

# The Kennet & Avon Canal Trust

TRUST COUNCIL MEETING: Tuesday 23<sup>rd</sup> July 2024 by Zoom

## Minutes

Trustees present: Ali Cannon (AC), Jerry Dixon (JD), Rob Dunton (RD), Paul Hanson (PH), 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**      Mike Bailey.
2. **Declarations of interest**      GP also Chair of Enterprise & part owner of Matilda Too.
3. **Approval of minutes** of meeting on 20 May 2024      Accepted
4. **Actions from previous meetings**
  - Sue Kearney happy to be consulted as an independent advisor for safety issues as appropriate. Up to 5 days a month. PH will continue to do audits as Director of Boats. Further discussion outside this meeting needed to set up a reporting flow chart for H & S issues.
  - GP had received some interesting ideas for legacy spending. **Action: GP - ongoing.**
  - TM to get back to GP re electrician certificate. **Action: TM**
  - Andy James will be given the John Gould award at the next branch meeting.
  - Volunteer Handbook is being reviewed by AC. Minor alterations:-
    - a. Removing comment about exit interview after volunteer resigns.
    - b. DATA Protection: Add “may” to disclosure of health limiting facts. Boat crews divulge health issues to the skipper. Crofton health details are held by the Branch Secretary.
    - c. GS will send Crofton application form and handbook to AC to create a template for a volunteer joining form to be used across all branches. **Action : GS**
    - d. The wearing of lifejackets was discussed.
    - e. Phoebe’s contract job title is Assistant Administrator.
    - f. Contacts should be on a separate organisation document which will be easy to update. Subjects can be linked to Trust policies “for further information.”
    - g. There should be a named volunteer manager for each branch.  
KV –crew manager, then skippers. Crofton- site manager & chair. Devizes – no branch manager but covered by GS.

## 5. Health and Safety

B.Mac and BB both sent in reports of incidents and near misses but not the other branches.

## 6 Finance and Governance

1. Finance Manual – Minimal changes giving scope to branches to have more independence on gifts etc . Accepted.
2. Enterprise into Trust – to engage Ross Brooke to advise on moving Enterprise into Trust (max £2,500 plus VAT). Change should be achieved by next financial year. Agreed unanimously.
3. 2025 Budget process – templates for 2025 issued next month, back by October for November meeting.
4. Trust, Enterprise VAT and Consolidation – as item 6.2
5. Staff salary increases - agreed **5%** increase for all staff – Helen; Phoebe and Whitney Backdated for 2/12 for Whitney as review should have taken place on 1<sup>st</sup> May. If staff are working more hours than they are contracted for then consideration should be given to increasing their hours rather than increasing the rate.
6. Repair works on The Rose (and boat strategy in general)

There is an assumed cost of £30k for re-plating the “Rose of Hungerford” and there may be more expense for the trip boats because of MCA changes. Long term plans should be developed to upgrade all boats, and having the boat managers meet to discuss potential problems may be of value.

Following discussion it was decided that GP would talk to Hungerford Boat Manager and then to AC with regards to some of the suggestions.

#### 7. Insurance policy

The policies expire on 24<sup>th</sup> July 2024 so the policies will be “new”. Inflation suggests the policies will come in at around £23K. Initially it will be Marine & Trustee Insurance but not Engineering – this will be added later.

#### 8. Building Leases.

The buildings are on a 1 month rolling lease. GP working on this.

### 7 Trustee Training Update

AC offered to lead a training day for all Trustees. **Saturday 9<sup>th</sup> Nov.**

Morning - Trustee training and afternoon to discuss plans to celebrate 75<sup>th</sup> Anniv. of KACT

### 8 Branch Reports

1. Report from Crofton Branch -GP suggested meeting with Pam, GS and RD to review how Crofton can become an asset to the trust.
2. Bruce Boats ok
3. Branches going Forward-postponed
4. Reports from Enterprise Board – noted. Agreed to go for membership of BMF.

### 9 IT Stuff

- 9.1 Website, - now have contract and staff support and licences paid for. Bruce, Crofton & KACT all managed by Wordpress. Mike Corish managing.  
Booking and resourcing systems – work in progress.  
Phones – need duty phone - chalkboard or similar.
- 9.2 ADSL at Crofton & Archive will be discontinued by B.T. Alternative needed.

### 10. Projects

- Aldermaston Wash House - has a period mangle
- Electric Boat - will be done at the end of the season as the boat is booked until then.
- Digitalisation of slides – GP suggested buying 2 copiers (£150 each) to allow the slides to be digitalised off site. All agreed. **Action : GP**

### 11. The Butty, The Archive & the Museum

Discussion about the Butty will take place in around two weeks at a separate meeting.

What would TM and others like done with the archives ?

### 12. Any other business

TM requested a full list of Trustee names, Enterprise board, Boat Managers etc.

**Action : GP will e-mail the list.**

Proposed meeting dates for 2024/5 (09:30 by Zoom unless agreed otherwise)

23 September; 25 November; 27 January 2025; 24 March; 26 May; 28 July.

AGM Saturday 1<sup>st</sup> June 11.00