

# THE WHITCHURCH WATERWAY TRUST

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

Charity Commission No : 701050



**MINUTES** of a Committee Meeting held on 12Jul2022 at The Archibald Worthington Club, 2 Castle Hill, Whitchurch SY13 1BQ

## **Present:**

Helen Brockman	(WWT Secretary)
Angie Hotchkiss	(Whitchurch Town Council Councillor)
Mark Lacey	(WWT Trustee and Canal Festival Organiser)
Kath Oldham	(WWT Trustee and Membership Secretary)
Giles (Dugga) Sullivan	(WWT Trustee and Whitchurch Town Council Representative)
Bob Sumner	(WWT Trustee and Grounds Maintenance)
David Torrens	(WWT Trustee and Webmaster and Treasurer)

## 1) Apologies for Absence

Hilary Seward

## 2) Minutes of the Previous Meeting / Matters Arising

The minutes of the previous meeting were approved and signed by the Chair.

## 3) Changes to the Way We Work

### a) Trustee Recruitment

Active recruitment of Trustees should only happen following a decision by the Trustees – usually in response to a lack of capacity or where specific skills are required.

If people offer their services as Trustees to WWT, the first step should be an informal meeting with the Chair + another Trustee. They may then be invited to attend a board meeting.

AH expressed an interest in becoming a Trustee.

**ML** will talk to AH about becoming a Trustee

**HB** to remove notice about becoming a Trustee from the noticeboard

**ML** to review the page about becoming a Trustee on the website and tell DT changes required

**DT** to assign a mailbox [chair@whitchurchwaterway.uk](mailto:chair@whitchurchwaterway.uk) for ML to use

**DT** to get the email address [chair@whitchurchwaterway.uk](mailto:chair@whitchurchwaterway.uk) published on the Contacts page of the website

BS arrived.

### b) Decision-making

Meetings will focus on key themes, identified in advance.

Agendas will be limited to 12 items as determined by the Chair in consultation with the Secretary.

Agenda items for discussion/ approval should be identified with a clear proposal for trustees to consider in advance. Agenda items for information to be identified as such.

**ALL** send items you would like put on the agenda for a meeting to ML and copy HB

Urgent or operational decisions between meetings will be taken by an Executive Committee which would currently comprise the Chair & Treasurer with decisions recorded by the Secretary.

The Chair will inform the Secretary which Representatives of other organisations who are not Trustees should be invited to a particular meeting.

In time, to establish the following additional roles for Trustees:

- Recruitment, training and management of volunteers
- Operation and maintenance of the canal
- Festival Co-ordinator (2023 onwards)

- Vice Chair to take over if the chair is not available.  
All officer roles will be subject to annual election by the Trustees at the first committee meeting following the AGM.
- c) Finance
  - We will produce an annual budget, with amounts delegated to be managed by named Trustees/ subcommittees.
  - We will produce quarterly reports of actuals compared with the budget to date.
  - Purchasing within an agreed budget will still be subject to agreement by the relevant Trustee / Subcommittee and required number of quotations as stated in the Purchasing Policy.
  - We will have a designated fund for spending on large items such as dredging and piling which will show a truer picture of our finances.
  - Some amounts which had been allocated as Donations had in fact been for Advertising, due to the difficulty of identifying incoming payments on the bank statement, which only shows the 16-character reference. We will ask those paying by Bank Transfer or Standing Order to use a reference starting with an identifier which shows what the payment is for.
  - DT** to send KO and Lindsay Green a copy of the bank statement monthly so they can see who has paid for membership / advertising / moorings
- d) Culture
  - For the above to work, we need to trust and support each other to do the jobs that we have individually agreed to do.
  - More praise and less criticism – of both ourselves and other groups we want to work with.
- e) Constitution
  - Some of these changes may require amendments to the constitution. We will consider such changes after a trial period of 6 months. The role of members and the offer we make to members and volunteers will be reviewed at that time.
- 4) Maintenance issues
  - a) Work done by Bob's team
    - The new strimmer is faulty and needs to be returned to the supplier.
    - ML has been spending time with BS's team when they are working.
    - BS and his team were advised not to work on Sun 17Jul as exceptionally high temperatures are expected
  - b) Martin Tree Care Contract
    - The work had been done conscientiously but the cost had been more (£780) than expected (£450).
    - As Martin has only just started working on vegetation maintenance, he had wanted to see what each area was like in the growing season before recommending a maintenance schedule.
    - We need a specification of what will be done to which area how often.
    - ML, HB** (and possibly **AH**) will work on coming up with such a specification and deciding priorities for the Festival
  - c) Money allocated by Whitchurch Town Council for maintenance of the Arm. This has been £2000 pa in the past and will be dealt with at a forthcoming Council meeting. There has been considerable improvement in the way Whitchurch Town Council works. There is a question of whether WWT would prefer to receive the funds and engage their own contractor or have the work done by the Council's contractor.
  - GS** to find out what the deal would be if WWT received the funds and inform ML
  - d) Preparation for Festival
    - There are concerns about getting the grass cut in time for the Festival.
    - Shropshire Council insist that anyone working in the Country Park with more than hand tools should have the appropriate safety training and insurance.
    - AH** will explore whether We Are Whitchurch can help with some mowing and strimming prior to the festival, as a one-off
  - e) Future Dredging
    - We will work on this over the next few months
  - f) Future Piling
    - DT had seen piling being installed recently at lift bridges which was taller than normal and was reinforced at the top with material behind the piling.
    - We could see if other canal societies have piling knowledge they can share and explore contractors other than Land & Water.
  - g) Any other maintenance issues

The paving at the dead end is expected to be in a safe state for the Festival.

5) Policies

- a) The Safeguarding Policy was approved.
- b) The Purchasing Policy was approved.

6) Topic for Next Meeting

The next meeting (following the AGM on 13Sep) will be a social.

7) Any Other Business

a) Membership

KO has been working on sorting out inconsistencies and unpaid membership subscriptions and presented the numbers of the various non-corporate membership types we have. She has also been visiting corporate members to chase subscriptions.

- b) ML will become a signatory on the TSB bank account. BS will remain as a signatory.

8) Date(s) of next meeting(s)

(no meeting in Aug)

1930 Tue 13Sep2022 (AGM followed by a Social) Archibald Worthington Club

1930 Tue 11Oct2022 Archibald Worthington Club

1930 Tue 8Nov2022 Archibald Worthington Club

1930 Tue 6Dec2022 Archibald Worthington Club