

THE WHITCHURCH WATERWAY TRUST

www.whitchurchwaterway.uk

Company No : 02280683 Charity Commission No : 701050



MINUTES of a Committee Meeting held on 23Oct2018 at The Wheatsheaf, 19 Green End, Whitchurch SY13 1AD

Present:	Helen Brockman	(WWT Secretary)
	Chris Chambers	(WWT Trustee / Director and Chairman)
	Joan Crump	(WWT Trustee / Director and Membership Secretary)
	Ray Hatton	(WWT Trustee / Director and Treasurer)
	Paul Radcliffe	(WWT Trustee / Director)
	Dave Smith	(WWT Trustee / Director)
	Bob Sumner	(WWT Trustee / Director and Grounds Maintenance)
	David Torrens	(WWT Trustee / Director and Webmaster)
	David Aylwin	(Inland Waterways Association Representative)

- 1) Apologies for Absence
None.
- 2) Matters Arising / Minutes of the Previous Meeting
The minutes of the previous meeting were approved and signed by the Chair.
- 3) Chair's Report
 - a) Dredging and Piling
CRT have found a place to dispose of their dredgings but it is not known where that is. There is a 2 week window between CRT's planned dredging between Frankton and Balmer Heath and their planned dredging below Grindley Brook. CRT will now be craning a dredger in at Whitchurch Marina. Neither CRT nor Land&Water are prepared to make a decision about dredging the Whitchurch Arm at present.
CC to arrange an onsite meeting with Land&Water ASAP to get a revised quote in the light of these plans. **HB** to attend this meeting.
CC to get approval before going ahead with the dredging from the Committee if the revised cost is greater than the amount agreed at the last meeting.
 - b) 40% CRT levy on mooring fees
There has been no approach from CRT on this. We will not pay the amount currently owed to CRT until re-negotiation has taken place.
 - c) Aldi proposed new store off Wrexham Road
Aldi will appeal refusal of Planning Permission at a public inquiry in January 2019
JLL (Aldi's consultants) have approached WWT about signage they propose to provide between the canal and the town centre. They need to agree the signage before the appeal since the Planning Inspector will not accept either conditioning the signage nor dealing with it as an Section 106 / Community Infrastructure Levy agreement. As a community organisation, WWT should endeavour to act in line with the community's view of the proposed development, although that was mixed.
 - d) Shropshire Council will spend £31 million on refurbishment of Shire Hall, which seems surprising in view of the great need for investing in local communities. There has been no public consultation.
 - e) Patrons, Life Presidents, Sponsors
CC to approach a well known actor and participant in the Farmers' Market about taking on a role.
ALL Think about other possible people to approach.
 - f) Friends of Whitchurch Waterway
It was agreed that having an informal group who would support WWT without being Trustees would be a good idea.
 - g) Lizzie Scott will act as Press and Publicity Officer for WWT.
- 4) Funding

