

**NEW ORFORD TOWN TRUST
REGISTERED CHARITY 1053729**

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

**Minutes of the 215th meeting of the New Orford Town Trust held on
Wednesday 21 February 2018, at 6.30pm in Orford Town Hall**

MINUTES

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

1. Apologies for absence

Apologies were received from Cllrs J Robinson and M Smy.

2. Declarations of interest

Cllr D Brenchley: allotment holder, and employed by a fisherman; 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 M Iliff: member of Orford Sailing Club; 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; Cllr M Smy: allotment holder, plot holder, mooring holder; J Robinson as a river user and member of Orford Sailing Club.

3. Minutes of the 214th meeting held on 17 January 2018

These were agreed and signed as an accurate record.

4. Matters arising from the 214th meeting held on 17 January 2018

- Cllr D Brenchley reported that the hoist had been working well that morning.
- Cllr M Golder understood that the school now had enough sponsors for the fruit trees they wished to plant.

5. Treasurer's report

- Cheques and balances from 1-31 January 2018
These were accepted by the Trustee.

6. Committee reports

- Minutes of an **Estates/Highways** meeting held on 13 February 2018
 - The Trustee was happy for the Estates Committee to put something into Village Voice to ascertain the level of interest for possible plots in Millennium Wood.
 - QSCP toilet refurbishment: agreement on contractor. At the last NOTT meeting the Trustee had asked Cllr J Howard to ensure that three quotes were obtained for the work required. Despite his best endeavours only one quote had been received (from Black Rooster Construction) by the time of the Estates meeting on 13 February. After the Estates meeting a second quote had been received from Lloyds, and Vale Construction had emailed to say that they wouldn't be quoting. An earlier quote (for a previous specification) had been received. The Estates Committee considered the quote from Black Rooster Construction; for work to the circulated specification £15,930 plus VAT, and an additional £5,000 plus VAT for tiling of the ladies and gents toilets. (There will be a saving of £500 on the given quote as external painting of the building is not required.) Portaloo's would be provided for the duration of works to the toilets, and the work should be completed before Easter. The Estates Committee had considered the quote and recommended proceeding with this contractor. It was suggested that a penalty

clause should be included in the contract and Cllr J Howard will agree this with the contractor. After discussion Cllr M Finney proposed that the quote from Black Rooster Construction should be accepted, including the tiling of the ladies and gents toilets. This was seconded by Cllr R Mallett and agreed unanimously

- The Clerk reported that she had spoken with Suffolk Coastal Norse, who clean the current toilets. They have said that they will clean the portaloos each day whilst the refurbishment is ongoing. They had suggested that NOTT might wish to consider pay-per-use toilets, as this could generate some revenue. After discussion the Trustee agreed that this was not something it wished to consider, as it considered that the toilets were used a lot by visitors who already pay to park in the NOTT car park. Cllr M Finney commented that several people had said to him that they do not park in the car park as they don't want money going to SCDC and they were unaware that NOTT were the owners. Cllr M Finney suggested that the existing signage was not clear on this point.
- Minutes of a **Riverside** meeting held on 22 January 2018
 - The Clerk will ascertain if work to replace the damaged strakes has been carried out by A Moore.
 - Cllr M Finney reported that P Benstead would be sorting out some protection for the hoist.
 - Re Rindy Frost lease: it was agreed that the Clerk should contact Mr Frost to get some more information about how he intended to sort out his electric and water supplies, whether he had been in touch with SCDC's planning department, and how he will deal with oil disposal etc.
 - Cllr M Finney asked about the upcoming moorings maintenance tenders, and Cllr I Thornton explained that this would be discussed at the next Riverside meeting.

7. General Trust business

- Clerk's report on outstanding matters: none to discuss.
- Orford Ness Memorial (Cllr M Finney): Cllr M Finney reported that he would be meeting with Nick Collinson (National Trust Regional Manager) to discuss the Memorial, and how it will be unveiled. A date in early summer is being suggested, and they are looking to tie the opening in with the date of a suitable anniversary.
- It was reported that an old anchor had been dragged up from the riverbed during the servicing of the moorings, and it was suggested that this could be put somewhere on the Quay, possibly in front of Figgs Shelter.
- General Data Protection Regulation (Cllr P Smith): Cllr P Smith had made various enquiries with SALC to see if NOTT needed to appoint a Data Protection Officer in light of the new GDPR. He had also sought advice from the office of the Surveillance Commissioner, as NOTT operates a CCTV system. He spoke to one of their representatives on 9 February 2018 to ask advice, and they advised that as NOTT was not a public authority and did not process data on a large scale, it did not need to appoint a DPO. It commended NOTT on previous registration with the ICO. The Clerk will produce a retention of documents policy. In preparation for GDPR the Clerk wishes to start to clear out old documents which are no longer needed for the day-to-day business of NOTT, and the Trustee agreed to this. The Clerk commented that the lockable cupboard in the New Room contains old filing which may have personal information in it, and that other hall users have access to this cupboard. The Clerk felt that the cupboard should only be accessible by NOTT staff, and that other users would need to find storage elsewhere. The Trustee agreed that a new cupboard should be made to house the Emergency Group equipment, and that this should possibly be located in the Main Hall, where the piano is. The Trustee agreed that the piano was no longer required and that the Clerk should try and get it taken away.

8. Correspondence

- Email from Clare Greenwell re fundraising event on the river, August 2018. Mrs Greenwell is trying to organise a flotilla from Aldeburgh to Orford on a date on the Bank

Holiday weekend in August. It would consist of swimmers, kayaks, canoes and paddleboards making their way down the river from Aldeburgh to Orford, in order to raise money for the AOET. They wish to use the Quay as a reception area for the participants. The Trustee felt that the suggested date was impractical as the Bank Holiday weekend will be very busy with lots of pleasure sailors, and it believed that any dangers would be maximised at that time.

ACTION Clerk to respond as above

- The Clerk reported that the Church had agreed that the stocks could be placed in the church. Initially it had been hoped that English Heritage would agree to them being displayed in the Castle, but this will not be possible. The Trustee agreed that they should go in the Church.

9. Items for next meeting: none were suggested

The meeting closed at 7.25pm.

10. Date of next meeting: Wednesday 21 March 2018 at 6.30pm