

# COTSWOLD CANALS TRUST (CCT)

## TRUST COUNCIL MEETING

**Wednesday 3<sup>rd</sup> August**  
**Brimscombe Port 7.30pm**  
**FINAL-APPROVED AT SEPTEMBER MEETING**

**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
C8.16	1	<b>Welcome &amp; Apologies</b> JW welcomed everyone. No apologies.	
C8.16	2	<b>Notification of any conflicts of interest</b> None	
C8.16	3	<b>Approval of Minutes from last meeting</b> a) From the last Trust Council Meeting–Wednesday 6 <sup>th</sup> July <ul style="list-style-type: none"> <li>• Point 10-Largest in the Country not County</li> <li>• Point 14-Change to list of draft organisation chart elements</li> <li>• Change Weymoor Bridge spelling</li> </ul> The minutes were agreed and approved: <b>Proposed PS, Seconded MH, All in favour</b>	
C8.16	4	<b>Matters Arising from previous minutes</b> <ul style="list-style-type: none"> <li>• <b>Ham Mill</b>-A meeting has been held with Val Szulc the loss adjuster for RSA (our insurer). He has now asked for costs, so on-going. JT to ask Geoff Dyer and Ron Kerby for cost estimate. Geoff Dyer has recommended we drill bore holes into the garden so we have asked permission from the Davies through Alan Ponting and are awaiting a reply.</li> <li>• <b>Away Day Actions</b>-JN has circulated some notes, can we formally go ahead with the action points. The point about recording professional hours was discussed. It was agreed that all of Trust Council would start recording hours and pass onto Brenda Oakey once a month (not just 1B work).                          VK- the actions in the notes are work in progress, and she proposes we accept the actions and setting out on-going work.                          LF-Topic 3-Could the sponsorship pack include the work on the heritage hubs and other promotional material, put in how it could benefit you in the packs. JN-Need to go out to big businesses and corporates. VK-there is online advice on how to conduct a fundraising audit. The Esmee Fairbairn Foundation is a potential source of funding, they give to projects to widen engagement between different groups of people. We can also apply for funds to employ our own volunteer engagement officer (this is only a 1000 word application so definitely worth exploring).                          LF-Topic 6 is already being done.                          JN-Business Plan for Trip Boat is progressing.</li> </ul>	<b>JT</b>
C8.16	5	<b>Health &amp; Safety</b> MH-Nothing to report. Meeting will be organised with all Team Leaders	

		when the new Team Leaders list has been updated.	<b>JH</b>
<b>C8.16</b>	<b>6</b>	<p><b>Phase 1B Bid to HLF</b>  <b>To discuss a report from Val Kirby and to decide on any proposals therein</b></p> <p>VK discussed her circulated reports and the reasons for deferring the resubmission of the bid. HLF's view is that the re-submission 'must be as strong as possible' and if that means defer then we must do so. Ian Smith is worried about losing public support so we need a positive PR plan and a comprehensive fundraising plan which we need to put into action as soon as possible.</p> <p>David Jowett has the Autumn edition of the Trow on hold pending a decision. If agreed VK will put together a piece and circulate around all for comments and suggestions. This must be complete by the weekend. KBU's report will also need changing (see point 7 below). Other ways of publishing the decision were discussed.</p> <p><b>JN Proposed and MH seconded that:</b></p> <p>CCT Council:</p> <p>a) Agrees to defer the resubmitted bid to the Heritage Lottery Fund for 'Stroudwater Navigation Complete and Connected' to November 2017</p> <p>b) Asks the Phase 1B team to prepare, as soon as possible, (i) a comprehensive fund raising plan and (ii) a public relations plan which will be put before CCT Council for approval.</p> <p><b>All in favour.</b></p>	
<b>C8.16</b>	<b>7</b>	<p><b>Walk Bridge-Whitminster</b>  <b>To consider a proposal from Ken Burgin that:</b></p> <p><b>a) CCT will attempt to enable the restoration of Walk Bridge as soon as possible, and outside the Phase 1B Bid to HLF</b></p> <p><b>b) CCT bids for a grant (towards the cost of restoring Walk Bridge) on offer to waterway societies by IWA</b></p> <p><b>c) CCT approaches other funders e.g. GET, CRT, Summerfield Trust for additional funding</b></p> <p>KBU-There is an opportunity to see if we can bring forward work on Walk Bridge</p> <p>There is an opportunity to bid through an IWA legacy but it will have to be a very good bid as every canal society will be bidding for it. Starting from Walk Bridge would be a good project as when complete the section would be able to be used by boaters immediately thus extending the national network as well as setting the scene for extending navigation eastwards with largely volunteer projects.</p> <p>Other funding sources include GET and the Summerfield Trust.</p> <p>JW discussed the status of the design of the bridge. Mark Darlow-Joy from GCC is already discussing technical details and AMEY, their framework contractor has done enough work to have the costings correct. An artists impression is not yet available but it could be.</p> <p>TA asked who we would be appealing to for funds? First we announce we are contemplating starting 1B, then we start calling potential sources of funds. We could use some of the money we have already raised for 1B. GCC own the bridge so it would have to be done by contractors, however SDC volunteers are keen to start East of Walk Bridge to Whitminster on the towpaths, etc. Also during the design stage we could go to GWT as we think about the natural environment</p>	

