

Minutes of the meeting of the Board of Trustees of The Inland Waterways Association held on 18th April 2015 at Rowington Village Hall, Rowington, Warwickshire.

Present:

John Butler

Gordon Harrower

Jim Shead

Ivor Caplan

Gareth Jones

Paul Strudwick

Ray Carter

Gren Messham

Vaughan Welch

Les Etheridge (chairman)

David Pullen

Clive Henderson

Peter Scott

In Attendance: Paul Birkett [chairman of Marketing Committee] Neil Edwards [Chief Executive], Helen Elliott-Adams [Company Secretary] and Mike Palmer [chairman of Waterway Recovery Group].

Apologies for absence were received from Roger Holmes, Alan Platt, Gillian Smith and Jerry Sanders [chairman of Promotions and Communications Committee], who would have been in attendance.

9904

DECLARATIONS OF INTEREST

Ivor Caplan, Clive Henderson, Mike Palmer and Vaughan Welch recorded their membership of Canal & River Trust's Council. Ivor Caplan, Mike Palmer, David Pullen, Peter Scott and Vaughan Welch recorded their positions as members of Canal & River Trust partnerships and other advisory committees. Clive Henderson recorded his position as a member of Canal & River Trust's Appointments Committee.

Les Etheridge asked trustees present for any other declarations of interest. There were none.

9905

MINUTES

Trustees approved the minutes of the Board's meeting held on 7th February 2015, including the edited versions for publication, as correct record of the meeting.

9906

NATIONAL CHAIRMAN'S UPDATE

Les Etheridge had provided a written report, which had been circulated with the agenda papers and in introducing the paper:

- (a) Noted progress with the Waterways Manifesto and getting parliamentary candidates to sign up. Les noted that there were now 66 candidates who had signed up, and encouraged other trustees to write to candidates in their area, which he had done, and which had produced some worthwhile results. Les also planned to write to those who had attended the previous Parliamentary Dinner and who were standing in the General Election. There was a reception planned for the beginning of July to which those elected as MPs and who signed up would be invited and additional budget had been requested to run a Parliamentary Dinner in November. These functions would enable IWA to get its campaign messages across to MPs.
- (b) Advised trustees that Herefordshire and Gloucestershire Canal Trust had been unsuccessful in its bid at a recent auction for land at Dymock. Between meetings trustees had agreed to extend a loan to the Trust to assist finance for the purchase, but this loan was now not necessary. The Trust had been grateful to the Association for its support. The extensive support from Michael Limbrey, retired solicitor and chairman of IWA's Shrewsbury District and North Wales Branch, was acknowledged. A loan agreement, with security arrangements, had been concluded on the day of the auction, but

would not now be implemented. Les thanked Gordon Harrower for his extensive work on this project.

- (c) Noted that the plaque for Robert Aickman's former residence at Gower Street had been cast. Trustees were asked to consider potential invitees to unveil the plaque and to advise Les Etheridge by 25th April. Clive Henderson noted that viewing rights for an archive film of Robert Aickman were now held by Alasdair Lawrance, a former trustee of the Association.
- (d) Reported to trustees that he had attended a recent board meeting of Essex Waterways Ltd and that it was now over nine years since the Association had taken on the Chelmer & Blackwater Navigation, and that renewal of the management agreement would be due shortly. [detail omitted]
- (e) [Confidential Item]
- (f) Noted the location of 2015 Annual General Meeting at Salwarpe Village Hall. The day would be marketed as an Annual Members' Meeting.

Trustees:

- a) Noted the national chairman's report, and the updates contained therein;
- b) Agreed that there was no realistic alternative to Essex Waterways Ltd continuing the Management Agreement for the Chelmer and Blackwater Navigation for the time being;
- c) Noted [a confidential item].

