

# THE WHITCHURCH WATERWAY TRUST

COMPANY NO:02280683 CHARITY COMMISSION NO: 701050

**MINUTES** of a meeting held on 2<sup>nd</sup> April 2015 at the Dodington Lodge Hotel

**Present:** Helen Brockman  
Joan Crump  
Ray Hatton  
Bob Sumner  
David Torrens  
Bill Young

**1. Apologies for Absence**

Wendy Capelle

**2. Minutes of the Previous Meeting**

Were signed by the Charman, as were the minutes of the AGM held on 18<sup>th</sup> March 2014.

**3. Matters Arising from that Meeting**

None.

**4. Basin**

Technical Development

It was agreed that, while we have no offer of large scale funding, a small working party would try to define some feasible smaller projects for which smaller scale funding could be sought, for instance further determination of soil contamination and/or excavation under Chemistry Bridge to build a stop plank emplacement, or other projects.

**DT and BY to progress.**

Basin Project Management

DT suggested having an entrepreneurial project manager to push forward the chicken and egg nature of the twin strands of technical work and funding . It was felt that the time was not right for such a person at the moment, even if one could be found.

**5. Treasurer's Report**

The accounts were accepted.

**6. Funding**

Sam Hine continues to keep a watching brief and will notify us if she becomes aware of any large-scale or small-scale funding opportunities.

**7. WWT Registered Address**

It was agreed that we will make the auditor's office the company registered address for Whitchurch Waterway Trust at a cost of £50pa. **BY to set this up and let HB know when done so it can be recorded with Companies House, Charity Commission and Entrust.**

**8. Mailshot to WWT members**

We will contact members to try to get more email addresses, ask if anyone would like to become a Committee Member as Moorings Secretary or Publicity Officer, and ask for volunteers to help with the Boat Rally. Anyone offering to join the Committee will be invited to a Committee Meeting, and accepted subject to a vote. **HB to send mailshot**

**9. Website Revision**

There is the opportunity to share website hosting at a reduced cost with other town websites, as the domain whitchurchwaterway.uk, which takes advantage of the new .uk domain names. When a prototype is ready, DT would like people to review it, preferably people unfamiliar with WWT and less technically aware. **DT to pursue**

**10. Proposed Boater's Guide for noticeboard and website**

Although this does to some extent duplicate maps already on the noticeboards, it

provides information which cannot be found there currently. It does not show or list all businesses in Whitchurch, nor all corporate members, but only businesses which are likely to be of particular interest to boaters, such as supermarkets, pubs, DIY shops, launderettes and shops/eateries which are particularly near to the Whitchurch Arm. There is a limit to what can usefully be shown on a map in an A4 PDF, but issuing it that way is at very little cost and makes it relatively easy to update. **HB to finalise and publish**

#### **11. Defining Corporate Membership Rates**

It was decided that the following corporate membership rates, based on the number of people at the company's site, would be published in the membership form :

1-20 £20    21-40 £40    41-60 £60    61 or above £80

**HB to produce updated membership form**

#### **12. Listing Corporate Members on Noticeboards and Website**

A simple list of corporate members names, type of business (if not obvious from the name) and addresses would be produced. **JC to progress**

#### **13. Managing Paid-For Advertisements on Noticeboards**

Lindsay will continue to organise space on the noticeboards, but any Committee Member may organise an ad by first checking with Lindsay that there is space for it, taking payment and paying that into the bank (notifying the payment to RH), then giving the ad to a noticeboard keyholder (Lindsay or DT) to put up.

There are 2 noticeboards on the Arm and 1 at the top of Grindley Brook. The main board in the middle of the arm is the main one used for 'paid for' advertising. Decisions are made on available space, so don't promise anything until after checking with Lindsay. The rates for ads are :

An A4 poster        £50 pa  
2 A4 posters (1 on the arm and 1 at Grindley Brook) £70 pa  
An A3 poster        £70 pa  
A large plastic ad under the board or anywhere else. £100 pa

#### **14. PayPal**

**DT will progress after website revision**

#### **15. Jonathon Bellis**

HB had emailed Jonathon but had had no reply nor Rejection Message.

**HB to write to him to see if he still wants to be on the Committee**

#### **16. Using Printed Leaflets**

The printed leaflets can still be used if it is indicated that "It is hoped to have a funding package in place by the end of 2014/early 2015 for work to start on site in 2015" is no longer the current situation.

#### **17. Bag Packing at Supermarkets**

It was felt that we don't currently have enough people willing to do this to be able to man all tills and take turns to avoid standing all day long.

#### **18. Mike Handford**

It has not proved easy to arrange a date for Mike Handford to come and talk to us. It would be preferable to arrange an ad-hoc meeting with just DT/BS/HB. **HB to progress**

#### **19. New Banners for Roundabouts for the Boat Rally**

It was agreed that the Rally Committee can purchase 2 new banners for £150, however the possible change of website address should be considered. **HB to notify Lindsay**

#### **20. Laser Printer**

No Committee member felt they could give the laser printer a new home, so it was agreed that Lindsay should dispose of it as she sees fits.

**21. Writing again to Timothy West**

It was decided not to do this.

**22. New Letter Template with Logo Background for Official Letters**

This needs to change due to the change of secretary. **HB to progress**

**23. The Arm**

Dredging cannot be done at the moment as tadpoles are present. **DT to produce an article for the Whitchurch Herald about frogspawn and a photo of the donated daffodils at the Lift Bridge**

**24. Memorial Garden for Mike Johnson (Luckie Mucklebackit)**

**BS to create a garden on the Arm. Others to donate plants for it.**

**25. Any Other Business**

**26. Date of next meeting**

Wednesday 10th June 2015 at 7.30pm, Dodington Lodge Hotel