

Minutes of the meeting of the Board of Trustees of The Inland Waterways Association held on 25th November 2017 at Rowington Village Hall, Rowington, Warwickshire.

Present:

Rick Barnes	Gren Messham	Jonathan Smith
Ivor Caplan	Mike Palmer	Verna Smith
Ray Carter	David Pullen	Paul Strudwick
Les Etheridge	Paul Rodgers	Helen Whitehouse
Roger Holmes	Peter Scott	
Chris Howes	Gillian Smith	

In Attendance: Neil Edwards [Chief Executive], Peter Johns [Chairman of Marketing Committee] and Andrew Overy [Finance Manager].

Apologies for absence were received from Robert Atkins.

10212

DECLARATIONS OF INTEREST

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

Verna Smith declared her interest as a member of the Basingstoke Canal joint Management Committee.

Peter Johns declared his interest as publisher of Waterways World Ltd.

Ivor Caplan asked trustees present for any other declarations of interest. There were none.

10213

ELECTION OF OFFICERS

There being no other nominations, Rick Barnes was appointed a deputy national chairman.

10214

MINUTES

Trustees approved the minutes of the Board's meeting held on 7th October 2017, including the edited versions for publication, as a correct record of the meeting.

10215

REPORTS ON DEVELOPMENT OF PLANS FOR IMPLEMENTATION OF IWA'S LONGER TERM OBJECTIVES

Ivor Caplan updated trustees on progress on the agreed actions for development of the plans for implementation of IWA's longer term objectives. The following updates were noted.

- (a) Robert Atkins had spoken to the Waterways Minister, Dr Therese Coffey, by telephone and had had the opportunity to press IWA's concerns about the Environment Agency's waterways. Ivor Caplan had met the waterways minister at a CRT reception at Westminster.
- (b) Ivor Caplan reported that Neil Edwards had agreed to co-ordinate the proposed report on the value that inland waterways bring, and what would be lost if they were not well financed and maintained. Suggestions were made that (i) funds should be sought from outside charitable bodies to finance this

work, and (ii) that there was some existing useful sources of information on the Visit Thames website.

- (c) Les Etheridge reported that his group looking at how the use of waterways had changed in recent years, and might change in the future, had started its work and was reviewing the extent of existing information available.
- (d) Paul Strudwick said that he had not yet made a start on the review of residential boating without impacting on the rights of all users to enjoy the waterways. In answer to a question as to whether there was a strategy for undertaking this work, Paul Strudwick said that there was not. He had recently met with representative of the National Bargees Travellers Association, and now had some doubts as to whether he would be able to achieve this work.
- (e) Ivor Caplan reported that he had been in discussion with Bob Dewey and Ed Gittins, IWA's honorary planning officers together with Phil Sharpe, and that they were developing proposals to provide simple guidance to IWA branch planning officers and others interested in protecting the waterways through the planning system. Ivor had also arranged a meeting with Heather Clarke (Strategy, Impact and Engagement Director at Canal & River Trust) in January. Chris Howes reported that the branches in Eastern Region had some planning experience, but this was mostly small scale consideration of small scale planning applications, rather than a more strategic approach. The good practice of Roy Chandler (IWA Chelmsford Branch and Essex Waterways Ltd) liaising with local authorities in respect of all likely developments near the waterways to try to secure some planning gain for the waterways was noted and felt to be a model example for others. A suggestion to create a Planning Hub to provide advice and support branches and waterways groups would be considered.
- (f) Ivor Caplan had reported on progress of the potential transfer of EA's navigations to CRT in the National Chairman's Update. The need to engage with the Environment Agency at a senior level, regardless of the outcome of the transfer, was agreed and was being pursued.
- (g) Region chairmen had not identified any additional waterways that had an uncertain future, and it was agreed that the major focus would need to be on the Environment Agency's Anglian waterways regardless of whether or not they transferred to Canal & River Trust. The recent announcement that Surrey and Hampshire County Councils were working with CRT towards a transfer arrangement for the Basingstoke Canal was welcomed.
- (h) Trustees agreed that work to improve the popularity of lesser used waterways would be assisted by the Silver Propeller scheme proposed in the One Year objectives.
- (i) Gren Messham reported that Navigation Committee had not yet further progressed the aim to ensure waterways heritage was conserved and protected and that no more was lost.
- (j) Ivor Caplan reported that there were no particular immediate issues of concern in keeping waterways open and operational. Helen Whitehouse drew trustees' attention to the plight of Lichfield & Hatherton Canal Restoration's need to raise a further £600,000 for its current tunnel appeal.
- (k) Ivor Caplan reported that the proposed plan to identify priority improvements to existing navigable waterways, and to encourage their implementation, had not yet progressed and asked for consideration by Region Chairmen through their branches.

