

RIVER STOUR TRUST

Minutes of the meeting of Council held on

Thursday 9 March 2017

Those present: John Morris (in the chair, JM), P Brewerton (PB), D Kirkman (DK), J Parkinson (JP), P Johnson (PJ), R Brown (RB), S Brown (SB), A Thomas (AT), G Denney (GD), G Simmons (GS), B Foster (BF), J Lunn (JL), C Burrows (Trust Administrator, CB), J Rogers (taking notes, JR), E Barrell (via Skype, EB)

Observing: M Finch (MF), B Cornell (BC)

Apologies for absence: J Phillips

2. Identification of Confidential items in Minutes of meeting of 19 January 2017 – none

With no corrections noted, JP proposed acceptance of the Minutes, seconded by DK, approved unanimously.

3. Matters arising from those Minutes

JM went through actions from the Minutes and received progress reports

Dates of future meetings – it was agreed that meetings would continue to be held on the second Thursday of each month. From April through to September, meetings would be held at 7.00 pm. Winter meeting times would be agreed nearer the time.

AT was welcomed as a new member of Council, in his role at Boat Operations Manager. JP questioned his own appointment as Assistant BOM, due to lack of formal qualifications. Council agreed that JP should explore the possibility of acquiring the relevant qualifications. It was agreed that RB would manage the construction of the new bridge at Stratford St Mary and that John Mills be asked to construct the steps. GD would apply for the necessary planning permission to carry out the work.

BF referred to the possible purchase of land at Stratford St Mary; it was agreed that he should write an appropriate letter to Bates, Wells, Braithwaite, the solicitor who dealt with the original paperwork, confirming Council's approval that he be allowed to look at the papers they hold and that he should take the necessary steps to obtain those papers.

First Aid Courses had been run; more would be set up as demand dictated.

SBOC and LRG were reminded to obtain up to date personal contact details for all crew members, including banksiders. **ACTION: PB and BC**

Other groups were also reminded to update personal records. **ACTION: CB and JR**

4. Annual General Meeting

It was agreed that this would be held on Wednesday 28 June 2017, at The Granary, at 7.30 pm.

Directors to submit themselves for re-appointment were listed as Emrhys Barrell, Roger Brown, Sue Brown, Jim Lunn, and Gordon Denny. RB, SB, JL and GD all agreed to stand again. EB was not on line at this point. **ACTION: JR to email EB**

Amendments to M&A – PB reported no progress yet. After discussion, it was agreed that an outline of proposals would be ready to be put forward at the AGM.

AT commented on the length of time it might take to put together all the necessary amendments. **ACTION: PB, MF and GS**

5. Wormingford and Wiston River Alterations

GD reported that the EA had agreed to restore the river to its original state, and were in the process of obtaining the necessary permissions to do so. He also commented that RST should look over the sites whilst the EA plant was still available, and offered to do this. This offer was accepted, with the proviso that RST would have no liability regarding the works carried out.

6. Financial Report – paper circulated

GS reported that he was still gathering information, prior to formulating budgets based on company spend throughout the year. He was also putting in place BACS payments and a company debit card, to be held by the Administrator.

Council resolved:

- 1.** That the Trust apply to Lloyds Bank plc or Lloyds Bank International Limited (as appropriate) ("the Bank") for the issue of Business Debit Cards to authorised users as determined by the Business from time to time. The cards to be subject to the Business Debit Card Terms and Conditions, a copy of which was produced to the meeting and approved.
- 2.** That: Any two officers from time to time are authorised to request the Bank to issue Business Debit Cards to certain authorised users and are authorised to sign the application form and any other relevant documentation on behalf of the Trust.
- 3.** That the Bank is authorised to debit the Trust's account number that is specified in the application form for the Business Debit Cards with all transactions effected under such Business Debit Cards together with any interest thereon and with any fees for the issue and renewal of such Business Debit Cards and that the Trust will be responsible for any overdraft so created with interest.
- 4.** The Trust acknowledges that the authorised users will be able to access information about the Trust's account when using a Business Debit Cards at an ATM, and consents to this disclosure.
- 5.** These resolutions will be governed by and construed in accordance with the law of the country in which our accounts with the Bank are held.
- 6.** We certify that the foregoing resolutions have been duly entered in the minute book and are in accordance with the Rules of the Trust.

It was further resolved that the Company Secretary and Treasurer be nominated as the officers of the Trust who would be authorised to request the Bank to issue Business Debit Cards. Proposed PB, unanimously approved. GS suggested a trial period of one card for a six month period, with a review at the end of that period.

GS was also investigating the use of Credit Card Terminals for use at The Granary and by the Lower River Group. He would also look at using mobile phones for taking card payments. It was agreed that some form of electronic banking be made available for taking card payments.

GS had circulated a list of on-going projects requiring funding, and welcomed any additions to the list.

DK commented that he had, as requested, produced a budget for SBOC for Summer 2017, and agreed to send it to GS.

7. Stratford St Mary Lock

GD confirmed that Corey had provided funds to cover the costs of the new gates at Stratford St Mary. It was noted that Corey required a cheque for 10% of the amount as a sign of good faith. It was noted that an application for this amount had been lodged with the IWA Tony Harrison Fund but that the Trust should pay on receipt of an invoice from Corey. News of the IWA grant would come in April, as we had been shortlisted for support.

GD was continuing to liaise with Corey, the IWA and GS.

It was acknowledged that RST owed a big debt of gratitude to GD for all the efforts he had put into obtaining grant funding for the SSM Lock, and all the associated permissions.

