

COTSWOLD CANALS TRUST (CCT)
MINUTES OF
TRUST COUNCIL MEETING
Wednesday 2nd November 2016
Brimscombe Port 7.30pm
APPROVED ON Tuesday 6th December
Edited for Publication

Attending Council Members: Jim White (JW), Jack Telling (JT), John Newton (JN), John Allan (JA), Steve Pickover (SP), Mike Hynd (MH), Robin Payne (RP), Trudy Ayre (TA), Pat Swift (PS)

In Attendance: Ken Burgin (KBu) CEO
 Justine Hopkins (JH) Minutes
 Judith Lindley (JL) Administrator
 Shelley Anderson (SA) Visitor
 Bob Ambury (BA) Visitor
 Chris Lambert (CL) Visitor

Min Ref.	Min No.	Detail	Action
C11.16	1	<p>Welcome & Apologies JW welcomed everyone including our visitors Shelley Anderson, Bob Ambury, Chris Lambert and Judith Lindley, our new administrator. Apologies received from Alan Jones (AJ), Val Kirby (VK) & Lois Francis (LF).</p> <p>JW mentioned that if there are any confidential items our visitors may have to leave the room.</p>	
C11.16	2	<p>Trust Administrators To note that: a) At her request, Justine Hopkins has relinquished her post as full time Administrator but continues on a part time basis (15 hours per week). b) Judith Lindley has been appointed full-time administrator.</p> <p>PS handed out contracts to JL and JH and said that JL's induction will follow.</p>	PS
C11.16	3	<p>Notification of any conflicts of interest Please see attached Policy Statement and Declaration Form. Please give the completed form to the Administrator at the meeting or return to Trust office no later than Monday 7th November. JT asked that all forms be completed asap with any changes and returned to the office.</p>	ALL
C11.16	4	<p>Approval of Minutes From the last Trust Council Meeting–Wednesday 5th October 2016 Item 12-The capital expenditure form to Exco has not been submitted yet. Proposed: JN, Seconded: JA. All in favour.</p>	
C11.16	5	<p>Matters Arising from previous minutes</p> <ul style="list-style-type: none"> • Chainsaw policy-We now have a draft policy. SP has organised some training and JN & AJ are discussing • New Trip Boat-JN-Business Plan still in draft form, this has been complicated by the future of Inglesham and the potential offer of a replica Trow boat which could serve as a Trip Boat. Meeting to be held. JT reported that some volunteers in the East are hoping to continue with trip boat Inglesham next year and are arranging a meeting. JT to report back at next meeting. • New engine for Tug Goliath-SP is dealing with. Also agreed to get the prop changed. • Ham Mill Landslip-JT reported the bore holes have been drilled. Geoff Dyer (consultant engineer) is drawing up a plan as the insurers are asking for plans and costs. The landowner is not keen on heavy machinery being used on his land. On-going. 	<p>JN/AJ</p> <p>JN</p> <p>JT</p> <p>SP</p> <p>JT</p>

		<ul style="list-style-type: none"> • Attendance at CRT Safety Stand Down Day-PS, SP & John Macted attended at one venue and Ron Kerby & Les Morris at another. Overall impression was that C&RT are very serious about Health & Safety and using good policies. They reported lots of statistics. PPE must be effective and durable. CCT Team Leaders are certified but in some cases certification may have expired. PS will look at training needs. RP reminded us that Trust Council has already agreed at a previous meeting to make the 'Construction Site Supervisors Course' compulsory for all Team Leaders. JN reported we have a 30 page document to be endorsed which includes H&S, Accidents and RIDDOR reporting. KBU-we can learn from WRG who are a national volunteer organisation with all of these policies in place. Rick Barnes (IWA) is the contact. PS-we need to have mini courses to cascade the information gathered down to the Team Leaders and volunteers. • Restoration Celebration Evening-JW reported there were near to 300 people in attendance and the numerous questions are being followed up. 	<p>PS</p> <p>JN</p> <p>PS</p>
C11.16	6	<p>Election of Officers</p> <p>a) Chair (Minute Secretary in the Chair). JH took the Chair and asked for any proposals for the post of Chair. JN Proposed Jim White, JT Seconded. JW said he would be willing to stand. All in favour. JH asked if there were any other proposals, there were none. The meeting unanimously elected Jim White as Chair.</p> <p>b) Vice Chair(s)-JW nominated Val Kirby & John Newton and PS seconded. Both are willing to stand again. In the absence of any other nominations both were unanimously elected.</p> <p>c) Honorary Treasurer-JT explained that as Trudy Ayre is stepping down he proposed John Newton as Acting Treasurer for an interim period pending the election of a new Treasurer, JA Seconded. All in favour.</p> <p>d) Honorary Secretary-PS nominated Jack Telling, JN Seconded. In the absence of any other nominations Jack Telling was elected.</p>	
C11.16	7	<p>Urgent Business Notified in Advance</p> <p>JN-Revised Agenda Format-JN discussed his revised format which he has circulated. Please have a look through and send any comments to JT.</p>	ALL
C11.16	8	<p>Health & Safety</p> <p>MH-Nothing to report. RP asked why his accident he reported regarding stepping onto the dredger has not been reported? He tore an artery and fractured his elbow. His doctor has said he should be recovered by the end of the year. PS asked where the accident book is? MH reported he has a file but it is not a legal requirement to use an actual form. RP reported his accident, in detail, to MH by e-mail but was told it was not acceptable as it was not on a piece of paper. JW apologised to RP and asked him to forward a copy to JW and he would follow it up. JN said this was worrying. The CCT in house procedures must be implemented and a copy of all Accident Reports deposited at Trust Office.</p>	<p>JW</p> <p>JW/JN</p>

