

**Minutes of the Trust Council meeting held on Monday 3rd December 2018 at 6.00pm
by electronic means**

1. Welcome and Apologies

Attendees: Rob Dean, Chris Sims (chairing), Peter Turvey, David Fearn, David Copley, Will Job, Daisy Mundy (from item 8 onwards), Terry Mundy,

Apologies: Tony Nares, Mike Bailey **In Attendance :** Jean Cook, Chris Bolt

2. Minutes of last meeting held on 6th November 2018

These were agreed and will be published on the website.

3. Matters Arising

CS introduced Chris Bolt who he had invited to the meeting with a view to him taking on the role of Treasurer for the Trust. CB introduced himself: having retired from senior roles in the public service, he had been Treasurer and FD and the West Somerset Railway. This had given him experience in heritage, charity finance and working with the Heritage Lottery Fund. Having moved to Swindon, he was now able to join the Trust. Trustees **agreed** to co-opt CB as a trustee as soon as possible and to appoint him Treasurer as of January 1st 2019.

4. Health & Safety (H&S)

There have been no major issues to report.

5. Finance

TN had reported on the October figures as follows:

Overall for the month an operating surplus of £200, v budget of (£1.6k), and last year £8k.

Figures for Trust included the cash postings for the Steam Gala at Crofton at the end of September and a grant for Hungerford. Bath and Bristol incurred maintenance costs.

In Enterprise, as expected, Barbara Mac was well down on budget (due to boat engine failure) and Kenavon Venture over. The Bruce boats were down on budget, but catering and other income (rental income) holding up.

There was little capital expenditure in October. Trustees were briefed on the Crofton project expenditure and noted a large receipt from HLF in the period.

Cash balances at the month end were £592k.

No changes were made to the Commitment Register.

Trustees noted that the finances were generally looking good but WJ noted that trading income was generally down. There was need to put more effort into our marketing especially ensuring we made full use of social media. WJ was leading on organising a

Action

RD

DM

social media workshop for branches in January 2019.

WJ

6. Enterprise

WJ reported that Enterprise activities still on going with Santa Trips planned this month. Over all we have had a worse year than expected, with income down and costs up. We are expecting to be around 10% below budgeted income. This follows on from 3 years where we have been well ahead of budget by year end.

Barbara Mac. New engine will be installed at Hilperton boat yard following competitive procurement. Boat will be going in for the work during the winter and all being well available for use by the Easter start of the season.

Reading branch have undertaken largely successful trials of passenger trips during October. Next step is to present a full business plan to the board in January. Enterprise is hoping to lease a suitable boat to start a trip boat operation in Reading in 2019.

DC

There had been a review meeting with Bruce branch after their first full year as an integrated part of the K and A Trust. Things are steadily becoming more integrated and practices more synchronised with the other branches. It was agreed it would be good if there was more visibility of the Trust at Bruce branch events and useful to have a member of the Bruce Branch as a Trustee. Trustees agreed it had been a successful year for Bruce branch and good progress was being made.

CS

Crofton are putting together a pack to offer potential café operators next year following the report from the consultant we hired to recommend how we move forward with the café at Crofton.

With the supplier to the Devizes shop ceasing trading, we have agreed to run the stock we have and the shop down. It has been difficult to get volunteers to man the shop, and the café next to the museum sells more of our products anyway.

RD reported that, together with Bruce branch, he had commented on a draft lease renewal for Great Bedwyn Wharf.

DF reported that he had a met a representative from Marlborough Town Council who had commented that they had a grants fund that could support Bruce branch.

CS

7. Crofton update

Project Update

The Project Manager reported that well received Volunteer Presentations on the next phase of the Project had been held. There had been a commitment by the Project Group to provide enhanced communication with all volunteers and a Project display area will be set up shortly at Crofton so that all volunteers can see how progress is going.

Work continues on the content for the panels that will help visitors to understand the stories of Crofton. The Interpretation Group of volunteers have been closely involved in feeding back on the stories that will be told, and how the interpretation can inform and enthuse visitors without overwhelming. Space is limited at Crofton and our design partner – Scribble and Nonsense have helped us to understand how to display interpretation in

challenging spaces, and how to make this attractive to visitors.

