

**Minutes of the Trust Council meeting held on Tuesday 5 June 2018 at 6.00pm
at Devizes Wharf**

1. Welcome and Apologies

Attendees: Rob Dean, Daisy Mundy, Peter Turvey, Terry Mundy, David Fearn, Mike Bailey, David Copley

Apologies: David Bruce, Will Job, Tony Nares. **In Attendance:** Jean Cook

2. Minutes of last meeting held 1 May 2018

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

3. Matters Arising

Discussions are ongoing with CRT to agree how the Trust can contribute to funding the repair of the wharf where Barbara Mac is moored. Update at next meeting.

DF provided an update on the implementation of the Trust data protection policy, which has been updated to comply with the new General Data Protection Regulations (GDPR). Copies have been sent to Crofton and a link to documents will be provided on the website.

4. Health & Safety (H&S)

No major incidents have been reported. .

Trust responsibilities for public defibrillator equipment was discussed and it was agreed that the Trust should not take forward any plans to purchase and install equipment on Trust sites, but would remain open to third party requests to accept equipment for installation.

Marine Accident Investigation Branch (MAIB) has updated its guidance and has decided to adopt near-miss reporting. MB is to review Trust policy on reporting near misses to MAIB and any updates to the Boat Safety Manual that may be required.

5. Finance

TN reported a deficit of £6k for the month of April, against a budget of £9k, and last year £3k. There were some operational savings in the month, with a YTD result £3k ahead of budget. Enterprise saw a good month, with an overall net surplus of c£14k, v budget £7.5k. Cash flow balances at the month end were £497k.

No amendments were made to the Commitment Register. The following projects were reviewed:

- Development of a portable Canal at Wartime display – JC reported an estimated cost of £408. Agreed.
- Aldermaston washhouse – DC is to provide estimated costs for full restoration of the washhouse at the next meeting.

6. Enterprise

Trip boat and Bruce boat businesses are ahead of budget so far this year (based on April 2018).

Action

RD

MB

RD

DC

Tim Pyatt, the new Director of Boats is getting around to visit all the boats, and also to meet with the Reading branch to discuss the new trip boat project with them.

There are plans to manage all nine Trust boats to the same standard using set criteria.

Risk management has been discussed and the Enterprise Board are planning to create a tabular risk management form, which will be circulated to Trustees for review once complete.

Work is ongoing to realign the licence for Bradford with our Lease.

Reading branch representatives are invited to the next Enterprise board (July 20th) meeting to discuss new trip boat project and their readiness to for this.

Six Boatmasters have now completed their training.

There will be a Branch BBQ in Reading in September.

The future of the Devizes shop was discussed and it was agreed that there should be a review at the end of the season.

DC

7. Crofton update

OCS project work continues as follows:

- Capital Works are progressing well and are on time and budget. .
- Further work is being done in preparation for the work on the structural timber beams (which support and align the engines), to ensure that Health and Safety considerations are fully allowed for, to enable safe working and safe conditions for visitors.
- Once the risk and method statements have been produced, with the approval of the Architect and Structural Engineer, a full programme of works will be signed off by the Crofton Management Teams. It is anticipated that during these works the relevant parts of the Engine House will be closed to the public. Strenuous efforts will be made to ensure that steamings can still go ahead.
- Work has commenced on the wrought iron Well Beam. Initial indication is that there is severe corrosion in parts of the beam.
- The second grant payment claim, and progress report has now been submitted to the HLF for processing and has been approved. The third claim will be due in mid-August and there will be a review meeting with the HLF on site on 5 September 2018.
- There is some slippage in the Activity Planning, which was communicated to the HLF at the meeting in May 2018. This has started to pull together as Crofton now have a full complement of staff on the site, who are working together to identify the next steps. The current focus has been the development of an Interpretation Plan; The development of the 1920s garden has been put on 'pause' until September 2018 to enable Site Manager Simon Hobson to work on the plans and make sure they are operationally robust, as well as introducing a 'grounds care' volunteer role.

- Work is underway on setting up the Oral History project, and the digital recording of important records and archives. The Learning programme is also under development, with Development Officer, Beth Roper, working with Great Bedwyn School to run a pilot session for a number of 5-6-year-old students in late June 2018.

Crofton Management Board update:

- Health and Safety – The Fire Alarm System is now operational following replacement of the boiler house high level beam detector.
- Crofton is having investigations into a CCTV system to enhance our security preparedness, following advice and a visit from the police
- Crofton continues to work with Trust Data Protection Officer David Fearn to clarify and implement GDPR at Crofton.
- Visitor numbers have been disappointing; the late May steaming. The early May steaming showed was better for visitor numbers with the end of the month hindered by worryingly poor weather forecasts. It is intended that greater emphasis and more resources should be placed on publicity.
- On non-steaming days, due to building works, Crofton has adopted a timed invigilated tour programme. This is proving successful, as although low numbers the guided tours results in good visitor engagement. Most visitors who arrive at Crofton are not put off by the building works and are interested to see the works in progress.
- The Crofton Team are investigating the use of a commercial leaflet distribution company to improve this aspect of publicity. A paper has been submitted to Trust Council for approval. Contact with local heritage attraction The Merchants House, Marlborough, and been renewed. The current Chair is receptive to joint working on publicity.
- Filming for the forthcoming Channel 5 documentary Britain's Greatest took place on Friday 4 May for Canals with K&A involvement.
- Heritage Site Assistant, Cat Hutchings, has been successfully using iPad presentations to convey to non-steaming visitors the station on a steaming day.
- Crofton has a new and enthusiastic Front of House Volunteer who brings with her a background in sales. She has already undertaken some training and is taking part in visitor tours.

8. Report from the Chairman

RD chaired the routine meeting on 10 May with representatives from the County Councils who are responsible for contributing funding for the maintenance of the canal. There is to be another meeting in 6 months with the new CRT regional director. The partnership is to be renamed the K&A Partnership.

RD has met with Bruce Branch to discuss taking forward the branch's integration into the Trust.

There have been further discussions with CRT on the implementation of the warning systems on the River Kennet.

RD extended thanks to DF for acting as Secretary at the AGM and to JC and her team for supporting the administration of the event. Numbers attending over the last few years have been relatively low and it was agreed that the next AGM could be held in the meeting room in Devizes building.

The CRT Chief Operating Officer, Julie Sharman, is to visit KACT this month.

Job descriptions have been drafted for the Chairman and Honorary Treasurer roles; these will be circulated to Trustees for review and posted on the website.

RD

9. AOB

DF is to attend a CRT meeting on boat density at the Bath and Bristol end of the canal. Report at next meeting.

DF

CRT have supplied Bath and Bristol Branch with a wide beam workboat; a grant has been provided from Garfield Weston Foundation to support the running and maintenance of the boat. RD and DF to review this opportunity and report at next meeting.

RD/DF

10. Date of next meeting

Next meeting will take place on 3 July 2018 at Devizes Wharf.

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				

29 June 2018