

# THE WHITCHURCH WATERWAY TRUST

[www.whitchurchwaterway.uk](http://www.whitchurchwaterway.uk)

Charity Commission No : 701050



**MINUTES** of a Committee Meeting held on 12Apr2022 at The Archibald Worthington Club, 2 Castle Hill, Whitchurch SY13 1BQ

## Present:

Helen Brockman	(WWT Secretary)
Mark Lacey	(WWT Trustee and Canal Festival Organiser)
Kath Oldham	(WWT Trustee and Membership Secretary)
Paul Radcliffe	(WWT Trustee)
Giles (Dugga) Sullivan	(Whitchurch Town Council Representative)
Bob Sumner	(WWT Trustee and Grounds Maintenance)
Paul Young	(WWT Member)

- 1) Apologies for Absence  
David Torrens, Chris Chambers, Ray Hatton, Hilary Seward  
  
Mark Lacey chaired the meeting.
- 2) Minutes of the Previous Meeting / Matters Arising  
The minutes of the previous meeting were approved and signed by the Chair.
- 3) Vote to Accept Giles Sullivan as a Trustee  
Giles Sullivan was accepted as a new Trustee by unanimous vote.
- 4) 2022 AGM
  - a) A date of either Wed 7Sep2022 or Wed 14Sep2022 would be OK  
*(Post Meeting note from secretary - We need to change these dates to the preceding Tue ie 6Sep / 13Sep to suit trustees' availability)*
  - b) We will not amend the Constitution to include Proxy Voting (which has been requested by a member) at this AGM, but will include the matter in a general review of the constitution in winter 2022/2023, to minimise the effort involved in making changes to it.
  - c) We will not amend the Constitution to include any widening of Trustee Benefits at this AGM (we had said at the time of conversion to a CIO that we would revisit this matter), but it will be included in the general review of the constitution.
  - d) The Archie is the first choice for venue, if available. As an alternative, GS can book the District Club, which has had some changes made, since he is a member.
  - e) We will not have a speaker or presentation at the AGM, since only a small number of people are likely to attend
  - f) Trustees to stand for re-election at the AGM (if willing) will be Chris Chambers, Ray Hatton and David Torrens. All trustees co-opted by the committee since the last AGM will also stand (if willing) for election by the membership.
- 5) Review Policies
  - a) Purchasing Policy  
David Torrens has sent the following comments ;
    - 1) *Remove refs to VAT, we are not VAT registered. Agreed.*
    - 2) *I suggest that Trustees should be able to make purchases or incur expenses of up to (say) £150 without consulting and (say) £300 by consulting by email and higher amounts only by formal agreement. It was felt that more definition of what kind of expenditure needs what kind of*

agreement is needed.

3) remove ". Payment shall be made by cheque." And replace with .... By BACS. It was felt that the policy should allow payment by either BACS or cheque. Indeed at the moment we are unable to pay anything online.

4) the two sections. "Items Over £100 and Under £1500" and "Items Over £1500" do not resemble what we do. I think in last years we only issued one Purchase Order and never sort alternative suppliers. Payments have always been by BACS not cheque. The policy says a Purchase Order is prepared **if the supplier requires one.**

