

COTSWOLD CANALS TRUST (CCT)
MINUTES OF
TRUST COUNCIL MEETING
Wednesday 5th October 2016
Brimscombe Port 7.30pm
FINAL-APPROVED AT NOVEMBER MEETING
EDITED FOR PUBLICATION

Attending Council Members: Jim White (JW), Jack Telling (JT), John Newton (JN), Val Kirby (VK), John Allan (JA), Ken Bailey (KBa), Steve Pickover (SP), Mike Hynd (MH), Lois Francis (LF)

In Attendance: Ken Burgin (KBU) CEO
 Justine Hopkins (JH) Minutes
 Shelley Anderson (SA) Visitor

Min Ref.	Min No.	Detail	Action
C10.16	1	<p>Welcome & Apologies JW welcomed everyone including our visitor Shelley Anderson. Apologies received from Trudy Ayre, Alan Jones, Robin Payne & Pat Swift. It was noted that: a) Ken Bailey, who retires by rotation, will not be standing for re-election at the AGM. He first became a Director/Trustee in 1989 and has served continuously for the past 22 years. b) Trudy Ayre will be resigning from Council in November 2016 after serving as Treasurer for 4 years. JW thanked TA & KBai for all their hard work and commitment which has been greatly appreciated.</p>	
C10.16	2	<p>Notification of any conflicts of interest None</p>	
C10.16	3	<p>Approval of Minutes from last meeting Wednesday 7th September C9.16.5 Urgent Business notified in advance-Proposal to forward Draft TC minutes to Ian Smith-change to 'for him to consider any news worthy items' C9.16.5 Urgent Business notified in advance-New Team Leaders- Names of new Team Leaders are: <ul style="list-style-type: none"> • Nick Carter • Frank Laurensen • Paul Williams • John Beatty Also to clarify names of Ron Kerby's Team Leaders are: <ul style="list-style-type: none"> • Richard Attwood • Mike Langford • Ray Talbot • Paul Rees • Ian Tweedie • Derek Osbourne • Bob Ambury • David Pagett • Les Morris • Colin Parsons • Chris Patients The minutes were agreed and approved: Proposed JT, Seconded JN, All in favour</p>	

C10.16	4	<p>Matters Arising from previous minutes</p> <ul style="list-style-type: none"> • Ham Mill Landslip-JT-The bore holes will be drilled in the next couple of weeks. Geoff Dyer will then work on a design. • Policy on booking plant-KBa is resigning from Trust Council so needs someone new to take on. • Logs Team-David Pagett is writing an article for The Trow highlighting the success of the log enterprise and asking for new volunteers as the whole team are stepping down. • Raft Race-The event was very successful with a large attendance and good publicity. There was one incident where a lady fainted but it was dealt with by the medics with no health and safety implications. JT proposed a vote of thanks to Luciano and Sarah Magalotti for organising the event. Passed unanimously. • Chainsaw Policy-AJ and John Macted are currently discussing with JN-Carry Forward. • New Trip Boat-JN-Business Plan is in draft form and should be ready for discussion at the next meeting. Currently £9100 received. 	<p>JT AJ/JN JN</p>
C10.16	5	<p>Urgent Business Notified in Advance</p> <ul style="list-style-type: none"> • Tony Jones has requested £500 towards the refurbishment of the engine on Goliath. It was budgeted for some years ago. MH to look into. 	<p>MH</p>
C10.16	6	<p>Health & Safety-Update & Accident Reports</p> <p>a) Health & Safety workshop (free through C&RT)-Details as circulated, SP will attend. Would like another, all to consider.</p> <p>b) Incident on the Wilts & Berks-there will be a full HSE report in due course. CCT Team Leaders must follow work plans and instructions and never ignore them.</p>	<p>ALL</p>
C10.16	7	<p>Company Secretary's Report</p> <p>a) 2016 AGM-To note that Relevant Documents were posted on the Trust Website on 25th September.</p> <p>b) JT & VK have submitted an application for the 'Community Investment Grant – Core Funding' from SDC.</p> <p>This helps towards overheads and running costs, not restoration.</p> <p>Update on Leases:</p> <ul style="list-style-type: none"> • Alex Farm Lease-Now all complete with the repair clause as we agreed. Roof repairs will be done by a contractor. • Saul Visitor Centre-The lease sent through is incorrect as it has clauses in it from the original lease which does not grant us sole use. On-going. <p>Appraisal for CEO:</p> <ul style="list-style-type: none"> • Appraisal for KBU is well overdue. JT, in his role as Company Secretary, has acted as CEO's supervisor this year but it can be any Trustee. <p>JT Proposed JW as supervisor. VK Seconded.</p> <p>JA felt it needed more discussion and referred to the document Roles & Responsibilities V1.7a (updated Nov 15) which included the reporting of the CEO and was fully endorsed by Council in April 2015.</p> <p>Formal Proposal: It is now appropriate to formalise the reporting line of the CEO, to now report to the Chairman.</p>	

