

**Minutes of the Trust Council meeting held on Monday 3 February at 6 pm
by electronic means**

	Action
<p>1. Welcome and Apologies</p> <p>Attendees: Chris Sims, David Fearn, Chris Bolt, Terry Mundy, Daisy Mundy, David Copley, Peter Turvey, Rob Dunton, Graham Snook.</p> <p>In Attendance: Rob Dean Apologies: Mike Bailey</p>	
<p>2. Minutes of last meeting held on 6 January 2020</p> <p>These were agreed and will be published on the website.</p>	DM
<p>3. Matters Arising</p> <p>Chris Churchouse has been appointed Chairman of Enterprise. Julian Foley has been appointed Director of Boat Operations, and the MCA Designated Person, from 1 April 2020.</p> <p>CS has written to Wiltshire Council to arrange a meeting with regard to renewing the Devizes building lease. Further update at next meeting.</p> <p>CS gave an update on progress with Newbury and Aldermaston building leases. Update at next meeting.</p> <p>The Dignity at Work policy is still under development and will be distributed to all branches when complete.</p>	CS CS CS
<p>4. Finance</p> <p>Trust Council noted the financial position to the end of December. Cash flow balance was £562k against a budget of £593k.</p> <p>CB provided an update on other current issues including rates, charges, investments and bad debts.</p> <p>An audit visit is scheduled for 13 – 14 February 2020.</p>	
<p>5. Health & Safety (H&S)</p> <p>No major incidents have been reported.</p> <p>The next H&S committee meeting will be delayed until the Electrical Safety Tests have been completed.</p> <p>Annual First Aid training was conducted on 9 – 10 January 2020.</p> <p>Servicing of all lifejackets to MCA standards has been completed.</p>	
<p>6. Enterprise</p> <p>The Enterprise Board met on 17 January. Key points as follows:</p> <ul style="list-style-type: none">• Following appointment of the new Chairman and Director of Boat Operations, other roles remain to be confirmed, including Boat Development, Marketing and Volunteers.• CB is to lead development of the five year Strategic Plan requested by Trust Council; a draft will be discussed at the May meeting of the Enterprise Board.• CB will develop a formal bad debts policy for Trust and Enterprise.	

- Relevant branches are continuing to review arrangements for Designated Premises Supervisors (DPS) relating to alcohol licensing, and it was agreed that best practice was for a volunteer crew member, with direct experience of alcohol sales on the relevant boat, to be DPS.
- The revised licence terms for Newbury have now been signed.
- Two tenders have been received for operating the Tea Room at Devizes; one applicant has now been interviewed and selected.
- Chris Churchouse has stood down as the Trust's IT adviser and CS has identified other volunteers to take on this role.
- Trustees were briefed on the potential requirement for repairs to the Kenavon Venture following its recent 5 year inspection – update at the next meeting.

CB

7. Crofton update

Crofton Project report

A Progress Meeting was held with NLHF on 21 January. The main issues discussed were the updated Project Plan; the risk register; and projections to completion. In the light of the projections, NLHF agreed to a number of items as claims on the contingency including: replacement boiler house doors; data controller for Mechatronics; installation costs for Mechatronics and AV equipment; and, additional graphic design costs. NLHF have requested one further progress meeting before completion of the project.

CPG met on 21 January, immediately before the NLHF meeting. The next meeting is on 25 February.

CB updated Trustees on progress with other tasks relating to delivery of the OCS project.

Crofton Management report

Further work on improving safe access and working environment has now been completed in the well area to the pumps, with the manufacturing and installing guard rails and platform maintenance. An exterior well cover has also been replaced due to deterioration.

GS briefed Trustees on progress with the CRT Crofton Replacement Pump works which is now underway.

Maintenance work on the engines and boiler is on schedule to be completed before 27 March for Boiler inspection and in steam engine trials.

The role of Heritage site assistant will cease to be funded by NHLF after the end of the present contract on 31st March. GS proposed that this role should continue to be funded by the Trust based on a 6 month contract initially. Agreed.

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

8. AOB

A draft Trust Conflict of Interests policy is to be circulated to Trustees for comment and endorsement.

CS reminded Trustees on the requirement for volunteers to gain proper consent to use photographs taken of the public, in particular children and vulnerable adults, before using these for promotional and marketing purposes.

Preparations for the 2020 AGM were discussed.

DF is to attend the South West Regional Advisory Board on 4 February.

9. Date of next Meeting

Monday 2 March by electronic means.

DM