		<p>Need to get finance in place first so need to build a fundraising team.</p> <p>Possible names 'Gateway to the Cotswold Canals/Stroud and beyond'</p> <p><b>VK proposes on point a) above, SP seconded, All in favour.</b></p> <p>JW-After the meeting with David Hagg it was clear that SDC volunteers want to be involved. C&amp;RT will have to deal with their stretch of canal to prevent the risk of a breach before any towpath work can begin.</p> <p>KBu warned that success was not inevitable and this would be the largest project attempted so far by CCT of this nature. However, we have a good track record on this type of project.</p> <p><b>VK proposed and SP Seconded a motion that CCT Council agrees to the Proposal in bold above.</b></p>	
<b>C8.16</b>	<b>8</b>	<p><b>Q1 Forecast 2016/17</b></p> <p>TA discussed her circulated Q1 forecast. It is early days so not too much to be concerned about. We know certain items are weighted at year end so judgement used. Income has been downgraded due to the following:</p> <ul style="list-style-type: none"> <li>• Are we doing a Christmas Draw? No.</li> <li>• We will be going out to new members on the 1B Appeal</li> <li>• Income from Adverts in TROW to be looked at</li> <li>• Income from Logs will be decreasing unless we find a new team.</li> </ul> <p><b>Action: JN.</b> David Pagett has now e-mailed all log customers</p> <ul style="list-style-type: none"> <li>• Book shop income nearly at £3k</li> </ul> <p>JN discussed that looking for a new Treasurer is under way and thank you for TA for all her hard work. The new treasurer will need to be committed as TA worked 900 hours on CCT financial work last year.</p> <p>AJ-could we set up a dedicated logistics team? As the Trust is growing there is an ever need for things to be delivered. This could also possibly help with the logging, keeping the chopping separate to the delivery team to help split the work load.</p>	<b>JN</b>
<b>C8.16</b>	<b>9</b>	<p><b>Policy on booking plant owned by CCT/SVCC-</b>To review CCT's policy.</p> <p>It was confirmed there is not a policy in place. KBai reported that Andrew Mirams could not book the mini excavator for use at Weymoor Bridge and was told that only people could book it if they are registered to drive it. This is not the case. A Team Leader, irrespective of qualifications, can book plant/equipment but it is his/her responsibility to ensure that operators are suitably qualified.</p> <p>Action: KBai to review a policy with PR/MH to advise.</p>	<b>KBa</b>
<b>C8.16</b>	<b>10</b>	<p><b>Renewal of Leases</b></p> <p>To authorise the Company Secretary to sign the following leases (details attached):</p> <ol style="list-style-type: none"> <li>a) Alex Farm (Eastern Depot)</li> <li>b) Saul Visitor Centre</li> </ol> <p>JT discussed his circulated reports. Alex Farm is already 18 months into the lease. There are still a few tweaks to be made (roof repair etc).</p>	

		<p><b>Authority to sign Alex Farm Lease, KBai proposed, JA seconded, All in favour.</b></p> <p>Brenda Oakey is a retired legal professional so may be able to help with leases, land issues, etc. VK to ask Brenda to check through the wording of the lease.</p>	<b>VK</b>
<b>C8.16</b>	<b>11</b>	<p><b>Team Leaders to be approved</b></p> <ul style="list-style-type: none"> <li>• John Beatty</li> <li>• Andrew Mirams</li> <li>• Mike Hewlett</li> </ul> <p><b>Proposed SP, Seconded PS, All in favour</b></p> <p>They will all attend the approved course run by Mike Jones. Sarah Brice from Canal &amp; River Trust may run and pay for some courses as part of the push for volunteers under the Heritage Heroes project.</p>	
<b>C8.16</b>	<b>12</b>	<p><b>Any Other Very Urgent Business (at the discretion of the Chair)</b></p> <ul style="list-style-type: none"> <li>• <b>Mud Hoppers-VK-</b> They have now been painted and the ground around has been tidied up. Thank you to all involved as they look great. The date of the naming ceremony is 22<sup>nd</sup> August, 10.30am at Stonehouse. A name plate is being procured.</li> <li>• <b>Raft Race-JT-Luciano Magalotti (LM)</b> has put in a lot of hard work, created a website and hopes it will become an annual event. LM has asked us to insure the race under CCT. Other canal societies run successful raft races and JT is prepared to act in the Director Role ensuring that Risk Assessments and Marshalling is in place. LM also wants to run a raffle under the CCT small gaming and lotteries act license. The risk is low.</li> </ul> <p><b>JW-Proposes we put the event under the auspices of CCT and allow LM to run the raffle, Seconded AJ, majority in favour</b></p>	<b>AJ</b>
<b>C8.16</b>	<b>13</b>	<p><b>Date of Next Meeting</b> Wednesday 7<sup>th</sup> September at Brimscombe Port 7.30pm</p> <p><b>Date of AGM:</b> Saturday 8<sup>th</sup> 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. The meeting closed at 10pm</p>	