

Minutes of the Trust Council meeting held on Tuesday 3 May 2017 at 6.00pm in the Devizes Wharf Building

| | Action |
|--|---------------|
| <p>1. Welcome and Apologies</p> <p>Attendees: Rob Dean, David Fearn, Terry Mundy, Peter Turvey, Tony Nares, Mike Bailey</p> <p>Apologies: David Bruce, Will Job, Daisy Mundy, David Copley</p> | |
| <p>2. Minutes of last meeting held 4 April 2017</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">a) A draft re-write of the agreement with CRT was now with waterway manager, Mark Evans, for reviewb) Work on reviewing Trust policy on the collection, storage and disposal of sensitive personal data is pending. | RD |
| <p>4. Health & Safety (H&S)</p> <p>MB reported that no major incidents have been reported. One near miss was reported and two more have yet to be formally reported from the Bruce Boats. All crews are to be encouraged to report near misses as well as incidents.</p> <p>The new practice of encouraging near-miss reporting was going well with several reports received. There had been one minor accident report on the Barbara McLellan.</p> <p>The H&S team were focussed on supporting and advising on decisions to be made about asbestos removal and management at Crofton</p> | MB |
| <p>5. Finance</p> <p>TN reported that fundraising for the Crofton project was being reflected in receipts to the accounts. The Trust March receipts had been £17k overall against a budgeted outflow of £20k. Enterprise had also show an unexpected £11k surplus due to early season receipts for passenger and Bruce boats.</p> <p>The Commitment Register was reviewed but not amended.</p> | |
| <p>6. Enterprise</p> <p>RD reported that the boat operation season was now underway with much training completed and all boats busy. Training of our class of new Boatmasters was proceeding well with the MCA examination due in June.</p> <p>The new partners at the Crofton café were up and running with early feedback being encouraging.</p> | |
| <p>7. Bruce Trust Partnership</p> <p>RD reported that, with 86 weeks of hire now booked (against a nominal capacity of 80 weeks), incoming enquiries were now joining a waiting list. It was clear that most</p> | |

bookings were coming as a result of internet searches. Supporting the turn-round work required by this number of hires was a great challenge to which the branch was rising admirably.

RD

Discussions with 3rd party hire groups such as Rotary Clubs on operating policy and hire terms & conditions had now been concluded to the satisfaction of all. Further refresher days have been conducted for Rotary Club Skippers and have received positive feedback.

8. Crofton update

PT reported that a formal project review by HLF was scheduled for the following day. A set of draft bid papers had been submitted the previous week. It was interesting that HLF's agenda for the review allowed twice as much time on activity plans as heritage repairs. Tender requests for the capital works had been prepared. Positive informal responses to plans had been received from Historic England and Wiltshire Planners who seemed generally relaxed about our proposals. Work to secure match funding was continuing and trustees noted the excellent response from members to the appeal in The Butty.

The refurbished boiler had passed its tests and two steaming weekends had taken place with reasonable visitor numbers including a visit from patron, Phil Harding.

A paper for trustees proposing action on asbestos removal and management at Crofton is in preparation. Trustees agreed that this would be circulated by the end of May for consideration at their meeting on 6th June. MB mentioned his industrial experience with large scale asbestos removal and warned of the need take a realistic approach to remove and not be in thrall to specialist companies.

9. Report from the Chairman

PT

RD reported on involvement with production of the Business Plan needed for the Crofton bid. This required significant future financial planning which was not yet in place.

Most trustees would be attending the AGM on 13th May. Treasurer TN could not be and would provide briefing notes for the Chairman on any likely accounts questions.

10. AOB.

DF briefed on the Waterspace Study issued in draft by Bath & North East Somerset Council. It contained a number of ideas for improvement of the Avon corridor. DF would be responding on behalf of the Trust.

TN

DF briefed on a retrospective planning application that had been submitted by the developer of the former K&A Company HQ at Sydney Gardens following unauthorised installation of lighting in the tunnel below. Trustees agreed that such abuse of planning for an important historic structure was unacceptable and asked DF to respond in these terms on behalf of the Trust.

DF

DF noted that Bath & Bristol branch had managed a successful stall at the Bath World Heritage day.

DF

11. Date of next meeting

Next meeting will take place on 6 June 17.

| Commitment register | | Reviewed by TC on: | 04/04/2017 | | | |
|----------------------------------|---|--------------------|---------------------------------|-------------------------|---|--|
| Date agreed | Description | Commitment | source of funds | timescale | Comment | |
| | <u>Our Crofton Story' Project</u> | | | | | |
| Feb-16 | Costs of preparing Stage 2 bid to HLF | £70,000 | £53k available from HLF | Mar-Jun 2017 | To be called down as development phase progresses | |
| Feb-16 | Trust Contribution to OCS project | £75,000 | Existing fundraising | From Oct 2017 | Agreement that we will provide 10% of planned HLF bid | |
| Mar-17 | Project match funding | £89,500 | Receipts in bank and ringfenced | November 2017 onwards | Match funding commitment to HLF is £115k. Internal fundraising target is £150k. Commitment is amount received to date plus £25k underwritten by Trust Council on 4/4/17 | |
| | <u>Other commitments</u> | | | | | |
| Jun-15 | Boiler rivet replacement (and firebars) | £3,000 | 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 and can be included in OCS project. TBC April 17 | |
| 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 12 April 2017 | | £312,130 | | | | |