

**NEW ORFORD TOWN TRUST  
REGISTERED CHARITY 1053729**

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

**Minutes of the 221st meeting of the New Orford Town Trust held on  
Wednesday 19 September 2018 at 6.30pm in the New Room of  
Orford Town Hall**

**MINUTES**

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

**1. Apologies for absence**

Apologies were received from Cllrs M Golder (illness) and J Howard (prior engagement), and from A Macro for her late arrival (prior engagement).

**2. Declarations of interest**

Cllr D Brenchley: allotment holder and works with a fisherman; Cllr M Green: allotment holder and supplier to Orford Country Market; 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 220th meeting held on 18 July 2018**

These were agreed and signed as an accurate record.

**Minutes of an Extraordinary meeting held on 2 August 2018**

These were agreed and signed as an accurate record.

**4. Matters arising from the 220th meeting held on 18 July 2018**

- The Clerk reported that after the incident where a van went into the river, the insurance company had offered only a partial settlement of the bills put in by 2 river users who had helped to locate the sunken vehicle, and the bill put in by the Clerk to cover the Quay Warden's time. However, after several conversations with the insurers the Clerk was able to report that all bills had been settled in full.
- The Clerk reported that following the NOTT meeting in July, the Treasurer had spoken with a representative from the Charity Commission to clarify how money might be returned to the endowed funds (after they were cashed in in 2007 to help fund the refurbishment of the Quay). They were unable to help over the phone and had asked the Treasurer to send an email, which she did at the end of July. Despite chasing several times, the case has not yet been allocated to a case officer so no progress has been made. The Treasurer will continue to press for an information.
- The Clerk reported that the individual who had requested a docking licence has responded positively and would be in touch with the Clerk when further details were available.

Cllr M Iliff entered the meeting at 6.34pm.

- The Clerk reported that she was organising a date for the GDPR session in the office.

**5. Treasurer's report**

- Cheques and balances from 1 July-31 August 2018  
These were accepted and signed by the Trustee.
- Making tax digital: software requirement for VAT returns

The Treasurer had put together a document explaining that the process of completing VAT returns will be changing from April 2019, when all VAT registered businesses (including charities) will need to be able to submit information quarterly and in real time. In order to comply, NOTT will need to upgrade the software it uses, and this will need to be on a monthly subscription. A subscription for Sage (the software currently used by the Treasurer) will come in at £13 per month. The Treasurer will need to spend some time transferring information over, but in the long run she believes that the system will save time. The Trustee agreed that this expenditure was essential and approved it.

## 6. **Committee reports**

- Minutes of **Estates/Highways** meetings held on 19 July and 2 August 2018  
Cllr R Mallett asked when the small amount of painting would be completed at 2 Bakers Lane. The Clerk said that she was having trouble finding a decorator to carry out this small job, and it was agreed that she should approach Mr J Cheney snr to see if he could do this. The tenant has a number of other issues relating to the damp work, and Cllr R Mallett will pass details of these onto the Clerk.
- No **Riverside** meeting this month

Cllr A Macro entered the meeting at 6.48pm.

## 7. **NOTT policies**

- Allocation of Trust plots: this was agreed and signed after an amendment was made.
- Use of money from Designated Funds: this was agreed and signed after an amendment was made.

## 8. **General Trust business**

- Consideration of NOTT Flood Defence spokesperson on AOEP: OGPC already has Cllr P Smith as a representative on the Committee but the AOEP has suggested that NOTT should also have one. The Trustee agreed that Cllr J Robinson should take this on. Cllr I Thornton might be available if either he or Cllr P Smith are unable to attend a meeting.
- Clerk's report on outstanding matters: GDPR, dealt with above.

## 9. **Correspondence**

- Letters of thanks from:
  - League of Friends of Aldeburgh Hospital
  - East Anglian Air Ambulance
  - Leiston, Saxmundham and District Citizens Advice Bureau
  - Disability Advice Service
  - Firefighters Charity
  - RNLI
  - Guy Marshall

## 10. **Items for next meeting:** none were suggested.

The meeting ended at 6.57pm.

## 11. **Date of next meeting:** Wednesday 17 October 2018