10216

ONE YEAR OBJECTIVES 2018

Neil Edwards introduced a paper on One Year Objectives for 2018 and explained that this was an ambitious programme aimed at demonstrating real progress in achieving the real IWA's new vision and longer term objectives.

Verna Smith agreed to be the project owner for the objective to promote volunteering opportunities at branch and region level, though trustees agreed that it was essential for all region chairmen to play a full part in promoting this, and all present agreed to do so.

Ivor Caplan asked if another trustee would take on project ownership of the work to identify Heritage at Risk across the waterway network, but no offers were forthcoming.

Trustees discussed various aspects of the proposed one-year objectives, and made a number of suggestions, including:

- Each of the project owners should assess what they could do on all these objectives and report back;
- It was too much to expect for the Association to complete and publish a report on the value of the inland waterways within the year, but this was countered that it did not matter if the work was not complete, but rather the issue was what the Association undertook to do publicly, and whether that was achievable;
- The words 'produce and publish' should be changed to 'commission', for each of the reports planned, so as to make it less onerous and liable to failure to achieve;
- For publicity purposes, the objectives could be polished by Marketing Committee to ensure that capital could be gained from the objectives in annual reporting;
- There was a lot of work going on throughout the Association, but much of the work was poorly understood within the Association, and even less well understood outside IWA. There was a need to better project much of what was already going on;

Ivor Caplan summarised by saying that it was important that work started on the objectives, and other trustees agreed that they did not want to endlessly debate the detail, but rather it was time to get the work underway.

Trustees agreed that all the proposed one year objectives were desirable, and project owners were asked to report, by 10th December, to Neil Edwards, the progress that they were confident could be achieved during 2018, with a view to agreeing a finalised list of objectives before the end of the year.

10217

BUDGET FOR 2018

Andrew Overy introduced a paper on the proposed budget for 2018 and reported on a discussion held at the morning's meeting of Finance Committee. Andrew Overy drew to trustees' attention the reliance in the budget on the receipt of legacies for general funds, but otherwise that the proposed budget was similar to that which had been agreed for 2017.

Trustees asked that additional allowances of [an amount] for expenditure on IT improvements and [an amount] for new work to achieve the 2018 one-year objectives should be added to the budget, and each Project Owner of the Objectives was asked to review the likely costs of each of what they were responsible for. A revised budget would then be circulated to trustees and approval sought electronically before the end of December.

10218

TRUSTEES MEETINGS BY ELECTRONIC MEANS

Mike Palmer asked that this item be deferred to the January meeting, as he had not had an opportunity to undertake the necessary research. This was agreed.

10219

FENS WATERWAY LINK PROJECT

David Pullen briefed trustees with a slide presentation about the Fenland waterways and showed the small lengths of new waterway that would be necessary to connect up existing waterways to provide a new through-route. A total of 14 miles of new waterways were needed to connect Boston with Bedford via Spalding, without using the Wash. Chris Howes continued the presentation and suggested the northern half of the proposed work was the least difficult and expensive and was a realistic project. He recommended that IWA should take ownership of promoting the Fenland Waterways Link, though not act as the delivery body. Chris Howes asked trustees' approval to enter into negotiation with the Environment Agency with a view to taking on the project. If successful in the negotiations, a full proposal would be brought back to trustees for consideration. The project was considered to be in line with longer-term and 2018 one-year objectives. Trustees:

- (a) Confirmed that they wished IWA to support the Fenland Waterway Link;
- (b) Agreed that the proposed 'Fenland Waterways Link lite' was the way forward;
- (c) Authorised the project to be managed forward by the Eastern Region chairman (Crowland to Whittlesey) and the East Midlands Region Chairman (Black Hole Drove to Crowland);
- (d) Authorised publicity on the above three points.