		Vote carried in favour, one abstained.	
C10.16	8	Appointment of Trust Administrator PS sent an e-mail saying that an offer had been made and a response awaited.	
C10.16	9	Chief Executive's Report KBU discussed his circulated report <ul style="list-style-type: none"> • Goughs Orchard Water Feed now high priority, Trust Council agreed. • JT asked about the funding for Walk Bridge? KBU-GCC know they have paid it over to BW who passed it to SDC for safekeeping. It is probably best to leave it to GCC to ensure that it remains available for Walk Bridge at this point. 	
C10.16	10	Treasurer's Report JT discussed TA's circulated report, explaining the Phase1B projected and actual monies.	
C9.16	11	Phase 1B HLF Bid Update VK discussed her circulated report and Trust Council received it.	
C10.16	12	Restoration of Walk Bridge To consider a request from the Chief Executive that a sum be allocated from the Phase 1B Restoration Fund to finance ground investigations and other preparatory work so that a definitive cost and risk management/liabilities can be agreed. KBU referred to his report. The next stage is to complete a Capital Expenditure form. Due to the tight timescale this document will be circulated to all and then finalised by Exco. As at 2.11.16 this is yet to happen. Trust Council all agreed to move forward with this.	KBU
C10.16	13	Weymoor Bridge JA discussed his circulated report. Hopefully we have a new Project Manager. JW-WRG have been informed but have not commented on the report. MH to contact Martin Thompson. When the grout supplier has been decided on, they will stay on site and provide the tools and hopefully we will have WRG on board to help with this. Advice from John Sreeves-New method statements have to be approved before work begins.	MH
C10.16	14	Trading Company a) To note that Trudy Ayre and Liz Payne will be resigning from the Board of Directors after the Board's Annual Meeting on 17 th October b) To receive Reports from David Beaumont & Liz Payne and Jack Telling of a meeting held at The Trout Inn, Lechlade on 13 th September to discuss the future of Trip Boat Inglesham. JT informed all that the numbers of Directors of the Trading Company will only be 4 after the AGM. JT discussed his circulated reports regarding the future of Trip Boat Inglesham. They need some new volunteers. The boat has now been lifted out of the water and stored for the winter so need to consider advertising for some new volunteers (there is a magazine called 'Ripples' which covers boating in the area). This matter will be discussed at the Trading Co. Board	

		Meeting on 17 th October.	
C10.16	15	Construction Sub-Committee Up-date Discussions have been on-going regarding re-organisation of the Operations and Construction Division. JW, MH, KBu & JN are discussing how to take this forward with help from Ron Kerby, Alan Jones, John Beatty & Andrew Mirams.	JW,MH & JN
C10.16	16	E-mail Usage JN suggested we make phone calls rather than long e-mails. Needs more discussion.	
C10.16	17	Water Transfer KBu discussed the scheme and is hopeful the canal will go into the final technical stage. The consultants had marked down the canal so that us and the pipeline option seem equal, however we have more benefits. There are more meetings in the next couple of weeks and KBu will present on this at the AGM.	
C10.16	18	Review of Away day Actions progress JN is happy that interaction with SDC & SVCC has improved. He also reminded Council that all hours worked on behalf of the Trust should be reported to Brenda Oakey.	
C10.16	19	Reports: <ol style="list-style-type: none"> 1. SDC Meeting-No meeting. 2. Membership – see circulated report. JH noted the need for a Membership Secretary. Vote for all new members, including Life Proposed: JA, Seconded JT, all in favour 3. Dredging-What is happening with moving the boats? Unsure as some people were not happy with the chosen dated of 22nd October. JN-Can RP submit a report of the forward programming. KBu-RP has done some work on this already but it needs refining/agreeing, needs a dredging sub-committee meeting. 4. Planning-Old Stroud Wharf land is for sale. KBai will keep an eye on planning matters. 5. Construction Board report-see CAG notes 6. Maintenance Matters & Brimscombe to Daneway-SP submitted report. 7. Maintenance Matters-AJ submitted reports. 	RP
C10.16	20	Any Other Urgent Business Please can all Trust Council members attend the 'Restoration Celebration Evening' on Friday 21 st October at the Subscription Rooms.	
C10.16	21	Date of Next Meeting Wednesday 2 nd November at Brimscombe Port 7.30pm The meeting closed at 10.15 pm	