

COTSWOLD CANALS TRUST (CCT)
MINUTES OF
TRUST COUNCIL MEETING
 Wednesday 6th July 2016
Down Ampney Village Hall 7.30pm

FINAL-APPROVED 3.8.16

Edited for Publication

Attending Council Members: Jim White (JW), Trudy Ayre (TA), Val Kirby (VK), Robin Payne (RP), John Newton (JN), Ken Bailey (KBa), Steve Pickover (SP), Mike Hynd (MH), Jack Telling (JT), Pat Swift (PS), John Allan (JA), Lois Francis (LF), Alan Jones (AJ)

In Attendance: Ken Burgin CEO
 Justine Hopkins (JH) Minutes

Min Ref.	Min No.	Detail	Action
C7.16	1	Welcome & Apologies JW welcomed everyone. No apologies.	
C7.16	2	Notification of any conflicts of interest None	
C7.16	3	Approval of Minutes from last meeting a) From the last Trust Council Meeting–Wednesday 1 st June. The minutes were agreed and approved: Proposed VK, Seconded JN, All in favour	
C7.16	4	Matters Arising from previous minutes None	
C7.16	5	Urgent Business Notified in Advance <ul style="list-style-type: none"> • Landing Stages report has been circulated (not all received-JH to send) • L Magalotti Proposed Raft Race Sunday 18th September JW-This has already been discussed at the SDC meeting with Exco this afternoon. JT discussed his circulated report regarding his meeting with Luciano Magalotti (LM). SVCC have yet to see a proposal from LM with risk assessments, insurance etc. CCT are not involved. Action: VK to contact Luciano and Sarah Magalotti to inform them to put a proposal to SVCC before the board meeting next week. • Swan Pedalos-JT discussed his report outlining the 3 options, again an SVCC matter. LM has a vision to see boats cruising from Bell House. CCT is not in a position to run this venture at this time due to the number of trained volunteers that would be required. Also the obvious issues of storage, vandalism, insurance etc. A one off event may be possible. It may be possible to offer an alternative venture to LM in the form of a shallow-draft trip boat (which could get over the pipe) to offer boat trips from Bell House. All agreed CCT are not prepared to sign an agreement from the pedalo supplier as we do not have the resources to manage it. JT to contact LM. LF asked if we have a procedure in place which is accessible for businesses wanting to use the canal. KBu-SVCC would cover this on a one-to-one negotiation basis. 	<p>JH</p> <p>VK</p> <p>JT</p>

C7.16	6	<p>Health & Safety MH-Nothing to report. Note-There have been some serious fines recently reported by the H&S Executive regarding loading lorries, fork lift trucks, trench excavation, etc. We must ensure we have our H&S assessments and plans in place. JN & MH are organising a Health & Safety meeting with all Team Leaders and Project Managers. RP noted that the 2014 scaffolding regs have now come in to effect and all relevant types of scaffolding must be designed and erected by a certified company.</p>	JN/MH
C7.16	7	<p>Chief Executive's Report KBU discussed his circulated report</p> <ul style="list-style-type: none"> • He is attending a DEFRA workshop tomorrow • Endorsement required from Trust Council to begin negotiations to purchase some land using some of the 1B money. VK supports this as an 'invest to save' strategy to prove to the HLF that we are securing more land ref HLF's insistence on greater certainty regarding the availability of land (it will also reduce the bid by the amount it costs so no net effect). This will also pave the way for work starting at the western end using our own volunteers. We will not be restrained by any HLF rules at this stage. JT asked if we will still need to purchase land at Walk Bridge? KBU-yes but only a small area and will be purchased by GCC. <p>AJ-Could we agree this on all 1B land? KBU discussed other land options some of which are out of our hands and most is not a straight purchase. JA-How do we determine good value for money as land prices are in decline? VK-HLF will only allow about £10k per acre. We have to make a strategic decision. We must progress as HLF want to see 'draft terms of agreement' in the new bid.</p> <p>Resolution to authorise KBU to start negotiations regarding the purchase of the land needed for 1B and report back to Trust Council, JW proposed, SP seconded, all in favour.</p> <ul style="list-style-type: none"> • Thames Water Transfer-Meeting held yesterday, encouraging, expect us to go forward into the final shortlist but nothing definitive. There will be more information available before the end of September. Will be early 2018 before decisions and public consultations begin. • TA asked about the Alex Farm lease? JA-Still awaiting contract. 	KBU
C7.16	8	<p>Treasurer's Report a) Financial Report-TA discussed her circulated report.</p> <ul style="list-style-type: none"> • The highlighted £3500 restricted for Bowbridge has not yet been paid over to SDC as other financial commitments remain outstanding. • JN asked if we could do monthly reporting and budgeting? TA-unfortunately we do not have the software for this and we usually report the actual to budget figures quarterly. • PS-The 2nd hand book shop (the brainchild of Anna & Alan Watts) income (virtually all profit) is tremendous £2000 since it opened two months ago. • TA would like it minuted that she will be standing down from Trust Council in October 	
C7.16	9	<p>Expenditure Proposal Policy a) See attached application for expenditure procedures JN discussed his circulated report and the three categories of expenditure: Consumables, Replacement items, New acquisitions or projects. He would like to formally adopt this as a way forward. AJ agreed this is a standard approach but it take time to complete and look at competitive items. JN agreed to help any proposer to complete the paperwork.</p>	

