

# The Kennet & Avon Canal Trust

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

## Minutes

Trustees present: Ali Cannon (AC), Mike Bailey (MB), Jerry Dixon (JD), Rob Dunton (RD), Paul Hanson (PH), Graham Puddephatt (GP) (Chair) and Graham Snook (GS).

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

Ceri Hanlon (CH) (Chair of Rose), Chris Hopkins (Boat Manager) and Dave Tonkin (Maintenance Manager) joined the meeting for Item 6.1

1. **Welcome and apologies** Terry Mundy.

2. **Declarations of interest** GP also Chair of Enterprise & part owner of Matilda Too.

3. **Approval of minutes** of meeting on 23 July 2024 Accepted

## 4. Actions from previous meetings

- Terry Mundy has the requested electrician certificate.
- GS will send volunteer template to AC
- GP has ordered equipment for digitalisation of slides.

## 5. Health and Safety

Report as in Enterprise reports accepted.

More recently there had been a sprained wrist by BMac crew.

A discussion document about lifejackets will be circulated. **Action : MB**

## 6 Finance and Governance

### 1. Rose of Hungerford

CH, Chris & Dave joined the meeting to provide clarification for the repairs to the Rose of Hungerford. The boat infrastructure needs to be removed to allow for the replating required by the MCA. Three options were :- (a) scrap the boat (b) do a simple replacement (c) make the boat more "disabled friendly." Option (c) Current quote cost £15320 + VAT.

Following discussion, the trustees voted for option (c). The work will start at Newbury from Nov 4<sup>th</sup> and hopefully be finished for the Santa trips. MCA will carry out a survey while the boat is in the dry dock. GP will email out the plan. **Action: GP**

2. Finance Manual – Approved.

3. Enterprise into Trust – Need to update assets register. JD working with Ross Brooke – very positive executive summary.

4. 2025 Budget process – Deadline 25<sup>th</sup> October. Enterprise and Trust budgets can be consolidated.

5. Insurance – In place.

6. Building Leases – In order

## 9 Devizes Building

The KACT was offered a Community Asset Transfer which would leave us responsible for the building. This would be 125 year lease with a peppercorn rent. GS will discuss this at the local branch meeting. Exciting possibilities (75<sup>th</sup> Anniv in 2026) but potentially expensive repairs for damp etc. Looking for support from Devizes Branch members.

6.7 Volunteer Handbook : Sterling work done by AC. Lifejackets needs revisiting. A bit more about Crofton and link to Trust policies will be added.

## **7 Trustee Training Update : Saturday 9<sup>th</sup> Nov.**

10am start, then lunch and finish early afternoon. Names of potential future trustees to be sent to GP for invitation. AC to arrange with support from JD;GP and PH. Afternoon to discuss plans to celebrate 75<sup>th</sup> Anniv. of KACT. Action : **AC**

## **8 Branch Reports**

1. Report from Crofton Branch - accepted
2. Report from Director of Boats – circulated.
  - Request to start meeting at 10am accepted.
  - BMF accepted for trip boats and visiting BB on 27<sup>th</sup> September.
  - Grandfather regulations – MGM627

PH meeting with boat managers, creating a consultation paper and feedback to MCA. Guidance and better definitions from MCA are needed.

- First Aid course organised at Devizes managed by Chieftain; will prioritise boat masters
  - Internal audits acknowledged
  - H & BS sent to MB: BB and Enterprise are noted separately.
3. Bruce Boats
    - a) Agreed to allow employment of engineer as in 5 year plan.
    - b) Discussion about restricting donations from fundraising. Unless the donation is a restricted fund by legal definition, all funds go towards maintaining and keeping the Trust running. A donation can be spent on a specific item if this is in the budget proposal and with approval from the Trustees. A process needs to be formalised for allocating free or subsidised trips.
  4. Branches going Forward - postponed
  5. Reports from Enterprise Board – noted.

## **10 IT Stuff**

- 10.1 Booking and resourcing systems – work in progress. Credit card facility should be revisited.
- 10.2 Phone system is disorganised.

## **11 Projects**

Suggestions so far are not hugely expensive and most are already in budget.  
“Thank you card” for donations requested by BoA.

## **12 The Butty, The Archive & the Museum**

Articles are needed – send to Jen please.

Butty – discuss at Away Day.

Archives – explore Devizes route

Museum – changeable display box.

Reading Borough Council have waterways museum near Blake Lock.

## **13 Any other business**

JD – Need to pay corporation tax.

GP – Accounts need to be at Company House by 30<sup>th</sup> September

GP – Deaths of

Glenys Bettley – Rose & Bruce volunteer.

Mike Wyatt – Instrumental in helping with WATERFEST, a Vice-President and volunteer with Reading Branch.

The trustees offer their gratitude for all his work over the years and send condolences to his family.

Finished 12.58 !!

Proposed meeting dates for 2024/5 (now **10.00 by Zoom** unless agreed otherwise)

25 November; 27 January 2025; 24 March; 26 May; 28 July. AGM Saturday 1<sup>st</sup> June 11.00