

**Minutes of the Trust Council meeting held on Tuesday 16 January 2018 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, Tony Nares

Apologies: David Bruce, Mike Bailey

2. Minutes of last meeting held 5 December 2017

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

3. Matters Arising

- a. Options for addressing the current downward trend in membership were discussed. It was agreed that there should be a review of the membership leaflet and marketing materials.
- b. RD briefed Trustees on progress following the Trust's response to the proposed reorganisation of CRT. Chief Operating Officer, Julie Sharman is to meet with RD and other Trustees on 1 Feb to understand the Trust perspective and to learn more about what the Trust does.
- c. Nominations for the John Gould Award were discussed and a candidate was agreed.
- d. RD briefed Trustees on the new rules to be introduced in May 18 that will supplement/replace the Data Protection Act and the implications and next steps for the Trust. DF is to take on responsibility for oversight of Data Protection for the Trust.

4. Health & Safety (H&S)

No major incidents have been reported.

5. Finance

November showed an outflow of £24k, against a budget of £3k, and £12k last year, much of the difference being due to timing of cash items which will correct by year end. YTD the receipt of legacies and good Enterprise trading performance meant a result of £236k, against a budget of £39k and £116k prior year.

In Enterprise, income for the period was well over budget, but results were affected by a catch up of some insurance premiums and boat expenditure. Cash flow balances at end of November were £611k, £587k at the end of 2017.

The following amendments were made to the Commitment Register:

- Amend Boat Fleet Capacity Fund to show November spend for boats.
- Remove Crofton fire bars commitment as completed.

Action

RD

**RD/TM/
PT**

RD

RD

6. Enterprise

The Enterprise meeting will take place this week.

A new engine has been fitted in the Rose of Hungerford.

The handover of the Aldermaston café from CRT has now been delayed until the end of March 2018. This issue will be raised at the meeting with Chief Operating Officer, Julie Sharman on 1 Feb, to highlight the importance of close collaboration and communication with the Trust.

7. Bruce Trust Partnership

The renewal of the lease at Great Bedwyn Wharf with CRT is ongoing.

Work on the refurbishment of Diana is underway. Bruce Trust has provided a £25K grant to fund this.

8. Crofton update

Contractors (RJ Smith) have now been selected for the Capital Works at Crofton. Next steps will be to agree the final scope of works with the contractor; a pre-start meeting is planned for 23rd January.

The Capital Works contractor will handle the asbestos treatment at Crofton and work is planned to begin at the end of January. Advice is being taken on the best approach for timber treatment.

A Development Officer (Beth Roper) has now been recruited and is working with the Site Manager (Becks Skinner) to identify who will lead on the tasks within the Activity Plan. Main areas of development at the moment are volunteer recruitment, learning programme, garden development and oral history.

With regard to the Mechatronics project, a meeting was held with representatives from the Atomic Weapons Establishment Aldermaston (AWE) as a result of Mike Rodd and Jon Willis presenting at a recent conference. This was an early meeting to discuss possible areas for working together on the project, and to learn more about apprentice schemes run by AWE and how they might support Crofton.

Crofton Management Board update:

- Preparation work for steaming is underway.
- Work on H&S issues is underway and Crofton is seeking additional H&S support for the Works Manager and Heritage Architect.
- Efforts to work with university students are continuing with visits planned from students at Reading University and plans to support a Conservation PhD student from the Royal Armouries, Fort Nelson in his/her research project.

9. Report from the Chairman

The Boatmaster training course started today with 6 new Boatmasters.

There will be a meeting with branches this month to discuss next steps for changes to Data Protection rules and the Chairman will also attend a meeting this week on the Great West Way project.

The Chairman offered Trust Council's condolences to long-standing Trust member, Mike Wyatt, whose wife, Audrey, passed away recently. RD and DC will attend the funeral.

RD/DC

10. AOB.

PT highlighted the "Where does the water come from" page on the CRT website which includes a section on the K&A canal (see: <https://canalrivertrust.org.uk/about-us/our-work/managing-our-water/water-sources>)

DF reported that the projects on the Acramans Crane and Sydney Gardens are progressing well in collaboration with CRT.

DC reported on a planning application for housing development on the site of the Reading Waterfest, which has been considered recently. DC to update on decision of the planning application committee at next meeting.

DC

11. Date of next meeting

Next meeting will take place on 6 February 2018 by electronic means.

Commitment register		Reviewed by TC on:	16/01/2018			
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: GWR Van body	£4,000	budget 2018	2018	from fundraising	
Total committed		£239,910				

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