

RIVER STOUR TRUST  
MINUTES OF THE COUNCIL MEETING  
HELD ON THURSDAY 8 MARCH 2018  
AT THE VEC, GREAT CORNARD

Those present: John Morris (JM, in the chair), Paul Brewerton (PB), Roger Brown (RB), Susan Brown (SB), Bob Foster (BF), Pam Johnson (PJ), James Parkinson (JP), Alan Thomas (AT)  
Jane Rogers (JR, Company Secretary, taking notes), Catherine Burrows (CB, RST Administrator)

1. Apologies received from: Emrhys Barrell, James Lunn, Norman Ryan, Graham Simmons
2. Minutes of the meeting held on 8 February 2018 were approved.
3. Matters arising from those Minutes:
  - (a) Confidential items were identified.
  - (b) Action points were followed up; those still outstanding:
    - (i) Coracle Regatta – licences needed – ACTION CB
    - (ii) RSUG – DVB still needs to appoint a representative – ACTION BF
    - (iii) SVEN – SBOC to bring this up at their next meeting, to find a representative - ACTION PB
4. Financial Report- circulated before meeting  
GS had asked for a decision on funding for social events for volunteers. It was agreed that such reports be brought to Council as and when they arose.  
JP queried the differential between the two boat groups' budgets. It was noted that DVB was paying rental for winter storage. RB had identified a cheaper option and would pursue this with DVB. ACTION RB and MF  
Maintenance for John Constable was included in the SBOC budget, but the triennial lifting out and painting was budgeted for under Special Projects.
5. Locks
  - (a) Roger Brown Lock – opening ceremony. It was reported that Griff Rhys Jones had accepted an invitation to perform the ceremony. He would be accompanied by a senior representative from Enover (formerly Cory) who would also speak.  
The guest list had been drawn up, and the invitations created. It was agreed that the office would send these out as soon as possible, and monitor the replies.  
The event itself needed an overall co-ordinator. SBOC and DVB were asked to seek someone from their groups to undertake this task. ACTION: PB and BF  
AT, SBOC and DVB agreed to co-ordinate assembly of boats at the event. SB asked how guests would be moved from the Lock to the Swan after the event. No conclusion was reached.  
It was noted that, as had been discussed in earlier meetings, no action be taken to establish a public footpath leading to the lock along the bank.
  - (b) Dedham Lock – paper circulated and discussed.
  - (c) Flatford Lock – MF had drawn up a paper on matter relating to Flatford Lock, which would be circulated in time for discussion at the next meeting of Council.  
In the meantime, work on decommissioning the tilting gate was going ahead, and the electricity suppliers had sent out paperwork for RST to take over the power supply to the site, once a final meter reading had been carried out. It was noted that as the EA had padlocked the relevant storage box, they be asked to provide the reading.

6. Boat Operations

(a) Boat Operations Manager

AT reported that both groups were still completing maintenance on the fleet. SBOC planned to launch Edwardian Lady and Rosette on 16 March, while DVB planned to launch Trusty at some point in the same week. The electrical overhaul of Rosette was scheduled for 12 March.

(b) SBOC minutes had been deposited in the Dropbox for circulation but were too late for members to have considered them before the meeting. It was noted that EB was planning an advertising campaign for new crew in various relevant magazines. However, SBOC members had concerns about having enough qualified trainers at this time, to take on new crew. It was agreed that SBOC might divert new recruits to DVB.

It was also agreed that any new crew members with no relevant qualifications would have to undergo the full training scheme, whereas new crew members with RYA qualifications might only have to undergo familiarisation of boats and the river.

(c) DVB had no report. SB queried the operation of Kathleen above Dedham Lock. It was noted that Kathleen operated mainly on wedding charters at Le Talbooth. SB asked if members of the public could also go on short trips up towards the Roger Brown Lock, accessing the Talbooth Jetty to join the boat. It was reported that in theory this was possible. It might also prove possible to run short trips from the lock, downstream and back, although this operation was still in the planning stages.

7. Chairman's Report – no formal report

JM had covered the matters he had to comment on as part of ongoing discussions during the meeting.

