

**Minutes of the Trust Council meeting held on Tuesday 5 December 2017 at 6.00pm by
Electronic Means**

1. Welcome and Apologies

Attendees: Rob Dean, David Fearn, Daisy Mundy, Peter Turvey, Terry Mundy, Will Job, David Copley, Mike Bailey, Tony Nares

Apologies: David Bruce, Jean Cook

2. Minutes of last meeting held 7 November 2017

The minutes were approved and will be published on the website.

3. Matters Arising

There were no matters arising

4. Health & Safety (H&S)

No major incidents have been reported.

H&S for the Crofton works is being looked at in detail by the newly appointed Works Manager and Heritage Architect.

Maintenance works on Barbara MacLellan and the Rose have been completed.

RD reported that, with no Director of Boats in place, he had advised Boat Managers and the MCA that he would act as the formal 'Designated Person' for the passenger boats pro tem.

5. Finance

TN briefed on the Crofton HLF Project account: total cash outflow is £758k, of which the Trust will pay £559k. A system of monthly reporting will be established to show a record of appropriate expenditure within the HLF claim.

The following amendments were made to the Commitment Register:

- Amend Boat Fleet Capacity Fund to show spend of £4495 for Rose of Hungerford engine.
- PT requested that £4K be added to the commitment register to fund a GWR replica goods van to increase storage space at Crofton. Agreed.
- DF to track drawdown of funding for the ongoing work at Dundas and keep Helen Flavin informed.

6. Enterprise

The Enterprise meeting took place last month; there have been no new nominations for Boat Director since the resignation of GD.

WJ met with staff from Devizes Marina to discuss potential for purchasing a trip boat for Reading. There are no plans to purchase this winter and Devizes have agreed that this could be revisited at the end of next season. In the meantime, DC and Reading Branch will begin to prepare a boat team. DC requested that all boat crews continue to look out for

Action

RD

RD

TN

RD

RD

DF

other opportunities to purchase a trip boat.

WJ reported that the Aldermaston washhouse had been broken into last month but nothing of significant value had been taken.

Enterprise Board agreed to £8K for the Crofton cafeteria kitchen refurbishment, based on a detailed proposal by Pam Weekes.

7. Bruce Trust Partnership

RD is negotiating the renewal of the lease at Great Bedwyn Wharf with CRT.

It was agreed that there should be further discussion at the next meeting regarding efforts to encourage volunteers to become members of the Trust.

8. Crofton update

The HLF Project is making good progress; key staff are now in place and the team is preparing for negotiations with project tenderers. RD is to prepare a financial review of the proposals.

John Willis and Mike Rodd have presented a conference paper relating to the Mechatronics project at Crofton.

The slated roof of the Crofton kitchen requires repair – options are being explored.

RD

Crofton Management Board update:

- Maintenance work is ongoing with some support from CRT.
- The Winter Works Open Day last month was successful.
- There will be a visit from the University of Southampton Sustainable Energy MSc Course this month.
- PT extended thanks to the volunteers who have prepared the new meeting room at Crofton.

RD

9. Report from the Chairman

The Chairman congratulated the office staff at Devizes who have now sold out all Santa boat trips.

The Branches meeting on 18 November was very successful for sharing knowledge and good practice.

The Chairman thanked Jean Cook and her team for their work on the new meeting room at Devizes which is now open for use.

The Chairman's focus for the coming year will be to keep the Crofton Project on track and to campaign for new talent, e.g. a new Director of Boats and new Trustees. The Chairman notified Trustees of his intention to step down as Chair in 2018 once a replacement had been found and asked for support in identifying potential nominees over the coming months.

10. AOB.

The Trust's response to the CRT Licencing survey was discussed – RD is to prepare a response from the perspective of a business customer.

RD

DF reported that CRT have installed a new mechanism for the deep lock at Bath.

PT noted that the Crofton website has incurred additional costs for an SSL certificate. It was agreed that Crofton should consider joining the Trust's central hosting in the future, to save on this cost.

PT

TM reported on the planned maintenance for the Archimedean Screw display at Crofton.

TN will be beginning work with Helen Flavin and the branch leads to prepare the budget for 2018.

The Chairman reflected briefly on the Trust's successful year and thanked Trustees for their hard work.

11. Date of next meeting

Next meeting will take place on 16 January 2018 by electronic means. Provisional dates for 2018 meetings are:

6 February	Devizes
6 March	Electronic means
10 April	Electronic means
1 May	Devizes
5 June	Electronic means
3 July	Devizes
4 September	Electronic means
2 October	Devizes
6 November	Electronic means
4 December	Electronic means

Commitment register		Reviewed by TC on:	05/12/2017			
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>					
Jun-15	Boiler rivet replacement (and firebars)	£1,500	Appeal: £45,200 raised	Mar-17	External works complete. Residual costs allowed for	
Oct-15	Capacity fund for boat fleet	£33,915	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: GWR Van body	£4,000	budget 2018	2018	from fundraising	
5 December 2017						
Total committed		£243,480				