

Minutes of the Trust Council meeting held on Tuesday 4 July 2017 at 6.00pm in the Devizes Wharf Building

	Action
<p>1. Welcome and Apologies</p> <p>Attendees: Rob Dean, David Fearn, Daisy Mundy, Peter Turvey, Tony Nares, David Copley</p> <p>Apologies: David Bruce, Will Job, Terry Mundy, Mike Bailey In attendance: Jean Cook</p>	
<p>2. Minutes of last meeting held 3 May 2017</p> <p>The minutes were approved and will be published on the website. At the time of the June meeting, Trustees did not meet but reviewed two key issues by electronic means. The plan for asbestos removal at Crofton was approved and Trustees also agreed to underwrite £22K for the Crofton HLF to ensure that the 80% matched funding required was achieved. Crofton have now raised sufficient funds to pass that total.</p>	RD
<p>3. Matters Arising</p> <p>a) RD has now received a draft re-write of the agreement with CRT and this will be circulated to Trustees for review. There is a need to clarify issues relating to permission to fundraise on the towpath – report at next meeting.</p> <p>b) The Trust policy on Data Protection has been developed and will be circulated to Trustees for information.</p>	RD RD
<p>4. Health & Safety (H&S)</p> <p>No major incidents have been reported.</p>	
<p>5. Finance</p> <p>TN reported a surplus of £76K against a budget of £22k. Cash flow balances of £440k in total, against a budget of £250k. Legacies totalling £33, 502 have been received during this period. TN emphasised that there is an expectation of net outflow of £145K for the HLF bid by Q2 2018. It will therefore be important to strictly control cash balance to reflect this and to manage risk against HLF claims.</p> <p>The following amendments were made to the Commitment Register:</p> <ul style="list-style-type: none">• Costs for the Stage 2 bid expected to clear in the next month as income is received from HLF fund.• Increase the Trust contribution to the OCS Project by £899.• Adjust match funding to £122,696 to reflect funding received from the Wolfson Foundation.• Reduce Boiler rivet fund commitment to £1500.	RD
<p>6. Enterprise</p> <p>Aldermaston is to be provided with a limited refurbishment which will be confined to the Visitor Centre Building.</p>	

Bath/Bristol and Reading branches are considering the feasibility of taking on a trip boat. This will not be Lady H, which is not suitable as a trip boat.

RD

Four new boat skippers have passed the skippers exam – two more skippers have yet to sit.

7. **Bruce Trust Partnership**

This remains a busy period with strong sales to date. Private reservations are already being taken for 2018. There is still a need to increase volunteer numbers to support this level of activity.

Bruce Branch is preparing a strategy paper to inform Trust Council decision on the way forward for the partnership in October 2017.

A distance learning package has now been launched to support training for boat hirers and work is ongoing to train skippers for group hirers.

Negotiations are underway with CRT to renew the lease on the wharf.

8. **Crofton update**

The Stage 2 HLF bid was submitted on schedule in June and results are expected in late September. A visit by one of the HLF decision committee will take place on Tue 1 Aug. RD is to provide Trustees with a link to the bid documents.

RD

A final development report has been submitted to HLF to request remaining payments for the development phase.

The Crofton team are now reviewing the actions required to ensure a speedy start to the process once the HLF bid is agreed. Planning applications have been submitted to Wiltshire Council and a review of the management team structure to deliver the Crofton project is also underway. PT noted that HLF will take a charge on Crofton until the project is completed to their satisfaction.

Final asbestos surveys have been completed.

Crofton Management Board update:

- Visitor numbers are down by approximately 50% in June; this highlights the importance of including supplementary activities during steaming days.
- A donation of films, photographs and documents has been made to the Crofton archives, including film of early steamings, extracts from Crofton logbooks c1904/5 and pictures from the 1970s.
- Crofton team have been fundraising at a number of external events including Wiltshire Agricultural Preservation Group, Rainscombe Steam Fair and Reading Waterfest.
- Next steaming will be at the end of July.

9. **Report from the Chairman**

The Reading Waterfest went very well with Jubilee taking 294 passengers in one day. The Newbury Waterways Festival will take place on 23 July – the theme is Beatlemania.

It has been agreed with CRT to open the bins behind the cafeteria at Newbury Wharf for boaters to use. These will be maintained by CRT, who is also considering options to install pump out and water point facilities once funding has been established.

RD attended the Trade Association AGM. Concerns were raised regarding the performance of the automatic bridges and pumps on the canal system and the low water levels on the summit. The Trade Association is to gather data in order to challenge CRT on this issue. The AGM also reviewed CRT's published winter maintenance programme and noted that no lock gates were scheduled to be replaced.

10. AOB.

JC briefed on insurance quotes for the whole of the Trust, including Bruce Branch. More accurate figures are required and the requirement is to be reassessed – report at next meeting.

Wiltshire College have provided two work experience students to carry out minor works on the Devizes Wharf building free of charge (excluding materials). Further opportunities to employ work experience students are now being explored.

DF provided brief summary of the Water Space study update which is due to be published this month. A copy can be obtained from the website at:

<http://www.bathnes.gov.uk/services/environment/river-safety/rivers-canal/water-space-study>.

Planning application for development close to Sheffield Lock has now been refused and the Trust holds a copy of the refusal notice.

It was suggested that Trust membership leaflets should include an information tick box for those considering legacy donations.

11. Date of next meeting

Next meeting will take place on 5 September 17.

JC

Commitment register		Reviewed by TC on:	04/07/2017			
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>					
Jun-15	Boiler rivet replacement (and firebars)	£1,500	Appeal: £45,200 raised	Mar-17	External works complete. Residual costs allowed for	
Jun-15	Emergency asbestos remediation at Crofton	£30,000		ongoing	Survey suggests this will not be needed. Plan for remediation as part of OCS project agreed	
Oct-15	Capacity fund for boat fleet	£38,410	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	2017	To create displays following CRT-funded restoration	
Dec-16	Picnic benches at Crofton	£750	donation	2017	private donation received in October 2016 requesting benches	
Total committed		£274,725				

4 July 2017