

**Minutes of the Trust Council meeting held on Monday 2 March at 6 pm  
by electronic means**

|   | <b>Action</b>  |
|---|--|
| <p><b>1. Welcome and Apologies</b></p> <p><b>Attendees:</b> Chris Sims, Chris Bolt, Terry Mundy, Daisy Mundy, David Copley, Peter Turvey, Rob Dunton, Graham Snook, Mike Bailey.</p> <p><b>In Attendance:</b> Rob Dean                      <b>Apologies:</b> David Fearn</p>   |  |
| <p><b>2. Minutes of last meeting held on 3 February 2020</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>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> <p>The draft Conflict of Interests policy was reviewed and endorsed by Trustees with one minor amendment, and will now be distributed to Trustees and Branch Chairmen for action.</p>   | <p><b>CS</b></p> <p><b>CS</b></p> <p><b>CS</b></p> <p><b>DM/CS</b></p> |
| <p><b>4. Finance</b></p> <p>Trust Council noted the financial position to the end of January. Cash flow balance was £528k against a budget of £527k.</p> <p>The audit visit took place on 13 and 14 February; no issues were identified during the visit</p> <p>Trust Council were asked to approve the terms of a Loan Agreement covering the £50K loan from Trust to Enterprise (Annex 2 to the Treasurer’s Report dated 2 Mar 20 refers) - agreed. This will now be presented to the Enterprise Board on 20 March.</p>   | <b>CB</b>  |
| <p><b>5. Health &amp; Safety (H&amp;S)</b></p> <p>The H&amp;S meeting has been delayed until the end of March/early April – date TBC.</p> <p>The updated H&amp;S policies are to be signed off by CS this week and circulated to Branches.</p> <p>MB is to visit Crofton with the Trust H&amp;S Advisor this week.</p> <p>MB briefed Trustees on an incident during crew training at the weekend in which a crew member suffered a fractured finger. MB is to follow up the accident report and any RIDDOR requirements with JC and the Trust H&amp;S Advisor.</p> <p>It was agreed that there was no requirement at this stage to issue guidance to volunteers on the risks associated with COVID19 virus. MB is to monitor Public Health England guidance and take action as necessary.</p> | <p><b>CS</b></p> <p><b>MB</b></p> <p><b>MB</b></p>                     |
| <p><b>6. Enterprise</b></p> <p>The Enterprise Board did not meet in February – next meeting is on 20 March. CB briefed Trustees on main developments since the last report:</p> <ul style="list-style-type: none"> <li>• After discussion with the Finance Officer and Trust Chairman, Trust Council was asked formally to endorse changes to the limits on Enterprise expenses claims by</li> </ul>  |  |

volunteers, increased from a maximum of £100 in total and £50 for a single item to a maximum of £200 (and £75 for a single item – agreed).

- Bruce Branch have been reminded that they can apply for grants from Trust for activities which are undertaken at a loss but are in support of the Trust's charitable objects.
- All MCA-registered boats have been inspected and passed or are awaiting inspection and are expected to pass. Kenavon Venture requires some repair to replace plates on the hull; Enterprise are to provide MCA with a plan for addressing this by 31 March, in order to receive a passenger certificate to continue to operate from April onwards.
- Matilda (the Reading boat) will be checked by two Board members before being passed for operational use in 2020.
- The major work to the Barbara McLellan went ahead smoothly in January and the refurbishment of the saloon is still in the planning process.
- A national provider of medicals is being trialled for skipper medicals.
- Heads of Terms have been agreed with the new licensee at Devizes from 1 April.
- Discussions are continuing with possible operators of the café at Crofton.
- Rob Dunton has given advice on work to deal with damp ingress at Bradford on Avon, which will be taken forward once the weather improves.
- Storm damage to guttering, etc. at Newbury was dealt with speedily by West Berkshire District Council.
- The Enterprise AGM will be held after the Enterprise Board meeting on 15 May. One significant item will be new Articles for Enterprise, which will be reviewed at the meeting on 20 March.

## **7. Crofton update**

### **Crofton Project report**

CB briefed Trustees on progress with the OCS project, including the recommissioning of design and production work on the interpretation panels, recruitment of a part-time Learning/Community Engagement Officer, and volunteer work on tasks. Some minor delays to the delivery of the 2D interpretation panels and completion of the learning project are expected. All other elements of the project are still expected to be complete by the end of May and all 'physical' deliverables are expected to be completed by the end of March.

Three applications have been received for the Evaluation Consultant appointment. Interviews will take place in early March.

Claim 7 (and the supporting Progress Report) have been formally submitted to NLHF, covering the period October-January.

CPG met on 25 February. The next meeting is on 24 March.

## **Crofton Management report**

The Crofton Visitor and Site Manager has resigned and will leave at the end of April. The role will be advertised in the coming weeks.

Although the recent weather has affected progress with installation of the new feeder pipe by CRT, it is expected that work will still be completed on Crofton site by 13 March.

Crofton has suffered as a result of the recent storms; quotations for repair to the lead ridge on the pumphouse roof are being forwarded to the insurance company.

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

### **8. AOB**

Nominations for the John Gould Award were discussed and a successful candidate was agreed.

Preparations for the 2020 AGM were discussed.

CB briefed Trustees on the planned launch event for the completion of the Crofton OCS project 'physical' deliverables – date to be confirmed for the end of May, with Phil Harding attending as patron.

DC proposed that the Trust begin work on a development plan for a scheme of work for the renovations at Aldermaston, in preparation for future discussions with CRT – agreed.

### **9. Date of next Meeting**

Monday 6 April by electronic means.

**CB/RD  
/DC**