

**Minutes of the Trust Council meeting held on Tuesday 7 November 2017 at 6.00pm in the
Devizes Wharf Building**

Action

1. Welcome and Apologies

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

In attendance: Jean Cook, Evelyn Taylor

Apologies: Tony Nares, Daisy Mundy

2. Minutes of last meeting held 3 October 2017

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

3. Matters Arising

All matters arising were covered within the agenda

4. Health & Safety (H&S)

MB reported that the H&S sub-committee had met and reviewed and reissued the standing safety instructions. There was concern that lone working procedures were not clear and MB will be reviewing this with the Safety Adviser.

MB

There had been 2 incidents at Crofton:

- A volunteer suffering a pulled muscle avoiding a piece of falling lifting equipment
- A small escape of asbestos lagging had occurred and been properly managed.

The Safety Adviser had attended and reviewed both incidents.

MB commented that the Crofton project was the largest piece of work that the Trust had undertaken for many years. He had no immediate concerns, but suggested trustees needed regular assurance that the project team was ensuring a safe environment during the works.

5. Finance

Trustees reviewed Management Accounts for September and the commentary provided by Treasurer, Tony Nares. The Trust's income for the first 9 months of the year was well above budget reflecting receipt of much of the matched funding for the Crofton project as well as welcome receipts from legacies.

The Enterprise contribution was below budget for September but well above budget over the 9 months at £113k.

Cash flow was particularly encouraging but trustees were reminded that this was important given the need to fund the Crofton works before claim of grant amounts from the HLF. RD commented that, with delivery of the project getting under way, the current cash balance probably represented a high point that would steadily fall over the next year. Once the capital works were fully under way and the cash flow became clearer, trustees would be

able to review other spending opportunities.

The Commitment Register was reviewed but not changed. PT noted that boiler fire bars were about to be ordered and DF said that work at Dundas had commenced.

6. Enterprise

WJ reported that Graham Day had resigned as Director of Boats. Trustees agreed a vote of thanks to Graham for his excellent work with the fleet of passenger boats.

DC reported on work by Reading branch to develop a plan for a small passenger boat operation in Reading. Operating areas and moorings had been identified. Work was continuing to build up a team to launch the operation and build a volunteer base. The lack of a Director of Boats created a hiatus in identifying and negotiating for a suitable boat, but preparatory work would continue. WJ undertook to explore the possibility of leasing a suitable boat.

Boat managers had noted that office booking of boat trips and online booking had been a great success this season.

Work to refurbish the building at Aldermaston had now commenced.

7. Bruce Trust Partnership

RD reported that a formal agreement had been signed with the Bruce Trust transferring the boats and other assets to the Trust. Boat transfers had been agreed with CRT.

The Bruce Trust had run into difficulties negotiating renewal of the lease of Great Bedwyn Wharf. RD had written to the CRT CEO and a meeting was due to take place to try and resolve the impasse.

The office team would be supporting a Bruce branch team building day on 11 November.

8. Crofton update

PT and ET briefed trustees on progress with the project. HLF 'Permission to Start' had been achieved on 31st October after detailed work to satisfy HLF requirements. A Works Manager had been appointed, and interviews for a Heritage Architect and Development Officer were imminent.

Effort was currently focussed on the capital works procurement process. Supported by the Works Manager and Heritage Architect, the Project Manager would be engaging with the 3 bidders for the work to clarify our requirements and the precise design before selecting a preferred contractor. It would be important to discuss in detail both the timetable and the arrangements for contractors and volunteers to work alongside each other. ET noted that the imperative of getting this right meant that the timetable for commencement of the works was likely to slip. HLF were aware of this. Trustees noted that this posed a risk to being able to steam at Easter 2018.

PT reported that investigative work on upgrading the kitchen at Crofton was being

DC
WJ

undertaken and a paper would be presented to the Enterprise Board. Useful advice had been given by CRT on removing a tree overhanging the Leat and agreement had now been received to remove the high-level pump pipe that was obstructing installation of new modular toilet facilities. The new meeting room at Crofton was almost complete.

PT also briefed trustees on the short promotional video that had been made at Crofton featuring patron, Phil Harding. It was available on YouTube at <https://www.youtube.com/watch?v=vbjhBcOKrJk&t=1s>

9. Report from the Chairman

RD noted that branch representatives would be meeting on 18th November at Devizes to share experiences and ideas for recruiting volunteers.

10. AOB.

DF briefed trustees on comments made by Wera Hobhouse, MP for Bath in Parliament on 9th October when she suggested that boaters on the K&A be classified as ‘travellers’. Trustees discussed their long-standing view that excessive boat density was damaging the environment of the western end of the canal, and their support for Canal & River Trust efforts to implement mooring policies to mitigate this. Trustees agreed that any move to provide a specific status to nay group of canal users was not in the wider interest of the K&A. They discussed a draft letter to MS Hobhouse and instructed the chairman to complete and send a letter expressing the wider community value of the canal and the Trust’s disagreement with her proposal.

RD

11. TM described work he was undertaking to protect, repair and present the Archimedes Screw located at Crofton. Trustees noted that some expenditure would be require for this.

TM

JC briefed on progress of work to move the Devizes shop and convert the large space into a meeting and training room.

PT suggested trustees seek a fuller briefing on the Great West Way project.

RD

Date of next meeting

Next meeting will take place on 5 December 17.

Commitment register		Reviewed by TC on:	03/10/2017			
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	
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	
Total committed		£243,975				

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