

**Minutes of the Trust Council held on Monday 20<sup>th</sup> March 2023 at 10.00 by electronic means**

**1. Welcome and Apologies**

**Trustees present:** Chris Sims (Chairman), Chris Bolt, David Copley, Rob Dunton, David Fearn, Terry Mundy, Zaira Puddephatt, Tim Pyatt, Graham Snook

**In attendance:** Darren Bone

**Apologies:** Mike Bailey.

**2. Approval of minutes from:**

23<sup>rd</sup> January and 9<sup>th</sup> March – minutes agreed.

**3. Actions from last meeting.**

All on agenda

**4. Matters approved in correspondence.**

Agreement of grant for remote monitoring of Bruce Boats noted.

**5. Health and Safety**

MB update.

- One accident on Bruce Boats in February
- Staying safe guidance issued to branches post Covid
- Revised Safety Instruction number 2 on accident reporting agreed.

**6 Finance and Governance.**

**6.1 Finance and Governance Report:** The report was noted.

Welcome of DB as attendee of Trust Council following appointment as Enterprise Director and Chair.

There were no currently no nominations for Chair of Newbury, Bruce or Bradford on Avon Branches.

ZP – Mentioned he 'Big Help Out' volunteering project linked to the Coronation.

**6.2 Trustee's Annual report and accounts:**

CB noted one small error, which did not affect totals, now corrected. Enterprise Board had approved its accounts. Trustees agreed the Annual Report and Accounts and authorised either Chris Sims or Chris Bolt to sign them.

The AGM Notice was agreed for inclusion in the Spring Butty. The Agenda would be finalised and issued by mid-May.

Trustees annual report as seen.

### **6.3 Leases and Asset Transfers:**

Aldermaston – most issues now resolved with CRT. ‘Detached’ car parking spaces will be included in the lease, as CRT has confirmed ownership.

Bradford on Avon – slight differences in drafting compared with Aldermaston, due to different Solicitors dealing with the work for CRT, but main points now agreed. Local discussions are continuing about access to the toilets; this will not be included in the lease.

Smithy at Crofton. Draft of transfer agreement received and a number of comments made.

### **6.4 Policies**

6.4.1 Safeguarding. The draft policy was agreed. This required a Trustee to be Designated Safeguarding Officer, and each branch to have a Safeguarding Lead if undertaking activities covered by the policy.

Failure to make these appointments might limit some activities the Trust is able to undertake.

CB will work with Whitney Cawley, Lesley Hooper and Alison Cannon to develop Guidance to support the policy.

#### **6.4.2 Social Media Policy**

After slight change, the policy was approved.

### **6.5 New volunteer Member class.**

After considerable discussion, and taking account of feedback from Branches, it was agreed to amend the Articles to remove the requirement for Branch Committee members to be Members of the Trust, but with a majority of Committee members being Trust Members. CB to develop proposed drafting for agreement in correspondence.

### **6.6 Carbon Literacy**

Recommended actions agreed, in particular that the Trust should seek organisational certification. CB to progress.

### **6.7 Bedwyn Wharf project**

Trustees supported the proposal in principle, but asked that RD should review the plans and costings.

### **7 Strategy Workshop.**

CS No further update.

### **8 Report from Enterprise Board**

DB welcomed. DB gave a report from Enterprise Board which highlighted 5 challenges which he had set out in his introductory letter. It was agreed that bold action was required with clear direction on strategy. Exercise to prepare 3 year budgets now underway, for discussion at a workshop in June as an input to the medium term financial review at the July Trust Council meeting.

## **9 2023 Projects**

**9.1 Crofton 2030** Tenders for consultancy support were due for return by March 31<sup>st</sup>.

**9.2 Aldermaston Wash House** Aldermaston Wash House – building work is now complete. Internal decoration and wiring in hand. Tea room will reopen with new operators before the Easter holidays.

**9.3 Devizes Wharf** GS noted that preferred bid for additional electrical works for the kitchen area and Museum cheaper than originally quoted by other tender.

**9.4 Archive relocation** No update

## **10 Communications.**

ZP Website update- Nearly ready to launch. Few tweaks and minor updates re logins and proofing then ready to go.

Butty Spring edition, with theme of 300 years anniversary of Kennet Navigation, nearly complete.

## **11 Branch reports**

Crofton report was noted.

Reports from other branches were noted.

## **12 Future meetings**

The dates were confirmed, with the next meeting on 22 May

## **13 AOB**

None

