

**MINUTES OF THE MEETING OF THE TRUSTEES
HELD ON 11th NOVEMBER, 2024 AT 6.00 PM
DUNWICH READING ROOM, ST JAMES STREET DUNWICH**

Item		Action
1.	<p>Welcome and apologies</p> <p>Present: Dr Dennis Cox (DC), Chair Sharon Earp (SE), Vice-Chair Jane Hamilton (JH), Trustee Julian Perry (JP), Trustee Henry Tomlinson (HT), Trustee Patricia Boechler, (PB) Trustee (By Zoom) Rod Smith (RS) Trustee</p> <p>In attendance: Julia Davison-Wilson, DTT Clerk Apologies: Jon Dawson It was confirmed that a quorum was present Conflict of interest/Loyalty: None</p>	
2.	<p>MINUTES OF THE MEETING HELD ON 9th SEPTEMBER 2024</p> <p>The minutes of the last meeting were approved.</p>	
3.	<p>MATTERS ARISING NOT OTHERWISE ON AGENDA</p> <p>1 item raised – Confidential Minutes</p>	
4.	<p>CLERK'S REPORT</p> <p>Jane Hamilton was elected a nominated trustee for another Term of Office until 31 December 2027 by the Parish Meeting. Dylan Baaker has been asked to mow the Orchard and the entrance to Gallows Field. Jane and Patricia met with Clarke and Simpson's contractor, Ian Moore, to discuss his ideas to solve flooding outside 1 Town House, and Ian Moore submitted a quotation. JH and PB will meet him again to discuss PB's proposed solution and report back, with quotations at the January 13th DTT meeting. They will also meet 3 contractors to obtain quotations for fencing near 2 Town House.</p>	
5.	<p>FINANCIAL REPORT</p> <p>Bank balance to 11.11.24 £157,578 to 11 November 2024 Investments £1,461,461 to 30 September 2024 Total Income £29,480 to 11 November 2024</p>	
6.	<p>GOVERNANCE</p> <p>Sharon Earp will become a nominated trustee next time that there is a vacancy. The term of office for Henry Tomlinson and Julian Perry is due again on 7th March 2025 and both want to stand for a further term of 3 years. Proposer Sharon Earp, Seconder Patricia Boechler for both nominations.</p>	

	JDW to send nominations to Chair Parish Meeting for an item on 31 st January 2025 meeting agenda.	JDW
7.	<p>NATIONAL GRID – LION LINK INTERCONNECTOR</p> <p>Following the Parish Meeting on 25th October on the same day as Lionlink's failed attempt to reach their proposed survey site at Walberswick, Dennis Cox took advice from DTT's land agent, Hayden Foster from Clarke and Simpson. There was strong feeling at the Parish Meeting that Lionlink had caused damage to the beach with one idea being to padlock DTT's beach gate to prevent further access. Hayden Foster thought there were no grounds to terminate the gate access contract for this national infrastructure project.</p> <p>DTT obtained an apology from Lionlink for the disruption and inconvenience caused to Dunwich, and Dennis circulated their apology to the Chair of the Parish Meeting. Lionlink raked back the shingle on the beach which left it in the same condition as before their heavy machines churned it up. DC also circulated Lionlink's letter advising they will not attempt to reach Walberswick again this year, via the DTT gate. The trustees noted that Dunwich Town Trust is responsible to the Charity Commissioners and not to the Parish Meeting.</p>	
8.	<p>BEACH AND CAR PARK</p> <p><u>Use of Car Park Policy and Public Liability Insurance</u></p> <p>Dennis said he wanted a car park policy to ensure DTT has control over knowing when large events are occurring that fill up the car park. In the light of recent difficulties when the cycle event took place the trust want to establish a generic car park contract as used by DTT with Sauna Box. DC will lead on the project and wants the contract to be sent to major stakeholders like the Church, the Museum, Greyfriars Trust, Flora Tea Rooms to ensure this policy is publicly known and used. The contract establishes a principle of legality, ensures public liability and health and safety are covered. The trustees believe that the primary purpose of the car park is to create a space where people can park and enjoy Dunwich during the day. Having a booking system for large events will benefit stakeholders such as Flora Tea Room who lose business if the car park is too full. Flora Tea Rooms lease a part of the car park, it was unclear how much. Sharon will send Dennis the Sauna Box Contract together with information on our Public Liability Insurance and health and safety cover. Dennis to prepare draft car park policy for next meeting</p> <p><u>Consideration of Operational Plan</u></p> <p>SE and HT will prepare a discussion paper and mock up sign for the January meeting.</p> <p><u>Review of ground condition of car park</u></p> <p>This is fine at the moment, to be reviewed again in January and quotes obtained for any maintenance and repairs needed.</p>	<p>DC</p> <p>HT/SE</p>

