

**Minutes of the Trust Council meeting held on Tuesday 6th November 2018 at 6.00pm
by electronic means**

1. Welcome and Apologies

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

Apologies: David Bruce, Mike Bailey

In Attendance : Jean Cook

2. Minutes of last meeting held on 2 October 2018

These were agreed, with one minor amendment, and will be published on the website.

3. Matters Arising

RD briefed on the updated Trust policy on abuse, this was agreed by Trust Council and will be sent out to Branches for inclusion in relevant terms and conditions, e.g. for trip boats.

MB briefed Trust Council on the proposed cost of materials to part fund the repair at Bradford on Avon Wharf, which was £1498 + VAT. It was agreed that the Trust would buy the materials direct and donate these to CRT.

Trustees were briefed on applicants for the post of Honorary Treasurer. It was agreed that Chris Bolt should be invited to take the post. TN is to arrange timings for a handover.

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 cost-of-living pay increase of 2.2% should be awarded with an effective date of 1st September 2018 with an additional 2% for satisfactory performance.

4. Health & Safety (H&S)

There have been no major issues to report.

The potential to purchase a mannequin for boat training (@ approx. £700) or to continue to borrow from the local Fire Service was discussed at the last H&S meeting.

5. Finance

TN reported an operating surplus of £3k, v budget of £21k, and last year £22k – due to a timing issue with Crofton and the loss of revenue from B Mac. An operating result affected by the timing of the Steam Gala at Crofton – the revenue from which was booked into October. All other items materially in line with budget. Overall, a much quieter month on the trip boats, with B Mac well down on budget and KA over. Bruce was down on budget, but catering and other income (rental income) holding up.

Cash flow balances at the month end were £358k– a receipt from HLF being posted in October's accounts.

The following adjustments were made to the Commitment Register:

- Adjust OCS funding to reflect the latest payments and donors funds.

Action

RD

JC

MB

RD

- Update the payment to Dundas Wharf to show £1698/£2470 spent.
- Show remaining balance for Sulis workboat @ £5K.
- Remove Canal at War display materials, which was completed without cost by Devizes office staff.
- Adjust the commitment for Aldermaston Washhouse to a provision figure of £35K, awaiting further work on the lease and from heritage architect prior to final quotes.

6. Enterprise

Tim Pyatt has recommended a replacement scheme to cover all 9 boats owned by the K and A Trust, instead of project capable. This will earmark £20,000 / year to be committed for a continual upgrade program for the boats over a rolling 10-year period. This is in addition to the routine maintenance of the boats.

The first boat earmarked for upgrade is Barbara Mac. Bradford Branch is to do a detailed business case for doing a major upgrade of the interior. The engine replacement will go ahead this winter; additional work will require a business case prior to approval of funding.

Feedback on boat tests at Reading Branch has been positive so far. Reading are to produce a 3-year business plan for the board to consider at the January Enterprise Board meeting.

A review of the first year of Bruce Branch is planned.

A meeting held with a consultant hired to recommend the best way to operate Crofton Engineman's Rest Café indicated that the number of visitors does not suit an independent operator model, unless they have economies of scale elsewhere.

7. Crofton update

PT reported that the OCS project is now moving into Phase 2 with significant activities already underway and new tasks due to be completed by February 2020 at the latest. These include Interpretation Planning, planning and delivery of the Garden area, and the Mechatronics project.

Crofton now have a Project Assistant (Catherine Hutchings) who worked previously as the Heritage Site Assistant. Funded by the HLF this new role will support various elements of the Project Plan and help Crofton to deliver key components

The Halloween steaming in October attracted 70 visitors to the Engine House, but the October programme of weekend static openings proved disappointing, with a low turnout of only 47 visitors. The Crofton management team will review these events and consider alternatives for the 2019 season.

The Third review team meeting was held Monday 29 October, led by RD. OCS activity plan briefing meetings have been set up with the Volunteer Workforce for Tuesday 20 November and Saturday 1 December.

A report is imminent from the review meeting held with the Crofton catering consultant. Crofton team will produce a brief with market tailored standards and begin contacting local
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DC

catering operations, with intention of receiving responses by Xmas/New Year. Crofton are also reviewing the opening pattern to optimise the visitor business as well as the admission and car park charges.

An offsite winter talk, 'The Introduction of Jet Aircraft to the RAF', by Air Vice-Marshal Graham Skinner, is to be held on Monday 12 November at Kennet Valley Hall Lockeridge. Tickets available from the Eventbrite website or Crofton. A second talk on 'The History of Christmas', by Professor Ronald Hutton will be held at Marlborough Town Hall on Monday 11 December. Tickets as above.

PT has been invited to present a paper on the challenges of meeting best practice conservation standards at Crofton Beam Engines, at the Association of British Transport and Engineering Museum's London meeting on 21 November 2018.

On 19th November, Historic England building Inspector Jerome Tait will be visiting Crofton, in connection with proposed upgrading of Claverton Pumping Station's listed status.

8. Report from the Chairman

RD attended the Regional Advisory Board (formerly LWP) this month and presented on the 'Use and Abuse of the Western K&A'. CRT briefed on the intended approach to the associated problems with this issue. A member involved with the further restoration of the Mon & Brec canal had commented on the success of the Modular Lock Gate project which the Trust had initiated. Recently, VPs Terry Kemp & Bill Fisher has presented a report on this to CRT and the CRT Chief Operating Officer had commented that CRT were considering a trial on the K&A.

As co-opted Chairman, Chris Sims (CS) will chair the next meeting of Trust Council.

CS

9. Any Other Business

DF provided constructive feedback from readers on the layout of the Butty; DF is to pass this feedback to the Editor.

DF

Plans to improved disabled access for trip boats was discussed.

10. Date of next Meeting

Tuesday 4th December by electronic means (subsequently amended to 3rd December).

Commitment register		Reviewed by TC on:	06/11/2018			
Date agreed	Description	Commitment	source of funds	timescale	Comment	
	<u>Our Crofton Story' Project</u>					
Feb-16	Trust Contribution to OCS project	£48,575	Existing fundraising	From Oct 2017	Agreement that we will provide 10% of planned HLF bid 64% of 76k spent	
Mar-17	Project match funding	£78,525	Donors Trusts and private donations	November 2017 onwards	This is remainder of total match funding commitment of £122,696. All is funded by donors and has been received	
	<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	£771	budget 2018	£250 IWA grant received	for restoration of the crane at Dundas wharf and other works. £1698 of £2470 spent	
Sep-16	Aldermaston Wash House	£35,000	budget 2017	2018	To restore the Wash House	
Dec-17	Crofton: storage facility	£4,000	budget 2018	2018	from fundraising	
Jul-18	Support for Bath workboat, Sulis	£4,628	budget	2019	remaining balance of £5k committed	
Total committed		£203,345				

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