

THE WHITCHURCH WATERWAY TRUST

www.whitchurchwaterway.uk

Company No : 02280683 Charity Commission No : 701050



MINUTES of a Committee Meeting held on 12Mar2019 at The Wheatsheaf, 19 Green End, Whitchurch SY13 1AD

Present:

Helen Brockman	(WWT Secretary)
Chris Chambers	(WWT Trustee / Director and Chairman)
Paul Radcliffe	(WWT Trustee / Director and Canal Festival Organiser)
Dave Smith	(WWT Trustee / Director and Membership Secretary)
Bob Sumner	(WWT Trustee / Director and Grounds Maintenance)
David Torrens	(WWT Trustee / Director and Webmaster)

(DT arrived during Canal Festival item)

- 1) Apologies for Absence
Roger Birch, Ray Hatton, Peggy Mullock
- 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
The Arm and its entrance have been dredged by Land&Water and the dredgings put on the offside soft bank behind Nicospan fabric held in place by wooden piles. The pre-existing reed bundles have been saved and re-used and are sprouting again already. 170 tons of dredgings have been removed, leaving a 26ft channel with a depth of 1.4m in the middle and 1m at the edges. There is room for more dredgings / other matter to be placed behind the Nicospan at the lift bridge end. CC had managed to arrange the dredging to be done when a dredger was already mobilised by CRT on the main line, thus saving over £19,000 in costs for mobilisation / demobilisation of dredging equipment. The cost of sending the dredgings to landfill at £75 a ton plus testing costs had also been avoided. Nevertheless the cost had been very significant, at over £42,000. It became apparent that the dead end has a sloping batter of clay supporting the coffer dam. A repair to part of the towpath at the middle of the winding hole, where it had collapsed somewhat has been done, and a sunken telegraph pole which had been used as a fender was retrieved. All felt an excellent result had been achieved and congratulated CC on his creative planning and efficient supervision of the project.
 - b) Boundary Fence
CC will get another quote
 - c) Towpath Upgrade
It is intended to remove the grass strip next to the piling, inspect the Flemish drains, which may not be working and surface the path right up to the piling, at the level of the piling.
- 4) Membership
Ray Hatton had sent his approval via the secretary for the whole of this item as he was unable to attend the meeting.
For a CIO, the Charity Commission say that it is normal to offer only Individual and Corporate (and possibly) Unincorporated Organisation types of membership. Members' voting rights must be specified in a CIO's Constitution. We currently have Individual, Joint, Family, Charity / Community Group, and Corporate Membership Types and our current constitution does not specify the voting rights for Joint and Family membership types. We do not hold the names of people in Family memberships.
 - a) It was decided to stop offering Joint, Family, Charity / Community Group memberships for new members and state in the proposed new CIO Constitution that WWT has these membership

types :

Individual

Corporate

Unincorporated Organisation

Joint (no longer available to new members)

Family (no longer available to new members)