	<p><u>Project Refuse Area</u></p> <p>The original contractor dropped out but Sharon has found another one who will start work on 18th November smartening up the refuse area. One of the bins was damaged when people in a camper van set fire to it. The bins are in poor shape with some lids not closing and SE asked JDW to follow up with ESDC getting 5 replacements.</p> <p>SE spoke to Christian Elsley and agreed that if the public continue to use Flora Tea Rooms' bins which are next to the public bins that DTT can look into segregating the two areas.</p> <p><u>World War 2 Bunker</u></p> <p>John Earp is strimming the area around the bunker and once this is done plans can begin to make the bunker accessible and become a heritage resource.</p> <p><u>Consideration of Winter Pop up Café</u></p> <p>The trustees discussed allowing one to set up in the winter when the Flora Tea Rooms are closed. They decided it should be a tasteful type van selling good coffee and drinks rather than a burger type van. PB will approach the Flora Tea Rooms to see if they are interested in running a caravan take away service in the winter. As DTT has a lot of projects going on – there were no plans to set up the café this winter.</p> <p><u>Paling Fence</u></p> <p>The trustees decided to go ahead with Jeff Redgrave's quotation to repair the broken section of the existing fence and to install a second paling fence 1 metre away towards the sea. They chose Jeff's quote with the palings closer together as these would offer more strength and be more difficult for people to pull out for beach barbecues. The trustees decided to invite Mick Palmer to the January meeting to talk for 15 minutes at the start of the meeting sharing his knowledge about the value of the fence and beach defences. DC said it should not be for any longer because the agenda will be full with much to discuss. The beach is not eroding too badly as JH explained that an offshore sandbank is taking the force out of the waves but the paling fence will add strength to the cliff wall as well.</p>	JDW
9	<p>GRANTS</p> <p>4 grant applications were received and approved by the trustees. The winter grant list was agreed and DC will compose a letter with an optional opt out clause to all recipients</p>	
10.	<p>WINCH HUTS</p> <p><u>Condition Letter to all licence holders</u></p> <p>DC is sending a reminder letter with a time frame in which all licence holders have to contact DTT and to communicate any planned work on their hut to make it in good order, repaired, secure and looking like a traditional winch hut.</p>	DC

	<p>Clarke and Simpson will be inspecting the huts in the week 16-20 December and will send a report. The trustees will inspect the hut at the Fisherman's Hut meeting on 15th December.</p> <p><u>Winch Hut 3</u> No planning application has been received following the Planning Enforcement notice that was issued in September and DC's letter to the lessee.</p>	All
11	<p>CORPORTATION MARSHES Natural England have requested we prepare an annual lease and the trustees agreed this. JDW to chase up with Hayden Foster and ask him to draw up the new lease.</p>	JDW
12	<p>THE MORTUARY The trustees decided to leave the annual rent at £25. JD to send invoice to secretary of St James' Church Parochial Council.</p>	JD
13	<p>FISHERMAN'S HUT <u>Project Progress</u> Websters should finish the hut by 30th November 2024.</p> <p><u>Planned Visit for Trustees</u> The trustees decided to hold a meeting with their partners on Sunday 15th December 3 pm and to invite Gussie Andersen to see the finished product.</p> <p><u>Planned programme April – September 2025</u> Julian Perry, visual artist and trustee, will launch the hut season in April. JP will write a press release and give an explanation of how the space is ideally suited to art exhibitions and the trust's hope that it will be a community resource that can be hired by charities, commercial users, any individual who wants to hire the space.</p>	
14	<p>DUNWICH TOWN TRUST WEBSITE HT and RS want to overhaul the website and make it more user friendly and a vehicle to show how approachable and transparent the trust is. As the Fisherman's Hut will be available to hire, they want to include a booking system with a calendar and also for the car park. They asked the trustees to think about what the website should include. HT will outline the issues in a paper and RS and HT will consider and come up with designs.</p>	HT/RS

15	OPEN MEETING 22 nd March 2025. More details to follow from SE.	SE
	<p>The meeting ended at 20.52 pm.</p> <p>The date of the next meeting is 13th January 2025, 6 pm in The Reading Room, St James' Street, Dunwich.</p>	



Signed

13th January, 2025

Dated