10220

IWA POLICY OWNERSHIP OF THE BASINGSTOKE CANAL

Gren Messham reported to trustees that Navigation Committee had discussed the situation and future prospects for the Basingstoke Canal and explained the background to trustees. Trustees agreed:

- (a) IWA policy on a potential transfer of ownership should be to encourage Surrey and Hampshire councils to transfer ownership of the Canal to Canal and River Trust, as the best qualified and most appropriate long-term owner.
- (b) Negotiations should continue between the three parties to reach a fair financial arrangement to put the canal on a sustainable long-term footing.
- (c) Negotiations should also take into account the current condition of the canal, its future needs, and potential transfer of assets of any sort which could form all or part of a dowry or income to enable current owners to pass management of the canal to Canal & River Trust.

10221

INVESTMENT STRATEGY

Andrew Overy had prepared a paper with a draft Investment Policy for 2018; it was intended not to make any changes from the 2017 policy. Trustees improved the Investment Policy, as unchanged from that for 2017.

10222

RESERVES POLICY

Andrew Overy and Jonathan Smith had prepared a paper with a draft Reserves Policy for 2018. Trustees improved the Reserves Policy, as unchanged from that for 2017.

Trustees noted the inefficiencies of the present branch banking arrangements, and in particular that that the Association's 90 bank accounts were an inefficient, and likely unnecessary, administrative burden. Trustees asked Andrew Overy to prepare a paper for consideration at the next Region Chairmen's meeting, which was due to be held on 3rd March at Tamworth.

10223

SAFEGUARDING POLICY

Neil Edwards had prepared a paper, circulated with the agenda, including a draft Safeguarding Policy. Trustees:

- (a) Reviewed the draft policy and asked for the following revisions:
 - The name of IWA's Safeguarding Officer would be removed from the policy;
 - The Volunteer Registration Form should clearly explain in what circumstances it should be completed, on the form itself, at the top of the form;
- (b) Asked that arrangements be made to cover the Safeguarding Officer position whilst Jenny Black was on maternity leave.
- (c) Agreed that any further comments on the policy should be provided to Jenny Black by no later than 11th December, with a view to a proposed final policy being put for approval at trustees meeting on 27th January 2018.
- (d) Approved a budget of [an amount] towards the costs of three safeguarding seminars and one webinar.

10224

HS2 PETITION PHASE 2A BILL

Gren Messham briefed trustees on the latest position with HS2 and the passage through parliament of relevant legislation and IWA's opportunity to petition against Bills where appropriate. Trustees:

- (a) Noted the potential changes in Parliamentary Standing Orders relating to petitioning future Hybrid Bills such as HS2 Phase 2A West Midlands to Crewe;
- (b) Authorised that Philip Sharpe, chairman of IWA Lichfield Branch, will act as The Inland Waterways Association's authorised representative in petitioning bills to promote HS2 with effect from 25 November 2017 until other representatives are authorised by a further minute of this Trustee Board.

10225

NATIONAL CHAIRMAN'S REPORT

Ivor Caplan introduced a report that had been circulated with the agenda and highlighted pertinent points. The following points were noted:

- (a) Alison Smedley had prepared a brief for a prospective Westminster Hall debate on the waterways, should one of our supportive MPs be successful in ballot for such debates.
- (b) [Confidential item].

- (c) Ivor Caplan had attended a Canal & River Trust reception on 21st October, at which the Waterways Minister had shown little enthusiasm for waterway matters including the proposed transfer of Environment Agency navigations.
- (d) There appeared to be no further progress with the 'State of the Nation' report and obtaining copies of the data, notwithstanding a renewed effort from Sam Anderson-Brown, Restoration Manager at Canal & River Trust. Trustees agreed that an alternative process for obtaining the data should be agreed with Sam and progressed without further delay.

10226

HEALTH AND SAFETY REVIEW

A report from Jenny Black covering a review of reported accidents and incidents from 1st July 2016 to 30th June 2017 had been circulated with the agenda. Mike Palmer agreed to circulate the motorised wheelbarrow Tool Box Talk to region chairmen.