- b) Advertising Policy. This should not state prices. It should say the rates are set by the committee and displayed on our website.
  - c) Privacy Policy. It is uncertain whether storing the membership list in a free Dropbox account is 100% GDPR compliant, since we don't know whether the server is in the UK/EU or not. The reference to Gift Aid s/be removed, and "Boat Rally" s/be replaced by "Canal Festival".
  - d) Equality And Diversity Policy  
**HB** to check whether this should include gender re-assignment as a protected characteristic
  - e) Canal Festival Subcommittee Terms Of Reference  
This should not contain names, since a policy should not state names
- HB** to make agreed changes and change the review period for all policies from 1 year to 3 years
- 6) WWT Website / Facebook page  
Joe Sheldon has emailed HB that the website was quoted at £700, of which £250 has already been paid. David Torrens has suggested a small working group should be set up to progress the website and would be happy to be in it.  
**DT** to progress the website with Joe, enlisting help from others as he feels appropriate.
  - 7) Strategy - Next Steps  
This was not discussed, due to lack of time.
  - 8) Conversion to a CIO - Changing the name on the Land Registry title for the Whitchurch Arm to show WWT as a CIO rather than a charitable company  
**HB** has sent the application to the Land Registry, stating a value of £1600 for the title.
  - 9) Canal Festival (Sat 3rd and Sun 4th Sep 2022)
    - a) Report  
The Festival Action Plan and Budget had been circulated by email. ML will continue to update these documents in the run up to the Festival. Further meetings will be arranged closer to the event.  
There will be a work party to review the festival tents etc at Chemistry Farm at 1000 on Sun24Apr. Chris Chambers has a Mooring Plan and a Land Pitch Plan, which ML can contact him about.  
**HB** to give brass plaques from previous festivals to ML to be recycled when new ones are ordered
    - b) Budget  
HB suggested that the budget for Purchase of Items to Sell/prizes s/be stated as separate budgets for the WWT Stall, Boaters' Supper and the Best Decorated Boat competition and requested a £100 budget for the WWT Stall
  - 10) Membership  
KO has started contacting memberships with overdue subscriptions to resolve them, which is progressing slowly, and has had trouble getting responses from some.
  - 11) Re-Negotiation of Moorings Agreement with CRT  
CRT have confirmed that we can either stay on our existing Moorings Agreement or change to their proposed new Moorings Agreement. It was agreed that we would stay on the existing agreement unless we can make the long term moorings attractive enough to feel confident that we will be able to let them. PR feels that the depth of water is an issue which deters moorers.  
**ML** will organise a depth survey for the long term moorings  
**PR** will ask CRT if the agreement they offer marinas (9% of potential moorings income) is an option for us and if so, how much they would assess our potential moorings income to be
  - 12) Protection of Route for Canal Restoration into Town  
Shropshire Council (Eddie West Planning Policy and Strategy Manager) has told HB verbally that it is too late to get the route shown on the forthcoming Place Plan, where it has apparently been missed in error, but that he will put WWT on a list of consultees for future plans. Despite asking twice for email confirmation of that, none has been received.

HB has asked Peggy Mullock to chase this

13) The future of the Country Park and the role of the WWT

GS advises that the best way for CC to get on the agenda to speak at a full Whitchurch Town Council meeting would be for him to attend a full Council meeting and raise the subject at it when the public get an opportunity to speak.

**CC** was to talk to the Shropshire Council Director of Place

14) IWA Conference at Stroud

ML reported that the conference had been useful, including a session about canal linings, and had found out that there is a Shared Prosperity Fund available in all areas, which is the long term replacement for EU funding. He had emailed a more detailed report.

15) Treasurer's Report

Not discussed as the Treasurer was not present

16) Display Boards

Joe Sheldon was to quote for some display boards that we can display to promote WWT at various events

Not discussed as no one present knew about this

17) Arm Maintenance

a) Sunken place on towpath. BS reported that this had sunk again.

**ML / CC** to get some hard core to add to it

b) Improving Path to Long Term Moorings

**CC** was to get a quote for this

c) Dead and dangerous tree overhanging the Canal at the Junction

It was decided to drop this item as CRT has been informed of our concerns and there is no further action we can take.

d) Vegetation Management

**PR** is a/w a quote for this from Martins

e) Offside Boundary Fence next to Waterfront View estate

It was decided to drop this item as the situation has existed for many years with no obvious means of resolution.

f) Signage for Boats about how to enter and leave the Whitchurch Arm from/to the Grindley Brook direction

Joe Sheldon has emailed HB that he can provide 2 A2 aluminium signs for £95 each, including fixtures, artwork and delivery. It was felt that the signs would need to be much larger than A2. JS is awaiting the dimensions required.

g) Planting Trees above winding hole

**PR** is awaiting a recommendation of exactly which species

18) Date(s) of next meeting(s)

1930 Wed 10May2022 (Archibald Worthington Club)

1930 Wed 14Jun2022 (Archibald Worthington Club)