

RIVER STOUR TRUST COUNCIL

Minutes of the meeting held on Thursday 17th March 2011

at the Visitor & Education Centre, Great Cornard

PRESENT: Mr R. J. Brown (RB), Mr B. Cornell (BC), Mr P. Edwards (PE), Mrs D. Howe (DH), Mr J. Lunn (JL), Mr J. G. Morris (JM), Mr A. Richardson (AR)

IN ATTENDANCE: Minutes – Ms C Burrows (CB), IWA Observer – Mr S. Greystrong (SG)

1. **APOLOGIES FOR ABSENCE** – Mr M. Lees (ML)

2. **IDENTIFICATION OF CONFIDENTIAL BUSINESS, AND NOTIFICATION OF AOB TOPICS**

It was **AGREED** to discuss item 8 under Confidential Business and Signs under AOB.

3. **MINUTES OF THE PREVIOUS MEETING (24/2/11)**

PROPOSED JL/SECONDED BC that 'the 24/02/11 minutes are accepted as a true record of the meeting' **CARRIED** (6 in favour, 1 abstention)

PROPOSED JL/SECONDED BC that 'the 24/02/11 minutes are suitable for publication on the RST website, subject to the exclusion of Confidential Items' **CARRIED** (6 in favour, 1 abstention)

4. **MATTERS ARISING FROM THE MINUTES (24/02/11)**

a) **CONFIDENTIAL ITEM**

b) **Granary Balcony** – Council were informed that two quotes had been received (ASA Benton Carpentry-£3850.00 and Stuart Mead-£2655.00). Mike Finch (MF) advises that the balustrade will need to be replaced, owing to the fundamentally flawed design, and the proposed works are only a temporary fix that postpone this requirement. Council **AGREED** to proceed with the temporary fix option with the intention of replacing the balustrade within the next 5 years. **PROPOSED RB/SECONDED BC** that 'Council accept the quote submitted by Stuart Mead' **CARRIED UNANIMOUSLY**

ACTION: ML to contact Stuart Mead in order to make arrangements for the work to go ahead.

c) **New Office Layout** – Council were informed that the use of safety glass meant that the quote submitted by Stuart Mead was higher than expected. It was suggested that an alternative material, such as Perspex or polycarbonate, could be used instead of safety glass in some areas of the design. Furthermore, there were RST volunteers who could carry out the work. It was **AGREED** to reject the quote. **ACTION:** BC to lead on the project and AR to advise on building regulations.

d) **Country Parks and Recreation Sites - Suffolk County Council** – (paper saved on file with the minutes) For information only. The importance of the site in terms of the Navigation was briefly discussed. **ACTION:** AR to write to RSBCIC about a partnership to maintain the Cattawade picnic site as well as inviting RSBCIC to join RST as members.

e) **CONFIDENTIAL ITEM**

f) **Work Placement** – Council were informed that there had not yet been a response to AR's enquiry.

g) **Offer of help from Solicitor** – Russell Bardrick had offered his apologies for being unable to attend this meeting owing to his current workload. However, he was happy to offer free advice on legal matters. It was pointed out that Sparling, Benham & Brough (RST's solicitors) have assisted the RST on a pro-bono basis. **ACTION:** DH to thank Russell Bardrick and invite him to meet AR at the Sudbury On Show event this Saturday (RST stall, St. Peter's Church, 14.30-15.00).

5. **FINANCIAL REPORT** – For information only (paper saved on file with these minutes).

6. **Approval of the Financial Statements for 2010** – It was **AGREED** to implement the amendments put forward by JM (as circulated by email to all Council on 14/03/11 and saved on file with these minutes). It was **AGREED** to amend the wording under 'Objectives and Activities' (page 3, paragraph 1) by adopting the same phrasing as used in the RST Memorandum and Articles of Association. **PROPOSED PE/SECONDED DH** that 'Council approve the Financial Statements prepared by Peyton, Tyler & Mears, subject to the aforementioned amendments' **CARRIED UNANIMOUSLY**

7. **Annual General Meeting 14/05/11** – It was clarified that the notice of the AGM and an invitation for nominations to Council should be sent at least 2 weeks before the final paperwork is sent in order to collate

responses and prepare the final paperwork for mailing. The second and final batch of paperwork needs to be sent to the membership at least 21 days before the AGM and this date falls on 21/04/11 (Good Friday), so the final paperwork will need to be sent on 20/04/11 at the latest. It was **NOTED** that the flyer for the River Deben trip is also to be enclosed with the final mailing. **ACTION: F&GP to meet next week to discuss AGM paperwork. AR to contact SG to confirm final mailing date.**

