

Minutes of the meeting of the Board of Trustees of The Inland Waterways Association held on 8th April 2017 at Rowington Village Hall, Rowington, Warwickshire.

Present:

| | | |
|-----------------|---------------------------|------------------|
| Rick Barnes | Gareth Jones (from 10146) | Jonathan Smith |
| John Butler | Gren Messham | Paul Strudwick |
| Ivor Caplan | John Pomfret | Helen Whitehouse |
| Gordon Harrower | Peter Scott | |
| Roger Holmes | Gillian Smith | |

In Attendance: Neil Edwards [Chief Executive] and Alicen Stenner [Marketing Manager].

Apologies for absence were received from Sir Robert Atkins, Ray Carter, Les Etheridge and David Pullen.

Apologies were also received from Mike Palmer and Andrew Overy, who would have been in attendance.

The meeting was chaired by Gren Messham in the absence of Les Etheridge.

10144

DECLARATIONS OF INTEREST

Neil Edwards recorded his membership of Canal & River Trust's Council. Ivor Caplan, Gren Messham and Peter Scott recorded their positions as members of Canal & River Trust partnerships and other advisory committees.

Gren Messham asked trustees present for any other declarations of interest. There were none.

10145

MINUTES

Trustees approved the minutes of the Board's meeting held on 11th February 2017, including the edited versions for publication, as a correct record of the meeting

10146

BRANDING UPDATE

Alicen Stenner gave trustees a PowerPoint presentation on the work that had so far taken place on the branding project. Alicen explained that the process had been undertaken with the branding agency 'Hatched' and the involvement of volunteers' views and testing of proposals. [detail omitted]. Gren Messham summed up the discussion by saying that there were lots of issues to consider, but there was support and enthusiasm for the overall process, and Alicen Stenner was asked to continue the re-branding work. Final proposals and details would be brought to the June trustees meeting.

10147

NATIONAL CHAIRMAN'S REPORT

Gren Messham introduced a report prepared by Les Etheridge and circulated with the agenda. Gren updated the meeting with the news that tentative dates for a meeting with the waterways minister were in place, and reported that lobbying on the proposals for the transfer of Environment Agency navigations to Canal & River Trust continued. [Detail omitted]. Ivor Caplan confirmed that arrangements were in hand for the planned meeting with restoration interests, which was due to take place on 14th May.

10148

NAVIGATION COMMITTEE

Gren Messham had prepared a report to update trustees on Navigation Committee's progress on work on its strategy, which had been circulated with the agenda. Trustees noted the report.

10149

RESERVES POLICY

Jonathan Smith introduced a paper proposing a slightly revised Reserves Policy, which had been circulated with the agenda, and which had been discussed by Finance Committee at its morning meeting. [Detail omitted] The revised policy, as circulated with the agenda, was approved.

10150

RESTORATION HUB – HIGH LEVEL PANEL

Gren Messham introduced a paper prepared by Mike Palmer which reported on a meeting held on 24th February to produce proposals for the establishment of the Restoration Hub's High Level Panel. Notes covering proceedings of the meeting and outcomes had been circulated to trustees. Trustees agreed that the original IWA working group (Mike Palmer, Jonathan Smith, John Dodwell, Michael Limbrey and Neil Edwards) should be authorised to recruit a small report team specifically to produce a national vision for restoration, which would be brought to trustees for adoption, with subsequent promotion by IWA and the wider restoration movement. It was anticipated that this report team would be recruited from the attendees of the 24th February meeting. Trustees would be asked to confirm (by email) the members of this team once the working group has completed negotiations.

Trustees also:

- (a) Agreed to formally convene a High Level Panel (and for IWA to incur the associated costs) as outlined in the paper;
- (b) Agreed the working model as outlined in the paper, including the appoint of a chairman for each meeting on a meeting-by-meeting basis;
- (c) Noted that the next subjects for the Panel to address would be the national vision for restoration and the 'State of the Nation' report.
- (d) Agreed that the High Level Panel and its working groups would report into the Restoration Hub, which would then report directly to trustees. Day-to-day communication with High Level Panel would be through IWA Head Office.

10151

RESIDENTIAL BOAT OWNERS ASSOCIATION CODE OF CONDUCT

Ivor Caplan had prepared a brief paper, circulated with the agenda, along with the draft Residential Boat Owners Code of Conduct for residential boaters. Trustees followed the recommendation of Navigation Committee in endorsing the code and agreed that IWA's logo could be added to the published Code. Ivor Caplan would advise RBOA.

10152

LONG MEMBERSHIP REWARD RECOGNITION

John Butler presented a paper drawn up following a discussion at the recent meeting of Marketing Committee, which had recommended that recognition be given to personal (i.e. not corporate) members who had paid annual subscriptions for many years. After a short discussion, trustees:

- (a) Approved the provision of honorary life memberships to all individual memberships that had been running for 60 years or more, and then each year as memberships reach their 60 year milestone;

- (b) Approved the provision of celebratory plaques to all members with 50 years of membership or more and then subsequently as memberships reach their 50 year milestone and approved a 2017 spend of approximately £650 to produce the plaques.
- (c) Approved the sending of a letter from the national chairman to all memberships completing 25 years membership.

10153

APPOINTMENT OF TRUSTEES

Gren Messham introduced a paper that had been prepared by Les Etheridge. There was a wide ranging discussion on the merits of different methods of appointment of trustees, particularly that some region chairmen felt that all region chairman should remain ex-officio trustees, without the need to be separately elected as such, whereas a majority disagreed and felt that all trustees should stand in a national ballot. Trustees:

- (a) Agreed that all future region chairmen appointments after those made at the 2017 AGM would take place annually and that such appointments would be by recommendation from region committees subject to formal trustee approval;
- (b) Agreed that after the 2017 AGM, all future trustee appointments should be made by national election.
- (c) Asked that detailed implementation proposals should be brought to the June meeting of trustees. Ivor Caplan agreed to organise this.

