

**Minutes of the River Stour Trust Council**  
**held on Thursday 18 October 2018 at Dedham**

**Those present:** John Morris (JM, in the chair), Paul Brewerton (PB), Bob Foster (BF), Keith Grinsted (KG), Jim Lunn (JL), Graham Simmons (GS). Minutes Secretary: Catherine Burrows (CB, RST Administrator)  
RST Members: Mike Finch (MF), James Parkinson (JP), Pam Johnson (PJ), Kevin Taylor (KT)

**1. Apologies received from:** Emrhys Barrell (EB), Norman Ryan (NR), Alan Thomas (AT)

The Council was informed that NR had sadly chosen to resign from the Council. **ACTION: JM to contact NR acknowledging his resignation and clarifying its extent.**

**2. Minutes of the meeting held on 20 September 2018** (paper previously circulated)

**A. Full version of the minutes** – Approved with amendments as follows:

- Item 2: Add introductory paragraph giving a brief explanation for an abbreviated agenda (VEC fire).
- Item 2: add discussion and decision regarding CIL funding.
- Item 2, Weedcutting: Add sentence 'It was NOTED that that the EA's Service Level Agreements (SLA) documents are available to view online (link shared with River Stour User Group attendees).'
- Item 3-a, paragraph below timeline: Remove 'Agreed' at end of the paragraph.
- Item 3-b, paragraph 2: Amend final sentence to 'Overall, we are looking like we have a £25,000 operating surplus for the current year as taken from the 2018 Cash Flow Forecast.'
- Item 3-c, first paragraph: change JS to JM.
- Item 4-a: Remove 'No new updated' and replace with 'A problem with one of the paddles/winding gears had been identified so volunteers were seeking to resolve the issue.'
- Item 5: Add references to Shanty Evening, DVB Laying Up Lunch and 2019 events.

**B. Online version of the minutes** – As above.

**3. Matters arising from those Minutes of 20 September 2018:**

**A. Identification of Confidential Items:** None identified.

**B. Follow up on action points from 20 September 2018:**

- i. **RESOLVED.** Item 2, page 1: CIL Funding – Babergh Councillors have been notified by email that the Trust was deferring any application until 2019.
- ii. **ONGOING.** The Restructuring Group has convened its first meeting to commence work on updating the Trust's Memorandum & Article of Association (MAA) and operational structure. It was reported that our MAA does not preclude making changes to the operational/management structure. The MAA repeatedly refers to an outdated version of the Companies Act so it was suggested that the model MAA created by the Charities Commission simply be adapted. However, the group had not yet researched the possibility of changing the Trust's structure to that of a Charitable Incorporated Organisation. A timeline that commits to presentation of proposed changes to the 2019 AGM is yet to be prepared. **ACTION: Restructuring Group.**
- iii. **ONGOING.** Weedcutting – RST and RSNC working group to be formed in order to discuss issues and next steps. **ACTION: PB/AT**
- iv. **RESOLVED.** All Party Parliamentary Waterways Group – MF had attended on behalf of the RST and reported that the focus of the meeting was on marinas and new waterfront buildings.

### C. Follow up on action points from 9 August 2018:

**Post Meeting Note:** Actions 2-12 have not been raised since the August meeting. They were initially identified as not requiring discussion to meet deadlines but some of these actions do require actioning or have since been resolved or rescinded.

- i. RESOLVED. Item 12-a, page 4: New Frolic and trailer purchase processed and insurers informed. See further discussion under item 5-b-i.
- ii. ONGOING Item 3-b-a, page 1: Cheaper storage option for DVB boats and trailers. ACTION: Dave Jacketts/AT.
- iii. ONGOING Item 3-b-b, page 1: Clarification on whether RST rate relief entitlement is affected by proposed RSNC activities. ACTION: GS
- iv. ONGOING Item 3-b-c, page 1: SBOC to appoint representative for Quay Lane Trust. ACTION: PB
- v. ONGOING. Item 3-b-m, page 1: Riverside strip of land at Stratford St Mary opposite Swan Inn. Progress is being made. ACTION: AT
- vi. RESCINDED. Item 4-b, page 2, Project 7, VEC ramp quotes: No longer required.
- vii. ONGOING. Item 4-b, page 2, Project 13, John Constable scheduled maintenance: GS sought clarity on whether the £4000 currently set aside was actually sufficient. ACTION: AT
- viii. ONGOING. Item 5-a, page 3: Prior to enabling extension to our insurance cover for lock usage, we must respond to points regarding training (refer to a, b & c at the end KT's document 'RST Insurance Question' as circulated for August Council meeting). ACTION: AT & PB
- ix. RESCINDED. Item 5-b, page 3: NR's enquiry regarding seating that was promised by Langham Parish Councillor, Elizabeth Schofield.
- x. ONGOING. Item 5-b, page 3: Commemorative plaque missing or removed for treatment? The upkeep strimming of the footpath leading to the lock was also queried. ACTION: DVB
- xi. ONGOING. Item 5-c, page 3: Invitation for RST and DMMCL representatives to see potential Dedham contractor's 'silent piling'. See discussion below under item 5-a-ii. ACTION: EB
- xii. RESOLVED. Item 11-a, page 4: Damaged bollard near VEC. KG in contact with BMCA representative.

## 4. VEC Fire

### A. Company Secretary Update

KG was pleased to confirm that the insurance claim was formally accepted on 26.09.18. Contractors have removed the potentially dangerous overhanging veranda roof, parts of the damaged veranda floor and internal panelling with metal fencing blocking access to part of the building. All items (apart from some drawers and their contents) have been moved downstairs. JL, PB and JM were present to oversee items being thrown into the skip and to retrieve and sort documents. It was understood that the roof is not entirely weather proof as it was discovered that rain water had leaked onto the relocated documents. Potential new office sites had been assessed with the room at The Bridge Project established as the best option. The office relocation transition was very smooth due to the facilities set up and available. The Bridge Project accepted a fee for 12 months rental and our insurers are ready to reimburse this cost. Permanent storage for the files currently at the VEC had not been selected yet although various quotes for local sites had been obtained. A serious incident report has been submitted to the Charities Commission (as well as the Annual Report). ACTION: KG, GS and CB to meet and discuss next steps regarding VEC.

