

**Minutes of the Trust Council meeting held on Saturday 30 Nov at 10.00am
at Devizes**

	Action
<p>1. Welcome and Apologies</p> <p>Attendees: Chris Sims, David Fearn, Chris Bolt, Terry Mundy, Daisy Mundy, David Copley, Peter Turvey, Mike Bailey, Rob Dunton.</p> <p>Apologies: Graham Snook In Attendance: Rob Dean</p>	
<p>2. Minutes of last meeting held on 30 September 2019</p> <p>These were agreed and will be published on the website.</p>	DM
<p>3. Matters Arising</p> <p>Bob Gordon has resigned as a Trustee with effect from 29 October.</p> <p>The administration officer at Devizes office has resigned and left post on 1 November 2019. There will be no replacement for this post in the short term; a review of the role requirement will take place after the winter period.</p> <p>It was proposed that an annual pay increase of 4% be awarded to all eligible Trust staff, based on the Consumer Price Index. The pay review for the Crofton site manager is to be carried over to December, awaiting information on staff performance based on appraisal. Agreed.</p> <p>Trustees discussed plans for renewing the Devizes building lease, including the potential need for a survey before agreeing a full-repair lease</p> <p>Trustees were asked to consider whether the status of Bruce Boats should remain commercial or become charitable. To be discussed at the next meeting.</p> <p>The Dignity at Work policy was presented to Trustees for review. To be discussed at the next meeting.</p>	ALL ALL
<p>4. Finance</p> <p>Trust Council noted the financial position to the end of August. Cash flow balance was £576k against a budget of £563k.</p> <p>Most budget proformas for 2020 have now been returned. These will be approved at the Trust Council meeting on 2 December to ensure that they are in place before the start of the financial year.</p> <p>The sixth grant claim for OCS has now been submitted to NLHF. CB recommended that the £30K contingency in the Risk and Commitment Register is retained for the time being, to cover the Trust's 26% of items not in the current budget to completion. Agreed.</p>	
<p>5. Health & Safety (H&S)</p> <p>The H&S committee meeting took place on Tue 29 October. The importance of reporting incidents to ensure lessons learned was emphasised.</p> <p>No major incidents have been reported.</p> <p>The first version of the H&S newsletter is to be published in February/March 2020, with two to three issues each year.</p> <p>Following further assessment and consultation with office staff at the Devizes offices by MB, it was concluded that new chairs are not required for office staff at this time.</p>	

6. Enterprise

The Enterprise Board did not meet in October. The next meeting, which will consider draft budgets for 2020, is on 15 November.

Matilda, the new Reading boat has now started operating public trips. However, the test trip involving other branches did not take place, and operations are suspended until this has been arranged.

CB provided an update on renewal and revision for all Trust café licences.

7. Crofton update

Crofton Project report

A formal costed request for a six-month extension to the Project was submitted to the National Lottery Heritage Fund (NLHF) on 21 October. This was approved and the Grant Expiry Date amended to 28 August 2020.

Work continues on development of the revised Business Plan requested by NLHF, with a target date for completion end-November to enable approval by Trust Council at their 02 December meeting and subsequent submission to NLHF.

Advertisements are being placed for an Interpretation Delivery Officer to carry forward Interpretation outcomes and for an Education Delivery Officer Freelancer, to carry forward Learning and Outreach Activities.

PT gave an update on other elements of the OCS Activity Plan.

Crofton Management report

Crofton's Annual Branch Meeting will take place on Saturday 23 November at 4pm.

The two vacant roles of Volunteer Manager and Education Manager have been advertised again.

The role of Project Coordinator has been created to ensure that Crofton has a common, consistent approach to a task that will be delivered to expectations with appropriate documentation expected when working on a heritage site. GS is to circulate a copy of the job description to Trustees for review and discussion.

ALL

The caterers at Crofton have now left and Crofton management are now making initial soundings to possible caterers for next season.

GS briefed on upcoming events and Crofton outreach and conservation activities.

8. AOB

Devizes office will be closed between 23 December 2019 and 1 January 2020. It was agreed that office staff should work from home on 2 – 3 January.

JC

The renewal of the lease at Newbury is ongoing. Report at next meeting.

CS

CS asked Trustees to identify Saturday morning dates in December for a strategy meeting.

ALL

MB reported on the meeting with National Grid with regard to their work on 'undergrounding' to remove electricity pylons. This will involve minimal canal closure at the Bridge Inn at Horton and should not present a major issue for boating trips.

CS gave an update on The Long Life Lock Gates project and noted that the Trust will not be making a donation at this time.

CS gave an update on the plans for the new lease at Aldermaston.

Trustees discussed options for the future format of the Butty.

The unveiling of the restored Acrimans Crane will take place on Thursday 7 November.

The Kennet and Avon Bell Ringers have made a donation to the Bath and Bristol Branch.

DF reported that the new CRT area operations manager for the Western end of the canal is Lee Brain and that CRT have issued a report on spending on the Kennet and Avon Canal.

9. Date of next Meeting

Monday 2 December by electronic means.