

**-9Minutes of the Trust Council meeting held on Tuesday 5 September 2017 at 6.00pm in the
Devizes Wharf Building**

	Action
<p>1. Welcome and Apologies</p> <p>Attendees: Rob Dean, David Fearn, Daisy Mundy, Peter Turvey, Terry Mundy, Will Job, David Copley, Mike Bailey</p> <p>Apologies: David Bruce, Tony Nares, Jean Cook</p>	
<p>2. Minutes of last meeting held 4 July 2017</p> <p>The minutes were approved and will be published on the website.</p>	RD
<p>3. Matters Arising</p> <p>a) A draft re-write of the agreement with CRT was circulated to Trustees for comment. RD will address suggested amendments and re-circulate next month.</p> <p>b) A draft of the Trust policy on Data Protection was circulated to Trustees for review. Approved.</p> <p>c) It was proposed that an annual pay increase be awarded to all eligible Trust staff, based on the Consumer Price Index plus an element subject to satisfactory performance. Trustees agreed that a pay increase of 2.6% should be awarded with an effective date of 1st September 2017 with an additional 1% for satisfactory performance.</p> <p>d) It was agreed that the Christmas closure dates for the Devizes office will be from noon on 22 December 2017, reopening on 2 January 2018. TM is to inform relevant staff.</p>	RD TM TM
<p>4. Health & Safety (H&S)</p> <p>No major incidents have been reported.</p> <p>Trust Health and Safety policies have been reviewed with the H&S Advisor. MB will circulate copies of the updated policies to Trustees for information.</p> <p>The procedure for accident reporting was discussed and will be reviewed at the next H&S meeting. Concerns were also raised regarding the need for boat crews to wear proper footwear. MB is to remind all boat training managers of H&S requirements.</p>	 MB MB
<p>5. Finance</p> <p>Accounts show a surplus of £114K against a budget of £16K for July 2017. Year to date shows a surplus of £294K, a strong result from donations and legacies, on-going operations, the Crofton HLF application and continuing valuable contributions from all the boat operations. Cash flow balances are £550K in total but RD reiterated the need to remain ever mindful of the needs identified in the Commitment Register.</p> <p>The following amendments were made to the Commitment Register:</p> <ul style="list-style-type: none">Remove Picnic Benches from Register as these have now been purchased.	 RD

6. Enterprise

The last Enterprise meeting took place in mid-July. The main focus for the meeting was a discussion regarding the challenges of maintaining revenue within a volunteer organisation. It was agreed that branches should aim to share volunteer good practice – WJ will reiterate this at the next meeting of branches.

WJ

WJ reported that the purchase of an additional trip boat for Reading or Bath had been discussed at Enterprise meeting and Directors had agreed that Lady H was not suitable. Various options were discussed by Trustees; DC is to prepare a business case to purchase a trip boat to be located at the Reading Branch.

DC

The refurbishment work is due to start at Aldermaston on 16 October – there will be a preparatory meeting with the contractors on 21 September.

The lease renewal documents for the BoA cafeteria are still with CRT's solicitors – report at next meeting.

WJ

7. Bruce Trust Partnership

Bruce Branch is preparing a strategy paper to inform Trust Council decision on the way forward for the partnership. This paper will be submitted to the Enterprise Board for review on 28 September and presented to Trustees by the Bruce Branch Chairman on 3 October.

WJ/RD

8. Crofton update

The decision on the Stage 2 HLF bid is expected in late September. The recent visit by one of the HLF decision committee was considered to have been successful. Match funding is in place and recruitment for a project manager is now underway.

Crofton Management Board update:

- Visitor numbers are still down, primarily for non-steaming visitors; this highlights the importance of including supplementary activities during steaming days. The site will be open over the coming weekend for free entry as part of the Heritage Open Day programme. It is hoped that this will encourage new visitors for non-steaming days.
- The new picnic benches funded by private donation have been installed.

9. Report from the Chairman

The Newbury Waterways Festival was very successful.

Transport Trust will unveil a Red Wheel plaque at Dundas on Wednesday 6 September.

The Chairman is now focusing on supporting Bruce Branch in their plans for the way forward and preparations for upcoming Crofton HLF project work.

10. AOB.

Clarification was requested as to whether the Trust owns the copyright of Trust logos and branding. RD to review and report at next meeting.

RD

TM reported a very successful month for the museum. He recorded his thanks to Bill Fisher who has recently donated artefacts to the museum (three mast stands from John Gould's boat).

Congratulations were recorded for Trust Vice President, John Webb, who has received a Volunteer Award from CRT for 50 years involvement in volunteering.

DF reported that the LED light system installed without prior planning permission in the Cleveland House Tunnel had now been rejected by BANES Council and would be removed.

RD noted the contribution of Devizes staff in providing support to CRT for an event on Devizes Wharf to open the towpath last month. A Facebook broadcast interview with one member of staff also provided an excellent opportunity to advertise the Trust.

11. Date of next meeting

Next meeting will take place on 3 October 17.

Commitment register		Reviewed by TC on:	05/09/2017			
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	
Jun-15	Emergency asbestos remediation at Crofton	£30,000		ongoing	Survey suggests this will not be needed. Plan for remediation as part of OCS project agreed	
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		£273,975				

5 September 2017