		JA-Should set a limit for what is a capital item, JN-not value related. Other matters were discussed and it was agreed to use this system for the rest of this year.	
C7.16	10	<p>Phase 1B HLF Bid Update</p> <p>VK discussed her circulated report and discussion paper regarding an action plan for the bid resubmission and how we might meet the HLF demands. KBU said there was not much scope to reduce the size and cost of the project. VK has spoken with Nerys Watts who suggested that we should not divide the bid, but as it is unlikely that Ecotricity's planning application will be determined by the time the bid is resubmitted in November 2016, we still have the option to pull the bid out in March 2017. However Nerys Watts does not think this will be necessary and we need to think about ways to program the work on the land we have confidence we can get and leave the work on the length of canal that runs through land owned by Ecotricity until last. As it is a resubmission we have an advantage as the HLF have outlined exactly what we need to change.</p> <p>JT has still not had any joy getting the remedial work complete on the Bonds Mill Gun Turret. Ron Kerby had indicated that the Western Depot team would do it but they have been too busy. JT has all the recommended actions from a damp proof specialist which he has passed on to Ron Kerby and SP. We have to pay service charges of £750 pa for this building and Hitchins are expecting us to use it. VK-would like to see it used for as a 'Heritage Hub' which will help the bid. We may need to pay a contractor.</p> <p>MH to discuss work load at Western Depot with Ron Kerby on his return from holiday. The team from Ham Mill may like a new project to take on.</p> <p>Fundraising for 1B-We could now go out to new members who have joined since the appeal began.</p> <p>JN-At a recent Theme 5 workshop GWT said that we have the largest eco credit rating in the country, which must be a huge plus for corporate sponsorship. VK-We have to concentrate on Land ownership issues first, but a fundraiser is needed urgently. We have received an anonymous donation of £10k if the bid is successful. JA-Could we hire a professional fundraiser? We have in the past but it has proved unsuccessful.</p>	<p>MH</p> <p>JT/JH</p>
C7.16	11	<p>Weymoor Bridge Project</p> <p>Andrew Mirams has sent through his report which was circulated. PS has met with AM for a review and he is happy and confident the project will be finished on time.</p>	
C7.16	12	<p>H4H Project-Ryeford Causeway</p> <p>JW will attend a follow-up meeting next week with Sarah Brice from C&RT.</p> <p>AJ-The project began well but they needed a wider range of activities to be able to gain the City & Guilds qualification on offer. They were looking for wider educational activities as the leader was struggling to get the remit for the qualification so Paul Weller took over and they worked on signposts and benches. It may have worked better if the project offered weekly placements to get more H4H veterans interested, and to only come for a week at a time. The brief of what we were offering was made clear to the Canal & River Trust and H4H before work started.</p>	
C7.16	13	<p>Ham Mill Landslip</p> <p>Geoff Dyer has produced his report JT met Alan Ponting (Davis' representative) on 17th June and discussed the report with him.</p>	

