

Minutes of the meeting of the Board of Trustees of The Inland Waterways Association held on 18th August 2012 at Rowington Village Hall, Rowington, Warwickshire.

Present:

Ivor Caplan	Alasdair Lawrance	Paul Strudwick
Ray Carter	Alan Platt	Vaughan Welch
Les Etheridge	Paul Roper	Ian West
Gordon Harrower	Peter Scott	
Clive Henderson (chairman)	Jim Shead	

In Attendance: Neil Edwards [Chief Executive], Helen Elliott-Adams [Finance Manager] and Jerry Sanders [Chairman of Promotions & Communications Committee].

Apologies for absence were received from Alastair Chambers and John Pomfret. Clive Henderson reported that Patrick Moss had not been able to take up his position as South West Region Chairman due to ill health.

9571

DECLARATIONS OF INTEREST

Ivor Caplan, Clive Henderson and Vaughan Welch recorded their membership of the Canal & River Trust Council. Peter Scott, Ivor Caplan, Alan Platt and Vaughan Welch recorded their positions as members of Canal & River Trust Partnerships (advisory committees). Clive Henderson asked trustees present for any other declarations of interest. There were none.

9572

MINUTES

Trustees approved the minutes of the Board's meeting held on 16th June 2012, including the edited version for publication, as a correct record of the meeting.

9573

ELECTION OF NATIONAL CHAIRMAN

Clive Henderson announced that there were two declared candidates willing to stand, [two names]. Clive Henderson asked if trustees wishes to question the candidates or whether they wished to go into a straight a vote. Paul Strudwick asked what would happen if a nominated national chairman failed to get re-elected as a trustee at the AGM; it was pointed out that this situation had frequently arisen before, especially when a sitting national chairman was due for re-election as a trustee.

A secret ballot was taken, with the results [announced].

A [confidential] discussion was held [detail omitted]. There was a general view that the present system [for election of officers] was not as good as it might be, and that there ought to be a review of procedures for the future. It was suggested that in the event of more than two candidates standing in future years, then there should be one or more eliminator rounds until just two candidates were left for a run off.

On a point of clarification, trustees agreed that the vote to be taken on the national chairman post at the October meeting was to be a ratification of the decision taken at this meeting, rather than a re-run of the election.

Neil Edwards would produce an updated draft of the procedures for the December meeting.

9574

DEPUTY CHAIRMEN FOR 2012/13

[Confidential discussion]

9575

OBJECTIVES FOR 2013

At the June meeting trustees had approved a first draft of objectives for 2013, but had asked for an additional objective to be added. Neil Edwards had circulated a draft of this, to be inserted as a new Objective 4, with the subsequent previously agreed objectives being renumbered 5 to 10:

- To support, assist and encourage all non-profit making organisations whose objectives are similar to those of the Association's. To lead by example providing inspiration and guidance whilst promoting excellence in responsible and sustainable management, restoration and conservation of the inland waterways. Also to encourage all other relevant corporate and private organisations to act in the best interest of the waterways.

Trustees approved the additional draft objective for 2013, and noted that a final review of the objectives for 2013 would take place at the December 2012 meeting.

9576

PROPOSED MEMORANDUM OF UNDERSTANDING WITH CANAL & RIVER TRUST

Clive Henderson introduced the paper, which had arisen from the joint workshop held with Canal & River Trust earlier in the year, and following on from IWA's previous Memorandum of Understanding with The Waterways Trust. Trustees suggested that the clause referring to 'Britain' should be amended to 'England and Wales' as Canal & River Trust did not cover Scotland. There was also a question of whether IWA could comply with the promise to agree to keep each other informed, as it might be difficult to keep track of everything that regions and branches might be working on, but it was accepted that the Memorandum was a statement of intent rather than a contractual commitment. Otherwise trustees approved the text of the proposed Memorandum. Clive Henderson said that Canal & River Trust wished Robin Evans to sign the Memorandum as chief executive, and trustees authorised Clive Henderson to sign on behalf of the Association, as national chairman.

