

# The Kennet & Avon Canal Trust

**TRUST COUNCIL MEETING: Monday 25<sup>th</sup> November 2024 by Zoom**

## Minutes

Trustees present: Ali Cannon (AC), Mike Bailey (MB), Mike Corish (MC), Jerry Dixon (JD), Rob Dunton (RD), Paul Hanson (PH), Terry Munday (TM), Graham Puddephatt (GP) (Chair) and Graham Snook (GS).  
In attendance: Rob Dean (RDe) (President), Alison Selby (AS) (Minutes Secretary)

### 1. Welcome and apologies

2. **Declarations of interest** GP also Chair of Enterprise & part owner of Matilda Too.  
MC is Parish Councillor.

3. **Approval of minutes** of meeting on 23 September 2024 and 24<sup>th</sup> October 2024 - Accepted

4. **Actions from previous meetings** All Agenda items.

5. **Co-option of MC** Unanimous.

### 6. Health & Safety (MB)

MB thanked PH for his input and reporting; and also GS for reporting from Crofton. There are no updates since Sept. meeting.

MB will review Life Jacket policies; Bruce Boats has a different approach to the Class 5 Trip boats.

### 7. Finance and Governance

7.1 Rose of Hungerford improvements are on track – Ceri Hanlon & team are doing a good job. Thank you.

7.2 Enterprise into Trust – the transition has been agreed by Enterprise. Transfer of Undertaking and Written Resolution are agreed to be part of the minutes. GP will sign Shareholders resolution.

Employees were part of Enterprise but now have signed new contracts and are employed by the Trust.

7.3 Fixed Assets Policy –Capital expenditure will be considered for adding to the assets if greater than £1k. Yearly expenditure will be excluded. JD will circulate policy.

7.4 Fixed Assets Register revision - the register has been updated for transfer to the Trust. The boats are the main assets. Ross Brooke will manage account transfers.

7.5 Budget for 2025 approved. - Discussion of management of surplus – boat improvements; fundraising; membership and volunteers will take place at a future date.

### 8. Trustee Training Update : 16<sup>th</sup> February at Devizes

AC to chat with JD about training topics. GP will send out online videos from Charity Commission.

**Action: AC to chat to JD and GP to send out videos.**

### 9. In memory of Vice Presidents

Both Mike Wyatt & Tim West were past Vice Presidents and both were a valuable asset to the Trust.

A memorial, commemorating the role Tim West & his wife Prunella Scales played in publicising the K & A Canal, will be established when the Devizes rebuilding happens.

### 10. Branch Reports

10.1 Crofton – Boiler inspection ok. Windows delayed until Spring. Carty will be used for skylight repairs. Water Abstraction issues ongoing.

Cottages – tenants moving out. Cottages and Pumphouse cottage need to be let. Damp still an issue with Pumphouse cottage.

## 10.2 Director of Boats.

Fire Detection System - Install to MCA conditions using recommended installer. One order for all boats but separate visits to suit.

First Aid course - 35 of 36 places taken

Search & rescue plans in DSM

Steering group will be branch chairs who will report to Trust.

Training Working Group will meet before Boat Steering group

EST as each branch feels necessary.

## 10.3 Bruce Boats – unanimous approval for grants trial.

## 10.4 Enterprise Reports

Discussion over cancelling BoA Santa Trips – still internal tensions at the branch and shortage of skippers/mates/crew made the decision necessary. Other branches' volunteers have been helping through the season.

## 10.5. Bristol & Bath Branch

5a - Important that KACT volunteers are not subsumed in CRT. GP will discuss further with Edmund Cannon. Trustees happy for this to be taken forward. **Action: GP to discuss with Edmund Cannon.**

5b – Twinning – GP will contact new Italian mayor by mail after having communicating with the Italian museum staff.

## 11. Devizes Building

Building to become a community asset transfer. Could take up to a year as it goes through discussion with the town council. Will help improve wharf area. No major obvious maintenance but RD will look at roof and walls to check dampness. Looking for support from Devizes Branch members.

## 12. IT Stuff

Red Sentence supports the website; Beyonk is used for trip booking.

KARS sign-on covers insurance at wharves and on trips.

Peter Cadogan & Chris Churchouse are both retiring as volunteers – no back up support for KARS.

GP & MC to meet with Jason (Red Sentence) to discuss situation. **Action: GP & MC**

BB finds KARS a problem; needs major overhaul/update.

## 13. Trust Promotion

GP will send branding leaflet /guide to create a uniform look across the trust w.r.t advertising

Butty/Archive/Museum – discussion deferred.

Promotion – Visit Wiltshire – Crofton is part.

Great West Way didn't offer any extra benefit so discontinued membership.

Continue exploring options.

## 14. Any other business

Get your Guide

Trustees are happy for GP to send Christmas Cards to supporting organisations.

Woolhampton sponsor

Inheritances

Finished 13.30

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

27 January 2025; 24 March; **19 May**; 28 July. AGM Saturday 7<sup>th</sup> June 11.00