

**Minutes of the Trust Council meeting held on Tuesday 6 February 2018 at 6.00pm in the
Devizes Wharf Building**

1. Welcome and Apologies

Attendees: Rob Dean, David Fearn, Daisy Mundy, Peter Turvey, Terry Mundy, Will Job, David Copley, Tony Nares, Mike Bailey

Apologies: David Bruce

In attendance: Jean Cook

2. Minutes of last meeting held 16 January 2018

The minutes were approved and will be published on the website.

3. Matters Arising

- a. A review of the Trust membership leaflet and marketing materials has been conducted.
- b. RD briefed Trustees on the meeting with CRT Chief Operating Officer, Julie Sharman, which took place on 1 Feb following the Waterways Partnership meeting. The meeting was also attended by DC, DF and TM to present the Trust's perspective on CRT plans to reorganise under regional control.
- c. The Trust IT manager has met with branches to discuss preparations for the new rules to be introduced in May 18 that will supplement/replace the Data Protection Act.
- d. DM briefed Trustees on the requirements to provide Companies House with Persons with Significant Control (PSC) statements. This has been actioned for both Trust and Enterprise; RD is to include a short statement on PSC in the report to auditors, which will act as a record for the company registers.

4. Health & Safety (H&S)

The next Health and Safety meeting will take place on 26 March.

No major incidents have been reported.

Electrical Safety Testing is coming up for all boats.

The balcony on the Devizes building is in disrepair; temporary repairs have been completed but it will require further inspection and repair.

The annual Boat Masters first aid training courses have been completed this month. 24 people have been trained including future Boat Masters and office staff.

5. Finance

December showed an overall YTD surplus of £226k, helped by donations/legacies and continuing strong performance of the boat fleet. The budgeted surplus was £42k, with £172k in the prior year. Donations and legacies were £225k, the key driver behind the increase in contribution. In Enterprise, YTD the contribution from all the boats (and associated catering) was £124k, against a budget of £88k, and £123k in the previous year. Rents received were £5k ahead of 2016 and the overhead costs were well maintained, overall a net profit of £79k. Cash flow balances at the year-end were £589k.

Action

RD

RD

TN reported that the budget is progressing but more input is required from Crofton and the boats. A valuation of the Bruce Boats is required for the auditors.

PT/RD

RD reported that employer contributions for staff pensions will double from 1% to 2% as at 1 April as a statutory requirement.

No amendments were made to the Commitment Register.

6. Enterprise

A new candidate for Director of Boats, Tim Pyatt from Bruce Branch, will be invited to accept the position this month. Trustees were invited to meet Tim at the Bruce Branch meeting on 24 Feb.

ALL

Boat repairs are underway in the closed season.

The refurbishment of the kitchen facilities at Crofton is progressing.

WJ has visited the Aldermaston site to meet with the builders and the occupier. Aim is to complete the work before Easter and to allow access for some café services prior to this.

Reading Branch have been invited to attend the Enterprise meeting in July to report on their business plan and readiness to operate a trip boat.

DC

7. Crofton update

The Crofton site manager, Becks Skinner, has resigned having secured a new post of Museum Manager at Keswick Museum. Last working day will be on Friday 2 March and the Our Crofton Story (OCS) team will be working with RD on recruiting a new site manager, with the intention of advertising the post towards the end of February. Trustees recorded their thanks to Becks for all her hard work at Crofton.

Crofton has recently submitted the first regular progress report and grant drawdown to the Heritage Lottery Fund. This includes:

- Discussions are underway with Contractor R J Smith on confirming and programming all works and management of the programme for the Boiler House roof and West Wall repointing, enlargement of existing public toilets, and provision of new staff toilets.
- Further analysis of the proposed timber works has taken place by a structural engineer and 'micro-drilling' has taken place to inform the decision on the most appropriate minimal intervention methods to be used.
- Discussions are underway about the most appropriate method of refurbishment for the Leat Basin and have included experts from CRT. Work is to be completed by volunteers with materials funded by HLF.
- It has been agreed with R J Smith that asbestos treatment will be sub-contracted to an organisation called Amity. A quote and timetabled programme is awaited. Asbestos works are due to start on 19 February.
- With regard to the Activity Plan, work is progressing well with volunteer recruitment, oral history and archive, learning programme and marketing.
- No further grant funding has been obtained since the last report; the team continue to explore funding opportunities.

Crofton Management Board update:

- A public opening is provisionally scheduled for Good Friday.
- Crofton are planning an early purchase of coal in order to ensure delivery access during building works.

8. Report from the Chairman

RD attended a meeting of the Great West Way project this month. There is potential to tap into the website for Trust marketing at low cost in the future.

Greenham Common Trust are conducting a review of their future grant strategy. RD is to meet with their Chief Executive to present the Trust as a potential beneficiary.

RD

Recent problems with the Trust IT server and e-mails has now been resolved.

9. AOB

TM reported that work on the Archimedean Screw at Crofton will resume in the warmer weather.

The Canal at Wartime Display is to be temporarily displayed at Newbury as part of the Heritage at War events/exhibitions this month. A copy of the display will also be held in the Trust museum.

The Devizes meeting room is to be refurbished in the coming weeks and fitted with new furniture.

Reading Branch will be carrying out annual towpath clearance on 3 March.

WJ attended the Devizes Chambers of Commerce presentation on options for development of the Wharf area. There are no timescales as yet, but there are plans to improve the footpath on the south side of the Wharf by 2020.

The Kennet warning system for safe water levels has been switched off by CRT. RD is engaging with CRT to have it reinstated as soon as possible and will consider options to publish warnings on the Trust website in the meantime.

RD

DF reported that the Sydney Gardens project is progressing well.

10. Date of next meeting

Next meeting will take place on 6 March 2018 by electronic means.

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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