

RIVER STOUR TRUST

MINUTES OF THE COUNCIL MEETING HELD ON THURSDAY 1 June 2017

At the VEC, Great Cornard, at 7.00 pm

Those Present: John Morris (JM, in the chair), Gordon Denney (GD), Bob Foster (BF), Pam Johnson (PJ), David Kirkman (DK), James Lunn (JL), James Parkinson (JP)

Catherine Burrows (CB, Trust Administrator), Jane Rogers (JR, Company Secretary, taking notes)

Observing: Mick Rogers

1. **Apologies** were received from: Emrhys Barrell, Paul Brewerton, Roger and Sue Brown, Alan Thomas
2. **Minutes of the meeting held on 11 May 2017**
 - (a) The Boat Operations Manager requested that an amendment to Minute 8, relating to passenger numbers be made as follows:
Trusty and Rosette can both carry 10 people; Kathleen can carry 6, and FJ 7; Edwardian Lady can carry 14 and John Constable 16. These numbers include crew members. Skippers will need to use discretion if a group of 'larger' sized people seek carriage and may need to reduce numbers. It was agreed that two child tickets can be substituted for one adult, up to a maximum number of passengers as outlined above. A child counts as one passenger. It was agreed that a child ticket would apply to anyone up to the age of 12 years – ie their twelfth birthday.
The Minutes were approved. Proposed by JP, approved by majority. JL abstained.
3. **Matters arising from those Minutes**
 - (a) No confidential items were identified.
 - (b) Actions from those Minutes
 - 5b JM reported that Gary Cockett (GC) of the EA wanted a meeting to discuss dates for the decommissioning of the tilting gate at Flatford Lock. JP asked to attend that meeting. **ACTION: JM to arrange meeting**
 - 7b GD reported that he was meeting at Flatford Lock with JP to see what action was needed to try and cure the leak. **ACTION: GD and JP**
 - 14e BF had been in touch with the IWA's solicitors and was still working on the land acquisition at SSM.
 - 14f S2C – JR reported that work was in progress. Approval was given for the application of a grant from Sudbury Town Council towards the cost of the bill for Community Wardens to control the traffic into Quay Lane on 8 and 9 September. **ACTION: JR**
4. **Annual Report and Accounts 2017** – previously circulated
After discussion and one minor amendment, these were approved and signed by JM.
5. **AGM**

JR reported that the accompanying paperwork was all prepared and, with the signed off Report and Accounts, would be sent to be printed on 2 June, ready for mailing out on 5 June.

ACTION: JR and CB

6. Financial Report – previously circulated

GS spoke about the creation of a financial forecast for the Trust, to enable it to manage its financial planning better. DVB were asked to provide an outline of annual costs for inclusion in the overall plan for 2018.

After discussion and some explanation, the report was accepted. **ACTION: BF**

JM reported that a small group would work on the improvement of governance of the Trust, comprising JM, GS and JR. It was agreed that JP should join this group, whose first meeting would be held before the Council meeting in July. Their work would include updating the Projects document.

JM recorded thanks to GS for the work he had put in so far, to improve the way the Trust's finances were managed.

7. Locks

(a) SSM – GD reported that all was going well, and the installation date for the new gates was planned to be 7 August. Completion should take about a week.

Payment had been made by the IWA, and Cory's had been invoiced for the first stage payment.

There was a problem with the Abstraction Licence which had been issued but GD was dealing with this. **ACTION: GD**

GD was also investigating the possibility of the EA refunding the cost of the Abstraction Licence. **ACTION: GD**

GD asked that representatives of the IWA and the Harrison Family be invited to the formal opening of the lock in 2018. This was agreed.

(b) Dedham – JM reported that he and KT had been in correspondence with DMMC. He now felt it necessary for more people to be involved in the negotiations and requested that GS, RB, GD and Mike Finch (MF) be appointed to join this group. Approved unanimously.

DMMC had requested a legal agreement be put in place regarding the lock, for which they wished the Trust to pay.

It was hoped that the Trust representatives could meet with DMMC in June, and be present at their AGM, to talk to residents about proposals for the lock.