After a visit to the garden at Stroud Museum in the Park we are now going to work with the Heritage Architect, Rob Dunton, to plan out where the garden will be located, and to talk about hard landscaping options and review budget constraints. There are a lot of decisions to be made about this before we consider planting in depth – and as we know space is limited. The Head Gardener at Avebury will be spending time with us early next year to talk through options.

Three members of the project team working on Mechatronics spent a day at AWE taking part in a graduate fair. This enabled Crofton to be ‘presented’ to graduates in an informal way – and for us to discuss how the graduates could get involved in the Mechatronics project. It was an interesting day with many graduates interested in taking part. AWE have dedicated a project team and a couple of team members already to the project.

Plans on Oral History are proceeding well, and a volunteer training session will be organised for volunteers who want to do interviewing and Crofton have been given the loan of two voice recorders from Swindon and Wilts History Centre.

Planning for a small Play Area in the grounds at Crofton was underway with a specialist firm. Space constraints have challenged the project team. We are confident that the final design will attract more families with small children to Crofton, and that this will increase the amount of time that visitors spend at the site.

Crofton Management

PT reported that Crofton is now in winter maintenance closure mode and normally closed to visitors except for special tours and our Winter Works Open Day.

The Management Team was reviewing the opening pattern to optimise the visitor business (our own and catering) and considering moving to a 5-day public opening, closing on Mondays and Tuesdays.

PT

Trustees agreed a proposal to increase car park charges and a plan to replace the ticket machine in due course subject to a business case.

PT

Website redevelopment work was progressing, funded partly by a grant from the Arts Council, and partly by the Heritage Lottery Fund,

Crofton’s boiler had passed its annual internal and external inspection.

8. Report from the Chairman

It being his last Trust Council as Chairman, RD reflected on the work of trustees. He thanked both fellow trustees and the Trust Administrator for their dedication in overseeing the work of the Trust. He noted that the financial stability that had been built over the past few years had been vital to enable the bid to HLF for Crofton and to give trustees the funds needed to support the Trust’s work. But our dedicated volunteers and staff remained central to the success of the trust and he urged trustees to ensure they engaged with branches and share with individual volunteers, the overview of the Trust’s work that trustees were privileged to have.

CS reported that he had met with Guide leaders from Bristol & Reading to discuss our joint

work in promoting youth boating. He would be taking this forward with Bruce branch.

CS

CS had also succeeded in securing a donation of 2 lawn mowers for Crofton from Homebase and reported that there was scope to engage Homebase directly in maintenance work, such as using the workboat, Sulis.

CS/DF

9. Any Other Business

Tony Nares and Rob Dean would be resigning as trustees from the end of the year. Trustees recorded a vote of thanks to both for their work over 6 years.

CS reported that he had met with David Bruce who had asked to step down as President of the Trust. He had consulted trustees and agreed that the role should be offered to Rob Dean with effect from January 2019. RD thanked trustees for the honour and accepted.

CS

DC reported that Reading branch had joined the Environment Agency on an inspection trip of the 'last mile' of the Kennet which is managed by the EA and was in poor condition. A list of remedial works had been produced but no commitment had been made on dates for completion. Reading branch would also be meeting with Reading BC to discuss development of the Abbey loop area.

DC

RD presented a funding request from Hungerford branch for a Trust contribution of £1500 towards the £6000 cost of surface repairs at Hungerford Wharf, the branch having already raised £4500 from funders. He had requested more details from Hungerford branch. Trustees were happy in principle to support this, subject to seeing more details.

RD

DF reported on the launch of the Great West Way initiative and noted that this was a major undertaking in which the Trust had a great offer for visitors. JC reported that staff were attending the briefing course on offer and she was planning a dedicated course at Devizes for branch representatives.

JC

DF reported that he had been reading the 1995 Conservation Plan supporting the major HLF bid for restoration. He commended it as still real and relevant to the work of the Trust.

TM reported that he had examined the Archimedes Screw at Crofton. It needed proper survey and restoration, and he was working with the Crofton Site Manager on a plan for this to be presented to trustees in due course.

TM

10. Date of next Meeting

Tuesday 8th January by electronic means. Meetings for 2019 were agreed as:

5 February	Devizes
5 March	Electronic means
9 April	Electronic means
7 May	Devizes
4 June	Electronic means
2 July	Devizes
3 September	Electronic means
1 October	Devizes
5 November	Electronic means
3 December	Electronic means

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				