Minutes of the Trust Council meeting held on Monday 30 September at 6.00pm by electronic means

1.	Welcome and Apologies	Action
	Attendees: Chris Sims, David Fearns, Chris Bolt, Terry Mundy, Daisy Mundy, David Copley, Graham Snook, Peter Turvey, Mike Bailey, Bob Gordon.	
	Apologies: Rob Dunton. In Attendance: Rob Dean	
2.	Minutes of last meeting held on 2 September 2019	
	These were agreed and will be published on the website.	DM
3.	Matters Arising	
	It was agreed that the staff pay review would be carried forward to the next meeting, awaiting details of the Consumer Price Index for September and staff performance based on appraisal.	CS
	BG will circulate a document to Trustees outlining Wiltshire Council's future plans for Devizes Wharf site, for discussion at the next meeting.	BG
	CB requested endorsement of proposed adjustments to accounting for Bruce Boats which were discussed at the last Enterprise Board. Agreed.	
	Options for replacement of the engineer for Bruce Boats were discussed. CS will report on proposed plans at the next meeting.	CS
	The lease for Bedwyn Wharf has now been renewed.	
4.	Finance	
	Trust Council noted the financial position to the end of August. Cash flow balance was $\pounds 574k$ against a budget of $\pounds 563k$.	
	The budget proformas for 2020 were issued in mid-September, for completion by 31 October. This will allow budgets to be approved at the Trust Council meeting on 2 December.	
	The MoU between Trust and Enterprise as shown at Annex 2 to the Treasurer's Report dated 2 September 2019 has now been signed with Enterprise and has been published on the Trust website.	
5.	Health & Safety (H&S)	
	The H&S committee meeting has been postponed until Tue 29 October.	
	No major incidents have been reported. There has been one Health and Safety incident, involving a passenger falling when getting onto the new Reading trip boat.	
	The first draft of an occasional H&S newsletter is to be circulated in the next few weeks.	
	Following the occupational workplace assessment at the Devizes offices, new chairs are required for office staff. MB/JC is to submit quotes to CB for authorisation at next meeting.	MB/JC
6.	Enterprise	
	Matilda, the new Reading boat has now started operating public trips.	
	CB provided an update on renewal and revision for all Trust café licences.	

7. Crofton update

Crofton Project report

PT gave an update on the progress of the OCS project following the progress meeting with NLHF on 5 September. A revised Business Plan will be submitted by November.

Crofton will request a six-month extension to the OCS project from the current closure date of 28 February to 28 October, in order for CB to deliver and produce the draft evaluation report.

The Development Officer, Beth Roper, completed notice on 27 September.

Crofton Management report

The recently formed Management Team is now in place and working well with most positions filled, with the exception of Volunteer Manager and Education Manager. Crofton is continuing to advertise these positions.

The work on the Engineering Operations Group continues, with the following teams now in place: Health & Safety; Steaming Management; Buildings & Core Technical Infrastructure Maintenance; and, Engineering Repair, Restoration & Maintenance. Information relating to the structure and accountability of each of the teams has been cascaded to all Volunteers.

The work on the Volunteer handbook, induction process and training records continues.

A review of the catering offer at Crofton will commence from 3 October in conjunction with Enterprise and BG.

GS briefed on upcoming events and Crofton outreach and conservation activities.

8. AOB

The review of Trust policy on the code of conduct for volunteers is ongoing. Update at next meeting.

National Grid are interested in talking to the Trust with regard to their work on 'undergrounding' to remove electricity pylons. Trustees were invited to participate.

ALL

The Long Life Lock Gates project is progressing well and the first gates are due to be installed this winter.

9. Date of next Meeting

Monday 4 November by electronic means.