

**NEW ORFORD TOWN TRUST
REGISTERED CHARITY 1053729**

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

**Minutes of the 219th meeting of the New Orford Town Trust held on
Wednesday 20 June 2018, at 6.30pm in Orford Town Hall**

MINUTES

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

1. Apologies for absence

Apologies were received from Cllrs M Green (work commitment), J Howard (holiday), J Robinson (family commitment) and M Smy (family commitment).

2. Declarations of interest

Cllr D Brenchley: allotment holder and works with a fisherman; Cllr M Golder: relative lives in Bakers Lane cottage; 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.

3. Minutes of the 218th meeting held on 16 May 2018

After an amendment (add a list of those present: ‘Cllrs I Thornton (Chairman), D Brenchley, M Golder, M Green, J Howard, M Iliff, R Mallett, M Smy and P Smith. Clerk in attendance’) these were agreed and signed as an accurate record.

4. Matters arising from the 218th meeting held on 16 May 2018

The Clerk reported that the Quay Warden’s new mobile phone was up and running and that she was awaiting confirmation from EE that the telephone number had been transferred to NOTT.

5. Treasurer’s report

- Cheques and balances from 1-31 May 2018
These were agreed and signed.

6. Committee reports

- Minutes of an **Estates/Highways** meeting held on 7 June 2018
 - The Chairman explained that work on the gable end of 6 Bakers Lane had begun. This is the final part of the second phase of the damp work. One quote had been received to re-do the rest of the pointing to the front and rear of the cottages, and another quote was being sought.
 - The Estates Chairman confirmed that no work would begin on Millennium Wood until the autumn. Suffolk Coastal Norse have recently sprayed the Himalayan Balsam again.
- Minutes of a **Riverside** meeting held on 4 June 2018
 - The Clerk reported that Anglian Water had inspected the taps on the Quay and that some minor work had been carried out so they comply with current regulations. There is still something else which needs to be done and Cllr J Howard has ordered the appropriate parts.
 - The Clerk reported to the Trustee an incident which had occurred at the Quay on 11 June when an unattended van had run into the river. The Quay Warden, with the help of N Macro and O Page, had located the sunken van on 2 occasions after the tide had moved it. The driver’s insurance company had liaised with A Moore to recover the vehicle, and this eventually took place on Thursday 14 June. The Clerk had passed onto the insurance company invoices from Mr Macro and Mr

Page, along with details of the hours which the Quay Warden had spent dealing with the incident, so that NOTT can recover the cost of the Quay Warden's time making sure that the river was safe to use.

- Quotes for moorings maintenance from 2019, to be opened at the meeting: the Clerk reported that she had sent out tenders to B Upson, T Grundy and A Moore in March/April with tenders to be received back by 13 June. Only one tender had been received and this was opened at the meeting by the Chairman. The quote was from A Moore who had quoted to maintain the moorings for a 5-year period from 2019-2023 inclusive: charge for a lift for the first 2 years to remain at the current price (£80), with an increase of 5% for years 3-5. He also enclosed a list of prices for materials. Cllr P Smith proposed that this quote for the 5-year maintenance contract should be accepted. This was seconded by Cllr M Golder and agreed unanimously.

7. **Renewal of NOTT policies** (emailed):

- Financial Standing Orders: The Chairman commented that he felt there was a need to protect money in the designated funds as much as possible and other members of the Trustee agreed. After discussion Cllr P Smith proposed the following, seconded by Cllr M Golder and agreed unanimously: that paragraph 8.6 should be added to the Financial Standing Orders as follows:
 - '8.6 The Trust has designated funds for specific purposes, (Estates, Riverside and Highways) and which are held for future significant repairs and maintenance of Trust Properties (namely Quay, Cottages, Town Hall, Pictures and Car Park). If the Trustee seeks to vary the specific purpose then it shall do so by 5/6th agreement of all the elected officers [currently 12] at a meeting open to the public.'

After further discussion Cllr P Smith proposed the following, seconded by Cllr M Golder and agreed unanimously: that paragraph 14.2 should be amended, and 14.2b added, as follows:

- '14.2 No property/asset shall be sold or disposed of by the Trustee without the agreement by a 5/6th majority of all the elected officers [currently 12], at a meeting open to the public, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £5,000 in which case the vote shall be by simple majority and not necessarily in a meeting open to the public.'
- '14.2b No property shall be leased without the authority of the Trustee together with any other consents required by law.'
- Standing Orders: following on from the above Cllr P Smith proposed the following, seconded by Cllr M Golder and agreed unanimously: that item 9 shall be amended as follows, and item 11(4) added:
 - '9 Voting Subject to the proviso in Paragraph 11(4) below Members shall vote by show of hands or, if at least two members so request, by signed ballot, and the vote shall be carried by a simple majority of the Trustees present.
 - '11(4) The vote being carried by a simple majority would not apply to items 8.6 and 14.2 of Financial Standing Orders where 5/6th of the entire Trustee [currently 12] would be required at a meeting open to the public. To reverse this would require 5/6th agreement from all elected officers [currently 12] at a meeting open to the public.'
- Complaints procedure: this was agreed and signed
- Conflict of Interest: this was agreed and signed
- Equal Opportunities: this was agreed and signed
- Investment policy: after discussion Cllr P Smith proposed to amend the first sentence of paragraph 2 to read as follows: 'The unrestricted and undesignated reserves of the Trust carried forward are sufficient to cover an average **twelve** months' of annual expenditure.' This was seconded by Cllr D Brenchley and agreed unanimously. This will bring NOTT

reserves in line with the 12 months' held by the Parish Council.

- Allocation of Trust plots: Clerk to amend the policy to differentiate between commercial and personal allocation of plots and bring to the next meeting for discussion.
- Education: this was agreed and signed.
- CCTV: the Clerk pointed out that following the new GDPR NOTT could no longer make a charge for subject access requests. This was agreed and signed.

8. General Trust business

- Clerk's report on outstanding matters: GDPR. The Clerk reported that purchases had been made for the office. The DPO Centre (who had previously given advice to NOTT) had quoted £1000 plus VAT to come and do a detailed audit of information held by NOTT and advise on measures to put in place to comply with the new regulations. The Trustee asked the Clerk to look into this further and update at the next meeting. The Treasurer had details of an IT specialist who could deal with some of the computer issues and it was agreed that the Clerk should contact him.
- Orford Ness Memorial: as previously advised by email the Clerk confirmed that there will not be a formal unveiling of the memorial in July. There may be an event in the autumn, and in the meantime the Clerk will arrange the installation.

9. Correspondence

- Email from Natural England re consultation period for MCZs (Alde and Ore area no longer in consideration): the Trustee was pleased that the proposed Alde and Ore MCZ was no longer under consideration.
- Email from pilates instructor asking to continue to keep equipment in the New Room cupboard. After agreement by the Trustee the Clerk had asked the instructor to remove items stored there as NOTT needs exclusive use of it to store archived documents containing personal data, in order to comply with GDPR regulations. After discussion the Trustee acknowledged that NOTT allowed the instructor to set up the previous evening and to keep the equipment out between sessions, and the Trustee agreed that it could no longer have the pilates equipment stored in the cupboard as NOTT/OGPC needs as much secure storage as possible.
- The Clerk reported that she had had a request from someone in France for digital copies of the Town Hall paintings for personal use. The Trustee agreed to this.

10. Items for next meeting:

GDPR, distribution of surplus from year ended 31 March 2018

The meeting ended at 7.40pm

11. Date of next meeting: Wednesday 18 July 2018 at 6.30pm [The meeting will now be held on the same date but after the Parish Council meeting, which will begin at 6.30pm]