

**Minutes of the Trust Council meeting held on Tuesday 6 February at 6.00pm
at Devizes Wharf**

	Action
<p>1. Welcome and Apologies</p> <p>Attendees: Chris Sims, Peter Turvey, David Fearn, Will Job, Mike Bailey, Chris Bolt, Daisy Mundy, Terry Mundy.</p> <p>Apologies: David Copley In Attendance: Jean Cook, Bill Fisher (Item 3 only), Terry Kemp (Item 3 only), Rob Dunton, Rob Dean.</p>	
<p>2. Minutes of last meeting held on 8 January 2019</p> <p>These were agreed and will be published on the website.</p>	CS
<p>3. Presentation on Lock Gate Replacement Project</p> <p>Trust Vice-Presidents, Terry Kemp and Bill Fisher presented a proposal for the Long Life Lock Gates Campaign fundraising project. The aim is to part fund the cost of one set of steel top gates on the Waterway that will be designed and installed by CRT. This set will then act as a sample that can be viewed and tested in situ on a busy waterway. Trust Council gave approval for the project to be taken forward, subject to agreement with CRT. CS is to support TK and BF with the preparation of the agreement on KACT involvement, activity and outputs.</p>	CS
<p>4. Matters Arising</p> <p>AGM 2019: The AGM agenda was approved and will be sent to the Butty editor for publishing. The Trust accounts will be published 21 days in advance of the AGM – CB and CS will present these to Trust Council at the April meeting for endorsement.</p>	DM CB/CS
<p>5. Health & Safety (H&S)</p> <p>There have been no major issues to report.</p> <p>MB is to review lone working policy for boats. Report at next meeting.</p>	MB
<p>6. Finance</p> <p>CB presented a summary of the financial position as at 31 Dec 18. In brief, excluding Crofton OCS, there was a net deficit of £5,447 compared to a budgeted deficit of £24,393. The main positive variances were higher donations and legacies (£15K over budget), lower expenditure by Crofton branch (for example, boiler repairs £5K under budget) and lower health and safety expenditure (nearly £8K under budget). Offsetting this, Gift-Aided donations and Gift Aid reclaims were under budget by over £9K, and maintenance costs were £6K over budget. Balance sheet figure at 31 Dec 18 was £564,890, down by £24K from previous year.</p> <p>There were no changes to the commitment register.</p>	
<p>Enterprise</p>	
<p>7. WJ reported that Deborah Robinson, Director on Enterprise board had decided to step down</p>	

after 7 years of service and expressed his appreciation for her knowledge and experience on the board. Trust Council recorded its thanks for her service.

Final numbers for 2018 indicate Enterprise activities ended the year at 94% of budget overall.

Social media training for all branches will take place on 23rd February, aiming to give Trust branches the tools to be able to turn around trip boat and visitor numbers where they have been dropping.

The replacement of the Barbara Mac engine is ongoing. New mandatory MCA regulations are the main reason for the delay, as MCA require detailed information and explanations on the new engine and how it is being fitted.

New Caterer, Emma Withers, has signed licence to operate the Kitchen and Engineman's rest café at Crofton this year, starting on 1 March.

WJ expressed the Trust's appreciation for the efforts of Marv Kelly in testing and certifying the life jackets. This has saved the Trust around £2000, compared to using an external tester.

Crofton update

8. Crofton Project report

New signage and explanatory panels will be installed in and around Crofton's historic engine house. Some of the new panels will feature photographs taken by project funded Heritage Site Assistant Cat Hutchings

New features will be introduced over the spring and summer to help tell Crofton's story, including the 1920's Garden, a Children's Trail, Outdoor Family Area and Oral History.

Crofton Management report

Crofton is now in winter maintenance closure mode and normally closed to visitors except for special tours and our Winter Works Open Days. A key volunteer project underway is replacement of the canal side step treads.

The open day on Saturdays 19 January was well attended, some 20 visitors and £75 in donations. Next open days are 16 February and 16 March.

The Crofton Management Review is ongoing, facilitated by RD and CS. The review will be presented to Trustees next month for approval.

Following TC endorsement Crofton will continue with a 6-day public opening but closing on Mondays instead of Wednesdays. The 2019 open season will be from Saturday 6 April to Saturday 6 October inclusive.

The Crofton leaflet has been refreshed for the 2019 season. PT reported that for the leaflet campaign to be effective an increased print run will be required together with regional distribution through a print media distribution company. Trust Council was asked to endorse Crofton's decision to proceed in this way, subject to approval of the budget for both the print run and the distribution by the Treasurer. Agreed.

**CS/RD/
PT**

There are plans to theme every steaming weekend in 2019 as well as develop new events on non-steaming weekend, building on the success and attractiveness of previous year's events.

Crofton website redevelopment is underway and aims to go live on 31 March 2019 in time for the opening of the new season.

Report from the Chairman

9. The new lease for Great Bedwyn wharf is due to be agreed this month.

CS is working with CRT to agree the continuation of the lease for Aldermaston by the end of March.

Trust Council were asked to endorse the introduction of a Chairman's Discretionary Fund to support extreme cases where (e.g. younger and disadvantaged) volunteers are incurring costs. Trust President has donated £500 to the Fund and Trust Council agreed to match this for an initial start-up. CS is to write to Branch Chairmen to invite recommendations for support.

CS

Any Other Business

10. RD is to take on the task of recruiting volunteers for key Trust roles.

CRT Regional Advisory Board has invited the Trust to submit a new candidate now that RD has stood down. Volunteers are to notify CS.

Robert Dunton was introduced as a new Trustee – Rob will be co-opted wef 1 March 2019 (later adjusted to 1 April 2019).

ALL

There will be a Bruce Branch coffee morning on 2 March – all Trustees were invited to attend.

The Crofton site manager, Becks Skinner, has completed an MA in Heritage Management.

The Archimedean Screw at Crofton is undergoing a conservation assessment. Report at next meeting.

JC reported that the balcony at Devizes building had been broken by local teenagers. JC is engaging with one of the parents to agree how the repair will be completed.

TM

The Kennet and Avon Gin launch will take place at Rosebourne Garden Centre in Aldermaston on 2 March. A second launch at Devizes is also being considered.

DF is to attend a local meeting on hire boats. Report at next meeting.

Bath and Bristol Branch will be delivering a K&A talk at Crofton on 18 Feb.

DF

CRT are providing funding for scaffolding at the Dundas crane project.

Date of next Meeting

Tuesday 5 March by electronic means.

- 11.