		<p>JT also sent the report to the insurers to comment but the insurance company handler is on annual leave. However, Neil Edwards (IWA) has commented that they may send out an engineer to look at again, which is a good sign.</p> <p>Geoff Dyers report is not particular to a contractor as we have not got to that stage yet.</p>	
C7.16	14	<p>Away Day</p> <p>a) List of Draft Organisation Chart elements attached (for discussion at Away Day).</p> <p>Any comments for PS:</p> <ul style="list-style-type: none"> • Point 8 include strategy-Yes • Should point 9 read Planning & regulatory-Yes • Does it cover CCT working in partnership anywhere?-Will include • Can it include numbers of volunteers and how many Team leaders will be needed to manage them. • Point 10 membership should be separate. <p>b) Away Day Thoughts</p> <p>JN has now streamlined the topics, the key thing is to gather views and decide on how to move forward.</p>	
C7.16	15	<p>CCT (Trading) Ltd</p> <p>a) Unconfirmed Minutes of Special Board Meeting 17th June</p> <p>b) Report on Board's discussions regarding possibility of purchasing another trip boat</p> <p>JT discussed the minutes of a Special Trading Company Board meeting and the report he has written, including the history of trip boating within the Trust and the reasoning behind the need for another boat including the new relationship with Stonehouse Court Hotel (JW successfully negotiated a donation from the Hotel for a landing Stage) and the publicity value of trip boats. Also the boat Sarum had become available at R W Davis. JT reported that the Sponsorship Appeal to our members has brought in £7100 with the possibility of another £2000. This was an unusual approach (for CCT) at fundraising and the first time we have tried it. The response was less than anticipated but a useful sum has been raised.</p> <p>KBu-could we not purchase, or have built a shorter and wider broad beam boat with a shallower draft which would go over the Wallbridge sewer pipe and could easily be moved to and from Wallbridge.</p> <p>JN offered to help Rob Burgon with a business plan. JT explained this has already been completed within the Trading Company. JN said that a Proposal to Council must be made in accordance with the Trust's new Expenditure Proposal Policy (see Item 9 above). The only expenditure so far has been £400 on the hull survey and £600 on the flyer. The Trading Company has since agreed and informed R W Davis that we have raised insufficient funds to purchase and re-fit Sarum. The next Trading Company Board Meeting is on Monday 18th July.</p>	
C7.16	16	<p>Future WRG Involvement</p> <p>RP reported that WRG were very disappointed about us cancelling a canal camp, at Weymoor Bridge, three days before it was due to</p> <p>WRG are very keen to be involved in 1B and would like specific projects assigned to them only. VK- We cannot allocate any projects until funding is assured. KBu-WRG are obliged to keep CCT informed of how those projects</p>	

		<p>they are working on are progressing.</p> <p>RP-Who controls the CCT mentor training? Is this totally outside of the WRG training scheme? Yes. MH-CCT scheme is only for minor kit and they should not overlap. JT believes our insurers do not require our training to be via WRG. Insurers insist our volunteers are competently and appropriately trained.</p> <p>JW feels further examination is needed. MH to look at and report back.</p>	MH
C7.16	17	Dredging-No time to discuss	
C7.16	18	<p>Phase 1A Volunteers Section</p> <p>a) Bowbridge Lock b) Dredging-No time to discuss</p>	
C7.16	19	<p>Reports:</p> <ol style="list-style-type: none"> 1. SDC Meeting-No time to discuss 2. Membership – see circulated report. All in favour. 3. Also Ron Kerby has suggested that Joint Life Membership be given to Mark Sachell and his partner Nekane Epelde Pineiro as part of a deal regarding the purchase of a work boat. All in favour. 4. Planning-No time to discuss 5. Construction Board report- CAG meeting notes are on Connect 6. Maintenance Matters-No time to discuss 	
C7.16	20	<p>Any Other Urgent Business</p> <ul style="list-style-type: none"> • IT Matters-No time to discuss • VK would like an August meeting to discuss the bid-All agreed Wednesday 3rd August at Brimscombe Port at 7.30pm 	
C6.16	19	<p>Date of Next Meeting Wednesday 3rd August at Brimscombe Port 7.30pm</p> <p>Date of AGM: Saturday 8th October new venue Bowmoor Sailing Club. The club is based at Bowmoor lake on the A417 between Lechlade and Fairford. Coming from Fairford it is about 1/4 mile on the right from the Shell garage on the corner of Whelford Road. The post code is GL7 3DT.</p> <p>The meeting closed at 10.15 pm</p>	