

**Minutes of the Trust Council meeting held on Monday 6 January at 6 pm  
by electronic means**

	<b>Action</b>
<p><b>1. Welcome and Apologies</b></p> <p><b>Attendees:</b> Chris Sims, David Fearn, Chris Bolt, Terry Mundy, Daisy Mundy, David Copley, Peter Turvey, Mike Bailey, Rob Dunton, Graham Snook.</p> <p><b>In Attendance:</b> Rob Dean</p>	
<p><b>2. Minutes of last meeting held on 30 November 2019</b></p> <p>These were agreed and will be published on the website.</p>	<b>DM</b>
<p><b>3. Matters Arising</b></p> <p>Plans for renewing the Devizes and Newbury building leases are ongoing. Further update at next meeting.</p> <p>CB noted that the Enterprise Board had agreed that the status of Bruce Boats should remain as commercial but that charitable activities should be supported by a grant from the Trust.</p> <p>The Dignity at Work policy is to be distributed to all branches in the next month.</p>	<b>CB</b>  <b>CS</b>
<p><b>4. Health &amp; Safety (H&amp;S)</b></p> <p>No major incidents have been reported.</p> <p>MB provided an update on a recent inspection of the Devizes Building fabric by the Trust H&amp;S advisor. Key points raised in the report included the importance of ensuring that, where necessary, repair and maintenance activities are carried out by properly qualified personnel. MB is to check that this direction is included in the latest version of the Trust H&amp;S policy. Branches are to be reminded of the need to monitor and control volunteer activities with regard to repair and maintenance.</p> <p>The Trust H&amp;S Advisor has now completed a review of all H&amp;S policy documents; these are to be copied to CS for endorsement.</p> <p>Annual First Aid training will take place on 9 – 10 January 2020.</p> <p>Servicing of all lifejackets to MCA standards will be complete by the end of January.</p>	  <b>MB</b>  <b>MB</b>
<p><b>5. Finance</b></p> <p>Trust Council noted the financial position to the end of November. Cash flow balance was £563k against a budget of £539k.</p> <p>An audit visit is scheduled for 13 – 14 February 2020.</p> <p>CB provided an update on other current issues including rates, investments, benchmarking and grants applications.</p> <p>CB briefed Trustees on his proposed priorities for 2020 as Treasurer and as Finance and Governance Director of Enterprise.</p>	
<p><b>6. Enterprise</b></p> <p>The Enterprise Board did not meet in December. The next meeting will take place on 17 January.</p>	

CB provided an update on the position in respect of new licences for Bradford on Avon and Newbury.

Checks are to be carried out to ensure compliance with regulations on the sale of alcohol on the trip boats. Update at next meeting.

CB

## 7. Crofton update

### **Crofton Project report**

The progress report and expenditure projections approved by Trust Council at its last meeting have been submitted to NLHF. A decision on funding replacement boiler house doors is to be deferred until the progress meeting at Crofton on 21 January.

The second meeting of the expanded Crofton Project Group was held on 19 December.

A detailed plan for production of Interpretation Panels and content for AV equipment has now been developed and will be implemented over the coming months.

CB briefed Trustees on main risks to delivery of the project.

### **Crofton Management report**

Volunteers are to be reminded of the safety precautions required working with contractors on site, with the imminent work proposed by CRT replacing the leat feed pipe.

GS briefed Trustees on the CRT Crofton Replacement Pump Proposal.

The operational model for the Crofton catering offer at Crofton has yet to be decided, following initial consultation. Update at next meeting.

GS

GS provided a brief on recent events and Crofton outreach activities.

## 8. AOB

New MCA regulations are to be issued in the coming months which affect the grandfather rights of Trust trip boats. The main implications for the Trust boats are in relation to compliance with regulations on fire protection and alarms for bilge pumps. RD noted that these would be relatively low cost changes, with two years to achieve compliance. A standard solution will be established for the Trust fleet, to be implemented in winter 2020.

The 2020 Boat Masters course begins on 7 January. Training sessions are to be delivered remotely by internet in order to reduce the Trust carbon footprint.

DF gave an update on the project at Sydney Gardens and will send pictures to CS of progress made.

DF

## 9. Date of next Meeting

Monday 3 February by electronic means.