

**Minutes of the Trust Council meeting held on Tuesday 3 July 2018 at 6.00pm  
at Devizes Wharf**

**1. Welcome and Apologies**

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

**Apologies:** David Bruce, Tony Nares, Terry Mundy.      **In Attendance:** Jean Cook

**2. Minutes of last meeting held 5 June 2018**

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

**3. Matters Arising**

Discussions are ongoing with CRT to agree how the Trust can contribute to funding the repair of the wharf where Barbara Mac is moored. Update at next meeting.

DF provided a summary of the CRT meeting on boat density. CRT continue to manage boat density as pragmatically and effectively as possible. There is no intention to change continuous cruising rules at this time to allow live-aboard boaters to moor close to schools. Rules on the licensing of rafts were discussed.

DF proposed that the Trust should make an application for a grant from the Garfield Weston Foundation for the Bath Community Work Boat – agreed. It was also proposed that Bath and Bristol Branch should run a committee to manage the boat on behalf of CRT (on a 10 year loan basis) and that the Trust should make a donation of £5K to show commitment as a partner – agreed.

**4. Health & Safety (H&S)**

No major incidents have been reported. .

The next Health and Safety meeting will be in September.

MB briefed on the requirement to report near misses to MAIB. MB is to issue a revision to the Boat Safety Manual in due course.

**5. Finance**

TN reported a surplus of £14k for the month against a budget of £20k, and last year £71k – including £40k of legacies. The Trust saw a quieter revenue month than budget, with admissions income down. For Enterprise, a quieter month on the trip boats, down on budget and 2017, but well ahead of budget YTD. Bruce boats showed lower income in the period and remain down on budget and prior year for the YTD.

Overhead savings corrected the YTD contribution in line with budget, showing an operating outflow overall of £5k, some £4k less than budget. Cash flow balances at the month end were £458k.

The following updates and additions to the Commitment Register were required:

- Update the Trust contribution to the OCS project.
- Update the expenditure on the Dundas Crane project.
- Add £480 for the Wartime Display costs.

**Action**

**RD**

**MB**

**MB**

**PT  
DF**

## **6. Enterprise**

No Enterprise meeting has yet taken place this month.

A new lease is due to be signed at Bradford on Avon imminently.

RD requested a review of Aldermaston opening times against obligations.

Tim Pyatt is due to meet with Reading Branch on 20 July.

Six new Boatmasters have now passed the MCA exam.

## **7. Crofton update**

### **OCS Project:**

- The OCS Works Manager, Kevin Pope, has left Crofton to take up a permanent position as a Project Manager working for the MOD at Lyneham. It was agreed with HLF not to replace him, as the capital works are so far advanced leaving not enough time to recruit and induct a replacement. The OCS present team can fill the gap at this stage in the works.
- Capital Works are progressing well and are on time and budget. .
- Work is progressing well on the Toilet Block - this building is anticipated to be completed and ready to use within a month.
- The Café Roof will soon be completed – PT extended his thanks to the Café staff for being so understanding and putting up with the disruption. Once the Café Roof has been completed, work will move onto the Boiler House Roof.
- Discussions are still ongoing on how best to prop safely whilst the work to repair the beam is being done. The project team along with John Warren are working hard to make sure that all health and safety issues are resolved, and the work will be done following instructions from the Architect and Structural Engineer working on the project. Due to the nature of the work the building will be closed whilst this is being done – the aim is to do this in as short a time as possible so that the steaming dates will not be affected.
- Work has started on dismantling the old toilet area in the boiler house.
- The contractors have been working on painting the remaining internal windows and will also be tackling the 2 windows in the South Wall, as well as the small rectangular window near the staff entrance to the Kitchen.
- There is some slippage in the Activity Planning, which was communicated to the HLF at the meeting in May 2018. The current focus remains the development of an Interpretation Plan. The development of the 1920s garden has been put on ‘pause’ until September 2018 to enable Site Manager Simon Hobson to work on the plans and make sure they are operationally robust, as well as introducing a ‘grounds care’ volunteer role.
- Work continues on setting up the Oral History project, and the digital recording of important records and archives.

- Development Officer, Beth Roper has run a successful Learning Programme pilot session for a number of 5-6-year-old students from Great Bedwyn School.

**Crofton Management Board update:**

- **Steaming Days** - Visitor numbers are still disappointing – however we must bear in mind that keeping the station open whilst capital works are in progress is a great achievement, so every visitor is a bonus.

- April Easter Steaming            618 Visitors over weekend and bank holiday
- Early May                              644    “    “
- Late May                                380    “    “
- June                                        317    “    “

- **Publicity** - The Crofton Team have contracted with a commercial leaflet distribution company, Pear Distribution, to distribute Crofton leaflets to 30 regional outlets for the remainder of the 2018 season.

The Marketing & Publicity team have also approved a Marketing and Publicity Strategy for Crofton, copies of which are available on request.

Although Visitor Numbers are down, Crofton TripAdvisor comments are strong, reflecting the high quality visitor experience at steaming weekends and the standard of tour guiding on non-steaming days.

The Kennet & Avon episode of the Channel 5 documentary Britain’s Greatest Canals (the Crofton section of which was filmed on Friday 4 May) was broadcast on Friday 29 June. A great achievement and advertisement for the Canal. See <https://www.my5.tv/building-britains-canals/season-1/episode-3>

- **Outreach** - The Crofton Team attended the Reading Waterfest, 230 people were engaged with by Crofton Volunteers; this was believed to be the result of having a working model beam engine on the stand.
- **Forthcoming Initiatives** - We are working with academics at West Midlands History contributing to both a forthcoming publication on the Life and Legacy of James Watt, and the James Watt bicentenary celebrations in 2019.
- 8. • **Governance** - The Crofton Management team will be undertaking a review and mentoring session as soon as practicable, facilitated by RD, to improve effectiveness, team working and volunteer communication.

**Report from the Chairman**

The CRT Chief Operating Officer, Julie Sharman, visited KACT in June with the new SW regional director, Richard Thomas.

RD attended the Great West Way meeting in Salisbury last week and is now exploring the option for the Trust to become a Great West Way ambassador. Report at next meeting.

**RD**

RD has met with Vice Presidents, Bill Fisher and Terry Kemp to review the modular lock project prior to presenting this concept to the new CRT regional director.

Mark Evans is to take a new appointment as Head of Waterside Moorings for CRT.

**9. AOB**

The next steaming at Crofton will have a WW1 theme.

The new portable Wartime Display pack has been completed.

**10. Date of next meeting**

Next meeting will take place on 4 September 2018 by electronic means.

<b>Commitment register</b>		Reviewed by TC on:	03/07/2018			
<b>Date agreed</b>	<b>Description</b>	<b>Commitment</b>	<b>source of funds</b>	<b>timescale</b>	<b>Comment</b>	
	<b><u>Our Crofton Story' Project</u></b>					
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	
	<b><u>Other commitments</u></b>					
Oct-15	Capacity fund for boat fleet	£31,845	within Enterprise trading	over 10 years	<b>Memorandum inclusion:</b> 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		
<b>Total committed</b>		<b>£239,910</b>				

3 July 2018