8. CONFIDENTIAL ITEM

9. **Work Party** – It was understood that John Mills was not happy to continue in the role of Working Party Organiser following ML's approach for the completion of tasks regarding the implementation of landscaping and care of the grounds at the VEC (refer to Council minutes 24/02/11, item 9). It was suggested that the role is advertised alongside other vacancies and included within an AGM mailing. It was **AGREED** that BC talk to John Mills to ascertain his final decision. **ACTION: BC to meet with PE and George Millins to discuss plan for the landscaping and care of the VEC grounds.**

There was some concern that the VEC area was subject to criminal activity e.g. perimeter fence being cut again. PE referred to the access agreement which confirms that the fence is owned by Barratt Homes. It was noted that the RST Security Policy is currently being reviewed and it was thought prudent to issue a general letter to Bakers Mill residents to request that criminal activity on/near the VEC site is reported.

10. **GrantsOnline** – The subscription cost for one year has been confirmed as £37.50 plus VAT (paper saved on file with these minutes). DH said that a freelance fundraiser, Liz Procter, had been in touch and it was understood that she charges per day (set period agreed beforehand) with a 50% deposit payable straightaway. Council were reminded that there was no-one on the role of fundraiser and the GrantsOnline service necessitates searching through a contacts database to extract possible sources of funding whilst free and impartial funding advice is available from Business Link and is recommended by the East of England Development Agency. It was **AGREED** to contact Liz Procter to discuss grant aid for a new boat. **ACTION: DH**

11. **Non-email members** – DH said that the lack of information and contact with RST members not using email (approximately 50% of the RST membership) is discriminatory and does not encourage voluntary activity. It was suggested that regular newsletters are sent to both email and non-email members. **ACTION: DH**

12. **MEMBERSHIP** – It was **AGREED** to accept all new members (paper saved on file with these minutes).

13. RECENT AND FORTHCOMING EVENTS

a) **Sudbury on Show, Saturday 19th March (9am-3pm)** – CB confirmed that sufficient volunteers had come forward to man the RST stall throughout the event.

b) **RST Social Event, Wednesday 30th March** – An afternoon event (tea and cake) is planned to enable those unable to make the evening social events. A flyer will be enclosed with the forthcoming Lock Lintel mailing.

c) **Great Cornard Community Fete, Saturday 30th April (1pm-7pm)** – The event takes place at the Stevenson Centre and CB has expressed an interest in having a stall although further details are not yet known.

14. CORRESPONDENCE

a) **Letter from RST member regarding changes to Dedham Canoe Portage** – It was understood that changes to the portage, as overseen by Colchester Borough Council, meant that it was no longer accessible for rowboat users. **ACTION: NavCom to reply to the letter.** It was pointed out that the Lengthsmen scheme should have logged this. **ACTION: NavCom.**

b) **Donation** – A £100 donation (comprising two £50 donations) has been sent on by the funeral directors overseeing the late David Coppock's estate. Mrs Coppock's address has been provided in order for a thank you letter to be sent. **ACTION: CB to prepare letter for AR to sign.**

15. ANY OTHER BUSINESS

a) CONFIDENTIAL ITEM

b) **Strategy Group** – AR said that Frank Wallder (FW) is keen to address the Council regarding the RST's strategy. Council was reminded that RST Vice President, Will Frecknall (WF), chaired the recent Strategy Group meetings and had voiced concerns about his membership since he feels that the RST's 'aspirations have fallen so far that it's now no more than a glorified boat club' (refer to Council minutes 18/11/10, item 17a). It was felt necessary to clearly outline the short and long term aims of the RST. **ACTION: FW to be invited to submit a paper to Council. AR to contact WF about the Strategy Group and future plans. AR to contact D. Stevenson following his attendance to last year's Council awayday.**

c) **Francis Batten Memorial** – NavCom suggests a bench in the Granary compound (between the shed doors) with a plaque. The plaque will cost in the region of £25 (minimum charge) and JM offered to cover this. **ACTION: BC to confirm costs for both hardwood and softwood benches with ongoing maintenance requirements to be considered.**

d) **Quay Theatre (QT) meeting** – AR said that there have been personnel changes at the QT and he will attend a forthcoming meeting on behalf of the RST.

e) **Wood at Flatford** – JM said that the wood from the recent pollarding could be used for the S2C campfire but it needs to be collected by someone able to tow a trailer. **ACTION: JM to seek assistance from RB, John Mills and/or Mick Rogers.**

f) **National Trust (NT) at Flatford** – JM informed Council that he had recently joined the NT and put forward a boat voucher as a possible NT membership incentive. A new promotional leaflet for the area is also planned and DH is involved with the process.

16. DATE OF NEXT MEETING – Thursday 21st April 2011 at VEC, Great Cornard

MEETING CLOSED AT 21.20