

**NEW ORFORD TOWN TRUST  
REGISTERED CHARITY 1053729**

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

**Minutes of the 220<sup>th</sup> meeting of the New Orford Town Trust held on  
Wednesday 18 July 2018, after the 6.30pm Parish Council meeting in the New Room of  
Orford Town Hall**

**MINUTES**

Present: Cllrs I Thornton (Chairman), M Golder, M Green, M Iliff, A Macro, R Mallett and M Smy.  
Clerk in attendance.

**1. Apologies for absence**

Apologies were received from Cllr D Brenchley (family commitment), J Howard (prior engagement), J Robinson (holiday) and P Smith (representing the Parish Council at another meeting).

**2. Declarations of interest**

Cllr M Golder: relative lives in Bakers Lane cottage; Cllr M Green (allotment 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 M Smy: allotment holder, plot holder, mooring holder.

**3. Minutes of the 219th meeting held on 20 June 2018**

After one amendment (item 7, Standing Orders, second bullet point, line 3 delete 'Meeting' after 'public') these were agreed and signed as an accurate record.

**4. Matters arising from the 219th meeting held on 20 June 2018**

- Re Investment Policy, Cllr M Iliff questioned whether there should be clarification of what '12 months' expenditure means. Cllr I Thornton suggested that it should be a minimum of the budgeted expenditure for the year.
- The Clerk reported that she had received correspondence from the van driver's insurance company following the incident on 11 June when a van had gone into the river. The insurance company questioned the invoices from the 2 individuals who had helped to locate the sunken vehicle and the Clerk had clarified these details. The insurance company had also questioned the hours the Quay Warden had spent dealing with the incident, and asking if this was not part of his day-to-day duties. The Clerk will reply stressing that the Quay Warden deals with issues and enquiries from Quay users who pay to use the Quay. The Clerk will also mention the importance of locating the van as quickly as possible, in order to prevent it becoming a hazard to navigation. Not locating it may also have led to potential claims from vessels which might have sustained damage had the van's whereabouts not been clear.

**5. Treasurer's report**

- Cheques and balances from 1-30 June 2018  
These were accepted and signed by the Trustee.
- Allocation of surplus from year ended 31 March 2018 to designated funds.  
Before depreciation the accounts to 31 March 2018 showed a surplus of just under £36,000. At the previous meeting the Trustee agreed to keep in accessible accounts an amount equal to one year's expenditure for NOTT. Taking this into account the Treasurer had put together a document with suggested distribution to NOTT accounts. When the Quay was being refurbished the Charity Commission had given special permission for NOTT to cash in its endowment, as not enough funds were available to carry out the work. Just over £141,000 was cashed in. At the time the Charity Commission said that NOTT should consider replacing the money in due course, but to date this has not

happened. The Treasurer had suggested allocating the surplus from 2017/18 to the designated funds, and putting £75,000 from NOTT's general accounts back into the endowed fund. Money from this fund could only be used for exceptional reasons and with permission from the Charity Commission. This would still leave enough in the general accounts to cover one year's expenditure.

After discussion Cllr I Thornton proposed that the Trustee should distribute the money as suggested by the Treasurer, with the proviso that £750 from the Village Fund should be allocated to the Village Feast 2019:

£15,000	Riverside designated fund
£10,000	Estates designated fund
£5,000	Highways designated fund
£6,000	Village Fund
£75,000	To be taken from general funds and put back to partially replace the endowed funds originally withdrawn for work to Orford Quay

This was seconded by Cllr M Smy and agreed unanimously.

Cllr M Iliff felt that it might be prudent to specify exactly what money from each designated fund can be spent on. Cllr I Thornton suggested that NOTT could consider specifying that money from the designated funds cannot be given to any outside organisation but must stay within NOTT. This should be discussed at a later date.

## 6. Committee reports

- No **Estates/Highways** meeting this month
- No **Riverside** meeting this month
  - Request for docking licence: an individual had written saying that he was considering running a business taking angling parties off shore and asking for a docking licence at Orford Quay. He would also need a mooring, which would be dealt with in the usual way. He anticipated that most of his business would be in the autumn and winter, which are quieter periods for some of the other commercial docking licence holders. It was commented that any vessel he had would be subject to certification by the MCA as it would be used in open water. The Trustee considered that an annual fee would be better than paying per use, and a figure of £600 for the first year was suggested. This would be reviewed after the first year.

## 7. Renewal of NOTT policies

- Allocation of Trust plots: the Trustee discussed the draft, but wished for some changes to be made. The Clerk will bring this to the next meeting.

## 8. General Trust business

- Annual donations for 2018: after discussion the following donations were agreed:
  - Orford Recreation Ground Management Committee £200
  - Orford Methodist Church (Quay Service) £50
  - Suffolk Accident Rescue Service £50
  - East Anglian Air Ambulance £200
  - Orford Lay Responders £200
  - The Fire Fighters Charity £200
  - Leiston, Saxmundham and District Citizens' Advice Bureau £100
  - League of Friends of Aldeburgh Hospital £200
  - Wednesday Club, Orford £100
  - Disability Advice Service £50
  - RNLI (specifically for Aldeburgh, if possible) £100
  - Flag for church flagpole

- Clerk's report on outstanding matters: GDPR: the Clerk had forwarded to all members of the Trustee a link to the new GDPR legislation, which is long and complicated. The Clerk and the Treasurer felt strongly that external advice was needed to get advice was specific to NOTT. As advised at the previous meeting the DPO Centre can come and advise at a charge of £1000. The Trustee agreed to proceed with this.

**9. Correspondence**

There was none.

**10. Items for next meeting**

Allocation of plots policy, Designated Funds

The meeting closed at 8.43pm.

**11. Date of next meeting: Wednesday 19 September 2018 at 6.30pm.**