

**Minutes of the Trust Council meeting held on Tuesday 4 September 2018 at 6.00pm
by electronic means**

1. Welcome and Apologies

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

Apologies: David Bruce, Tony Nares, Jean Cook.

2. Minutes of last meeting held 3 July 2018

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

3. Matters Arising

Two potential candidates for the appointment of Chair were discussed and it was agreed that one selected candidate should be invited to the Trust Council meeting in October with a view to being co-opted as Chairman. It was also proposed that, on standing down as Chair, RD should take on the responsibilities of Hon Treasurer in the short term, while the Trust continued to seek a new Finance Director for Enterprise, who may be able to take on the full role of Hon Treasurer in the medium – long term. Agreed.

Discussions are ongoing 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.

RD briefed on the opportunity for the Trust to become an ambassador for the Great Western Way, which is due to launch in November. Papers will be distributed to Trustees for review and the opportunity will be presented to the Enterprise Board in September for discussion and decision.

The project for a community work boat at the west end of the canal is progressing well. DF briefed that the boat is to be launched on 25 September and renamed 'Sulis'. DF is to review progress on the grant application and update at next meeting.

4. Health & Safety (H&S)

No major incidents have been reported. A visitor slipped on the Canal steps at Crofton on Sunday 29 July during the steaming weekend and hurt his back; this was a RIDDOR reportable accident, involving the Trust's H&S adviser and MB, who visited the site. No further action was required.

The next Health and Safety meeting will be next week.

5. Finance

TN reported a surplus of £28k for the month against a budget of £18k, and last year £113k – including £90k of legacies. A grant of £5k was received into Hungerford, helping to push to an overall surplus of c£6k against a budget of £1k. YTD the surplus is well ahead of budget, due to donations and legacies on the income side and some lower costs, such as health and safety. For Enterprise, a quieter month on the trip boats but the income flow on the Bruce fleet is starting to correct to the expected budget position. Catering has performed well and other income (rent) is back on budget.

Cash flow balances at the month end were £511k.

Action

RD

MB

RD/WJ

DF

No changes to the Commitment Register were required.

6. Enterprise

Tim Pyatt set out plans at the last meeting on a standardised approach to managing all boats.

Issues remain with the Aldermaston opening hours over the summer period. RD and DC are to discuss these issues with the café partner.

RD/DC

Bruce Boats have seen a positive trend in bookings and are running well.

Reading Branch have presented to Enterprise on work to set up a trip boat. This has received a positive endorsement in principle from the Enterprise Board. Experimental trips will take place in September using a Bruce Boat and two new skippers have been trained from Reading Branch for this purpose. Options will then be considered for the purchase of a small trip boat.

There are concerns regarding the Crofton catering operation; a review is to be conducted by PT, RD, WJ and the Crofton site manager. Report at next meeting.

WJ

7. Crofton update

OCS Project:

- Building and refurbishment works that started in January this year have now been completed, except for the final ‘topping’ to go onto the regraded driveway (scheduled for Wednesday 19 September). RD highlighted the very successful outputs of the project to date, which have exceeded expectations, being completed on time, to budget, and to a high standard which properly reflects the Crofton context. Trustees recorded their thanks and admiration for the really excellent work by the Crofton project team and their volunteers. PT is to include a Crofton Project update in the next Butty.
- The Crofton team will now be tackling the second part of the project to deliver the Activity Plan (all the new interpretation learning programmes and events). As such, they are in need of volunteers to help carry forward key elements such as the Oral History project and to staff and run the events that Crofton will be relying on to draw in a new and wider audience, improving visitor figures and income.

PT

Crofton Management Board update:

Steaming Days

Themed events have increased visitor numbers, despite poor weather on part of the July and August events. Visitor numbers for 2018 were as follows:

- August Bank Holiday (Flower and Crafting event) 863
- (Saturday 314 Sunday 182 (rained out) Monday 367)
- July Weekend (First World War event) 464 (324 Saturday, 140 Sunday – rained out)

- June Weekend 317
- Late May Bank Holiday Weekend 380
- Early May Bank Holiday Weekend 644
- April Easter Bank Holiday Steaming 618

Improved marketing and publicity for the August event helped boost visitor numbers (thanks to a generous donation from Volunteer Trevor Neal).

Forthcoming Initiatives

- Ticketed Lecture by David De Haan of the Ironbridge Institute on the great Exhibition of 1851 at Crofton on Friday 7th September.
- Heritage Open Davy free admission to Pumping Station 7/8/9/10 September.

PT reported on some of the issues with Café performance recently. A review of the café operation is due to take place.

The Crofton Team attended the Bristol Model Engineering Exhibition and (thanks to the help of Volunteer Graham Snook) the Music on the Wharf event at Devizes. A Volunteer outreach visit to Arundells at Salisbury (home of former Prime Minister Sir Edward Heath) took place on 6 August and received good feedback.

The rare Horn of Westminster Oscillating steam engine, which has been on loan to Crofton since the 1970s has now been given to the Trust by the Science Museum as part of their ongoing collections review process.

Over the July steaming weekend, considerable damage occurred to the boiler rear fire-bars. The engineering team are investigating the cause and will cost replacement bars for the 2019 budget round.

The Crofton Management and Governance review will take place as soon as is practicable.

PT reported the sad news of the death of former Crofton Chair Ray Knowles. Before his attachment to Crofton, Ray used to manage the shop at Devizes Wharf offices for the Trust. He became Crofton Secretary in 1991, and in the early 1990s became Chair until 2007 when Harry Willis took on the role. During Ray's tenure Crofton's chimney was rebuilt, a significant restoration project. There will be a Memorial Service for Ray in the church in Stanton St Bernard on Thursday 27 September at 2.30 pm and anyone from the K & A who wishes to attend will be very welcome.

8. AOB

MB requested details of the Trust waste disposal policy for chemicals waste. MB is to request details of current practice on boats from Tim Pyatt. Report at next meeting.

MB

DC reported that the planning application for building work at Theale has been appealed. DC is to represent the Trust and to report on progress.

DC

The CRT Open Day near Fobney Lock at the end of September will include a KACT stand.

DF provided an update on the BANES Water Space project.

The Trust office at Devizes will close from 21 December until 2 January for the Christmas holidays, following which staff will ensure a presence in the office for the remainder of that week.

The Crofton Steam Gala will take place in the last weekend of September.

9. Date of next meeting

Next meeting will take place on 2 October 2018 at Devizes Wharf.

Commitment register		Reviewed by TC on:	03/07/2018			
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: storage facility	£4,000	budget 2018	2018	from fundraising	
Jun-18	Canal at War display materials	£480	budget 2018	2018		
Total committed		£239,910				

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