9907

STRATEGY

The reports produced by the chairmen of Marketing, Navigation and Restoration committees and Waterway Recovery Group, circulated with the agenda, were noted. Matters drawn to attention included:

- (a) The availability for first-year-free memberships for volunteers associated with IWA branches;
- (b) Progress to re-open Elvington (Sutton) Lock on the Yorkshire Derwent;
- (c) Issues with the Environment Agency in Anglian Region;
- (d) Recent developments with HS2;
- (e) The developing situation with Canal & River Trust and moorings issues;
- (f) The position for hired narrow boats on the tidal Thames with the Port of London Authority;
- (g) WRG's involvement with the lottery-funded work on the Grantham Canal;
- (h) A new Health & Safety video recently produced jointly between WRG and Canal & River Trust.

9908

ROLES AND RESPONSIBILITIES

Les Etheridge had prepared a paper, circulated with the agenda, which outlined that since the establishment of Marketing Committee, the role of that committee had now settled down and the role of Promotions and Communications Committee had changed, so that some updates to the formal Roles and Responsibilities of both committees were required. Proposed revisions, which had been approved by the respective committees, were attached to the paper, and also circulated with the meeting agenda papers. Trustees approved the revised Roles and Responsibilities of both committees, as circulated with the agenda papers.

9909

BRANCH AND REVIEW GROUP

A paper from Alan Platt updating trustees on the deliberations of the Branch and Regions Review Group had been circulated with the agenda and was noted.

9910

TOP RISK – ELECTRONIC COMMUNICATION

A paper from Neil Edwards covering the risks associated with the ability to communicate with members and others had been circulated with the agenda. Issues concerning data protection and social media were considered. Trustees:

- (a) noted the current situation for this risk and felt that it was acceptable, and
- (b) asked that consideration be given to issuing some updated guidance to branches and national committees on data protection requirements.

9911

TOP RISKS – UPDATE

A paper from Neil Edwards, circulated with the agenda, set out the current position with the review of Top Risks. Trustees:

- (a) Noted that the review of the Top Risk of '*Significant reduction in membership level and thus subscriptions*' would not be presented to trustees until after completion of Marketing Committee's membership recruitment strategy;
- (b) Asked the national chairman to prepare a review of the Top Risk of '*Failure to communicate the extent and effectiveness of work and campaigning to appropriate internal and external audiences to justify IWA's role and expenditure of resource*' for the next meeting.
- (c) Asked the national treasurer to prepare a review of the Top Risk of '*Loss of investments (fraud, unwise investment or stock market fall)*' for the next meeting.

9912

APPOINTMENTS TO COMMITTEES

Neil Edwards had prepared and circulated a paper with the agenda covering proposed committee appointments. Trustees:

- (a) Approved the appointments of Graham Russell and Mike Shaw to Finance Committee each for initial terms to November 2016.
- (b) Noted the resignation of Kerry White from Finance Committee; she has agreed to remain as a corresponding member.
- (c) Approved the re-appointments of Paul Birkett, Gemma Bolton, John Butler (all to April 2018), Michael Haig, Gordon Harrower, Peter Johns (all to April 2017), Jim Shead and Christine Smith (both to April 2016) to Marketing Committee.
- (d) Approved the re-appointments of Mike Dyer and Gillian Smith to Remuneration Committee, each for a further term of one year.
- (e) Noted the resignation of Carolyn Theobold from Restoration Committee.
- (f) Thanked Kerry White and Carolyn Theobold for work whilst members of Finance and Restoration committees respectively.
- (g) Noted the resignation of John Taplin as an IWA honorary consultant engineer, and thanked him for his work whilst in the post.

- (h) Noted that Les Etheridge, Clive Henderson and Gillian Smith were due to complete their present three year terms of office as nationally elected trustees at the 2015 AGM.
- (i) Noted that Alan Platt, Roger Holmes and Vaughan Welch would complete their present terms of office as Region Chairmen as the 2015 AGM.