8. Company Secretary's report – circulated.

JR stated that she would be standing down as Company Secretary at the 2018 AGM.

(a) AGM – JM provided a list of Trustees, naming those who were due to stand down in 2018, according to the Memorandum and Articles of Association. Five directors had served the same amount of time, so all five would be liable for re-election.

Roger Brown, Susan Brown, Pam Johnson and James Parkinson announced that they would be standing down as Trustees at the AGM. John Morris, Paul Brewerton and Bob Foster were among those Trustees due to stand down. All three were willing to stand again, and were asked to provide a short statement for circulation to members before the AGM.

JR noted that during discussions about the future governance of the Trust, it had been mooted that the governance of the Trust be restructured, to give a smaller Council, having overall responsibility for governance and financial control, whilst a board of management, representing the various active parts of the Trust be set up, each with their own budget and committee. The chairman of each group would be responsible for reporting to Council, at regular intervals.

It was noted that, with the four Trustees standing down at the AGM, and the current three vacancies, this might be an ideal time to implement this change.

A date of 12 April was named as the date for the AGM to take place, at 7. for 7.30 pm at The Granary.

*POST MEETING NOTE: it realised that it would not be physically possible to complete the Annual Report and Accounts in time for 12 April, so the AGM was deferred to 14 June, at*

*the same time and venue. The Report and Accounts would be submitted to Council for approval at their scheduled meeting on 12 April.*

9. Administrator's Report – circulated

CB highlighted the new regulations concerning Data protection, and reported that the course which SO'S had planned to attend had been cancelled because of bad weather conditions. It would be rescheduled. Trustees were reminded however, that they would have to take various actions to comply with the new regulations – all would be explained after the course.

Granary Kitchen Refurbishment – both JR and CB had mentioned this in their reports. Progress was being made, and work should be completed on schedule for re-opening the kitchen at Easter.

The meeting thanked JR and CB for their work in managing this project.

10. Membership Report – tabled

A list of new members was approved unanimously.

RB and SB asked about one member who was listed as having lapsed. The member in question was known to them; it was agreed that this would be followed up by RB.

11. River Stour Navigation Company

MF had submitted information and a draft agreement, setting out terms for an agreement between RST and RSNC. After discussion, the agreement was approved, with some minor amendments. It would now be passed back to SO'S, the RSNC Company Secretary for correction. JM would then sign the agreement on behalf of RST. **ACTION JR and SO'S**  
JR was also asked to check that RST's entitlement to Rate Relief would not be affected by the proposed activities of RSNC. **ACTION JR**

12. Recent and Forthcoming Events

It was noted that S2C2018 still had no co-ordinator. There would be support for whoever took on this role.

13. Correspondence

David Kirkman had passed on a quotation for replacing the disabled access ramp at the VEC. It was agreed that at present there was no funding available, but that a letter should be sent saying thank you, expressing future interest, and asking for details of the proposal which could be used to apply for possible grant funding for the project.

A proposal relating to disabled access and increased parking space had been received from Derek Cresswell, the volunteer who looked after the grounds at the VEC. It was agreed that preparatory work could be carried out over the summer to re-site the propeller and its plinths on the far side of the lock, and that some trees could be cut back along the existing ramp, clearing a little more space for parking. **ACTION JR to write to both proposers**

14. Any Other Business

Quay Lane Trust – JL had submitted his resignation as the RST representative on the Quay Lane Trust. No new representative was appointed. SBOC were asked to find someone to attend the meetings of QLT with a holding brief for RST. **ACTION PB**

Tea Room – the tea room ladies were holding a pre-season meeting on Tuesday 13 March, to plan the re-instatement of the equipment before the opening of the tea room on Easter Sunday.

SBOC were holding a curry evening at Ballingdon on 14 March. All trustees were invited to attend.

There being no further business, the meeting closed at 3.30pm

**DATE OF NEXT MEETING: THURSDAY 12 APRIL, 2018 AT 1.00 PM, AT THE VEC**

**NOTE: THE AGM WILL NOW TAKE PLACE ON THURSDAY 14 JUNE AT 7.00 FOR 7.30 PM AT THE GRANARY**