

## **Minutes of the Trust Council held on Monday Sept 20th at 11:00am by electronic means**

### **1. Welcome and Apologies**

**Attendees:** Chris Sims, Chris Bolt, Terry Mundy, Rob Dunton, David Copley, Graham Snook, Zaira Puddephatt, Mike Bailey, Tim Pyatt

**Apologies:** Peter Turvey, Rob Dean

### **2. Minutes of the last meeting held on 19<sup>th</sup> July 2021**

These were agreed and will be published on the website.

### **3. Matters raised and agreed in correspondence since last meeting**

**3.1** Single tender procurement for Crofton boiler repairs

**3.2** Opening of fixed term deposit account with Hampshire Trust Bank

**3.3** Co-option of Tim Pyatt as a Trustee

### **4. Health and safety**

**4.1** Sue Kearney did mid-year visits to the MCA boats plus Matilda, no comments or concerns so congratulations all round

**4.2** No new incidents of near misses

### **5. Finance and governance**

**5.1** Finance Report

**5.2** 2022 Budgets – Budget submissions for 2022 should be completed and returned to Helen by Friday 29<sup>th</sup> October

**5.3** Future Group Structure

**5.3.1** Currently no overwhelming case for moving boat activities from Enterprise to Trust. Trust Council will keep the matter under review and revisit in 12 months time. Trust Council will ask the Enterprise Board to review the arguments for and against moving activities into the Trust

**5.3.2** Trust Council agreed that a VAT Group covering Trust and Enterprise should be established

**5.3.3** Implications for cafes. Leases to be held by Trust with provision for sub-letting via Enterprise to third party operators. An agreement is to be put in place between Trust and Enterprise about management and cost recovery, to ensure that trading costs and income fall in Enterprise; and current agreements between Enterprise and tea room operators should be replaced as leases are renewed or revisited with legal drafted agreements which mirror the terms of the lease and in particular exclude Landlord and Tenant Act protection

**5.4** Review of policies

**5.4.1** Finance Manual v3 – Trust Council agreed the latest version for publication, subject to an amendment relating to leaving gifts for volunteers

**5.4.2** Policy on Abuse – Trust Council agreed the latest version for publication

## **6. Communications**

**6.1** Website replacement update – the tender document is out with 4 companies and we have had 2 quotes back

**6.2** Autumn Butty – preview of the Autumn Butty provided

**6.3** Trust Communication Strategy

## **7. Future Trust Strategy and 2021 work programme**

**7.1** Next meeting of the Kennet and Avon Canal Traders Association to be hosted by the Trust at Devizes

**7.2** Meeting of all Branch Chairmen is to be held face to face at Devizes.

**8.** Branch Reports were noted.

**9.** Dates for future Meetings (1100 am by Zoom unless agreed otherwise)

**9.1** Remaining 2021 meeting 22<sup>nd</sup> November

**9.2** 2022 dates

24 January

21 March

16 May

18 July

19 September

21 November

All meetings start 11:00.am via Zoom unless otherwise agreed.

**10.** Any Other Business