

**Minutes of the Trust Council meeting held on Tuesday 5 March at 6.00pm
by electronic means**

1. Welcome and Apologies

Attendees: Chris Sims, Peter Turvey, David Fearn, Will Job, Mike Bailey, Chris Bolt, Daisy Mundy, Terry Mundy, David Copley.

In attendance: Rob Dean.

Apologies: Jean Cook

2. Minutes of last meeting held on 6 February 2019

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

3. Matters Arising

Due to unforeseen circumstances, Rob Dunton will now be co-opted as a Trustee wef. 1 April 2019 rather than 1 March 2019.

DF has agreed to join the CRT Regional Advisory Board to replace RD.

TM presented a proposal for the conservation and renovation of the Archimedes Screw at Crofton. Trust Council approved the commitment of £9175 (ex VAT) to underwrite this work; TC is to work with Simon Hobson and PT to prepare an application for a grant from the Association of Independent Museums and seek opportunities for grants from other sponsors to cover the cost of the work.

DF briefed on the recent local meeting between CRT and hire boat operators on overcrowding at the western end of the KACT.

CS gave an update on the Crofton management review process. A framework will be submitted to the Trust Council for endorsement at the next meeting, aiming to present to the Crofton annual meeting in May.

4. Health & Safety (H&S)

There have been no major issues to report.

MB gave an update on the lone working policy for boats. Report at next meeting.

5. Finance

CB presented the Treasurer's report and requested Trust Council endorsement of the budgets as summarised in Annexes 2 and 3. Approved.

Trust accounts will be presented to Trust Council for endorsement at the next meeting.

CB presented the financial results for January 2019. In brief, income to date was £3.9k, slightly below the budget of £4.3k and against prior year £42.5k. Cash flow balances at month end were £369k

The continuing use of the Commitment Register is under discussion between CS and CB. Update at next meeting.

Action

CS

TM/PT

CS

MB

CB

CB

6. Enterprise

Director of Boats. Tim Pyatt, has decided to step down as Director of boats at the end of April. The role will be divided between two people in the future and so Enterprise are now seeking a Director of Boat Operations and a Director of Boat Planning. Trust Council recorded their thanks for Tim's hard work in this role. DC asked for confirmation that the Reading Branch business case for a new boat could be approved in the absence of a Director of Boats. WJ confirmed that Tim Pyatt would continue to support the Reading project.

Branch representatives from all branches had a successful training session on using Facebook effectively. WJ recorded his thanks to RD's daughter for giving up her time to do this for the Trust.

A new Generic Boat Safety manual has been published, to be customised by Boat Managers prior to their MCA inspections in March.

The lease on Newbury Stone building is due for renewal in September and will be renegotiated with the current operator.

MCA inspections on the Barbara Mac are ongoing.

7. Crofton update

Crofton Project report

All capital works are now completed. There will be a final formal meeting with the contractor to review defects found over the last 6-month period.

A small team of volunteers have determined the best approach to managing the Leat Basin leakage problem; minimal intervention, drainage between steamings, and monitoring.

With regard to the Activity Plan, interpretation is well underway, with interpretation design the key priority at the moment. At the April 2019 Steaming, the interpretation will be mostly in place and will be viewed by the public visiting for the first Steaming. The new logo for NLHF will be used where appropriate.

Crofton Management report

Crofton remains in winter maintenance closure mode and normally closed to visitors except for special tours and our Winter Works Open Days. The replacement of the canal side step treads is due to complete by 6 April.

The Winter Works open day on 16 February was well attended. Next open day is 16 March.

Crofton will be discontinuing the one year's free admission (except for special events) pass given to all paying visitors. Instead, visitors wanting repeat visits will be encouraged towards Trust membership.

The new catering operators, Emma and Barry Withers are now on site, and preparations continue for the reopening of the Engineman's Rest Café on Saturday 6 April.

The 2019 leaflets will be sent to print this week with the intention of sending leaflets out for distribution by 15 March.

PT recorded his thanks to the Crofton team for their work on the 2019 Budget.

8. Report from the Chairman

CS attended the Bruce Branch annual meeting in February. Five new membership forms were submitted.

The renewal of the lease for Great Bedwyn is ongoing.

CS and Rob Dunton will meet with CRT solicitor/surveyor on 22 March to agree the way forward for the lease and the refurbishment of the Aldermaston site. Report at next meeting

CS

CS attended the Trading Association Meeting in February.

There will be a review of the Devizes office software and booking system software, with a view to moving to an electronic filing system. Report at next meeting.

CS

9. Any Other Business

DC reported on the planned work by the local authority on the lifting bridge at Aldermaston. DC has prepared a Branch response; Trustees are invited to review this and comment in the next few days.

DC/ALL

Bath Branch has purchased equipment for removing graffiti in the canal area.

10. Date of next Meeting

Tuesday 9 April by electronic means.