10154

CODE OF CONDUCT

Neil Edwards had circulated a note with the agenda explaining that IWA's Code of Conduct for Trustees had originally been approved in November 2008 (minute 9220) and was last reviewed for minor updates in December 2012. The document has again been reviewed, with the only change being the website link for the Charity Commission guidance document and the review date at the bottom of the page. Trustees:

- (a) Approved the updated wording of the trustees Code of Conduct, as attached to the agenda.
- (b) Asked that in future years, the Register of Interests, the 'Agreement on Confidential Information', the 'Consent to Serve' and the 'Code of Conduct' be combined into a single document.

10155

CHIEF EXECUTIVE'S REPORT

Neil Edwards had prepared a paper, which had been circulated to trustees prior to the meeting. Trustees' attention was drawn to the current work to review the main software systems that run membership, newsletter mailings, bookkeeping, the website and WRG's systems for Navvies subscriptions, Canal Camps bookings and the driver authorisation scheme. [Detail omitted].

Trustees

- (a) Noted that proposals updating the software systems at Head Office would be brought to Finance Committee and to trustees shortly;
- (b) Approved Aldercar High School, Langley Mill, as the venue for the 2017 AGM, subject to satisfactory arrangements being concluded with the school;

- (c) Asked that webcast or similar arrangements be considered for the 2017 and future AGMs so that members could participate or view proceedings without having to travel to the venue;
- (d) Approved the plans outlined to bring the ‘State of the Nation’ restoration report in house and bring it to a conclusion as soon as practicable;
- (e) Noted the report and updates provided.

10156

APPOINTMENTS

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

- (a) Noted the cycle of retirements due at the 2017 Annual General Meeting.
- (b) Approved the appointment of Claire Norman as a member of Marketing Committee for a term of three years
- (c) Approved the re-appointment of Gren Messham as a member of Navigation Committee for a further term of three years.
- (d) Approved the appointment of Steve Warwicker as South West Region’s nominee to Navigation Committee for a term of three years.
- (e) Noted the retirement of John Reeve as a full member of Navigation Committee and approved his appointment as a corresponding member, subject to the usual annual reappointment of corresponding members of the Committee.
- (f) Approved the appointment of Sue Cooper as IWA’s nominee to Wilts & Berks Canal Trust for a term of three years.
- (g) Approved the following list of representative appointments recommended by Navigation Committee:

IWA representatives on national organisations

- Boat Safety Scheme Technical Committee – Adam Wyllie – representative
- National Inland Navigation Forum - Paul Strudwick – representative
- AINA/BMF Hire Boat Code Working Group – representative - Gareth Jones
- Boat Safety Scheme Advisory Committee – Bowman Bradley (approved at February Trustees meeting).
- EA National Navigation Users Forum – representative - Gren Messham (as chairman of Navigation Committee)

IWA representatives on local external organisations

North East Region

- Tees River Users Trust – John Reeve

East Midlands Region

- Maritime & Coastguard Agency, Yorkshire Coast & Rivers safety committee - John Baylis
- Maritime & Coastguard Agency, Lincolnshire Coast & Rivers Safety Committee - David Carnell
- River Soar/Grand Union Canal Leicester Partnership - Herbert Eppel

River Ancholme Trust – David Carnell
River Witham Partnership - David Pullen

Eastern Region

Broads Forum – Peter Wall (also representing East Anglian Waterways Association, The Yare Users Association and The Oulton Broad Users Enterprise)

South East Region

Basingstoke Canal Joint Management Committee – Gareth Jones – May 2018
Wey Navigation User Committee – Mike Lewis
Medway River User’s Association – Mike Marsh
Oxford City Canal Partnership – Steve Good
Thames Navigation Users Forum – Verna Smith
River Thames Alliance – Verna Smith

South West Region

Wye Navigation Advisory Committee – Roger Holmes – July 2018
Lydney Harbour Partnership – Roger Holmes
Somerset Waterways Advisory Committee - Bob Abbott

London Region

The Susan Trust – Roy Chandler
London Waterways Commission - Roger Squires
Thames Education Partnership – Paul Strudwick

At present, these nominations were made on an annual basis, and Navigation Committee had recommended the above appointments for a further year except where stated otherwise.

10157

COMMITTEE AND COMPANY MINUTES

Trustees accepted the following committee and company minutes:

| | |
|-------------------------|--|
| Finance Committee | 11 th February |
| Navigation Committee | 11 th February |
| Marketing Committee | 13 th January |
| Waterway Recovery Group | 23 rd January |
| Essex Waterways Ltd | 1 st December 2016 (including edited minutes) |

10158

MATTERS ARISING

Trustees noted a report circulated with the agenda covering matters arising from previous meetings, including the Traffic Light Indicator reports for February 2017, a report from Events sub-committee and a report from the Marketing Manager.

10159

ATTENDANCE

Gren Messham reported that Les Etheridge had conducted a review of attendance of trustees at meetings. Gareth Jones explained that he had been unable to attend a number of meetings owing to illness. Trustees noted that David Pullen would be unable to attend meetings until after had recovered from major surgery.

10160

NORTH WEST REGION CHAIRMAN

Trustees noted and welcomed the appointment of Sir Robert Atkins as North West Region Chairman.

10161

NEXT MEETING

Trustees noted that the next meeting of the board of trustees would take place on Saturday 10th June 2017.

Note: The other dates planned for 2017 meetings are 5th August, 7th October and 25th November.

There being no further business, the meeting concluded at 4.30 p.m.