

Minutes of the Trust Council meeting held on Tuesday 6 March 2018 at 6.00pm by electronic means

	Action
<p>1. Welcome and Apologies</p> <p>Attendees: Rob Dean, Daisy Mundy, Peter Turvey, Terry Mundy, Will Job, David Copley, Mike Bailey</p> <p>Apologies: David Bruce, David Fearn, Jean Cook, Tony Nares</p>	
<p>2. Minutes of last meeting held 6 February 2018</p> <p>The minutes were approved and will be published on the website.</p>	RD
<p>3. Matters Arising</p> <p>a. RD had a positive meeting with Greenham Common Trust to discuss options to bid for funding in the future, specifically for Newbury and Bruce Branch. DC suggested that Aldermaston should be included in scope and this was agreed.</p> <p>b. RD will be meeting with CRT to discuss a way forward for reinstating the Kennet Warning System.</p> <p>c. RD has met with local councils to discuss their perspective on CRT plans to reorganise under regional control. Councils have agreed to write to CRT, report at next meeting.</p>	RD RD RD
<p>4. Health & Safety (H&S)</p> <p>No major incidents have been reported.</p> <p>MB raised the question of installing defibrillator equipment along the canal and who should take responsibility for this. Options were discussed and it was noted that there is a through-life cost associated with the equipment. MB is to review location of existing equipment and explore options for partnering with other agencies.</p> <p>The Trust H&S Advisor is preparing a guidance e-mail for boat Training Managers on areas to be reviewed during Essential Safety Training (EST).</p>	MB
<p>5. Finance</p> <p>January was a quiet month, with a legacy contribution of £37k and a net profit of £25k compared with -£9k last year. Cash flow balance was £591k at the end of January.</p> <p>The budget process is progressing but input is still required from Crofton and Bruce branch.</p> <p>No amendments were made to the Commitment Register but the following potential projects are to be costed with report at next meeting:</p> <ul style="list-style-type: none"> • Development of a portable Canal at Wartime display. • Updated costs for full restoration of the Aldermaston washhouse. 	PT/WJ TM/JC DC

6. Enterprise

Completion of the CRT works on the Aldermaston site is anticipated this month.

The new Director of Boats, Tim Pyatt, will attend his first Enterprise Board meeting this month.

The refurbishment of the kitchen facilities at Crofton is progressing and there are plans for the café to open on Good Friday with limited access to the remainder of the site.

CRT have agreed that the Bruce Trust may assign the lease at Bedwyn Wharf to the Trust – anticipate a renewal of the lease in the next month.

7. Crofton update

Contractors commenced work on site 19 February, a site compound has been set up and access to certain areas of Crofton is now restricted. The Trust H&S Advisor has visited Crofton to ensure H&S is embedded in the project. MB highlighted the importance of vigilance with contractors on the site. RD and PT are to review H&S processes with the works manager. It was confirmed that there would be no access to the Archimedean Screw for maintenance work while it remains within the site compound.

RD/PT

OSC project work is underway as follows:

- Work has commenced on scaffolding and roofing; however the recent severe weather has delayed work.
- Final reports are awaited from Structural Engineers regarding timber treatment.
- Phase 1 Asbestos works have commenced, again delayed due to severe weather. This has had a knock-on effect of delaying engine trials.
- Structural Inspection of the Well Beam is scheduled for Wednesday 7 March.
- The Project Manager is working with the Development Officer to review the Activity plan in the light of the previous Site Manager's departure, to see where resources are best applied.
- Work has commenced on the Virtual Archive project.
- The first claim payment from the Heritage Lottery fund is imminent. No further fundraising to report.

Crofton Management Board update:

- Preparations are underway for in-steam inspection on 9 March.
- An Easter Egg Hunt is planned for the bank holiday weekend.
- A limited non-steaming day engine house opening programme is planned over the summer dependent on volunteer availability.
- The post of Heritage Site Assistant will be advertised this week.
- 9 applicants for the Site Manager post have now been shortlisted down to 4. Interviews will take place on 12 March.
- A Crofton Management review, facilitated by RD, will take place during April.

8. Report from the Chairman

The Trust IT manager is making good progress on the changes for GDPR with branches.

MCA Spring inspections will take place this week on Jubilee and Barbara Mac.

CRT will be holding a lock open day at Seend on 10 March; Devizes Branch will be running a stall/display on the day.

Boatmaster training and Essential Safety Training (EST) will continue next week.

9. AOB

MB reported that the edge of the wharf where Barbara Mac is moored requires repair. There are plans to install a rubber buffer, for which CRT will fund the materials. RD is to confirm with CRT that it is willing to undertake this work if the Trust funds additional cost of fittings.

RD

10. Date of next meeting

Next meeting will take place on 10 April 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				

30 March 2018