

**Minutes of the Trust Council meeting held on Tuesday 2nd October 2018 at 6.00pm
At Devizes HQ**

1. Welcome and Apologies

Attendees: Rob Dean, Peter Turvey, David Fearn, David Copley, Will Job, Tony Nares

Apologies: David Bruce, Daisy Mundy, Terry Mundy, Mike Bailey

In Attendance : Chris Sims , Rebecca Barker

2. Minutes of last meeting held on 4th September 2018

Agreed, subject to a minor drafting change in para 3.

3. Matters Arising

MB had reported by email that CRT were still being pressed to move forward on the repair at Bradford on Avon Wharf which the Trust would be part funding.

The community boat Sulis in Bath has now been ‘launched’. The boat will be used within the community and for maintenance. Bath & Bristol branch are taking a leading role in this.

DC reported that the Appeal Hearing into the development at Theale has been convened but then adjourned till January 21st, 2019. Some groups that were present have legal representation, but DC advised that, as long as the Trust stays as a third party this would not be necessary.

4. Health & Safety (H&S)

There have been no major issues to report.

The Health and Safety committee met recently, and this proved to be a very good exchange of views.

There is no overall Trust policy regards waste disposal and it appears each branch manage differently. This needs more work to have a universal and compliant approach.

It was reported that a BMAC customer had been verbally abusive to both office staff and boat crew. This had prompted a draft ‘Abuse Policy’ which had been considered by the Health and Safety policy was tabled. Trustees asked that it be drafted to cover all Trust customer activities and not just boats. Trustees also instructed that the policy focus on stopping abuse and not in itself make any threat. RD noted that use of a policy needed to be supported by briefing/training for our staff and volunteers.

5. Finance

TN reported an operating surplus of £29k, v budget of £21k, and last year £38k – benefitting from donations. Both Trust and Enterprise results were satisfactory, with Trust having the edge on the contribution in excess of budget. An operating result of £7k+, c£5k ahead of budget – down to good admissions at Crofton, and a saving on H&S and Crofton operating costs. All other items materially in line with budget. Overall, no significant items to report other than the Bruce boats coming in over budget YTD following inclusion of the August revenue; as was commented previously there was no rent from the Crofton café in

Action

RD

MB

DC

MB

RD

the period.

Cash flow balances at the month end were £533k.

The sum of £5000 needs to be added to the Commitment Register for Trust support of the workboat, Sulis.

RD

6. Enterprise

During September there was the unfortunate demise of the engine of Barbara Mac. This has caused her to be taken out of service for the rest of the year. The cost of the new engine is approx. £15,000. This has been approved by the Enterprise Board. The Director of Boats was working on a proposal for a further £25,000 for refurbishment of the boat. Trustees expressed concern that these works may not be critical and wished to consider how they would fit in to the strategic plan of for improvement of the boats. The Enterprise Board would consider the proposal at its October meeting and WJ would provide an update to trustees next month.

WJ

The catering partners at Crofton will not returning for the 2019 season. The Site Manager at Crofton is engaging a consultant to look at the current model of the catering and recommend a way forward. The budget for this is £1000.

WJ

Great West Way Ambassadors. Following a presentation by Claire Margetts from the GWW project to the Enterprise Board, the Trust has committed to participation of all our outlets for 3 years at a cost of £2300 per annum. RD commented that this is a great opportunity and we now need to get all branches involved.

RD

Trip Boat project at Reading. Project is moving forward. Two potential skippers trained. A trial using one of the Bruce boats is being held this month. DC added that the boat will be picked up on Friday 5th October, The Reading branch have also been invited to report back to the Enterprise board in November.

DC

Bradford On Avon cafe has a crack in the lintel above the West wall, the crack on the south Window windowsill, and the North door starting to stick. Requested Asset Advisor, Simon Eveleigh to visit.

WJ

RD and DC have reported that the Aldermaston tearooms are compliant with the contracted opening times even if these were less than we would like.

7. Crofton update

PT reported that the HLF review meeting recently went very well and that the HLF were very pleased at the progress – both the completion of the Capital Works and our development of the other plans. They signed off our claim and requested our next review meeting in Spring 2019 after the Interpretation has been installed on site.

PT reported that the steaming over the weekend had been very successful. 913 visitors went through the gates of which 54% went around the engines. Crofton would be open at weekends during October.

<p>The Management Review being undertaken under chairmanship of RD had met again and was making progress. It would run until the end of the year and the results would be brought back to Trust Council for decision.</p>	<p>RD/PT</p>
<p>8. Report from the Chairman</p>	
<p>Test Valley gin had asked to use the Trust's logo to make a Kennet and Avon canal speciality gin. Each bottle sold would generate 50p for the Trust. We could also sell the product at a good profit from any of our licensed premises. Trustees agreed the proposal</p>	<p>RB</p>
<p>9. Any Other Business</p>	
<p>RD invited Chris Sims to introduce himself and give an outline about his background. And interests. Chris described his extensive business management experience and involvement in charitable work. He was now interested in offering those skills to the Trust.</p>	
<p>Trustees agreed that CS be co-opted on to Trust Council as a trustee ahead of election by due process at the next AGM</p>	<p>RD</p>
<p>Trustees further agreed to appoint CS as their Chairman with effect from January 1st 2019.</p>	<p>RD/CS</p>
<p>RD confirmed that he will remain in place until the end of the year to undertake a full handover to CS.</p>	
<p>RD reported that the Trust had received two applications for the Treasurer role, RD would pass these to CS who would consider three applications including RD's offer made at the September TC.</p>	<p>CS/RD</p>
<p>DF suggested that it may be a good idea to invite Mathew Symonds, Engagement and Community officer for CRT, to some Trust Council Meetings to discuss problems at the western end of the canal arising from boat density.</p>	<p>DF</p>
<p>10 Date of next Meeting</p>	
<p>Tuesday 6th November by electronic means.</p>	

Commitment register		Reviewed by TC on:	02/10/2018			
Date agreed	Description	Commitment	source of funds	timescale	Comment	
	<u>Our Crofton Story' Project</u>					
Feb-16	Trust Contribution to OCS project	£75,899	Existing fundraising	From Oct 2017	Agreement that we will provide 10% of planned HLF bid	
Mar-17	Project match funding	£122,696	Donors Trusts and private donations	November 2017 onwards	This is total match funding commitment. All is funded by donors of which £75,690 has been received and a further £65,000 committed by donors	
	<u>Other commitments</u>					
Oct-15	Capacity fund for boat fleet	£31,845	within Enterprise trading	over 10 years	Memorandum inclusion: trustees have agreed that Enterprise Board will fund £5k pa over 10 years to maintain capacity of fleet. This is balance	
Mar-17	Minor funds support for work at Dundas	£2,470	budget 2016	£250 IWA grant received	for restoration of the crane at Dundas wharf and other works. Updated Mar 17 with £1220 restricted fund	
Sep-16	Aldermaston Wash House	£3,000	budget 2017	2018	To create displays following CRT-funded restoration	
Dec-17	Crofton: storage facility	£4,000	budget 2018	2018	from fundraising	
Jun-18	Canal at War display materials	£480	budget 2018	2018		
Jul-18	Support for Bath workboat, Sulis	£5,000	budget	2019	from fundraising	
Total committed		£239,910				

2nd October 2018