

# RIVER STOUR TRUST COUNCIL

Minutes of the Meeting held on Thursday 21 June 2012 at 19.00 hours,  
at the VEC, Great Cornard

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**Present:** Andrew Richardson (AR); Dorothy Howe (DH); Roger Brown (RB); Gareth Cole (GC); Brian Cornell (BC); Mike Finch (MF); John Morris (JM). **In attendance:** Tony Brown; Susan Brown

**1. Apologies for Absence:** there were none.

## **2. Welcome to new Trustee Gareth Cole**

GC was formally welcomed to Council

## **3. Co-option of Mike Finch to Council**

BC proposed and JL seconded the motion that MF should be co-opted to Council. This was carried unanimously.

## **4. Appointment of Chairman, Company Secretary and Treasurer**

DH proposed and JL seconded the motion that AR be re-appointed as Chairman. This was carried unanimously. JM proposed and AR seconded the motion that DH be re-appointed as Company Secretary. This was carried unanimously. DH gave an overview of the current role of Treasurer as discussed with the Bank. GC volunteered to take on this role. BC proposed and JL seconded the motion that GC be appointed as Treasurer. This was carried unanimously.

## **5. Identification of confidential business and AOB items**

AOB items were identified – Staffing (confidential); Quay Lane Trust; Strimmer; Weed Cutting; Peter Edwards (confidential); Volunteering; S2C.

## **6. Minutes of the Meeting of 24 May 2012 – identification of confidential items**

JM proposed and BC seconded the motion that the Minutes be accepted as a true record. 5 voted in favour with 3 abstentions. JM proposed and BC seconded the proposal that Item 24 – Motion of Censure; AOB item – Catherine and all paperwork submitted by Peter Edwards on items 17, 18, and 19 should be treated as confidential and not published on the web-site. 5 voted for the proposal with 3 abstentions.

## **7. Matters Arising not covered by the Agenda**

**Kathleen** – it was considered that the smell of gas had been caused by the new batteries and the problem had not re-occurred.

**Meadow Place Management Company** – DH has not received a reply to her letter. More time would be given for a reply.

**Update on Dedham and Flatford Locks** – Nathan Arnold had indicated that the EA could not go ahead with the offered refurbishment of Dedham lock until a decision had been made by their legal department. Dedham lock was available for use with care. They were considering funding repairs for both locks next year but were awaiting a decision by their consultants. DH would apply for £4,000

funding from DVSV. AR had identified a web-site for the company that contributed to the funding for Cornard lock and thought this could be a source of funding if necessary.

**VEC Veranda** – DH had circulated the letters received from Messrs Gawn and Thorpe. Council would abide by their previous decision to carry out the remedial work and BC and RB would organise this. DH would write to Gawn and Thorpe in response stating that RST were dissatisfied with the situation but would not take further action at this time.

## **8. Treasurer's Report**

Although this was not available DH had met with the Bank's Relationship Manager and gave an overview of the accounts. She advised that all the Direct Debits had been cancelled. With the help of the Administrator she had re-instated them all. JM proposed and BC seconded the motion that RST repay the loan outstanding to MF. 6 voted for the proposal with 1 abstention.

## **9. Temporary Appointment of Bookkeeper**

AR and DH had met with Dora Marchment who was working adequately with the accounts. He proposed and JM seconded the motion that Mrs Marchment should be engaged on a six month contract and the situation reviewed in October/November. She would not be a signatory to cheques. JM proposed that on-line banking should be available in a 'view-only' format for the Bookkeeper and Treasurer's information and reviewed again in late autumn. The Treasurer could run a petty cash system for small claims. The proposal was seconded by RB. 6 voted for the motion with 1 against. The 1+1 Webmail and PlusNet were currently renewed by Debit Card. The debit card would not be renewed and the Treasurer would re-set this as a Direct Debit with these companies.

## **10. Designated Premises Supervisor**

David Raynor wished to step down from this role as he lived too far away from Sudbury. The role was a condition of the alcohol licence granted to the Granary. The DPS course will have to be completed but this would be funded by the Trust. The person will be available to be called by the police if required. JL volunteered to take up the role. JM proposed and DH seconded the motion that JL be appointed as the Designated Premises Supervisor for the Granary. This was carried unanimously. JL would go on-line to find out about courses and would check with Babergh District Council.

## **11. Cattawade Picnic Site Director**

AR proposed that JM be appointed as Cattawade Picnic Site Director. JL seconded the motion and it was carried unanimously. Ipswich Canoe Club had offered to cut the grass and would be given the petrol strimmer owned by RST for this purpose. Brantham Council would also assist in site maintenance. AR would approach the residents living opposite the site with the suggestion that they could be Honorary Wardens.

