MINUTES OF THE MEETING OF THE TRUSTEES HELD ON 9th September, 2024 AT 6.00 PM DUNWICH READING ROOM, ST JAMES STREET DUNWICH

Item		Action
1.	Welcome and apologies Present: Dr Dennis Cox (DC), Chair Sharon Earp (SE), Vice-Chair Jane Hamilton (JH), Trustee Julian Perry (JP), Trustee Patricia Boechler, (PB) Trustee Rod Smith, (RS) Trustee – by Zoom Jon Dawson (JD), DTT Bookkeeper In attendance: Julia Davison-Wilson, DTT Clerk Apologies: Henry Tomlinson (HT), Trustee It was confirmed that a quorum was present	
2.	Conflict of interest: Jane Hamilton item 9, Patricia Boechler item 11 MINUTES OF THE MEETING HELD 8 th July, 2024 Amendments to be made to minutes prior to approval, add PB's name to list of attendees, for 8 th July and 13 th May 2024 minutes.	JDW
3.	MATTERS ARISING NOT OTHERWISE ON AGENDA SE advised that the 5 trained Dunwich resident rescuers would now be covered with insurance by the British Divers Marine Life Rescue organisation. However, more publicity is needed to advertise this service, at the open meeting. App system is being developed between BDMLR and the rescuers	
4.	CLERK'S REPORT All rents have been paid. With regard to inspections PB will advise the tenants that if they do not wish to have their house photographed they can request this and Clarke and Simpson will follow their wishes. In view of tenants wanting repairs to be made in good time, it was suggested that Tim Blower could be recommended as another contractor who can repair fences. With regards to the general quotation for flooding repair at 1 Town House, received from Clarke and Simpson's contractor, the trustees requested a more detailed quotation outlining the suggested solution. JDW will follow up with Clarke and Simpson	PB
	Simpson. The trustees agreed that we should get The Orchard mowed and strimmed as this has not been done for 3 years. JDW to arrange.	JDW

Clerk: Julia Davison-Wilson, St Patrick's, Chediston, Halesworth, Suffolk IP19 0AT Email: clerk@dunwichtowntrust.org Minutes 2024

5.	Financial Report £152,000 total (both bank accounts). Investment balance to June 1.4 million £72,110 total income (including residential lettings) to date and £46,594 expenses. Net income £23,863 Net residential income, less management expenses and repairs, maintenance £30,553	
6.	Governance 'Second signature' approval policy The trustees approved this policy whereby only one signature is needed to make payments. The process is the treasurer emails DTT Chair and Vice Chair when making a payment and following approval by one or both the treasurer makes the payment. DC, SE and JD signed the policy. DTT Trustees 2024 DC stated that he wanted the current trustees to continue working as a group and finishing projects already begun in 2024 before new trustees join DTT, possibly in 2025, everyone agreed. Jane Hamilton – nominated trustee – term of office renewal JH confirmed she wanted to continue serving as a nominated trustee, PB proposer, SE seconder – JH, the proposer and the seconder signed	JDW to keep cc
7.	the nomination form that JDW will email for consideration at the 25 th October, 2024 DPM. Beach and Car Park <i>Winch Huts</i> DC has drafted a letter to winch hut holders that will be posted after the meeting asking them to make sure their huts are in good order and safe and look like a traditional winch hut before the licence is renewed in January.	JDW
	Dunwich Beach Car Park Consideration of management of car park and operational plan DC recapped the two options Ipserv (parking monitoring company) had suggested. The first would be very expensive – a camera with numberplate recognition and signage. The second was signage and a parking warden service (£100 a time). DC summarised – trustees come up with a proposal and then take the plan to the village in time for April 2025. To the DPM, the Dingle tea rooms, the RSPB. 10 pm – 7 am are the overnight times that parking will not be permitted. SE will find a form of words for the signage. HT to be asked if he will liaise with Ipserv. The target vehicles are camper vans, motor homes. Car park permits can be applied for e.g. fishermen, The Ship for their visitors. Review of Ground Condition of the Car Park John Earp checked the condition of the car park - he decided that it was	DC/JDW SE, HT
	good enough to last until January when annual maintenance and repairs will be considered. Bin Refuse Area	SE, 11

The contractor, Agrifence, will start work tidying up and fencing the area on 21 September.

Pop-Up Café

Trustees thought this would be a good idea for the village in the winter months (when Flora Tea Rooms is closed) although no contractor has come forward.

Fisherman's Hut

Project Progress

Cost so far £19,119 (Treasurer's Report) and SE will update JD on costs. Obtaining an MRPN took a long time, but the hut now has an EON meter fitted. SE has found a contact in the planning department (planning are enthusiastic about the project) but the planning application has taken a lot of time and is nearly completed. Trustees thanked SE for her hard work.

The hut should be completed by the middle of October.

Operational Proposed Plan April – September 2025

SE is working on a marketing plan, with a mixture of users ranging from charities and villagers to businesses for the public good of Dunwich. A licence to be used for letting the hut.

Paling Fence

One contractor only quoted for repairs to the existing fence and had some good ideas to repair only old sections one at a time rather than the whole thing – as new stretches of fence hold the paling chestnut poles well whereas older ones are prone to shrinkage and wire deterioration thus enabling members of the public to take them for beach fires and barbecues. JDW will ask him to quote for a second fence as well and then trustees will choose a contractor.

8. National Grid – Lion Link Interconnector

JDW received an email request from National Grid in April saying they wanted to carry out a survey at Walberswick (and Southwold) and realised the only access to Walberswick was via the DTT beach gate. They did not give a firm date when they wanted to do this, and they were not given permission to use it. JDW confirmed it was the DTT gate and asked for further information but did not hear back. SE has been in touch with the surveyor as well but had not read their latest email.

To be discussed further out of the meeting how to update the village on these developments.

9 Grants

See Confidential Minutes for this item

10. A.O.B.

Trustees chose 22nd March, 2025 for the DTT Open Meeting to be held in the Dunwich Reading Room as an afternoon event.

Gallows Field

JH advised that there are 2 days 10th and 24th January booked for National Landscape Nature Network Volunteer Work Party to plant to plant hedging which will be promoted in the Yoxmere Fisherman.

11.	Housing	
	See Confidential Minutes	
	DATE OF NEXT MEETING:	
	11 th November, 2024	
	Dunwich Reading Room	
	6 pm	

Signed	
Date	