

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

	Action
<p>1. Welcome and Apologies</p> <p>Attendees: Chris Sims, Chris Bolt, Terry Mundy, Daisy Mundy, David Copley, Peter Turvey, Rob Dunton, Graham Snook, Mike Bailey, David Line.</p> <p>In Attendance: Rob Dean Apologies: David Fearn</p>	
<p>2. Minutes of last meeting held on 2 March 2020</p> <p>These were agreed and will be published on the website.</p>	DM
<p>3. Matters Agreed in Correspondence</p> <p>The following resolution was agreed in correspondence by Trustees:</p> <p><i>The following are the resolutions of our charity:</i></p> <ol style="list-style-type: none"> <i>1. Pursuant of our governing instrument, it was resolved that a Savings Account be opened with Shawbrook Bank and that the bank be authorised to accept instructions in accordance with the mandate given by the charity/Trustees/Directors from time to time.</i> <i>2. We agree that the list of Trustees, Directors or other officials of our charity who are authorised to sign instructions on its behalf as set out in this Application form is accurate.</i> <i>3. We agree to notify Shawbrook Bank of any changes to signatories or otherwise relevant to the operation of the account.</i> <i>4. We confirm that the mandate shall remain in force and Shawbrook Bank may act upon it until our charity notifies Shawbrook Bank that it is to end or not to be changed.</i> 	CB
<p>4. Matters Arising</p> <p>David Line was co-opted as a Trustee and welcomed to Trust Council by CS.</p> <p>It was agreed that the AGM should be postponed until September and held at West Lavington Village Hall to allow sufficient room for social distancing. DM is to identify a suitable date. A special resolution is to be included in the AGM agenda to amend the Trust Articles to allow virtual attendance at general meetings in the future.</p> <p>A new Directors Handbook is in draft and will be circulated to Trustees in the next few weeks.</p> <p>CS gave an update on the current situation with leases for Devizes and Newbury Buildings. The Devizes Trust Administrator's furlough has been extended until the end of August.</p>	DM CB
<p>5. Five year financial projections</p> <p>CB briefed Trustees on the five year financial projections and strategic issues and options. It was agreed that a special sub-group should be set up to review options with regard to the recommended actions set out in para. 9 and 10 of the related paper dated 6 July 2020. Volunteers for the sub-group are to notify CS.</p>	ALL
<p>6. Enterprise loan request</p> <p>Trustees agreed a further loan of £60K to Enterprise in accordance with the loan request dated 6 July 2020. The repayment date is set for 31 December 2025. It was agreed that Enterprise ability to repay the loan should be reviewed and reported at 6 monthly intervals by the Enterprise Board.</p>	CB

7. Finance

Trust Council noted the financial position to the end of June. Figures were cautiously optimistic with cash flow balance at £458k, slightly better than May cash projections of £448k and against an original budget of £553k.

CB briefed Trustees on the review of the effectiveness of internal financial controls as set out in the related paper dated 6 July 2020. Major concerns regarding VAT issues were raised to Trustees and a number of amendments to the Finance Manual were recommended. Trustees approved the revised Finance Manual for issue to branches and publication on the Trust website.

CB gave an update on investment policy and reserves policy. Trustees approved the revised Investment Policy and the revised Reserves Policy and Risk and Commitment Register (Annexes 4 and 5).

8. Health & Safety (H&S)

The Trust H&S Advisor is supporting risk assessments for the trip and hire boats in preparation for the audit by MCA. MB is to brief the Enterprise Board meeting in August.

MB

9. Crofton Report

Crofton Business Plan

GS briefed Trustees on the Crofton Business Plan dated 6 July 2020, which sets out the ten year business plan for Crofton Beam Engines. Trustees acknowledged the commitment within the plan and agreed its release to NHLF.

GS

Crofton Re-opening Plan

GS presented the Crofton Re-opening Plan to Trustees which sets out cautious plans to open the site to allow volunteers to continue with maintenance from 23 June 2020 with an intention of opening the grounds and station to visitors from mid-July. Trustees endorsed the plan.

Crofton Management report

COVID 19 has presented major health and safety issues for the site. Plans are in place to address training, equipment inspections and visitor protocols.

A replacement for the Visitor & Site Manager has not been sought due to the site closure, but with easing of restrictions and plans developing for next year this vacancy will be advertised.

A new role of Learning and Community Engagement Officer has been advertised; there have been five expressions of interest so far.

Plans to appoint new licensees for Crofton catering in 2021 are being considered.

GS briefed on a number of ongoing maintenance activities.

10. AOB

Plans for reopening the Devizes Museum were discussed. TM is to contact the Trust H&S Advisor to carry out a risk assessment.

TM

11. Date of next Meeting

Monday 3 Aug by electronic means.