- b) It was decided to state in the proposed new CIO Constitution that
- Each person in Individual, Joint and Family Membership Types may attend and vote at General Meetings. Corporate and Unincorporated Organisation Memberships may appoint 1 representative to attend and vote at General Meetings.
 - Each person in Individual, Joint and Family Memberships has 1 vote at General Meetings. Corporate and Unincorporated Organisation Memberships have 1 vote at General Meetings.
- c) It was decided to try to encourage people in Joint and Family Memberships to change to Individual memberships
HB has changed the Membership Form to show DS as membership contact
- d) It was proposed to further change the Membership Form to get applicants to set up their own Standing Order rather than the Membership Secretary having to set it up, but a decision on this was postponed to a later date.
- 5) The Proposed CIO Constitution was approved to be proposed for adoption at the AGM in Apr, with the addition of text which allows a Trustee who cannot attend a meeting of Trustees to send a written vote on a proposed resolution via the secretary, although that Trustee would not count towards the quorum for the meeting.
Ray Hatton had sent his approval via the secretary for The Proposed CIO Constitution (without the addition above) as he was unable to attend the meeting.
- 6) AGM 1930 Wed 17Apr2019 at the Chester Suite at The Dodington Lodge
- The AGM Notice needs to be sent out by 21Mar so will need to be finalised and sent for printing by 17Mar. There will be a resolution to convert WWT from a Charitable Company to a Charitable Incorporated Organisation (CIO) and another resolution to adopt the Proposed CIO Constitution. These resolutions will need 75% of votes at the AGM to be passed.
 - DS and RH will retire by rotation and are willing to stand for re-election
 - CC has provided the Management Report for the AGM Notice
 - DS will try to get an Independent Examiner's Report but it is unlikely to be ready in time for inclusion in the AGM Notice, however it could be distributed to attendees at the AGM.
- 7) Canal Festival
- It was mentioned that traders should be made aware of the 7.5t weight limit on Chemistry Bridge. Approval has been received from Shropshire Council for holding the Dog Show on the basin site and for levelling of the land between the 2 bridges using a small digger. It is intended to mark the line of the old canal and planned extension and to use the area between the 2 bridges for local interest and Charity stalls at the Festival, rather than commercial traders' stalls.
18 boats and 9 possibles are expected to attend, with 13 people having booked for the supper. 4 land-based stalls, 3 Charity stalls and Shropshire Wildlife have booked so far. Changes to banners etc are in hand. The trip boat, crewed by STTV has been arranged. The festival theme this year will be "Man on the Moon", as it is the 50th anniversary of the moon landing.
Trained first-aiders who will be manning the SUCS stall have offered to be on call for accidents during public hours and 2 singers who sing in pubs in the Oswestry area have offered to entertain on one of the days.
PR to invite VIPs
PR and David Aylwin to liaise to create a Canal Festival Policy
PR and HB have agreed draft Terms of Reference for the Canal Festival Sub-Committee to be approved by the committee at the next meeting.
HB to add draft Terms of Reference for the Canal Festival Sub-Committee to the agenda for the next meeting
- 8) Treasurer's Report
- Progress on Financial Authorisations
 - COIF Units Signatories
Awaiting confirmation
DT to chase CCLA
 - COIF Units authorisation by email for sale of units

Awaiting confirmation

iii) TSB Signatories

The TSB had asked DT to confirm that BS should still be a signatory, which he had done.

Awaiting confirmation of added signatories.

CC is yet to bring his ID form in to the TSB

iv) TSB online access and electronic authorisation of payments

Not yet set up

CC and **HB** to approach CRT with a view to re-negotiating our Moorings Agreement

9) Requests from residents of Waterfront View

HB has sent information on the relevant planning documents for the wildlife buffer zone.

HB has written to the residents, copying the chair of the Waterfront View Management Company.

10) Country Park Land Transfer to WTC

We believe the necessary work by SC's Estates department is complete, which should enable further progress to be made.

HB to chase progress with Nicki Young.

11) The Charity Commission have advised that Honorary Life Membership for Bob Sumner and Arthur Skitt to acknowledge the work they do on the Arm is permissible.

DS to change the membership list accordingly.

12) Arm Maintenance

DS and BS have attached protective tyres on the piling around the winding hole

DT to paint the frame and trimmed edges of the OSB of the noticeboard by the winding hole

The stop planks have been delivered.

DT to do minor repairs to the stop plank shelter and paint it

13) More Meeting Dates

The following meeting dates were agreed (all 2nd Tue in month)

11Jun

9Jul

13Aug

10Sep

8Oct

14) Outstanding Actions (*where not covered under a separate item*)

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. A/w reply from Heritage Centre.

CC was to send a sample project management proforma to HB

HB was to produce a similar project management proforma for WWT to use (CC and PR should be contacts on it)

HB has sorted through the files collected from Bill Young's office and kept material suitable to be kept with the Secretary's files. Accounts documents up to 2011 have been destroyed.

HB to give a box of post-2011 Accounts documents to DT

RH was to investigate whether a local solicitor would be willing to act as our registered address. It was decided to leave this since if and when we become a CIO we will no longer need a registered address.

15) Any Other Business

CC to investigate whether a flat punt-like boat might be obtainable to keep and use for Arm maintenance

BS needs help to lift the "bridge" to cross the narrows by the lift bridge, as he does not want to put Arthur's health at risk if he does more than light work

Bill Young had been going to get a new MEXE assessment done on Chemistry Bridge as refuse removal from Chemistry Farm is a problem because the refuse truck is too heavy for the current 7.5t weight limit on the bridge. It is thought a new MEXE assessment never got done.

HB to find out what weight the refuse truck is

16) Date(s) of next meeting(s)

Tue 9 Apr 1930 The Wheatsheaf

Tue 14 May 1930 The Wheatsheaf

Tue 11Jun 1930 The Wheatsheaf

Tue 9Jul 1930 The Wheatsheaf

Tue 13Aug 1930 The Wheatsheaf

Tue 10Sep 1930 The Wheatsheaf

Tue 8Oct 1930 The Wheatsheaf