### i. Declaration of Interests Register

This is a requirement of the Charities Commission and their explanatory documentation is available in the Dropbox folder (Council Paperwork / 2018 October Papers). **ACTION: KG to circulate the form and date for its completion to all Trustees.**

There was some discussion regarding the Trust engaging independent contractors for the following:

- Someone to work alongside loss adjuster to ensure that we do get what we are entitled to
- Architect in case we want to make amendments to the building
- Someone to oversee the contractors on the site

A meeting between the loss adjuster, surveyor, KG and GS was expected sometime at the end of October. It was recommended to await the outcome of this meeting when more information will be provided giving the Trust a steer on how best to proceed.

### B. Treasurer's Report (previously circulated)

GS's wife had been hospitalised whilst on holiday abroad so understandably there was no written report for this meeting. However, there was nothing significant to report besides financial items that had already been discussed or were on the agenda for discussion.

### C. Office Manager Update

CB reported that the Sudbury-Cornard riverside footpath link was finally underway meaning that the area would become more accessible. This bodes well for the re-development of the VEC site which will be more visible than it has been in the past.

## 5. Operations

### A. Locks (new updates only)

#### i. Cornard Lock

The paddle is functioning but is fragile so further improvements to the mechanism are planned.

#### ii. Dedham

KT reported that DMMCL members are asking for an update. EB is chasing the contractor about the possibility of seeing their 'silent piling' in action since the first date was cancelled. **ACTION: EB.** It was understood that the VEC fire has taken precedence but £130,000 was still required for the Dedham project. There had been numerous ideas and a failed application due to not meeting the required criteria. KG can forward on funding information and it was suggested that the support of local authorities and access to their funding directories was a positive move forward. It was pointed out that fundraising needed coordination and there was currently no-one undertaking the role. CB asked whether anyone in DMMCL might have the relevant skills, expertise, contacts and willingness to help? **ACTION: Dedham Fundraising to be made a permanent agenda item. JM to write an appeal to Trust members.**

#### iii. Liabilities & Locks

The Tolhurst side of Roger Brown Lock is overgrown and a potential hazard for lock users. It was NOTED that the Trust cannot be negligent on these type of matters on any of its sites. There had been some confusion on the scope and location of clearance undertaken by Trust volunteers on the site. **ACTION: DVB and SBOC to manage upkeep of Trust land/structures falling within their operational stretches.**

### B. Boats (new updates only)

#### i. Maria Constable

It will hopefully be delivered on Monday. EB is planning a photo call to publicise the new boat and it was AGREED to rename it 'Maria Constable'. The £6,000 grant was received on 02.10.18.

ii. **Sudbury boats**

Due out of the water on 15.11.18. This will include the workboat, Dolly, which will be worked on in the Granary compound. SBOC are likely to commence the 2019 season earlier than Easter which falls over the weekend of 20-21 April 2019.

iii. **Dedham Vale boats**

Kathleen is already out and Stour Trusty II (STII) will be out of the water soon. It was pointed out STII is likely to need a new canopy. As previously requested by GS, AT has prepared a proposed works budget for all the boats that spans the next few years and this to be discussed with the Treasurer.

There is currently no mooring for Maria Constable but this is being discussed with National Trust.

**6. Events**

- A. **Shanty, Cheese & Wine Evening, Friday 16 November, 7pm at The Granary** – Only a few tickets remain.
- B. **DVB Laying Up Supper, Thursday 25 October at 12pm at Dedham Boathouse**
- C. **SBOC Meal, 26 September at The Angel Pub** – Well enjoyed by those SBOC and tea room volunteers who could attend.
- D. **RAF Lakenheath Visit, Friday 13 October** – Another well enjoyed social event for a full coachload of 35 as arranged by Peter Hesketh.
- E. **S2C** – CB reported that the Outdoor Hire Centre (OHC) had once again offered its craft for S2C hire as an income stream for the Trust who managed the bookings and retained 100% of the hire fee. OHC staff facilitated the actual delivery and collection of craft free of charge. Last year, this brought in £670.00 whilst this year the figure rose to £1160.00. **ACTION: CB to write thank you letter to OHC.**
- F. **2019 Trailboat Festival** – It was NOTED that the 2019 event should go ahead over the same weekend as had been intended this year.
- G. **2019 Rosette's 21<sup>st</sup> Birthday** – JL mentioned that the boat would be reaching a milestone next year.

**7. Any Other Business**

- A. **VEC files/paperwork** – this needs to be sifted through and catalogued before being put into storage. JL mentioned that he found documentation that indicated commercial activity on the river in 1795.
- B. **Succession Planning** – JM is stepping down as Chairman of Council at the end of 2018 but was pleased to report there is a candidate for his replacement. **ACTION: Election of new Chair at next meeting**
- C. **Donation** – The daughters of the late John and Jean Morton had recently visited The Granary to scatter their ashes. Following this visit they had written with the surprising and very welcome enclosure of a £2,000 donation. This will be a restricted donation as per the accompanying letter 'towards the re-build of your hut [VEC] as Dad liked to call it'. **ACTION: CB to write thank you letter.**

**8. Proposed Next Meetings**

Thursday 15 November, 10am at The Bridge Project / Monday 10 December, 10am at The Bridge Project  
**MEETING CLOSED at 20.50**