug's Nest and the first winch hut. JC had asked Jeff Redgrave for a quote to supply an extra concrete post to stop future like attempts, and had arranged to meet a security surveyor from Anglian Security and Fire on Tuesday 18th September to determine whether CCTV might an appropriate method of providing greater security in the car park and for the Flora Tea Rooms. JC to report back on any recommendations for CCTV.

Beach Signs and Key location: JC to liaise with David Cook on what signage would be best, how to securely stow the beach gate key and provide fast accessibility for emergency services and other authorised persons at the same time.

New Memorial Seat: The donors had confirmed that they were content to donate the seat in memory of Frederic Waldron to the DPM, and that they had been down regularly to clean around it, and will be giving it a coat of oil over the winter.

Triangle at High Street: JC reported that he had completed further research into the ownership of the 'triangle' but so far nothing conclusive. It is not inside Greyfriars' boundary, nor is it inside Friars Lodge boundary. JC was asked to consult with Suffolk County Council Traffic department about possible resurfacing and installation of any traffic safety systems. JC is also to obtain a quote for doing the resurfacing work.

Website: JC reported he had now added a number of new items to the site, including all minutes going back to 1 Jan 2010, the new merged Scheme, the accounts for 2010 and 2011, a link to the Charity Commission site for accounts going back further, and a new page about personal alarms including a link to the Flagship Telecare website. AA asked if there was some way another trustee could get involved with the website process and whether JC could demonstrate how to access and edit the site. JC pointed out that he had put the information on the site very much as a first draft and that he welcomed comments from all trustees, and happy to make changes. He did feel that it might be best if only one person had full control of the site to avoid confusion – and he was happy to hand it to any trustee who wished to take that responsibility.

Blue Books: JC brought a box of freshly printed Blue Book updates, which were given to JS, VV and KM. AA already had hers. The remaining 13 Blue Books had been updated ready for distribution to new residents that wanted them – otherwise parishioners would be directed to the website.

Seals: AA had taken three seals from the store – Nos 247, 248 and 249. Following a time honoured tradition that new serving trustees are presented with one of the octocentenary seals; No 247 was presented to NM and No 248 was presented to KM. JC pointed out that the seals reserved for permanent residents and new trustees were in strict number order.

Insurance: JC had asked KTIB to extend insurance cover for the property owners and fisherman's guild from 26th September to 31st December, to bring the insurance renewal date in line with the Trust's financial year. This will result in a small additional expense this year, but will not affect the financial position of the Trust as this is simply a retiming exercise.

Treasurer's Report: JC presented the current treasurer's report showing budgeted income and expense against actual to date, with no further comment. A question was asked to clarify the investments purchase since the last meeting.

Bank Statements: See note in Governance (7)

5. AFFORDABLE HOUSING

S 106 Agreement: JC reminded trustees of the current position in respect of negotiations with SCDC regarding a proposed side letter agreement to better operate the S106 Agreement. He reminded trustees of previous correspondence and read out an e-mail from Martin Aust which indicated SCDC's reluctance to proceed. NM offered to arrange a meeting with SCDC to try to move things forward. JC to ask Martin Aust to stop work on this project for the time being, other than acknowledge receipt of SCDC's response, and pay the fee he has asked for.

Buildings: JC reported that he had arranged a meeting with the architects, builders and tenants for the following morning to go through the final snagging list. Once the snags had been corrected to the architect's satisfaction, the builders would present their final account.

6. GRANTS

An application was received from the DRRM: for an annual revenue grant towards the running costs of the Reading Room. All agreed.

An application was 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, three parishioners had moved on since the previous year and ideas were put forward for new additions. It was suggested JC asked the Chairman of the DPM and Richard Ginn to suggest anyone they knew that might need help, and include a note on the website. The final list to be agreed at the meeting on November 8th.

An application was received from a parishioner for educational expenses:

All agreed to offer the full amount requested.

An application was received from a parishioner for educational expenses:

As there was a possibility of a conflict of interest, it was agreed it would be discussed at the end of the meeting after JC had retired.

7. GOVERNANCE and COMMUNICATIONS

Possible New Trustee: JC reported that he met with a parishioner who might be interested in being nominated by the DPM for a representative trustee starting 1 Jan 2013.

Open Day: AA planned an exhibition of the Trust's work past and present. She would manage the historical aspect while JC would provide some photographs of recent Trust achievements – the new houses, the beach fence, new mortuary steps etc. In addition we would arrange a continuous screening of the film clip from Anglia Television about the affordable houses, and display the new website on the big screen. VV to arrange for soft refreshments/ biscuits, nibbles etc and JC agreed to order wine (four bottles of red, white and rosé). The flyer JC had already prepared was agreed with one line deleted. JC to e-mail the flyer to Geoff Abell for distribution to DPM members. AA, VV and JC to meet at 2:30 pm on Friday 26th October to set up and prepare.

Trustees' and Officers' Indemnity Policy: AA asked to see a copy of the policy wording, JC to provide a copy to her and the trustees.

Bank Statements: AA asked JC, from the next meeting onwards, to provide copies for all trustees of the Trust's bank statements from all bank accounts received since the previous meeting and cash book reconciliation statements.

8. NEW PROJECTS:

Coastal Defence JC reported that he had talked to Paul Patterson at Waveney DC, and it had transpired there was a confusion between the Trust and the Parish Meeting. Paul Patterson has agreed to attend the meeting on 8th November but has already committed to attending the DPM on Oct 26th. JC to liaise with Simon Strickland to co-ordinate.

Faster Broadband: JC, with NM's assistance, had tracked down the man in charge of improving broadband speeds at Suffolk County Council – Jonathan Chown, whose e-mail in full read:

"We are set to announce our preferred supplier for the public contract on the 24th of this month. Following this the supplier will want to spend a period of time surveying the network for any deployment issues (e.g. blocked ducts etc). This shouldn't take more than a few weeks, depending on the supplier. After this is complete we will have a full rollout plan, realistically this should be before the end of the year, with work starting straight afterwards.

As you may know, SCC have made the commitment that the public funding must deliver a usable connection to all Suffolk premises of at least 2Mbps. At least 90% of Suffolk premises should receive over 24Mbps, so this is quite an investment in infrastructure for the county.

So in summary we are not far off having a full rollout plan, however the commitment is there that all premises will be covered with a basic service. We have also asked bidders to make an early start on those areas with the slowest speeds currently, and also all deployment work must be completed by March 2015."

9. **AORB** – A short discussion took place about domestic housing leases.

CLERK & TREASURER: John T. L. Cary, Black Pig Cottage, Monastery Hill, Dunwich, Suffolk IP17
3DR

Tel/ Fax: 01728 648 927 Mobile: 07766 711 626 Email: johncary@btinternet.com

10. CLERK'S CONTRACT

Before he left to allow the trustees to consider his contract without him, JC gave the trustees a short address expressing his views on the process.

JC left the building

10. ONE GRANT AND CLERK'S CONTRACT (trustees only)

An application was received from a parishioner for educational expenses:

A grant was offered and agreed by all.

Christmas Donations: A parishioner's elderly relative was added to the list

Clerk's Contract: The Chairman explained the background to this item. The Clerk had suggested to the Trustees that his existing contract should be reviewed and had been invited to suggest amendments. He had provided a copy of the original contract with his proposed amendments. It was agreed that the Chairman should write to the Clerk immediately to explain what had been determined. A draft of the letter was agreed.

11. DATE OF NEXT MEETING: Thursday 8th November in the Reading Room

MEETING TERMINATED AT 10:30