**MINUTES**

DUNWICH TOWN TRUST MEETING HELD

ON MONDAY 7 MAY 2022 AT 6pm IN THE READING ROOM

**1. Welcomes and Apologies**

Miss Nick Mayo (NM) (Chairman)

Ms Gussie Andersen (GA) (Vice- Chair)

Dr Dennis Cox (DC)

Mr Rod Smith (RS)

Mr Crispin Clay (CC)

Ms Jane Hamilton (JH)

Mr Julian Perry (JP)

In attendance: Mr John Lavery (Clerk) (JL).

Apologies were received from the Treasurer Nicky Kinahan (NK), Ms Val Bethell (VB) and Mr Henry Tomlinson (HT).

The meeting was therefore declared quorate.

There weren’t any conflicts of interest.

**2. Minutes of Meeting on March 2022**

No amendments had been proposed since the draft minutes were distributed so can they were signed off by the Chairman..

1. **Matters Arising from the Minutes**

Most matters arising were covered elsewhere during the meeting.

There was a brief discussion about the management of Gallows Field, which was generally Suffolk Wildlife Trust’s responsibility. NM advised the trustees that the Treebilee oak had been planted near the entrance to the field by RS and some other village residents.

NM reported that she and Angela Abell had yet to start making more space in the filing cabinets in the Reading Room. However, that would be done fairly soon.

 **4. Clerk’s Report**

The Clerk’s report had been circulated. Most of the issues raised in the report were covered in more detail elsewhere on the agenda.

 **5. Car Park/Beach**

NM received a letter on the 2nd May from Sharon Earp representing the Jubilee Committee asking if they could hold an ‘End of Season’ party on the beach. The Trustees unanimously agreed to this request. **A.P. JL to e-mail the Jubilee Committee, to confirm that they may proceed.**

NM reported that EDF had installed a camera on the beach to monitor footfall

1. **Treasurer’s Report and Financial Matters**

The accounts & financial report had been circulated by NK prior to the meeting.

NM drew the Trustees attention to the fact that 2022 has already proved to be an expensive year for property maintenance. NM reported that the Annual Accounts were nearly finished, NK was dealing with some last questions and minor tweaks. NM asked if Trustees were happy to approve the accounts by email. This proposal was approved unanimously.

1. **Governance**

The DTT Open Session would be held on 4th July on the beach (weather permitting). Copies of the accounts and other items that we want to report on would need to be prepared for the event.

NM reminded Trustees that the policies and risk register would be reviewed at the July meeting. **A.P. JL to bring copies of policies etc. to the meeting.**

NM also reminded the Trustees that they needed to plan for replacements for the Chair and Treasurer/Bookkeeper as both the incumbents of these important positions were stepping down this year.

1. **Housing**

External work was needed at both 1 and 2 Barne Cottages. Ian Moore had checked the outside painting and reported that most was sound at the moment. To avoid unnecessary expense he proposed that the best route for preserving the wooden barge boards was to fit plastic capping boards (the current wooded capping boards are rotten). This has already been done successfully at 1 & 2 Town House.   It was difficult to give an exact estimate for this work as material costs changed so frequently and Ian would not be able to fit the work in, until later in the year.  However, a rough estimate would be in the region of £1,500 to £2,000 plus VAT.

The tenants at 2 Town House and 1 Barne Cottages reported damage to the fencing following the gusty winds of 7th April. The damage had now been repaired.

The tenants at 2 Town House also reported a loss of TV signal. As the house is fitted with a standard aerial and booster box, this is the responsibility of The Trust to repair. The tenants were advised to contact C&S to deal with the repair.

The tenants at 1 Town House ran out of oil and had a delivery on the 7th April , C&S asked that they try to restart the boiler once the oil had settled but if that did not work, an emergency call out to purge the tank would be needed, at the tenant’s expense. As nothing further had been heard, trustees assumed that the boiler had re-started.

1. **Grants**

No applications had been received, neither were there any outstanding applications to process.

1. **AOB**

The bee hive was installed in the orchard, on the 26th April.

**Date of Next Meeting**

11 July 2022, 6 p.m., in the Reading Room. Open Meeting 4 July, on the beach.

Signed: …......Nick Mayo............................. Dated: …...11th July 2022...........