

**MINUTES OF THE MEETING OF THE TRUSTEES
HELD ON 8TH JANUARY, 2024 AT 6.00 PM,
DUNWICH READING ROOM, ST JAMES STREET DUNWICH**

Item		Action
1.	<p>Welcome and apologies Present: Dr Dennis Cox (DC), Chair Sharon Earp (SE), Vice-Chair Jane Hamilton (JH), Trustee Julian Perry (JP), Trustee Henry Tomlinson (HT), Trustee Nigel Barham (NB), Trustee Jon Dawson (JD), DTT Bookkeeper</p> <p>In attendance: Julia Davison-Wilson, DTT Clerk</p> <p>Apologies: Rod Smith, Nigel Barham</p> <p>It was confirmed that a quorum was present</p> <p>Conflict of interest: None</p>	
2.	<p>MINUTES OF THE MEETING HELD 13th NOVEMBER, 2023 As no amendments had been received, the Minutes of 13th November 2023 were approved.</p>	DC to sign
3.	<p>MATTERS ARISING NOT OTHERWISE ON AGENDA JH raised the subject of Conflict of Interest. She has researched what the Charity Commission advise on the subject. If the trustee is related to the grant applicant, then they should leave the meeting as it is a conflict of interest, but if the trustee is an employee of an organisation applying for a grant it is a potential conflict of loyalty. In such cases, the Charity Commission advise a trustee can participate in the decision, attend but not participate in the meeting, or withdraw. After discussion it was agreed that if the meeting was managed well one of the three options could be decided upon on a case-by-case basis. The trustees decided it was often helpful to have more information from someone in the know, if required.</p>	
4.	<p>GOVERNANCE <u>Election of Chair and Vice Chair</u> JH proposed Dr, Dennis Cox and JDW seconded this, Dr. Dennis Cox was duly elected Chair.</p>	

	<p>HT proposed Sharon Earp as Vice-Chair and JP seconded this, Sharon Earp was duly elected Vice-Chair.</p> <p><u>Trustee Nominations - Renewals</u> Nominated trustees - two renewal of term of office needed – DC and RS. Form was completed for DC, who will send it to Helen Morris, Chair, Parish Meeting and JDW will ask RS if he wants to apply for his term of office to be renewed and send application form to him. Mark Beckham is applying as a nominated trustee.</p> <p><u>Risk Assessment</u> The trustees decided to look at this in November during the annual review for policies.</p> <p><u>E Mail correspondence between trustees and final decision</u> Concerns were raised that decisions have been made via email correspondence. DC urged trustees to use their common sense when emailing and that the majority of decisions should be made at trustee meetings but that if an issue came up in email discussion in between meetings that DC, as Chair, will make the final decision. The trustees agreed with DC’s decision.</p>	All
5.	<p>Clerk’s Report Issues are covered in more detail in the Confidential Minutes</p>	
6.	<p>Beach and Car Park <u>Fisherman’s Hut</u> This item is covered in more detail in the Confidential Minutes. JP to ask Gussie Andersen for the keys to the Fisherman’s Hut, HT to mount keypad on the hut, JDW to ask Gussie Andersen to give hut keys to JP, who will place them in the keypad. JDW to get spare keys cut. All trustees to look at the hut and get ideas for its use and what improvements could be made. DC concluded by saying this is an ongoing project and will be an item on future agendas</p> <p><u>Sauna Box</u> Sauna Box licence is now being paid. SE advised that Sauna Box suggested having a coffee caravan in the car park during the winter months when Flora Tea Rooms are closed. Before going ahead SE will prepare a briefing paper and if trustees decide to proceed then Christian Elsey to be consulted.</p> <p><u>Quad Bikes</u> This item will be returned to at a summer meeting.</p> <p><u>Car Park Maintenance and Paling Fence</u> JDW to ask NB to obtain car park repair quotations. JDW to obtain quotation for paling fence repair/maintenance. SE to approach RSPB and National Trust for base of cliff erosion prevention ideas.</p>	<p>JP, HT, JDW All trustees</p> <p>SE</p> <p>JDW, NB, SE</p>

7.	<p>Financial Report</p> <p>JD advised he is waiting for the latest quarterly investment report. JD advised annual budget will be available for March (end of financial year). DC updated JD on the Legal Status and Duties presentation with regards to the two DTT funds and their uses.</p> <p>£40,000 combined (investment fund and rental income) for the coming year based on the spending so far this year. This figure net after all bills paid. DTT have to decide how much to allocate to grants, property maintenance, advertising and connecting fisherman’s hut to electricity, etc. Now there is £137,000 available in the bank account. 1.1 million in investment fund. There is no DTT inundation fund but it was a phrase used to describe the car park income that was there if the car park flooded. Legally any work that a public body can do should not be wholly undertaken by DTT.</p> <p><u>Bank account signees</u></p> <p>JD to send SE forms so she can become a signee. DC would like all DTT payments to be digital from now on.</p> <p><u>Winch Huts</u></p> <p>Winch hut licences are not transferrable. The licensees own the huts/winchers but the plot is owned by DTT therefore any change of licence can only be through DTT who advertise this in the village. JDW to ensure winch and hut licensees list and map are up to date. The license fees are ethical as Dunwich beach has been traditionally used by fishermen. SE to come up with a proposal as to how to manage hut licences and present at next meeting.</p> <p><u>The Mortuary</u></p> <p>Invoice to be prepared. Email discussion to follow with DC having final decision.</p> <p><u>Allotment</u></p> <p>Paperwork to be renewed. The 3-year licence was due in 2023 so new licence will be retrospectively for one year therefore run for 4 years 1.1.23 to 31.12.27. Licences will be on Annual Plan that JDW is drawing up.</p>	<p>JD/SE</p> <p>JDW SE</p> <p>JD All trustees</p> <p>JD, JDW</p>
8.	<p>Land</p> <p><u>Corporation Marshes</u> See Confidential Minutes</p> <p><u>Gallows Field</u> HT to meet with Helen Morris and decide where the bench will go.</p>	<p>HT</p>
9.	<p>Grants</p> <p>This item is covered in detail in Confidential Minutes.</p>	
10.	<p>Report on 13th December Charity Law Meeting</p> <p>S333 to be drawn up. The trustees unanimously approved this resolution under S333 Charities Act 2011 that allows for 2 trustees to be nominated</p>	<p>JDW</p>

	to sign a legal document on behalf of all trustees. JDW to write to Chris Priestley for the wording. The trustees ratified the 13 th December 2023 Legal Status and Duties presentation document and this now becomes an official addendum to The Scheme.	
11.	Annual General Meeting SE proposed holding a meeting at the Dingle Barns, including a presentation, q&a session and cream tea catered by Sophie Dingle Barns. SE is obtaining a quotation. 25 th May 2024. Send out individual invitations. 2.30 pm.	SE
12.	A.O.B. Trustees to give donations to JDW for GA's leaving present	
13.	DATE OF NEXT MEETING Monday 11 th March 2024 6 pm Reading Room, Dunwich	



Signed by Chair, Dr Dennis Cox

11th March 2024

Dated