

**Minutes of the River Stour Trust Council
held on Wednesday 8 May 2019 at The Granary, Sudbury**

Those present: Paul Brewerton (PB), Bob Foster (BF), Keith Grinsted (KG), John Morris (JM – left after item 5-A), Graham Simmons (GS), Alan Thomas (AT)
Minutes Secretary: Catherine Burrows (CB, Administrator)
RST Members: Mike Finch (MF), Kevin Taylor (KT)

1. Apologies for Absence: Emrhys Barrell (EB), Jim Lunn (JL)

2. Declaration of Interests (DoI) – None.

3. Minutes of the meetings held on 15 April 2019: - Full file version - APPROVED with amendments (as below):

- Item 3-A: correct date of last meeting

- Item 5a, page 2: correction from 'make disable gift aid claim' to 'may disallow gift aid claim'.

- Item 7, page 3, first bullet point: correction as the meeting was between the RST Project Working Group (PB, KT, CB and EB) and not DMMCL.

ii. Online version - APPROVED with amendments (as below): - As above

- Item 4, page 1, paragraph 3: First bullet point to end at "...£300 per boat".

AT proposed, KG seconded that 'the file and online version of the minutes are approved, subject to the changes above' APPROVED UNANIMOUSLY

3-A) Matters arising from those Minutes of 15 April 2018:

i i. ONGOING. Trust Restructure/Update (20.09.18, item 2): Restructuring Group to form and discuss updating the Trust's Memorandum & Article of Association (MAA), operational structure and possible switch to a Charitable Incorporated Organisation.

ii ii. ONGOING. Membership & Member Benefits (15.04.19, item 5-A): A benefit of RST membership is still be considered once VAT and gift aid implications are fully researched and understood. An increase to membership subscription is overdue (static since 2012) in order to address increasing costs e.g. Lock Lintel production and circulation. ACTION: PB to address plans for membership at forthcoming AGM.

iii iii. ONGOING. If a member is undertaking the work then we need to ensure they are adequately insured. An informal inspection and report can be followed up by a practising and insured professional. It was recommended that the venues are revalued every 3 years.

4. AGM Planning

4-A) Note the wording for Achievements and Performance, Financial review, Plans for Future Periods for inclusion in the Annual Accounts

There were some small corrections to some of the wording in AA e.g. spelling of names. After discussion, Council AGREED the AA (subject to repositioning of some figures) and the addition of the wording for sections: Achievements and Performance, Financial Review and Future Plans. ACTION: CB to liaise with IE regarding required updates.

4-B) Formally approve the 2018 Annual Accounts

It appears that our Annual Accounts (AA) have figures in areas that we would not expect e.g. membership subscriptions under Trading Activity. Efforts have been made to address some of these oddities but it was pointed out that we should be reassessing our needs from our Independent Examiner and review our current situation for the future.

4-C) Note the timescales for actions (Flowchart)

It was NOTED that the date of the AGM was changed to Wednesday 26 June (from Friday 28 June). The Trustees standing for election/re-election was agreed.

5. Brief Essential Updates

5-A) VEC

KG explained that the VEC was now being handled by the Major Claims Team (who had always had an overview). The unacceptable delays have been strongly conveyed to the relevant parties with an

apology to RST. The rebuild has gone out to tender whilst an architect has been appointed to ensure DDA compliancy.

[JM left meeting]

5-B) RSUG Briefing

MF had prepared a paper outlining the main topics of that meeting (appended to thee minutes). CB mentioned that the EA were keen to bring Cattawade canoe launch jetty up to standard then transfer its ownership over to RST as the landowner.

5-C) S2C Organiser

Gordy Hardy (Outdoor Hire Centre / OHC) had been disappointed to learn that we were struggling with this year's S2C and lack of an organiser. He had introduced us to one of his employees, Seb Cailles, who has experience of the river and event organisation. His offer of help is entirely voluntary and in no way linked to OHC. ACTION: CB to chase Jane Rogers for the updated 'How To S2C' document. CB to arrange meeting with Seb and PB.

5-D) Dedham Lock

Progress is being made with JM and KT to attend a meeting with our solicitor this Friday regarding the lease document.

It was pointed out that a lot of work had been undertaken to revise the cashflow/budget due to planning and legal costs that had previously been unaccounted for. It was stressed that more accurate project costs were required for any project to enable our cashflow to allow for this expense and/or recognise where funding is required in advance of the expenditure.

5-E) Reported Incident

AT advised that there had been a collision between Trusty and a SUP at Flatford. A full report had been submitted by the RST Skipper. The SUP user had dropped their phone into the water and might get in touch with RST but CB said an eyewitness, Gordon Hardy – OHC, was adamant that the SUP user was at fault.

5-F) Rowboats

It was interesting to note that The Henny Swan are planning to offer 4 rowboats for hire whilst the National Trust at Flatford have purchased the rowboats from the previous Flatford operator.

MEETING CLOSED at 11.49