- a) Tesco Bags of Help DS had arranged to get a quotation, but had had to cancel the appointment.
DS to get a quotation
- b) TSB
CC will put an application in by 31Oct
- 5) Project Management
 - We should use a project proforma similar to that used by STTV
 - CC** to send a sample proforma to HB
 - HB** to produce a similar proforma for WWT to use (CC and PR should be contacts on it)
 - PR** will be project co-ordinator for the Gateway project
- 6) Review WWT Purchasing Policy
 - HB** to change the policy as follows and present it for approval at the next meeting :
 - a) Designated signatories s/be *Treasurer and two other Trustees* (was Chairman, Treasurer and one other Trustee)
 - b) Items and contracts must be sourced *where possible* from three suppliers
 - c) Items and Contracts over £1500 will be ordered using a Purchase Order Form prepared by the Treasurer *if the supplier requires one*
 - d) It is unnecessary to explicitly state HMRC Advisory Fuel Rates in the policy document as they frequently change and can easily be obtained from HMRC webpages as and when required.
- 7) Arm Maintenance
 - a) Split Tree on offside above long term moorings (storm damage)
CC will see if STTV are able to help with this
 - b) Stop Plank Shelter and fence behind offside memorial garden
The Small Tasks Team Volunteers will be installing a base for the shelter and erecting a new fence (including supplying materials) on Thu 25Oct. There will be no gate in this fence.
JC has put a member who offered to help in touch with DT to progress repair of the shelter's legs
 - c) Wildlife Buffer Zone
HB was to continue chasing wildlife buffer zone status with Shropshire Council
 - d) Chemistry Bridge
JC was to see the bricklayer on site to see the area which needs pointing and report. To be reviewed at next meeting.
 - e) Repair of offside post and barbed wire fence marking boundary of WWT land
BS has the posts to repair this fence
 - f) Bench for Arm
DT has agreed a design with the Rotary Club and WMIS have ordered the materials
 - g) Noticeboard by winding hole - the middle section has been blown off. The board is rotting and delaminating at the top. Lindsay and Ken have it and may need help to put it back (or replace it).
DT will look at what needs to be done
- 8) Boat Rally 2019
The date has been set as 31Aug / 1 Sep 2019. It will be called Whitchurch Canal Festival from now on. PR suggested the evening meal could be held in the Masonic Hall, with a volunteer patrolling the Arm to keep an eye on the moored boats while the meal is in progress. JC suggested fish and chips from Chesters could be organised. PR will be the Festival Coordinator.
- 9) Website Hosting
Consider moving to another website hoster at an increase in cost of between £20 - £60 pa. Current cost is £30 pa, but some problems have been experienced recently.
To be reconsidered if more problems are experienced.
- 10) Insurance - Trustee Indemnity
Although insurance providers stress that this is necessary, PR's research had found that circumstances not covered by 3rd party liability are hard to find - trustees would have to be proved to have made a decision which was grossly negligent. DA suggested that we should tighten up our checks on commercial boats' insurance, licences etc for the 2019 Canal Festival - other canal festivals check much more than we do.
PR to tighten up checks for the 2019 Festival, **DA** to help
- 11) Treasurer's Report.
The accounts to date were circulated. There were 2 invoices to pay - £40 for bin collection and £10 for postage. We have not yet sent CRT their percentage of mooring fees, and will not do so pending renegotiation of the rate, which CRT do not seem to be progressing.
- 12) Any Other Business
 - a) Insurance Renewal Questionnaire

To be answered at the work party on Sun 28Oct and the results to be sent to RH

- b) New Treasurer. Was not discussed
 - c) Estate resident mowing WWT land. A tree we planted at the top of the winding hole had been flourishing recently but has now died. We may need to assert our ownership of the land in writing to guard against the possibility of adverse possession.
- 13) Outstanding Actions (where not covered under a separate item)
- BS** was to show those present at the work party on Sun 30Sep a way to attach tyres to the piling.
 - DS** was to investigate ways to attach tyres for use as fenders on the piling round the winding hole
 - CC** was to select some artefacts to be borrowed from the Ellesmere Port Boat Museum for a display in the Heritage Centre and liaise with the curator. It has not been possible to progress this at the moment.
 - CC** was to set up WWT fundraising material at Grindley Brook Locks.
 - DA** to provide information about A boards to CC for WWT fundraising material at Grindley Brook Locks.
 - RH** was to investigate whether a local solicitor would be willing to act as our registered address
 - DS** was to put some mats round the shrubs to suppress grass / weeds from growing round them and retain moisture.
 - DS** was to adjust the picnic table levels
- 14) Date(s) of next meeting(s)
- 1100 Tue 27Nov2018 (The Wheatsheaf)
 - 1100 Tue 8Jan2019 (venue tba)
 - 1100 Tue 5Feb2019 (venue tba)
 - 1100 Tue 5Mar2019 (venue tba)
 - 1100 Tue 2Apr2019 (venue tba)
 - 1100 Tue 30Apr2019 (venue tba)