C11.16	9	<p>Chief Executive's Report</p> <p>KBu discussed his circulated report. Key points are:</p> <ul style="list-style-type: none"> • Goughs Orchard water feed needs priority as a sluice gate needs to be installed within 3 months of signing a landowner agreement. A new style CCT paddle gear is being proposed (SP & AJ). • The grant application to the IWA has been submitted. • Encroachment below Ballinger Lock-Mark Darlow-Joy (GCC) is looking at • Water Transfer-More detailed reports are now becoming available • Tarmac-Discussing with Neville Nelder regarding an alternative link with the Marston Meysey Road. • Bonds Mill Bridge-There are concerns that, with the two year delay in potentially obtaining HLF funding, the replacement of the current bridge will not be able to wait. David Chapman, a temporary bridge engineer with good contacts, is investigating its replacement. Funding would be through CCT (restricted S.106 money) plus SVCC (restricted fund) and potentially a deal with Hitchins regarding the S.106 agreement associated with the West of Stonehouse Development and towpath improvements. 	
C11.16	10	<p>Treasurer's Report</p> <p>a) October 2016-Donations, log sales, talks & and book shop sales look healthy. Thanks to the logs team who have now delivered their last lot of logs and brought in a tremendous amount. The bank balance looks very healthy due to the Gift Aid coming in. The balance restricted to the new work boats can now be paid over to SVCC as they are being craned in this weekend at a cost to SVCC.</p> <p>b) Q2 Budget report 2016/17-TA discussed the circulated figures reporting on the income and expenditure to date. We still have two on-going legacies.</p> <p>TA asked for a proposal to set up a new pension scheme as we now have an obligation to offer it to employees. The government recommend NEST. We have a staging date of 1st January. TA Proposed, JT Seconded, All in favour.</p>	
C11.16	11	<p>Restoration of Walk Bridge</p> <p>KBu-not much progress at GCC, need to submit applications to GET and the Summerfield Trust. We must act upon this or the opportunity will be lost including £500k loss to inflation and missed time limited fundraising opportunities.</p>	
C11.16	12	<p>Dredging Report</p> <p>RP discussed his circulated report. The dredger will go westward to the Ocean first to remove the bunds as AJ can use the material at Ryeford. He will have to investigate the water pipes by Hilly Orchard. There are 7 operators, several of which can work weekdays. We need a new, non slip surface, all in favour.</p>	RP
C11.16	13	<p>Review of Away Day Action Progress</p> <p>JN-Assumes everyone is putting in their hours to Brenda Oakey. JN has convened a Construction subgroup to recommend to Council ways and means to improve project planning and improve management leadership and control. Existing volunteers are being asked if they want to take on new responsibilities. Trust Council need to endorse a way forward and JN will have a new structure in place for approval at the December meeting.</p>	JN
C11.16	14	<p>Phase 1B HLF Bid Update (to follow)</p> <p>VK has circulated the 1B report and new timeline. Trust Council have been asked to approve a special meeting on Wednesday 11th January which will be devoted to the 1B Bid. JW Proposed and JN Seconded, All in favour. Any comments regarding the report to JW or JN whilst VK is away.</p>	

C11.16	15	<p>Weymoor Bridge Progress report JA discussed his circulated report. We now have a new project manager (Mike Hughes) and a way forward. The company who have quoted for the mortar and grouting are also prepared to train volunteers on site and we will provide proper documents including method statements and supervised repair documentation to meet John Sreeves requirement to endorse the bridge.</p> <p>Savills (Agent for the landowner Farmcare Ltd) require detail proposals for resolving current construction problems and indemnity against claims resulting from any future structural failure. Specifically Savills require:</p> <ol style="list-style-type: none"> a) Details of proposed future work on the bridge b) A written understanding that the bridge will be independently certified as fit for purpose c) Full documentation as to how insurance liabilities (for any future structural issues) will rest squarely with CCT and cover Farmcare Ltd and meet any pre-sale requirements of the owner of the neighbouring Wharf House. <p>JA would like guidance on how much to communicate on project progress as there have been some communication problems with our volunteers voicing more than necessary. There are confidential documents in the hands of the wrong people. This needs a CCT policy, any communication comes through council.</p> <p>PS stated that all volunteers should be loyal to CCT and must not criticise its methods and policies to third parties or pass on confidential or speculative information. Council unanimously endorsed the above statement.</p>	JA
C11.16	16	<p>Phase 1A Landing Stages Project See AJ report</p>	
C11.16	17	<p>Reports:</p> <ol style="list-style-type: none"> 1) SDC Meeting update-Finishing projects is taking longer than anticipated, so no firm date for completion of 1A. Like to finish Vets wall at Bowbridge asap. 2) Membership-Proposed JA, Seconded JT, All in favour 3) Planning-Nothing to report. 4) Construction Report-see CAG minutes 5) Maintenance Matters & Brimscombe to Daneway-See SP report 6) Trading Company Minutes-not available 	
C11.16	18	<p>Any Other Urgent Business JW-Would like to propose that Council formally thanks David Pagett and his logs team for all the hard work and money raised. All in favour. PS-Could we do an article for the Stroud News & Journal? JW to discuss with Clive Field. JN-still actively looking for volunteers to run a logging operation.</p> <p>PS-Sarah Brice from Canal & River Trust needs us to increase our volunteer numbers. We need to log new volunteers in and out. Book shop has attracted a lot of new volunteers and also at the Restoration Celebration Event.</p>	JW JN PS
C11.16	19	<p>Date of next meeting Wednesday 7th December at Down Ampney Village Hall Meeting closed at 9.55pm</p>	