JM further reported that he would request information from GC on the costs of maintaining the tilting gate at Dedham Lock, and what would be involved in the actual maintenance and operation. **ACTION: JM**

RB had been in contact with a local engineering company who had come up with an alternative solution for the protection of Lock Island, which would be better for Lock Cottage.

(c) Flatford – Hargreaves (who are building the new gates for SSM) have agreed to have a look at the problem of the leaking gates at Flatford, when a suitable occasion arises. It was agreed that we should obtain a risk assessment for the lock gates and that the governance group would look at the matter at their meeting. JR was asked to request the risk assessment from Colin Daines, and to obtain a quote for adding SSM lock to our current insurance. **ACTION: JR**

8. **Boat Operations** – Neither committee had met since the last meeting of Council, and there was no report from BOM as he was on leave.

DK noted that there was a potential problem with one of JC's motors, and that EB was going to look at this.

JL asked BF to arrange for the firing mechanisms on the life jackets at DVB to be checked for expiry dates. **ACTION: BF**

Following a non-Trust related injury to a crew member, resulting in the amputation of a finger and the subsequent temporary incapacity of that crew member, JM raised the matter of the Trust's position if a crew member reported that his doctor had told him not to drive his car for the time being, and whether or not that crew member was judged capable of safely operating one of the Trust's vessels. After discussion it was agreed that the crew member should be stood down from crew and skipper duties until his hand was healed and he was able to drive again.

ACTION: JM to ring crew member

9. **Company Secretary Report** – previously circulated

Council approved the permanent appointment of Mrs Sandra O'Sullivan as part-time Administrative Assistant, with effect from 1 June 2017.

Access to the VEC – JM suggested the possibility of a pedestrian gate, so that unauthorised visitors were discouraged from climbing over the gate. It was agreed to discuss this further at the next meeting.

10. **Administrator's Report** – previously circulated

Following the purchase of card readers to enable Boat Operations and the Tea Room to take credit card payments, it has proved necessary to also have either 3G phones or tablets to complete the function. A budget of £200 was agreed to resolve this issue and BF agreed to research for the appropriate gadgets. **ACTION: BF and CB**
It was agreed that the readers would be trialled at the Granary and at Dedham/Flatford, before extending their use.

Suffolk Day – 21 June. It was noted that the boats would be running as usual at Dedham, and that if crews could be found, short trips would be run from the Granary. CB would inform the organisers of this. **ACTION: SBOC and CB**

Screen Suffolk – an agency organising film locations in Suffolk – has offered to list us on their venues list. It was agreed that we would opt for the basic free entry.

ACTION: CB

Filming of S2C – we have received a proposal from Allen Aerial for the filming of S2C, using an aerial camera, ground based footage and still photography. They proposed a charge of £125 for this service, which would give the Trust excellent PR material for future use. Having noted that this cost would be unlikely to provide any profit for the film company, it was agreed unanimously that this should be accepted.

ACTION: CB

11. **Membership Report** – no report this month

12. Recent and Forthcoming Events

Dedication of Katherine's Quay – this event passed off well, and the family concerned were very happy.

Teddy Bear Day at the Granary was again successful, raising £415 for funds. JL was thanked for his input into the event, and managing bankside. DK reported that he had been interviewed on Radio Suffolk that morning, which had produced noticeable results.

Suffolk Day – 21 June – see above.

Annual General Meeting – 28 June, at The Granary, Sudbury, 7.00 pm for 7.30 pm

13. Correspondence

An appeal for boat trip vouchers had been received from a charity called Something to Look Forward to, which provides experiences for people suffering from the effect of cancer. It was agreed that we could provide five boat trip vouchers, each valued at £10.00 for this cause. **ACTION: JR and CB**

14. Any Other Business

It was reported that JL had set up a special session for a resident from Red House Care Home, who was suffering from a form of dementia, and was very withdrawn. Building on his past history of association with boats, JL provided a short presentation, including music, for him, and spent time talking with him and his carer. At the end of the session there was a noticeable good reaction to his visit. Thanks were expressed to JL for this work.

There being no further business, the meeting closed at 9.01 pm.

Date and time of next meeting: Thursday 13 July, 7.00 pm. Venue to be confirmed.