

Minutes of the Trust Council meeting held on Tuesday 10 April 2018 at 6.00pm by electronic means

	Action
<p>1. Welcome and Apologies</p> <p>Attendees: Rob Dean, Daisy Mundy, Peter Turvey, Terry Mundy, Will Job, David Fearn</p> <p>Apologies: David Bruce, Jean Cook, Tony Nares, David Copley, Mike Bailey</p>	
<p>2. Minutes of last meeting held 6 March 2018</p> <p>The minutes were approved and will be published on the website.</p>	RD
<p>3. Matters Arising</p> <ul style="list-style-type: none"> • RD reported that the Kennet Warning System had now been reinstated. • RD provided an update on CRT plans to reorganise under regional control. • Plans for copying the Canal at Wartime display were discussed and it was noted that costs could be reduced if the original plans could be used. JC is to check with the Trust Archives. Report at next meeting. • A Channel 5 documentary on Britain's canals is to include an episode on the Kennet and Avon Canal. Filming will be taking place over the coming weeks, including at Crofton and Devizes. • Options are still being considered for the Trust to contribute to the repair of the wharf where Barbara Mac is moored. Report at next meeting. 	TM/JC
<p>4. Health & Safety (H&S)</p> <p>No major incidents have been reported.</p> <p>In the absence of MB, the discussion on defibrillator equipment along the canal was carried forward to the next meeting.</p> <p>A near-miss was reported to the Crofton site manager when contractors damaged an electricity cable. RD and PT will be reviewing H&S processes with the Crofton works manager this month.</p>	RD
<p>5. Finance</p> <p>TN reported a deficit of £24k for the month of February, against a budget of £28k, and last year £17k. This was a quiet month for activities, with some expenditure for Our Crofton Story project and general capex. Enterprise saw a good result from the boats, with a surplus of £2.4k against a budgeted outflow of £2.4k. Cash flow balances at the month end were £551k.</p> <p>The budget for 2018 was presented for review and endorsed by Trust Council.</p> <p>The draft Trust Annual Accounts were presented for review. Trustees are to send comments to RD by end of April with a view to formally endorsing at the next meeting.</p>	MB RD/PT
	ALL

No amendments were made to the Commitment Register. The following projects are to be costed with report at next meeting:

- Development of a portable Canal at Wartime display.
- Updated costs for full restoration of the Aldermaston washhouse.

TM

DC

6. Enterprise

The new Director of Boats, Tim Pyatt, attended his first Enterprise Board meeting in March.

Enterprise Board are currently conducting a risk analysis process and will report to Trust Council at the next meeting.

WJ visited Bruce Branch in March, the new management structure is working very well. Diana has been refurbished and relaunched.

All cafes are now open for business with the exception of Aldermaston. This has been delayed due to the CRT works, but completion is anticipated by the end of April.

7. Crofton update

Crofton site and Café opened on Good Friday with 618 visitors over the weekend and bank holiday. The Easter Egg trail and Duck races proved a great success, PT expressed thanks to Patron Phil Harding for officiating on the Monday. The Engine house (but not the Café) is now closed until 19th April due to building works.

PT noted the great efforts made by Crofton Volunteers to complete the Kitchen works in time for Easter but observed that this project had showed up weaknesses in project management, which will be addressed.

Crofton now have almost a full season's stock of coal in the yard in order to avoid access problems once scaffolding is in place on the site.

The new site manager, Simon Hobson, takes up post on 16th April.

The 2018 Crofton Leaflet has been redesigned with professional assistance and is now at print stage. Delayed due to programme uncertainty due to HLF works.

RD is to facilitate a review with the Crofton Management Team aimed at improving working practices, speeding up decision making and succession planning.

RD

OSC project work continues as follows:

- First valuation has been submitted by contractors and is being approved following valuation meeting.
- Phase 1 and 2 scaffolding up on engine and boiler house. Boiler House internal scaffolding imminent.
- Asbestos works completed – final replacement of insulation to do

- Modular staff toilets installed. Foundations of existing toilet block extension have been laid.
- Timber conservation works and iron well beam repair scoping progressing, costs being reviewed.
- The first claim payment from the Heritage Lottery fund has been received.
- Crofton Management Team have decided to retain the existing station colour scheme, rather than revert to a more authentic GWR scheme.
- Work continues on the Activity Plan including development of the Learning project and Outreach projects. The next outreach project will be at Sydney Gardens, Bath on 22nd April for a family event. Other projects include Interpretation for the site, development of an Outdoor Family area and preparatory work on the 1920s Garden project. Contacts have been made with a student of Family History (MA) and her tutor, a Trustee of the Oral History Society, to advise to help with Our Crofton Story - Oral History project.
- The Heritage Site Assistant interview will take place on Tuesday 10 April.
- A visit from the HLF Funding team is expected in April – date TBC.

Crofton Management Board update:

- Promoting Wilton Windmill tours at the early May Bank Holiday weekend, steaming.
- 50th Anniversary of Crofton preservation events - activities have now been moved to September Steam Gala to allow adequate planning, implementation time.
- The Editor of Model Engineer magazine has offered Crofton a heavily discounted half-page advertisement site @£65, which has been accepted.

8. Report from the Chairman

RD has been involved in Essential Safety Training (EST) this month and Boatmaster training with six students. He has also conducted interviews for the new Crofton site manager, who takes up post this month.

9. AOB

A meeting will take place on 12 April to discuss the new Data Protection rules with the Trust IT manager. Report at next meeting.

DF

Bath and Bristol Branch will host a KACT stall at the Sydney Gardens event on 22 April.

Bath and Bristol Branch have adopted a section of the waterway from Hanham Lock to Weston Lock. An article will be placed in the Butty to recruit volunteers to support this initiative.

DF

The latest edition of the Butty is due out on Friday 16 April.

10. Date of next meeting

Next meeting will take place on 1 May 2018 at Devizes.

Commitment register		Reviewed by TC on:	16/01/2018			
Date agreed	Description	Commitment	source of funds	timescale	Comment	
	<u>Our Crofton Story' Project</u>					
Feb-16	Trust Contribution to OCS project	£75,899	Existing fundraising	From Oct 2017	Agreement that we will provide 10% of planned HLF bid	
Mar-17	Project match funding	£122,696	Donors Trusts and private donations	November 2017 onwards	This is total match funding commitment. All is funded by donors of which £75,690 has been received and a further £65,000 committed by donors	
	<u>Other commitments</u>					
Oct-15	Capacity fund for boat fleet	£31,845	within Enterprise trading	over 10 years	Memorandum inclusion: trustees have agreed that Enterprise Board will fund £5k pa over 10 years to maintain capacity of fleet. This is balance	
Mar-17	Minor funds support for work at Dundas	£2,470	budget 2016	£250 IWA grant received	for restoration of the crane at Dundas wharf and other works. Updated Mar 17 with £1220 restricted fund	
Sep-16	Aldermaston Wash House	£3,000	budget 2017	2018	To create displays following CRT-funded restoration	
Dec-17	Crofton: GWR Van body	£4,000	budget 2018	2018	from fundraising	
Total committed		£239,910				

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