RB announced that work parties would start at the lock from Monday 13 March, to clear mud and debris from the lock chamber. Any help would be welcomed. Negotiations were in hand to ask the EA to lower the river level to help in the process. It was agreed that, if necessary a digger could be hired to assist with the task, to a maximum of £750.00 for the two week period.

GD reported that the necessary extraction licence had been applied for and paid for. It was still possible that a refund of that fee might be available.

BF reported that he was ready to order the construction of the bridge. He and GD were liaising over planning permission and the necessary advertising. **ACTION: BF and GD**

7. Dedham Lock

JM reported that discussions were on-going.

7. Flatford Lock

Discussion took place on the future of the tilting gate in Flatford Lock. It was agreed to write to Gary Cockett, to request the removal of the tilting gate as soon as possible. It was further agreed that, if possible, we should retain the existing electricity supply in case of future need. **ACTION: JR – letter, JM to talk to John Blair at the Field Study Council re electricity supply.**

GD reported that Veolia had expressed disappointment that they hadn't been selected to fund work at Stratford St Mary, but told the Trust that they would be willing to listen to bids for any future projects.

8. Boat Operations

Boat Operations Manager's Report – paper circulated

Stability Testing - it was noted that EB had the test certificate for EL, and that JL would look for Rosette's certificate. Both AT and EB were qualified as testers.

It was proposed by SB, seconded by DK that the Frolics be tested to ISO 12271-1 standard. Unanimously approved.

Crew Clothing – it was agreed that SBOC and LRG research what clothing was required and the costs and report back to Council. **ACTION: PB and BC**

SBOC Report – circulated

Tests on FJ had shown that the pontoons were sound. Plans would be drawn up for refurbishment over winter 2017-18.

DK reported an overspend of £9.00 on the pre-season maintenance of SBOC's boats!

LRG Report – circulated

This report was accepted.

9. Granary Refurbishment

JR provided comparative quotes for the refurbishment of the Granary toilet facilities and it was agreed to accept the bid from M D Mills, which would cover all the items, and be managed by that company.

10. Company Secretary's Report – circulated

Report accepted, with the acknowledgement that an co-ordinator for S2C 2017 was still needed. It was agreed that JM and JR would send out a further appeal for help. **ACTION: JM and JR**

11. Administrator's Report

CB reported that a complaint had been received concerning parking in Dove House Meadow by visitors to the Trust's property. RB agreed to look into ways of increasing the parking space within the Trust's boundaries. **ACTION: RB**

Repairs were needed to the steps leading from the rear fire exit of the VEC.

Sudbury on Show had been successful in raising the profile of the Trust in the town.

The proposed Boat Ride/Walk scheme was fully booked for the first trip, and a second trip was planned.

St George's Day event in Sudbury was seeking nominations for awards for worthy volunteers. Details available from CB.

Holiday had been booked; cover would be provided by the new Administration Assistant, Mrs Sandra O’Sullivan.

The meeting with Jam Tartz had yet to happen.

3.30 pm – Before AT left the meeting to honour another commitment, JL reported that First Aid kits would be replenished and replaced on the boats as they were launched. Some kits were missing, and SBOC and LRG were asked to check if they had been misplaced and could be returned. JL no longer had contacts for free replacements.

Communications between boat crews whilst on duty. LRG were happily using their own mobile phones as they found this the simplest method. SBOC, with more boats afloat at any one time, were asked to consider the matter and come back to Council with proposals.

ACTION: PB

12. Membership Report – circulated at meeting

Three new members were accepted.

13. Trading Company – no action

14. Recent and Forthcoming Events

Naming Ceremony for Katherine’s Quay at The Granary – now scheduled for Sunday, 26 March 2017.

15. Any Other Business

Request for work party to clear store room at Granary – JR to organise date and circulate request for volunteers. **ACTION: JR**

Repair of lift at VEC. It was agreed that, as there was no suitable fire escape for disabled people from the upper floor, the lift would remain out of action for the foreseeable future.

JP reported that he was inviting various local groups to book trips on EL or JC to take photographs. The fare proposed was £20 per head, including coffee/tea at the VEC while the vessel was being locked through. The tea room manager had agreed to cover this service.

JM reported that the transfer of assets between the EA and CRT was ongoing, and GD confirmed that the River Stour was among those assets definitely being transferred, although no final date was yet available.

JM raised the question of how the Trust would celebrate its 50th anniversary in 2018. Proposals mentioned the official opening of Stratford St Mary Lock, a possible second, extra large S2C, or possibly two runnings of S2C, and participation in the Stour River Festival. JM agreed to attend the next meeting concerned with the planning of that event.

SBOC phones – DK reported on research for this topic; Council agreed that the use of personal mobile phones was acceptable. SBOC were asked to organise a system that worked for them. **ACTION: DK**

Weather shelter for JC – DK reported that he had received quotations for manufacturing such a shelter from Sail and Cover and Jeckells. It was suggested that DK visit Jeckells to look

at the various materials suggested by them, and that if suitable, the work should go ahead. Proposed DK, seconded JL, unanimously agreed.

PB reported that the non-slip materials for the jetties at the Granary and at Dedham had been ordered. It was agreed that at Henny, where the jetty was still being refurbished, plain decking planks should be interspersed with non-slip planks. Any spare timber from the materials already in hand for Henny would be stored securely at the VEC for future use.

A vote of thanks was recorded for the work carried out by John Mills and his team at Henny.

16. Date, time and venue of next meeting

Thursday 13 April, at 7.00 pm at the VEC.

There being no further business, the meeting closed at 16.13.

POST MEETING NOTE:

Following an email from JR, EB agreed that he was willing to stand for re-selection as a Director of the Trust.