9577

ANNUAL GENERAL MEETING ARRANGEMENTS

Clive Henderson reported that notices had been issued and that Promotions & Communications Committee was looking after all arrangements, including the meetings, morning and afternoon, and associated activities during the weekend. About eleven trustees had committed to attendance, and were asked to sit in the second row of the formal meeting. Award winners would be asked to sit in the front row. The formal AGM would be chaired by Clive Henderson. Helen Elliott-Adams was asked to deal with the minutes, as company secretary, and Les Etheridge would, as National Treasurer, introduce the Annual Report and Financial Statements. Trustees thought the introductions should be brief, but there needed to be an opportunity for members to ask questions of the Annual Report and Financial Statement. Neil Edwards would report on the election of trustees. Clive Henderson would introduce trustees' resolution on membership subscriptions, and would then give a 15-minute presentation, to be prepared by Jo Gilbertson, followed by an opportunity for questions from the floor. The AGM would then be closed prior to the presentation of awards, which would be kept brief, with Richard Bird Medals to be presented three at a time. The dissertations would just be read out for the major awards, but not for the Richard Bird Medals.

Jerry Sanders asked for assistance in promoting attendance at the meetings, especially the morning meeting. There was some concern that members were claiming non-awareness of the weekend's arrangements despite wide publicity. Jerry Sanders also appealed for the wearing of corporate clothing and name badges. Jerry Sanders said that the morning session was fairly flexible, with four topics put forward so far. An agenda would be available about four days before the meeting. A chairman for the morning meeting had

yet to be agreed, but would probably be Liz Payne. Paul Strudwick advertised the Sunday boat trip and evening meal booking.

9578

FESTIVALS REVIEW GROUP

Alan Platt briefly introduced a paper prepared by the Festivals Review Group updating trustees on the work currently in hand by the Group set up at the April meeting. The Review Group expected to have a face-to-face meeting at the AGM, and still planned to report at the December meeting of trustees. Trustees noted the report. Ian West reported that a date and venue had yet to be decided for the 2013 National Festival, although discussions were progressing with a number of local authorities and the Olympics Legacy Authority about prospective sites.

9579

HEALTH & SAFETY POLICY

Neil Edwards had circulated a paper with the agenda proposing a revision of the Association's overall Health & Safety Policy, which had previously been approved by trustees in 2007. The paper explained that Jenny Black had taken on additional duties at Head Office to review Health & Safety matters with a view to ensuring a consistent policy across the Association, including WRG and subsidiary companies. As well as reviewing the overall policy, a schedule had been drawn up of responsibilities for Health & Safety within the Association, both to make clear the existing position and the legal requirement that all parties involved in activities have responsibilities for safe working, etc. It was noted that a sensible and proportionate response to Health & Safety was needed across the Association, so that the subject was taken seriously but without over-reaction that could discourage people from organising activities. After a short discussion, trustees:

- (a) Noted the work in hand to improve the provision of guidance and support in Health & Safety matters across the Association;
- (b) Approved the updated Health & Safety Policy, as attached to the agenda;
- (c) Approved the schedule of responsibilities, as attached to the agenda, subject to the addition of action and arrangements to be added for branch chairman under the 'promote clearly' section;
- (d) Asked for a report on Health & Safety issues to be included in the Association's Annual Review each year;
- (e) Asked for an annual report on Health & Safety incidents, with statistical information across the Association, to be produced for trustees each year.

9580

RESERVES POLICY

Les Etheridge introduced a paper, circulated with the agenda, on behalf of the Investment Working Group, which had reviewed the Association's Reserves Policy for 2013. This paper proposed no change, other than dates, to the 2012 policy, which had been circulated with the paper, and this proposal had been endorsed by Finance Committee at its morning meeting. Trustees approved the policy.

9581

SOLENT & ARUN BRANCH

Paul Roper introduced a paper, which had been circulated with the agenda, and explained the situation with Solent & Arun Branch. The branch had been struggling for some time, having few waterways in its areas, and with most of its members having interests in the Midlands. Local waterway restoration projects were served by strong local restoration groups and nearby Southampton Canal Society provided a social hub. The situation had been discussed with other branches in South East Region, and it had been concluded that

the branch should close down. Peter Scott expressed concern that some branches in North East Region were also in a weak position, and it was suggested that Alison Smedley's assistance should be sought to encourage a revival of activities to spur new enthusiasm. Trustees:

- (a) Approved the closure of Solent & Arun Branch with immediate effect;
- (b) Approved the reallocation of existing members of Solent & Arun Branch to Guildford & Reading Branch, with the exception of (i) postcode areas RH15 to RH19 and (ii) all BN postcodes other than BN11 to BN14 and BN16 to BN18. Members in these areas would transfer to Kent & East Sussex Branch;
- (c) Approved (i) the transfer of Solent & Arun Branch's funds and assets to Guildford & Reading and Kent & East Sussex branches in accordance with the proportions determined by South East Region, and (ii) the closure of Solent & Arun Branch's bank accounts.

