

**NEW ORFORD TOWN TRUST  
REGISTERED CHARITY 1053729**

**The Town Hall, Market Hill, ORFORD, Woodbridge, Suffolk IP12 2NZ**

**Minutes of the 209<sup>th</sup> meeting of the New Orford Town Trust held on  
Wednesday 21 June 2017, at 6.30pm in Orford Town Hall**

**MINUTES**

Present: Cllrs I Thornton (Chairman), D Brenchley, M Finney, M Golder, M Green, J Howard, A Macro, R Mallett and P Smith. Clerk and Treasurer in attendance.

**1. Apologies for absence**

Apologies were received from Cllrs M Iliff, J Robinson and M Smy.

**2. Declarations of interest**

Cllr D Brenchley: allotment holder; Cllr M Finney: member of Orford Sailing Club, river user, Chairman of the Orford and District Inshore Fishermen's Association, Trustee of Orfordness Lighthouse Trust, Director of Cobra Mist Ltd; Cllr M Golder: relative lives in Bakers Lane cottage, supplier to Orford Country Market; Cllr M Green (allotment holder); Cllr J Howard: Commodore of Orford Sailing Club, plot holder; Cllr A Macro: allotment holder, supplier to Orford Country Market, Chairman of the Recreation Ground Charity, and married to a quay user (fisherman); Cllr R Mallett: relative of an allotment holder; Cllr P Smith as a river user and member of Orford Sailing Club.

**3. Minutes of the 208th meeting held on 17 May 2017**

These were agreed and signed as an accurate record.

**4. Matters arising from the 208th meeting held on 17 May 2017**

- The Clerk reported that the riverside signs had arrived and would be put up shortly.
- The Clerk reported that there had been no reply to date from Iain Mills at Crown Estates. It was agreed that the Clerk should call him to chase this.
- The Clerk reported that payment had been received from the insurance company re QSCP, and that all invoices relating to this had now been settled.
- The Clerk reported that the new gear unit had been put in the microlift. It had stopped working during a function, but the problem had been rectified, so shouldn't happen again.
- The Clerk reported that the stocks had not yet been taken away for repair.
- The Clerk reported that Bob Foulkes from Hollins had been to Orford to inspect NOTT buildings in order to provide up-to-date insurance valuations. The Clerk has not yet received the paperwork for this.
- The Clerk reported that she was waiting to hear from Ben Scopes (plumber) about a date to fit the shower at 2 Bakers Lane.

**5. Treasurer's report**

- Cheques and balances from 1-31 May 2017  
These were accepted and signed by the Trustee.
- Distribution of 2016-17 surplus to designated funds  
The year-end accounts to 31 March 2017 showed a surplus of just over £9,500. It had been previously agreed that the expenses for the porches should be taken out of the Estates designated fund. This amounts to just under £36,000. Taking this into account, there is a surplus of approx. £45,000 for distribution. In previous years when there had been a deficit, this had been covered by money in the general fund. The Treasurer had liaised with the Chairman and Clerk and suggested distribution to designated funds as follows:

Riverside	£15,000
Estates	£10,000
Highways	£5000
General fund	£7,500
Village Fund	£7,500

After discussion the above distribution was proposed by Cllr J Howard, seconded by Cllr I Thornton and agreed unanimously.

**6. Committee reports**

Minutes of an **Estates/Highways** meeting held on 25 May 2017

The Clerk reported that she was waiting for a date for Curles to carry out electrical works.

Minutes of a **Riverside** meeting held on 22 May 2017

Re Cobra Mist use of the slipway, Cllr M Finney commented that there was a time when there were a large number of uses of the slipway due to the breach of the haul road to Aldeburgh.

**7. Consideration of NOTT advisor: I Castle for allotments**

Cllr P Smith had spoken with Mr Castle, who was happy to carry on as allotments advisor for the rest of this financial year. He would be happy to sort out any price increases and then suggested that he could do a handover with whoever might take on responsibility. He suggested a couple of people and this can be discussed by the Estates Committee in due course. The Trustee commented on what a good job Mr Castle has done over the years, and that it was much appreciated.

**8. Renewal of NOTT policies:**

- Standing Orders
- Financial Standing Orders
- Complaints procedure
- Conflict of Interest
- Equal Opportunities
- Investment policy
- Allocation of Trust plots
- Education
- CCTV

The above policies were agreed by the Trustee.

**9. General Trust business**

- Re moorings maintenance, Cllr M Finney asked for this to be put on the Riverside agenda as the current maintenance contract ends in 2019
- Appraisals: Cllr P Smith had looked into this, and 2 people should carry out the appraisals. If external advice is needed then LCPAS can be contacted.
- Summary of information from Data Protection course: the Clerk and Treasurer had attended a training course run by LCPAS, and the Clerk had produced a summary document for the Trustee. This outlines matters which the Trustee will need to consider before the new General Data Protection Regulation when it comes into force next year.
- Clerk's report on outstanding matters
  - The Clerk reported that there is still no progress with the National Trust lease on the pontoon. National Trust has continued to contact NOTT's solicitor asking for a longer lease. Cllr M Finney offered to speak to someone locally about this to see if the situation could be resolved.

**10. Correspondence**

- Letter from Seafarers UK re British Merchant Navy Day: Cllr M Golder proposed that NOTT should fly the Red Ensign on 3 September. This was seconded by Cllr D Brenchley and agreed unanimously.
- Cllr D Brenchley asked if NOTT would consider adding the Flower Show schedule on the OGPC/NOTT website. The Trustee agreed that it would be happy to do so.

**11. Items for next meeting:** no items were suggested.

The meeting ended at 7.15pm.

**12. Date of next meeting:** Wednesday 19 July 2017 at 6.30pm.