## **12. Lighter John Constable**

**a) Possible revision of agreed policy on propulsion system** - MaM had refused to fund the total cost of the superior propulsion system. Council was asked to revise the decision from the previous meeting. BC gave a breakdown of the specification and costs involved including Emrhys Barrell's expenses. The Pioneer Trust recommended steerage from the stern but there could be repercussions from a historical perspective. MaM would allocate £4,000 towards educational promotion. It was considered that there would be no necessity for any maintenance costs for the first 5 years and it would be 40 years before any major renovation was required. After discussion regarding the batteries, it was decided to consult again with Emrhys before making a final decision as

to how many would be required. JM proposed and BC seconded the motion that RST would contribute half of the cost of the superior system with MaM contributing the other half. The cost was likely to be £9,000. 6 voted for the motion with 1 abstention.

**b) Working Committee** – BC proposed that a working Committee should be formed comprising himself, George Whybrow, Steve Feacey and JL to be responsible for the maintenance, training, trading and boat bookings. AR wished to be included on the working Committee. With the inclusion of AR, DH seconded the motion and it was carried unanimously. BC would draw up terms of reference to be submitted to the next Council meeting.

### **13. Budget for Advertising**

DH had submitted a paper outlining requests that had been received for advertising in the Best of Suffolk Magazine and also the Wedding Directory. These costs were outside the amounts to be agreed by the Treasurer and requested some guidelines as to their suitability. Council agreed that advertisements had been placed in the Best of Suffolk Magazine in the past and this was a worthwhile source of advertising in future as the deadline date had past. It was agreed not to advertise in the Wedding Directory. If any company made a similar offer it was agreed that DH could email Council members for agreement.

### **14. Membership Report**

AR proposed and BC seconded the motion that the new members would be accepted and this was carried unanimously. Mrs Joyce Osborne had not renewed her membership. AR proposed and JM seconded the motion that Mrs Osborne should be made an honorary life member and this was carried unanimously. DH would write to Mrs Osborne to inform her and the Administrator and Membership Secretary would also be informed.

### **16. Recent and Forthcoming Events**

EA Collaborative Meeting 10 July – DH was asked to confirm with the Administrator that the Rowing Club, Canoe Club, Scouts, RAG, BCU, RSBCIC and Ipswich Canoe Club would be invited to the meeting.

### **17. Correspondence**

There was no comment on the Canal & River Trust update

### **18. Any Other Business**

**Quay Lane Trust** – the Trust had contributed £250 to the maintenance fund, which had covered additional signage advising that the car park was private and that there was no overnight parking. They had carried out the first day of random closures and placed leaflets under windscreen wipers. It was agreed to issue overnight parking permits to QLT members and near properties. The QLT members were working well in partnership. JM requested that QLT be approached to close the car park on 7<sup>th</sup> and 8<sup>th</sup> September for S2C.

**Strimmer** – BC proposed and JM seconded a motion that a new industrial use strimmer should be purchased at a cost of £395 including VAT to replace the one given to the Ipswich Canoe Club. Use would be limited to 2-3 people. A risk assessment would be carried out. Doe's would be approached to see if ear defenders and masks could be included in the deal but would be purchased if necessary. The motion was carried unanimously.

**Volunteering** – DH circulated an email she had received from John Baxter who had approached the Employer Adviser at the Job Centre in Colchester regarding volunteers for the Trust. He had replied with a proposal that the Trust could employ volunteers for 25-30 hours per week for 8 weeks with their expenses paid. Council agreed that this scheme had been tried in the past with no success and there were not the opportunities for the hours proposed. This was therefore rejected but it was agreed that flyers could be put in the local Job Centres to promote volunteering for the Trust.

**S2C** – JM reported that the booking web-site would be open from 2 July and he already had 160 names on the list, with a limit of 300 canoes. The cost of registering would be £7.50. Most arrangements were already in place. The new owners of the Anchor at Nayland and the Angel at Stoke-by-Nayland had agreed to offer drive-through breakfast closing at 10.00. They were also putting on a beer festival that weekend and would be laying on transport. They had asked RST if they would build a new landing stage if they paid for the materials and planning application. They were also considering converting a field into a car park. The Swan at Stratford St Mary was under new management and would be open in time for S2C. Contact through JM should be by mobile phone.

**Weed Cutting** – BC circulated a letter from Jeff Burroughs, Green Blue Marine offering terms of agreement to do the weed cutting in future. This service would be re-instated on the proviso that DH retracted a comment that had been made in the Minutes of the February Council meeting. She agreed to this. BC proposed that Green Blue Marine should be engaged for 50 hours at a cost of £30 per hour. JM seconded the motion. 6 voted for the motion with 1 abstention. RST were requested to seek payment from the other interested parties and pay Green Blue Marine a joint fee. The LRG would need to get permission from the riparian owners for weed-cutting between Flatford and Dedham but as there was no access at present this was not a viable proposition.

**19. Date and Time of Next Meeting** - Thursday 9 August 2012 at the VEC.