

**Minutes of the Trust Council meeting held on Tuesday 7 May at 6.00pm
by electronic means**

1. Welcome and Apologies

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

In attendance: Rob Dean

Apologies: Rob Dunton.

2. Minutes of last meeting held on 8 April 2019

These were agreed and will be published on the website.

3. Matters Arising

A performance-based pay increase was approved for the Crofton site manager in accordance with contractual requirements.

CS is reviewing and updating Trust policy on the code of conduct for volunteers. Report at next meeting.

Guidance was requested by the Chairman of Bruce Branch on Trust policy for marketing to previous hirers. CS is to liaise with the Trust Bookings Administrator and Bruce Branch to agree an approach.

4. Health & Safety (H&S)

Arrangements are ongoing for a Display Screen Equipment (DSE) workstation assessment for Devizes office staff.

A lone working policy for Trust staff and volunteers is under development by MB and the Trust H&S Advisor.

Electrical Safety Tests (EST) have been completed for all boats.

A number of minor accidents have been recorded this month. No further action was required.

A more serious incident was recorded at Crofton when a visitor was found unresponsive on benches overlooking the railway by friends. The casualty was given first aid and taken to hospital where they were reported to be recovering. This incident highlighted lessons for future event planning, in particular with regard to access to the site for emergency services and the requirement for a qualified first aider on non-steaming days.

The volunteer H&S co-ordinator at Crofton Branch is standing down; it was suggested that Crofton Branch needs a formally qualified H&S advisor on the Management Team.

The requirement for defibrillator equipment to be carried on trip boats was discussed. Chris Churchhouse is to provide quotes for costs and maintenance of the equipment; report at next meeting.

5. Finance

Trust Council noted the financial position to the end of March, which was still close to budget.

The revised Reserves Policy was approved, and it was agreed that this should be published on the website. The updated Risk and Commitment Register was also approved, to be published alongside the Reserves Policy. It was confirmed that where commitments for specific projects were included in 2019 budgets but not completed by the end of the year, the

Action

DM

CS

CS

MB

unspent amounts could be rolled forward into 2020.

The draft Investment Policy was discussed and agreed, and will also be published. It was agreed in principle that the loan agreement with Enterprise should include a charge on the boats owned by Enterprise. The auditors had endorsed this approach.

Trust Council discussed the draft Finance Manual, and subject to final comments agreed that it should be issued as 'version 1'. It will be launched with those branch chairmen present at the next Enterprise Board meeting (17 May), with an offer to present to other branch officials.

The handling of donations made on boats was discussed, and the need to meet Charity Commission and auditor requirements endorsed. CS and CB will discuss handling further.

Trust Council approved expenditure of £900 plus VAT for stage hire for the SteamPunk event at Crofton. Expenditure of up to £4,800 including VAT on three marquees was approved in principle, subject to clarifying issues raised by the Treasurer. These included whether two marquees were required for exclusive use by Crofton, or could be used by other branches, and whether they were appropriately charged to Trust of Enterprise.

6. Enterprise

WJ has resigned as Chairman of Enterprise and as Trustee. Tim Pyatt has also resigned as a Director of Enterprise. David Lines is to act as the interim Chair for three months and three new Directors have been identified: Simon Eveleigh, Julian Foley and Chris Churchhouse. These will be co-opted to the Board at the next meeting. Graham Puddephatt from Reading and Ceri Hanlon have also been proposed.

RD has agreed to act in the interim as the Designated Person for all the boats operated by Enterprise, in accordance with MCA requirements. CS and RD are to make arrangements to identify a new Designated Person for the longer term.

CS/RD

The Enterprise Board has agreed to enter into the Deed of Covenant, and arrangements will now be made for this to be signed.

A lease has been signed for a trip boat to operate at Reading, with a planned launch date of 15 June to coincide with the Reading Waterfest. Final go-ahead requires approval of the operational plan (including in particular crew training and health and safety issues, and cash handling).

CB is to take the lead on reviewing catering licences, where a number of operational and commercial issues need addressing.

7. Crofton update

Crofton Project report

The installation timetable for the interpretation panels has been delayed until September to allow for revisions and designer availability.

Work on the Garden has resumed and overall costs are being developed for a revised plan for which a planning application will be submitted once agreed with NHLF. The results of a planning application for the Outdoor Play area are still awaited.

Work is still underway on Virtual Archive. PT recorded thanks to David Piper for his hard work on inputting data and helping to get the system to where it is now.

Good progress has been made on Oral History element, with training of volunteers now

completed. A guidance manual has been issued and first interviews took place in April 2019.

Mechatronics – Mike Rodd recently met with part of the AWE Team at Crofton and was updated on their preparation for a progress meeting to discuss the schedule for the rest of 2019/2020. Discussions also involved Crofton working to support AWE work in high schools

Crofton Management report

The Crofton Branch Annual Meeting originally scheduled for 5:30 PM on Saturday 27th April has been rescheduled to 5:30pm on Saturday 18 May. Branch members have been notified to give required three weeks' notice. As of the date of this report, only applications for the Chair, Chief Engineer and Development Officer Roles are going forward. Unfilled roles will be advertised externally.

The 'Easter Fun at Crofton' event was very successful and hosted 673 visitors. The May Day weekend steaming "Experience Archaeology" included talks from the Director of Wiltshire Museum, an exhibition drawing on material from the K&A Archive, and a Q&A talk from Phil Harding. Crofton's partners for this event were: Wiltshire Museum, Wessex Archaeology, and the Berkshire Industrial Archaeology Group.

Next steaming events include: 25, 26, 27 May: "Science Fair and James Watt Celebration" and 27 & 28 July: "Splendid Summer Steampunk Weekend."

PT also briefed on a number of Crofton outreach activities and conservation work.

8. Report from the Chairman

Richard Thomas from CRT will visit Bath on 22 May and DF is to accompany him on the Barbara-Mac on a trip to Avoncliff.

9. Any Other Business

DF will represent Bath and Bristol Branch at the Regional Advisory Board meeting for the Communities of the Western K&A. Trustees discussed how the Trust might offer support to vulnerable people on the canal; it was agreed this should be in line with the charity's objects as set out in the Articles of Association.

Sydney Gardens Community Day will take place on 15 September.

TM introduced the new museum volunteer, Anne-Marie Brister, who is working on a new outreach plan between the museum and local schools.

The Reading Waterfest will take place on 15 June.

10. Date of next Meeting

Monday 3 June by electronic means.

Future dates confirmed as:

1 July	Electronic means
2 September	Electronic means
7 October	Electronic means
4 November	Electronic means
2 December	Electronic means

