

The Kennet & Avon Canal Trust

TRUST COUNCIL MEETING: Monday 20th May 2024 by Zoom

Minutes

Trustees present: Mike Bailey (MB), Ali Cannon (AC), Rob Dunton (RD), Terry Mundy (TM), Graham Puddephatt (GP) (Chair) and Graham Snook (GS).

In attendance: Rob Dean (RDe) (President), Alison Selby (AS) (Minutes Secretary)

1. **Welcome and apologies** Jerry Dixon

2. **Declarations of interest** GP also Chair of Enterprise

3. **Approval of minutes** of meeting on 14 March 2024 Accepted

4. **Actions from previous meetings**

- GP would approach Sue Kearney re H & S issues. Phone communication difficult. **Action : GP**
- Confirm electrician and obtain certificate for work done. **Action: TM**
- Volunteer Handbook to be reviewed by AC. (Volunteer Handbook lists policies & practices.) **Action: AC**
- John Mills' legacy will be split between Cotswold Canal and KACT. GP to email to branches for projects that would be suitable for the donation. **Action: GP**

5. **Health and Safety** (MB)

- H & S advisor at Crofton has reviewed Crofton's policies and is happy.
- Incident with diesel spillage noted.

6. **Nominations for John Gould award**

[redacted] so Andy James has been nominated.

TM will organise engraving. **Action :TM**

RDe will send document about the history of this award to GP. **Action: RDe**

7. **Finance and Governance**

7.1 **AGM Accounts**

Accounts accepted by Enterprise Directors.

RDe presented the accounts to the Trustees on behalf of Jerry Dixon, who has done a good job in preparing them. They have to be approved by Trustees, signed by GP and then presented to the AGM (1st June). Concern was expressed over the dilatory approach of the accountants and the % increase of their fee.

There are Enterprise accounts,

Enterprise is doing great things but not making significant profit.

And consolidated accounts (both Enterprise & Trust).

As a charity, our donations are down but as the money is spent on charitable activities, it provides twice the value of that given. The Trust position is not brilliant, but healthy and many companies/charities are in a worse position financially.

Pg 10 – alter signature name from Sims to Puddephatt.

Pg 23 – Section 16 ?

Accounts approved unanimously after alterations. AC will put on website. **Action : AC**

A vote of thanks was given to both RDe and JD for their work on the accounts.

7.1.1 Budget Spreadsheet

Presented by RDe, worked on by JD – Enterprise budget includes 40% increased profitability, but will not support the trust financially. However staff costs will be lower. The Trust is expecting income to be down this year but should break even.

7.1.2 Finance Manual is due for revision this year.

7.2 Trust, Enterprise VAT and Consolidation

The Trustees were in favour of rationalising Enterprise and the Trust, and need to meet with accountants to discuss this.

7.3 Staff

At present staff contracts are with Enterprise, but it would be sensible to move them to the Trust. Helen will report to JD rather than GP.

Phoebe is returning to work on 10th June. Will need support for Beyonk. Mike Corish, a Jubilee skipper, is on the Enterprise board and will help.

Phoebe will report to GP and will hopefully pick up the work currently being done by AC's team at Bruce boats. She may need a new contract.

KARS needs to be reviewed – volunteers are spending too much time on Admin using the system.

7.4 Trustee Training

Training is available through the Charity Commission which may be helpful.

Induction information should be available for any new Trustee volunteer. Also refresher for established trustees. **Action: GP to take forward.**

Paul Hanson is boat director on Enterprise and will also be boat director trustee.

Issues with mailing electronically the Butty & the AGM notice. **Action : GP to investigate.**

8 Report from Branches

Crofton – problems with water levels in leat and associated damage to property. Problems caused by CRT management of pump levels and vegetation not being cleared.

Bruce – The team have done brilliantly with bookings management. It is a viable operation. Well done, and huge thanks to AC and the team.

KARS is designed for single boat day trips and is unsuitable for the Bruce set up. Need something in place this Autumn to test over the winter.

Branches – amalgamate or absorb into Trust? **Action : GP to investigate.**

9. Reports from Enterprise Board - Accepted

Newbury start trips on 21st.

Matilda Too did trips at weekend.

Paul Kettle has resigned and his replacement found.

10. IT Stuff

10.1 Online Duck race – GP offered software to sell ducks on-line for races. Will take up offer. Can be used across branches.

10.2 Website, booking and resourcing systems.

KARS/KABS needs to be replaced, with a system that will offer professional support and not dependant on one person.

11. Projects

- Aldermaston Wash House

Volunteers digging ditches to sort wall dampness.

Range needs to be repaired (not replaced)

Storyboards being put up.

- Electric Boat – delayed due to one part not arrived. Will be done later in the season.

- Lock gear – CRT/KACT – working together. CRT H & S rules apply over the Trust, especially with life jackets. Happy for Edmund Cannon to follow this up.
- QR Coded History- good idea. GP will talk to Rob Coles.

12. The Butty

Need to sell hard copies. Free copies for members. Good vehicle to show general public what we are doing.

13. Any other business

Work experience – 6th Former at three different sites. Organised by AC.

Need to look at affiliation for British Marine Federation, proposed by Paul Hanson.

Finished 11.50

Proposed meeting dates for 2024 (09:30 by Zoom unless agreed otherwise)

22 July; 23 September; 25 November

AGM Saturday 1st June 11.00