9582

OPENNESS AND COMMUNICATIONS PROTOCOL

Vaughan Welch had circulated a paper with the agenda proposing (a) the establishment of an internal communications protocol that would oblige all officers to notify, in addition to information publication, their fellow officers of events and other activities that might affect their operational activities, and (b) the creation of a new database for recording such activities. Trustees, however, expressed concern that this could become a bureaucratic exercise that would not justify the effort involved. Trustees noted that it was custom and practice for the national chairman and deputies to notify relevant branches when attending events in their area in a formal IWA capacity, but otherwise agreed that the paper should be noted, but that no action was needed.

9583

COMMITTEE APPOINTMENTS

Neil Edwards had circulated a paper with the agenda following proposals put forward by Restoration Committee, Promotions and Communications Committee and the boards of Essex Waterways Ltd and Inland Waterways Enterprises Ltd. Trustees:

- (a) Noted the retirement of Julie Arnold as a full member of Promotions and Communications Committee;
- (b) Approved the appointment of Julie Arnold as a corresponding member of Promotions and Communications Committee until October 2013;
- (c) Noted the retirement of Chris Birks as a member of Restoration Committee, and that Ray Buss would be standing down from the committee in November 2012;
- (d) Approved the appointment of Carolyn Theobald and David Jarvis to Restoration Committee, each for a term of three years;
- (e) Approved the reappointment of Jim Jenkins and John Pomfret to the board of Essex Waterways Ltd, each for a further term of three years;
- (f) Approved the reappointment of Clive Henderson to the board of Inland Waterways Enterprises Ltd for a further term of one year; and
- (g) Approved the appointment of Gordon Harrower to the board of Inland Waterways Enterprises Ltd for a term of three years.

9584

COMMITTEE AND COMPANY MINUTES

Trustees accepted the following committee and company minutes:

Finance Committee	16 th June 2012
Navigation Committee	(none)
Restoration Committee	26 th May 2012
Promotions and Communications	24 th April and 9 th June 2012
Waterway Recovery Group	13 th May 2012
Inland Waterways Enterprises Ltd	16 th June 2012 (including edited minutes for publication)
IWA Festivals	(none)
Essex Waterways Ltd	(none)

9585

MATTERS ARISING

(Note: this item was taken out of agenda order, before item 9573)

Neil Edwards had circulated a paper updating trustees on Matters Arising from previous trustees meetings. Trustees noted the paper and in particular that:

- (a) Vaughan Welch advised that there had been no progress with the review of the Environment Policy;
- (b) Ian West reported that [a former member] was likely to rejoin the Association as a member;
- (c) Clive Henderson reported that the 'Who we are' document was now available on the website;
- (d) Clive Henderson reported that the Per Capita consultation was due to be sent out as a special Internal Bulletin within the next few days;
- (e) The new electronic membership category was proving popular. Paul Roper commented that some senior citizen members in this region were upset that there was no further discount to the senior citizen membership rates;
- (f) Arrangements for presentation of the national awards at the AGM were in hand;
- (g) Les Etheridge reported that letters have gone out to budget holders asking for 2013 budget information by no later than the beginning of September.

9586

FINANCE COMMITTEE

Les Etheridge reported that Finance Committee had received a report from Tracy Higgin, Membership Officer and Office Manager, that the current renewal rate for members joining via 'first year free' incentive was about 30%, which was considered very encouraging. Finance Committee had felt that the scheme should be rolled out to a wider audience.

9587

NAVIGATION COMMITTEE

Paul Roper reported that there had been no August meeting of Navigation Committee, but that there had been correspondence between members concerning abuse of moorings by some continuously cruising' licence holders, mostly on Canal & River Trust waterways in the greater London area and on the western end of the Kennet & Avon Canal.

9588

RESTORATION COMMITTEE

Vaughan Welch reported (a) receipt of new grant application criteria from Heritage Lottery Fund, and (b) that Restoration Committee was shortly to advertise for a honorary hydraulics engineer and for a new minutes secretary.

9589

MEETING WITH CANAL & RIVER TRUST TRUSTEES

Clive Henderson reported that he, Les Etheridge and Paul Roper had held a useful meeting with three Canal & River Trust trustees, in July, and that he would circulate some notes covering topics discussed at the meeting to trustees shortly.

9590

NEXT MEETING

Trustees noted that the next meeting of the board of trustees would take place on Saturday 13th October at Rowington Village Hall.

The final 2012 meeting would be on 8th December (also at Rowington).

There being no further business, the meeting concluded at 3.55 p.m.