

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

**1. Welcome and Apologies**

**Attendees:** Rob Dean, David Fearn, Will Job, David Copley, Mike Bailey,

**In attendance:** Jean Cook, Paul Eames

**Apologies:** Tony Nares, Daisy Mundy, Peter Turvey, Terry Mundy

**2. Minutes of last meeting held 5 September 2017**

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

**3. Matters Arising**

- a) RD had updated the draft agreement with CRT to include trustees' suggested amendments and shared this with CRT for comment.
- b) RD had reviewed the issue of trade marking of Trust logos and reported that the process cost £200 for each logo for 10 years. Trustees agreed no action was needed.
- c) DC presented a short paper prepared by Director of Boats, Graham Day, seeking authority to negotiate on a boat currently on the market, as a possible small trip boat to be run at Reading by Reading branch. Trustees agreed this work would proceed and offered advice.

**4. Health & Safety (H&S)**

No major incidents have been reported. The H&S subcommittee were due to meet the following week and would be considering whether the level of incident reporting was sufficient. Trustees noted that the change from summer to winter season was a time for extra safety vigilance.

**5. Finance**

TN had provided management accounts for August, noting that overall the Trust had a solid month, with a £15k legacy and careful minimal expenditure, increasing cash funds by £36k. Trustees welcomed the healthy cash flow situation, noting that all the works planned at Crofton would need to be paid for in advance of claiming grant draw-down from the HLF.

The Commitment Register was reviewed and the provision for emergency removal of asbestos at Crofton was removed as funding was now provided as part of the HLF project.

**6. Enterprise**

WJ reported that Enterprise was on track for another good year, financially. He listed financial contributions ahead of budget for all 4 passenger boats and the Bruce boat fleet.

The Enterprise Board had considered the Bruce boat merger paper (see item 7 below). It was content that, next season, Bruce Branch intend to run a 3 +1 model. This will reduce

**Action**

**RD**

**DC**

**MB**

the potential revenue, but will be more realistic for the number of volunteers they have to turn round and maintain the boats.

Aldermaston cafe will be undergoing renovation from October 16th. Crofton caterers Luke and Sarah Duffy have finished a good first season. Renovation of the kitchen will take place over the winter, and will be paid for by the Enterprise company.

## 7. **Bruce Trust Partnership**

Trustees considered a report prepared by Bruce branch which recommended that, the conditions set out in the Strategic Alliance of 2015 with the Bruce Trust having been met, that trustees should now accept transfer of ownership of the 4 boats and associated equipment, and commit to running the fleet long term.

WJ reported that the Enterprise Board had considered the report and it recommended that trustees agree to absorb the Bruce Trust boats business as a division of the Enterprise company. One director opposed, believing the Bruce boat business should trade as a separate company within the Trust rather than as part of the existing Enterprise company, because the risks associated with a boat hire business differed to a boat trip business. Overall, the Enterprise Board had agreed it was best to operate the Bruce boat business within the existing company.

PE briefed on the development of the Bruce branch as a semi-autonomous group working in a similar way to other Trust branches. A great deal had been achieved in 2017 with the branch supporting a successful season, just ending. Training standards and facilities had been improved and long term plans for each boat were being developed. The branch was still developing and needed new volunteers but there was a clear plan for this.

Trustees noted that the prospects for 2018 were good with more than half of the planned boat hire capacity already booked. Discussing the longer term, trustees agreed that it would be necessary to make commitment for long term funding of boat refurbishment and replacement. This could be achieved by a combination of retained Bruce boat trading surpluses, the Trust's own fund raising and application for support to outside Trusts and Foundations. Trustees noted that the Bruce Trust had committed to ongoing financial support for 5 years.

Trustees sending apologies having been consulted, trustees unanimously agreed that the viability of running the Bruce boat operation had been demonstrated and they would accept the gift of the boats and associated equipment with the intention of running the fleet for disabled, disadvantaged or elderly users, in perpetuity.

Trustees recorded a vote of thanks to the Bruce Branch committee for their fantastically hard work over the past year, welcomed them fully to the Trust and wished them well. PE was asked to convey the message.

## **8. Crofton update**

Trustees noted with pleasure that the Heritage Lottery Fund had offered the requested grant of £559,300 as a 66% contribution towards the planned £844,895 cost of the 'Our Crofton Story Project'. Press Releases were due the following day which would allow the good news to be shared.

RD briefed that a Project Manager had been selected following a competitive recruitment process and she would be formally appointed once the HLF had given permission to start. This was a formal process and required the Trust to comply with a number of conditions set out in the HLF's Grant Letter. These included a formal charge in favour of HLF being recorded with the Land Registry.

Trustees considered the conditions set out in the Grant Letter and agreed that they were acceptable and that RD was authorised to sign the 'Permission to Start' form accepting them.

RD briefed that the annual steam gala at Crofton had passed off well. Work had continued on a professionally produced promotional video for Crofton featuring patron, Phil Harding. The site was now closed for the season and volunteers would be trying to complete their winter works ahead of contractors arriving in the new year to start the major works.

## **9. Report from the Chairman**

RD reported on a busy month including:

- Red Wheel unveiling at Dundas Wharf, a CRT project where our Bath & Bristol branch had been major players
- Development of an interesting project at Sydney Gardens that trustees might wish to support
- Waterways Partnership Annual Public Meeting which illustrated the many good things happening along the canal

## **10. AOB.**

DB noted that the EA were closing Blakes lock for around 5 months this winter which would leave the K&A disconnected from the national waterway system.

JC briefed trustees on plans to move the Devizes shop into the smaller room alongside the office and to convert the existing large room into a good quality meeting and seminar space.

PE asked trustees to note the thanks of Bruce branch volunteers for the warm welcome they had received into the Trust.

## **11. Date of next meeting**

Next meeting will take place on 7 November 17.

<b>Commitment register</b>		Reviewed by TC on:	03/10/2017			
<b>Date agreed</b>	<b>Description</b>	<b>Commitment</b>	<b>source of funds</b>	<b>timescale</b>	<b>Comment</b>	
	<b><u>Our Crofton Story' Project</u></b>					
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	
	<b><u>Other commitments</u></b>					
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	<b>Memorandum inclusion:</b> 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	
<b>Total committed</b>		<b>£243,975</b>				

3 October 2017