

**THE COMMON, SOUTHWOLD**  
**(Charity No: 304819)**

Minutes of the Annual Meeting of the Trustees of The Common, Southwold, held on  
13 April 2016 at 7.30pm at the Town Hall.

**PRESENT**

Trustee Miss E A Betts  
“ I R Bradbury  
“ Mrs S M Doy  
“ M G C Horwood  
“ M Ladd  
“ D J Palmer  
“ Mrs M C Tucker  
“ J A Windell (Chairman)

Also present 7 members of the public and the Secretary to the Trustees.

**Agenda**

1. **To elect a Chairman for 2016/17** - it was proposed that Trustee Windell be Chairman for 2016/17 and this was agreed by all.
2. **Apologies:** Apologies for absence were received from Trustees Allen, Jeans and Temple.
3. **Conflict of Interest** - *to receive Declarations of Conflict of Interest on matters relating to the agenda.*  
There were no conflicts of interest declared.
4. **Minutes:** The Minutes of the AGM Meeting of the Trustees held on 22 April 2015 were confirmed and signed.
5. **Trustees** - *to note any amendments to the Trustees.*  
The Secretary to the Trust advised that the new Trustees had been registered with the Charity Commission (appointed after the Council elections in May 2015).
6. **Chairman's report** - **To receive the Chairman's Annual Report for 2015/16.**  
Trustee Windell provided a verbal report on the work of the Common Trust over the past 12 months. The project of supplying electricity to the Pit Stop has taken most of the year but this has now been switched on and congratulations were extended to all Trustees and volunteers and benefactors who had enable this to happen.

Works at Waters' Copse - the tidying of this area continues as per the guidance from Suffolk Wildlife Trust. Some of the trees in this area are now hanging over the power lines and UKPN have been advised.

Gorse management on the Common - various members of the sports users group have offered to assist with practical work once a gorse management plan has been

drawn up. Some specialist help has been offered by the Golf Club to assist in the drawing up of the plan.

Broken pipe on Common - Trustee Windell advised that a pipe, close to the surface, had been hit by a scarifier of the Golf Club. Trustee Windell had met with the groundsman and the steward of the Golf Club to try and sort this matter out. This will need to be rectified before the visit of the Beach Mission in July.

Tree by pavilion - 2 independent tree surgeons have confirmed that the tree is in good health and does not need to be felled. A discussion took place as to whether a TPO should be placed on the tree and it was agreed by all that this action should be carried out.

Woodland Trust - The Common Trust have been fortunate to receive another 100 trees from the Woodland Trust. These have been planted on the Ferry Road garden for planting on later in the year as part of Arbor Day.

Thanks were extended to Trustee Windell for all his work as Chairman throughout the year and specifically with regards to his work on the Pit Stop electricity project.

7. **Finances** - *To receive the 12 month management accounts for 2015/16.*  
The Management Accounts were received and approved.

Trustee Tucker advised that there is still no stability in the accounts with regards to income/expenditure and the Common Trust needed to seriously consider ways to increase its income. The Chairman confirmed these views. The Chairman advised that as the Common Trust is a Charity, it would be nice to see this recognised by way of donations from residents and visitors alike.

Discussion took place regarding administration costs which are still being supported by the Town Council and are not passed on through the Common Trust accounts. Trustees agreed that this matter did need to be addressed and that the Common Trust needed to be able to pay its way in this regard.

8. **To appoint a Management Team for 2016/17.** *The management Team will consist of 3 Trustees who will make day to day/ urgent decisions relating to 'The Common, Southwold' on behalf of the Trustees, which will be advised to all Trustees at the next quarterly meeting of the Common Trust.*  
It was proposed that Trustees Doy, Horwood and Windell continue as the Management Team for the Common Trust for 2016/17 and this was agreed by all.

There being no further business the AGM closed at 8pm.

CHAIRMAN .....

Dated .....