9913

COMMITTEE AND COMPANY MINUTES

Trustees accepted the following committee and company minutes:

Finance Committee	7 th February
Navigation Committee	13 th December and 7 th March
Restoration Committee	24 th January
Marketing Committee	10 th January and 23 rd February
Promotions and Communications	24 th January
Waterway Recovery Group	25 th January
Inland Waterways Enterprises Ltd	(none)
IWA Events Committee	24 th January
Essex Waterways Ltd	4 th December (including edited minutes for publication)

9914

MATTERS ARISING

Trustees noted a report circulated with the agenda covering matters arising from previous meetings. The following issues were drawn to trustees' attention:

- (a) The proposed revision of the Environment Policy had been discussed at the morning's meeting of Navigation Committee, and was being progressed.
- (b) The paper from Geraint Coles on an education initiative would not be pursued further.
- (c) A new role for the PEST trailer was being considered by IWA Events Committee.
- (d) The Environment Agency had not set a firm limit on its possible expenditure to work on Elvington Lock, but intended to progress works once agreement had been reached covering permission to renew the lower gates.
- (e) The briefing on the Press Office had now been circulated.

9915

NAVIGATION COMMITTEE

Gren Messham reported that most of the major issues discussed at the morning's meeting of Navigation Committee had been covered in earlier agenda items for this (trustees) meeting, but added that a meeting had been set up with the Environment Agency to discuss concerns on waterways in East Anglia.

9916

MARKETING COMMITTEE

Paul Birkett briefed trustees on Marketing Committee's work on successor membership recruitment arrangements for the first-year-free scheme. The new 'three months for £3' promotion would be launched at Canalway Cavalcade and promoted at the Rickmansworth Festival and Crick Boat Show. Gren Messham reported that he had agreed to give a presentation for boaters at Crick Boat Show, along with Ivor Caplan, John Pomfret and Alison Smedley. Membership recruitment arrangements for Crick Boat Show were explained.

9917

IWA EVENTS COMMITTEE

John Butler reported that preparations for the Northampton Festival were progressing well. Consideration was being given to a site at [a location] for an August Bank Holiday 2016 event. This would be announced prior to the Northampton event with a view to promoting bookings then. There were also renewed discussions with Canal & River Trust about a possible event at the London Olympics site in 2017; however there were concerns about the location of potential boat moorings.

9918

RESTORATION COMMITTEE

Vaughan Welch reported that Restoration Committee had recently discussed the following subjects:

- A web-site feature covering lost wonders of the waterways;
- The impacts of HS2 on the Lichfield Canal;
- Reviews of policies and grants compliance;
- The restoration conference planned for 25th April, for which spaces were still available.

9919

FINANCE COMMITTEE

Gordon Harrower reported that the following issues were amongst those discussed at the morning's meeting of Finance Committee:

- (a) The Committee had reviewed the draft Annual Report and Financial Statements, which would be brought to the June trustees meeting for approval.
- (b) There had been a review of operations and the financial position for Essex Waterways Ltd. A business plan was being developed, based on a register of assets. [detail omitted]
- (c) A fund raising report had been received from the fund-raising officer, which the Committee had supported and welcomed, but considered ambitious.
- (d) Work to rationalise membership reports was being driven by Marketing Committee.
- (e) Kerry White, who had been looking at Key Performance Indicators, had retired from the committee, and this work was to be taken on by David Rowe. A full review of the KPIs would be needed given the recent changes in trading activity.

9920

CANAL & RIVER TRUST – BOAT LICENCE TERMS AND CONDITIONS

Les Etheridge explained that there had been a discussion at the morning meeting of Navigation Committee concerning Canal & River Trust's updated Terms and Conditions for Boat Licences, where there was support for the line being taken by CRT, but that it was recognised that publicly this needed to be presented carefully. This was contrary to the position being taken by the National Association of Boat Owners, which was highly critical of CRT. Trustees endorsed the position recommended by Navigation Committee.

9921

NEXT MEETING

Trustees noted that the next meeting of the board of trustees would take place on Saturday 6th June 2015 at Rowington Village Hall. [The other 2015 dates for trustee meetings were 8th August, 10th October and 12th December.]

There being no further business, the meeting concluded at 4.04 p.m.