

**Minutes of the Trust Council meeting held on Monday 8 April at 6.00pm
by electronic means**

1. Welcome and Apologies

Attendees: Chris Sims, Peter Turvey, Will Job, Chris Bolt, Daisy Mundy, Terry Mundy David Copley, Rob Dunton.

In attendance: Rob Dean (Item 2 only) **Apologies:** David Fearn, Mike Bailey.

2. Crofton Management Framework

PT and Rob Dean provided a short brief on the draft Crofton Management Framework and presented it to Trustees for endorsement. Approved. The next Crofton annual Branch meeting will take place on 27 April. Agenda items will include presentations on: key achievements, income & expenditure in the previous year; plans, budgets and changes for the current year; and, election of any newly recruited and co-opted Management Team members and new candidates.

3. Minutes of last meeting held on 5 March 2019

These were agreed subject to minor amendments and will be published on the website.

4. Matters Arising

CS welcomed Rob Dunton as a newly co-opted Trustee wef. 1 April 2019.

Trust office software is to be replaced with Office 365, with a view to moving to an electronic filing system. This will allow office staff to scan and store documents on SharePoint.

DC has submitted a Branch response to the planned work by the local authority on the lifting bridge at Aldermaston, which has received a positive response. The letter will be circulated to Trustees for information.

A Display Screen Equipment (DSE) workstation assessment is overdue for Devizes office staff. MB is requested to provide the necessary guidance and support for this to take place.

5. Health & Safety (H&S)

In the absence of MB, no major issues were reported.

6. Finance

CB presented Trust Accounts for Trust Council endorsement. Approved.

CB presented the Financial Management summary for the year to 28 February 2019. In brief, figures are very close to budget, and there are no particular issues to highlight. Income to date was £7.7K, slightly below the budget of £8.3k and against prior year £46K. Cash flow balances at month end were £488k.

CB invited comments from Trustees on the draft Finance Manual. An updated version will be presented at the next Enterprise Board meeting.

CB presented an updated version of the Risk and Commitment Register and the Reserves

Action

DM

DC

MB

CB

Policy for endorsement. A minor amendment to the Reserves policy was requested, this will be resubmitted for approval at the next meeting.

CB

Recommendations for an Investment policy were discussed and agreed.

7. Enterprise

Enterprise are currently advertising for two new director positions. Director of Boat Operations, and Director Of boat Development as Tim Pyatt is stepping down at the end of this month. There have been no applicants to date.

WJ briefed on progress with plans for the Reading trip boat. Enterprise has agreed a holding deposit on a boat from Oxfordshire Narrowboats, aiming to have the boat ready in time for Reading Water Festival. DC invited suggested names for the new craft.

ALL

All boats are passed for working this year, and have started operations.

Crofton Café has now opened.

CB has agreed to take on the administrative role for Enterprise Board now that DM has stepped down as Enterprise Company Secretary wef. 8 April 2019.

8. Crofton update

Crofton Project report

All capital work completed and the defects review and snagging list has been completed. A final payment will shortly be made.

As a result of feedback from the National Lottery Heritage Fund (NLHF) Crofton has moved the installation timetable for the interpretation panels, aiming for completion in May.

The Management Team have made the decision to implement a 'minimal intervention' maintenance programme for the Leat Basin to manage repair and repointing of leak areas.

The Activity Plan is progressing and work on the Garden has now resumed. Work is still underway on Virtual Archive with good progress on the Oral History element. Training of volunteers is now complete and a guidance manual has been issued. First interviews will take place in April 2019.

Mechatronics – a training session took place at AWE in March with Professor John Holt for the whole of the AWE project team, along with Crofton representatives. An initial timetable for delivery is being prepared, with an emphasis on setting realistic and achievable goals.

A Bath University student visited Crofton on Tuesday 2 April to do a trial sensor installation for measuring stresses in the No.1 engine beam.

Crofton Management report

The Station opened to the public for the 2019 Season on Saturday 6th April, with a good turnout of visitors to the site, engine tours, and café customers.

The boiler 'in steam' inspection and engine trials have been completed successfully. Volunteer training has also been completed.

New signage detailing the revised admission arrangements (gift aid and non-gift aid prices, yearly free admission tickets discontinued) has now been installed.

Volunteer H&S co-ordinator Ralph Morgan (RM) is standing down. It was suggested that Crofton Branch needs a formally qualified H&S Adviser on the Management Team.

The Engineman's Rest Café reopened under new management on Saturday 6 April.

2019 Leaflets have been printed and distribution is in operation. The new Crofton website is now live and the 2019 Events programme has been published online. PT also briefed on a number of other Crofton outreach activities.

PT briefed on a number of conservation activities currently underway at Crofton.

9. Report from the Chairman

The lease for Great Bedwyn will shortly be ready to sign.

CS and RD have met with CRT solicitor/surveyor and the local parish council to agree the way forward for the lease and refurbishment of the Aldermaston site. A new lease is to be agreed with CRT; DC requested that terms for the renewal of the café lease also be reviewed.

CS attended the Newbury Branch Annual Meeting.

CS attended the Newbury Council meeting on the Newbury Town design statement. A section on the canal is to be added into council planning and guidance.

CS and Vice Presidents Terry Kemp and Bill Fisher attended a meeting with CRT to discuss the Lifelong Lock Gates project. Positive progress was made and KACT are to work with CRT on understanding the requirement and developing options for lock gate solutions.

New branded donation jars will be issued to trip boats with guidance on their use, to ensure proper cash handling processes.

10. Any Other Business

TM recorded thanks to Simon Hobson and Catherine Hutchinson for their hard work on the AIM grant application for the conservation/renovation work on the Archimedean Screw at Crofton.

New timings for Trust Council meeting were discussed. It was agreed to move to a Monday meeting from June onwards.

DM briefed Trustees on an issue raised by JC regarding volunteer attitudes to office staff, as there have been a number of incidents of poor behaviour towards staff from certain volunteers. This has included a number of rude and inappropriate e-mails which have upset both staff and other volunteers. It was agreed that the Trust's Volunteer code of conduct should be reviewed, updated and reissued to all branches, with a reminder on the status of office staff. Branch Chairmen are to be notified of any rude or inappropriate volunteer behaviour so that it can be dealt with in a timely manner. The situation will be monitored by CS and TM in collaboration with JC to determine whether further action is required by Trustees.

DC reported that Graham Puddephatt had taken over as Reading Branch Chairman; DC is now vice-chairman.

11. Date of next Meeting

Tuesday 7 May at Devizes.

CS

CS/TM
/DM