

THE WHITCHURCH WATERWAY TRUST

www.whitchurchwaterway.uk

Company No : 02280683 Charity Commission No : 701050



MINUTES of a Committee Meeting held on 9Nov2016 at the Dodington Lodge Hotel, Whitchurch

Present: Helen Brockman (Secretary and IWA)
Joan Crump
Ray Hatton
Sam Hine (Funding Consultant)
Dave Smith
Bob Sumner
David Torrens
Bill Young

- 1) Apologies for Absence
Wendy Capelle
- 2) Minutes of the Previous Meeting
There was a correction to the minutes of the 19Oct2016 Committee Meeting - Item 4 f) should not have listed David Torrens as attending the Basin Future Stages Planning Meeting.
The minutes were signed by the Chairman.
- 3) Matters Arising from that Meeting
To be covered during the meeting.
- 4) RDPE Project Inception Meeting Report
SH and RH had had a meeting with Jo Townsend of the Rural Payment Agency.
Claims must be submitted on the dates agreed, although the amount of each claim does not have to match that predicted. We have to make 3 claims, the first being at the end of November 2016.
Although the amount for the first claim is expected to be less than predicted, it would be beneficial to make it as much as possible, to help with cash flow.
The finish date is the end of May.(NOT the end of March as mistakenly stated on some EAFRD documents)
To expedite matters, we need to either set up making BACS payments or take invoices into the TSB to get them to make a BACS payment rather than using cheques.
There are some requirements for invoices, including itemisation of charges. Invoices should be addressed to RH. The best way to get invoices itemised as required would be to send suppliers a Purchase Order detailing what they will supply.
An Asset Register is needed.
The EAFRD want us to issue press releases, which must be sent to RH to get approval from the RPA prior to being issued. We are still awaiting details (logos etc) of what should be included in press releases.
RH to inform others of the exact requirements for invoices
RH would keep the financial documents (purchase orders, invoices, etc) for 7 years (as required)
RH to set up an Asset Register
RH to send a Purchase Order to formally appoint Platt White
BS to list equipment used in arm maintenance and give to RH for the Asset Register
DS to issue press releases, passing them first to RH to get approval
DS to explore with Platt White whether there are any options for maximising the amount we can claim for at the end of November (such as purchasing materials in advance).
ALL Photos at every stage would be useful

5) Basin Project

- a) Ecology Pre-Work Survey has been done and is valid for 6 months.
- b) Permission from Shropshire Council Outdoor Recreation as Landowner has been received - contractors must be CHAS registered and submit their CHAS certificate, Method Statements and Risk Assessments to SC Outdoor Recreation
Platt White have confirmed that the contractors they will appoint have CHAS registration.
- c) Shropshire Council Outdoor Recreation requested that we inform neighbours / the public what's going on, so they don't get enquiries about it
HB / JC to inform the 11 nearest houses when contractors start dates are known
HB to put up notice(s) to inform the public when contractors start dates are known, giving BY as the contact for enquiries
- d) Status of :
 - i) Water Vole Fence / Appointing contractors / Start Date
BY will meet the contractor on Mon and will press him to start
 - ii) Planning Applications 16/04209/DIS Discharge of Condition 5 (Soil Contamination) Validated 19Sep and 16/04993/DIS Discharge of Conditions 4,6,7,8,9 Validated 1Nov are still "Awaiting Decision"
Platt White have advised that we need to get Condition 5 discharged before moving any soil and have submitted proof of removing the telegraph pole as evidence of having "started work". We will leave communications with SC Planning about discharge of conditions and starting work to PW.
 - iii) Appointing Main Contractors / Start Date
Still no start date for the main contractors.
- e) Timing of Meeting to Plan Future Stages (to co-ordinate with IWA consultant's availability)
We will request HW's availability in Jan / Feb.

6) Arm Maintenance

- a) Chemistry Bridge weight limit
BY had obtained a quote for £650 + VAT from Byrom Clark Roberts (Architects Surveyors Engineers in Chester) for undertaking a maximum load assessment for Chemistry Bridge. The Shropshire Council refuse vehicles currently do not cross Chemistry Bridge to empty the bins at Chemistry Farm because of the weight limit on the bridge. Lindsay and Ken would like to get their bins emptied again rather than having to take the refuse to the Recycling Centre. It was questioned whether the weight limit was the only thing stopping collection, eg whether the vehicles could get round the corner and turn round. It was also unknown what weight limit the refuse vehicles require and what the likelihood of achieving a suitable weight limit was on an old canal bridge.
BY to discuss these points with Lindsay and Ken
- b) Boaters' leaflet boxes
CRT had agreed to get STTV to move 2 boaters' leaflet boxes into more useful positions :
 - i) Move the one on the lockkeeper's side of Grindley Brook top lock to by the Grindley Brook noticeboards
 - ii) Move the one near Hassells No 1 Lift Bridge (bridge 33) to the Whitchurch Arm (by the noticeboards)
- c) Excessive quantities of leaves have been collecting at the end of the arm. Both getting them out and disposing of them are problematic. BS requested others to help with the task.
BS to inform HB of dates for dredging leaves
HB to email committee members asking them to help when dates are known

7) Treasurer's Report

There had not been much activity to report. The bric-a-brac sales had made £282 and eBaying some vintage stockings from the bric-a-brac had made £32.

8) Next Year's Insurance with IWA - information required

RH had received a 4-page insurance renewal form from the IWA, which included some questions where it was unclear what our answers should be.

RH to contact IWA Insurance to clear up what we should answer.

9) The date of next year's AGM will be 15Mar2017. We would like to put on a talk / presentation after

the formal meeting, and will decide nearer the time whether to hold a short Committee Meeting afterwards or arrange one on a different date.

RH to find out if a wildlife volunteer he knows could do a talk about wildlife in the Country Park

10) Whitchurch Chamber of Trade and Commerce Representation

DT will continue to be the WCoT representative for WWT.

11) Any Other Business

- a) JC had persisted with enquiries and had contacted the Alport FC - WWT will be considered again for receiving funding from the Ethelston Cup, following a misunderstanding which turned out to have occurred 4 years ago.
- b) DT is intending to move the WWT website from the town shared hosting to another hosting option, which will cost no more than it does today, due to problems which had been experienced.
- c) **RH** would thank those who sent letters of support for our EAFRD funding application

12) Dates of next meetings

1930 Wed 14Dec 2016 Dodington Lodge Hotel

1930 Wed 18Jan 2017 Dodington Lodge Hotel

1930 Wed 15Feb 2017 Dodington Lodge Hotel

1930 Wed 15Mar2017 Dodington Lodge Hotel (Annual General Meeting)

1930 Wed 19Apr 2017 Dodington Lodge Hotel