Trustees:

- (a) Noted the report and actions taken;
- (b) Approved the current Health & Safety policy as unchanged;
- (c) Noted the suspected under reporting of incidents and urged all relevant committee, branch and region chairman to encourage the reporting of all incidents and near-misses.

10227

CHIEF EXECUTIVE'S REPORT

Neil Edwards had prepared a paper, which had been circulated to trustees prior to the meeting. The recent and planned staff changes were drawn to attention. Trustees noted the paper.

10228

REPORTS FROM NATIONAL COMMITTEES

Reports had been prepared covering Navigation Committee, the Restoration Hub, Marketing Committee, Events sub-committee and Financial Management Information. These had been circulated prior to the meeting. The following points were noted:

- (a) Gren Messham had written to the Environment Agency to try to re-start the process for finding a solution for Elvington Lock on the Yorkshire Derwent.
- (b) It was intended to ask John Dodwell if he would be willing to chair next High Level Panel meeting of the Restoration Hub.

10229

MEMBERSHIP RATES

Jonathan Smith drew trustees' attention to a paper from Peter Johns, outlining the proposed steps towards increased membership income and the delivery of the membership fee structure proposed by Marketing Committee, which had been discussed and endorsed at the morning's meeting of Finance Committee. Trustees approved the changes as outlined in the paper, which would change the membership rate for all new members to a single flat rate of £36.00 per annum with effect from 1st January 2018. Rates for existing members would also rise to the same level, with effect from 1st April 2018, except for single memberships for those aged over 65, which would rise to £30, as a step towards the £36 effective in 2019.

10230

CHAIRMAN OF NAVIGATION COMMITTEE

Gren Messham reported that the morning's meeting of Navigation Committee had recommended the appointment of Steve Warwicker as successor chairman of that committee. Gren Messham reported that, if appointed, Steve Warwicker planned to change the way of working of the committee, which had been discussed at the meeting held in the morning. Trustees approved the appointment.

10230

APPOINTMENTS

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

- (a) Noted the retirement of Colin Graham, Gordon Harrower and Graham Russell from Finance Committee and thanked them for their service.
- (b) Approved the appointment of Paul Rodgers as a member of Finance Committee for an initial term of three years.
- (c) Approved the reappointment of Mike Dyer, Nick Parker and David Rowe, each as a member of Finance Committee for a further term of three years.
- (d) Approved the reappointment of Mike Dyer and Nick Parker, each as a member of the Investment Working Group for a further term of three years.
- (e) Approved the reappointment of Robin Bishop, Ray Carter and John Fevyer, each as a member of Canalway Cavalcade sub-committee for a further term of three years.
- (f) Approved the appointment of Paul Strudwick as a member of Canalway Cavalcade sub-committee for an initial term of three years.
- (g) Approved the appointment of the following corresponding members of Canalway Cavalcade sub-committee for the following year: Pat Barton, Craig Haslam, Dorothy Robbie, George Rogers, Nick Coolican-Smith, Roger Squires and Alicen Stenner.
- (h) Approved the appointment of Ray Carter, John Fevyer, Liz Payne and Helen Whitehouse to Field Marketing sub-committee, each for a term of three years.
- (i) Approved the reappointment of John Hawkins, Jude Palmer, Mike Palmer and Jonathan Smith, each as a member of the Waterway Recovery Group board for a further term of three years.
- (j) Approved the appointment of George Rogers as a member of the Waterway Recovery Group board for an initial term of three years.

10231

COMMITTEE AND COMPANY MINUTES

Trustees accepted the following committee and company minutes:

Finance Committee	7 th October
Navigation Committee	7 th October
Marketing Committee	2 nd September
Waterway Recovery Group	24 th September
Essex Waterways Ltd	(none)

10232

MATTERS ARISING

Trustees noted a report circulated with the agenda covering matters arising from previous meetings.

10233

RETIREMENT OF GREN MESSHAM

Trustees noted that Gren Messham was retiring as a trustee and as a member of Navigation Committee at the conclusion of this meeting and recorded their appreciation for the very considerable work he had undertaken whilst in office.

10234

NEXT MEETING

Trustees noted that the next meeting of the board of trustees would take place on Saturday 27th January 2018. Other 2018 meeting dates are: 14th April, 30th June, 8th September and 24th November.

There being no further business, the meeting concluded at 4.15 p.m.