

**Minutes of the Trust Council meeting held on Tuesday 1 May 2018 at 6.00pm
at Devizes Wharf**

1. Welcome and Apologies

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

Apologies: David Bruce

In Attendance: Jean Cook

2. Minutes of last meeting held 10 April 2018

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

3. Matters Arising

Trustees recommended approval of the 2017 Trust accounts to the membership. These will be published on the website for members to review in advance of the AGM.

DF is to act as Secretary for the AGM, in the absence of DM.

Discussions are now underway 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.

Trustees approved the Trust data protection policy, which has been updated to comply with the new General Data Protection Regulations (GDPR). DF will now engage with Branches to ensure the implementation of the policy. Report at next meeting.

4. Health & Safety (H&S)

No major incidents have been reported. A number of near-miss reports have been submitted this month, suggesting that reporting procedures for H&S are improving.

The Trust H&S Advisor has written to boat skippers to remind on H&S procedures.

MB highlighted the lack of local policy for public defibrillator equipment and it was agreed that further review will be required to determine whether the Trust has responsibilities in ensuring adequate provision along the canal. MB is to review and update as appropriate.

A review of H&S processes at Crofton has identified two areas to be monitored on a case by case basis (Well-beam repair and timber conservation works). All other H&S processes were considered to be satisfactory.

5. Finance

TN reported a deficit of £11k for the month of February, against a budget of £19k, and last year £6k. This was another quiet month for activities, with some expenditure for Our Crofton Story project. Enterprise saw continued good results from the boats, with a surplus in the period of £3k. Cash flow balances at the month end were £552k.

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

- Development of a portable Canal at Wartime display – TM is to provide an update on estimated costs at the next meeting.

Action

RD

RD

DF

MB

DF

MB

TM

- Aldermaston washhouse – DC is to provide estimated costs for full restoration of the washhouse at the next meeting.

DC

6. Enterprise

There has been no meeting since the last report – next Enterprise Board meeting will take place this month.

The CRT project to refurbish the Aldermaston site is now complete and the Aldermaston café is expected to open in time for the Bank Holiday weekend.

The role of Designated Person for MCA will be passed from RD to Tim Pyatt, Director of Boats. RD is to notify boat managers of this change.

RD

7. Crofton update

OCS project work continues as follows:

- HLF inspection visit by Monitor Katherine Hann and Grants Officer Laura Joyner on Thursday 3 May. Preparation in progress.
- Project continues on time and on budget despite delays due to bad weather. Timber conservation works and Well Beam repair costs are currently within Budget. One outstanding Timber item (Wall Plate) is under further investigation.
- Catherine Hutchings, Crofton Heritage Site Assistant (HLF funded post) started work on Thursday 19th April and induction is in progress.

Capital Works are progressing well and progress is regularly reported on Crofton social media Twitter @croftonbeamengs and Facebook @croftonbeamengines. The specification for the proposed refurbishment of the Leat Feeder Basin has been agreed but work cannot be commenced until the scaffolding has been removed. The next stage is to submit the plans for listed building consent which will be done in the next few weeks.

Work continues on the Activity Plan including interpretation for the site development of an Outdoor Family Area and the 1920s Garden project. Development Officer Beth Roper and Crofton Volunteers ran a very successful Outreach family event at Sydney Gardens, Bath, sited with Bath & Bristol branch and CRT.

AWE Aldermaston are in collaboration on Mechatronics, involving apprentices and graduate engineers in Crofton work, which is progressing, together with a Year of Engineering planned special steaming and prize award event at Crofton.

Crofton Management Board update:

- A review of Crofton management processes has been carried out with the Crofton Management Team, aimed at improving working practices, speeding up decision making and succession planning.
- The new site manager Simon Hobson is now in post.
- The engine house is now open to the public again (Wednesdays excepted) for guided tours.
- The 2018 Crofton leaflet has been printed.
- Crofton Manager Simon Hobson and Chair Peter Turvey met with local crime

prevention officer to review site security.

- Kitchen Works are almost complete, with only minor works outstanding. PT extended thanks to the Crofton Volunteer team.
- Channel 5 Canal Story documentary will be filming on Friday 4 May for Britain's Greatest Canals - all K&A involvement.
- Preparations are under way for Crofton's next steaming, 5-6-7 May.

8. Report from the Chairman

RD has attended training to set up a first line IT support team with other office staff, in order to support the Trust IT manager in addressing low-level IT issues.

The existing lease for the wharf at Great Bedwyn has now been legally assigned to the Trust. A new lease will be finalised and signed in the near future. New Trust signage will be procured for Great Bedwyn Wharf.

RD will chair a routine meeting on 10 May with representatives from the County Councils who are responsible for contributing funding for the maintenance of the canal.

A draft role specification for the Chair of Trustees was presented to Trustees for review, with a view to recruiting a new Chair by the end of the year. The Honorary Treasurer also indicated his intention to stand down at the end of 2018 and will produce a similar role specification.

9. AOB

PT is to review opportunities to improve methods of leaflet distribution as identified during the recent Visit Wiltshire event.

Bath and Bristol Branch have decided to hold back on plans for a community boat as CRT are now locating a volunteer work boat in Bath.

Work experience students from Wiltshire College will begin repair work on the gable-end wall at Devizes Building in the coming weeks.

The company responsible for the Trust security alarms at Devizes building will be inspecting the alarms next week.

Apologies were given for the AGM by DM, TM, MB and TN.

10. Date of next meeting

Next meeting will take place on 5 June 2018 by electronic means.

TN

PT

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				

1 May 2018