

Minutes of the meeting of the Board of Trustees of The Inland Waterways Association held on 27th January 2018 at Rowington Village Hall, Rowington, Warwickshire.

Present:

Robert Atkins	Roger Holmes	Jonathan Smith
Rick Barnes	Chris Howes	Verna Smith
Ivor Caplan	Mike Palmer	Paul Strudwick
Ray Carter	Paul Rodgers	Helen Whitehouse
Les Etheridge	Peter Scott	

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

Apologies for absence were received from Gillian Smith and David Pullen.

10235

DECLARATIONS OF INTEREST

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

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.

10236

MINUTES

Trustees approved the minutes of the Board's meeting held on 25th November 2017, including the edited minutes for publication.

10237

PROGRESS ON 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 comments were made.

- (a) Peter Johns requested that trustees should send him details of any reports that discussed the value of the Waterways, to be used as background for the report on this subject.
- (b) Ivor Caplan reported that he intend to write to relevant navigation authorities requesting moorings data and other information sought by the group working on how waterways had evolved in recent years.
- (c) Mike Palmer asked whether the objective "Waterways with Uncertain Futures" applied to derelict waterways and those under restoration. It was confirmed that this objective only applied to navigable waterways.
- (d) Paul Strudwick confirmed that good progress had been made on developing the Silver Propeller Scheme and noted that in future years it could be extended to include towpath travel and a travel by public trip boats.

- (e) Ivor Caplan requested that trustees submit their ideas on how the “Inspiring” objective could be developed.

Ivor Caplan considered that good progress had been made in fleshing out the longer term objective, however some further input was required.

10238

ONE YEAR OBJECTIVES 2018

Ivor Caplan introduced the paper on the one year objectives stating that clearer links were needed between one and five year objectives. He then asked Neil Edwards to discuss the paper to which a number of comments were made:

- (a) Jonathan Smith commented that the overall additional spend identified (above steady state) to deliver the one year objectives was a modest [amount]. He said that objective owners should not feel constrained by these submitted budgets and that additional resources were available if required to achieve a better outcome.
- (b) [Confidential item]
- (c) Chris Howes asked whether insurers needed to see project plans for work carried out by branch work parties. Neil Edwards advised that this was not required for vegetation clearance and clean-ups, but was required for any construction projects of any substance, including excavation and earthworks, that guidance was available from Head Office and that there were some worked examples and templates that could be downloaded from the website.
- (d) Ivor Caplan asked that, given the success in obtaining a grant funding for the Restoration Hub programme, were the conditions that attached to the grant fully understood. Mike Palmer said that the submission document contained clear steps and outputs required in order to deliver the project, however until the formal grant offer had been received it would not be known whether any other conditions had been added.

Trustees approved the one year 2018 objectives as presented, and noted the above comments.

10239

TRUSTEE MEETINGS BY ELECTRONIC MEANS

Mike Palmer advised that the paper on holding meetings by electronic means was not yet complete, but would be available for the next meeting. Both [two trustees] commented that this paper was very important as they would find it increasingly difficult to attend all trustee meeting if some form of facility to hold virtual meetings was not made available.

10240

WELCHES DAM LOCK AND HORSEWAY CHANNEL

Chris Howes introduced a paper on Welches Dam by providing background to the involvement of the IWA Peterborough Branch and the Environment Agency in finding a workable solution to restoring the lock and channel to what should be a navigable waterway. [Discussion omitted]. It was agreed that Chris Howes should undertake these investigations, and report back to the Navigation Committee, and that he should discuss funding and resource requirements with Jonathan Smith and Neil Edwards.

Peter Scott drew trustees’ attention to the long-running discussions about Elvington Lock.

10241

VOLUNTEER SUPPORT: REGION & BRANCH REPORT

Ivor Caplan commented that branches had requested help in encouraging more volunteers and motivating those had they had, and trustees had set this as an objective. Consequently Judith Pope had put significant effort in to planning volunteer days training and discussion sessions. The region chairmen said they were very supportive of Judith's work, however they felt that the training days needs to be tailored to the requirements of each individual region to be effective, it was therefore agreed that:

- (a) Region chairmen would promptly consider and decide whether the planned training sessions in their region should proceed.
- (b) Trustees confirmed their support for the Branch Engagement Officer and the role, and that a single trustee would henceforth take responsibility for co-ordination of the agreed vision, revival of branches and liaison with the Branch Engagement Officer.
- (c) Going forward, all region chairmen would be pro-active in providing information required for the region and branch report.
- (d) The region chairmen and the chief executive were delegated authority to sign off the final version of the new Branch Handbook.
- (e) Marketing committee would provide guidance on membership strategy to branches.

10242

NATIONAL CHAIRMAN'S UPDATE

Ivor Caplan provided an update to his paper following the meeting with the Waterways Minister, Therese Coffey, on 22nd January. He summarised the current state of play by saying that both EA and CRT thought that a transfer of EA's navigations to CRT was now unlikely to happen in the near future, but that DEFRA still maintained that there was an opportunity that the transfer could happen. Following a debate:

- (a) [Confidential action].
- (b) Ivor Caplan agreed to circulate a briefing note explaining IWA's views to relevant MPs. The note was intended to encourage MPs to attend the All Party Parliamentary Group for the Waterways and to gain a better understanding of the economic benefits of maintaining and developing viable waterways. It should also highlight the publicity opportunities of signing up to IWA's campaigns.

Robert Atkins reported on his visit to the Local Government Association in London, stating he was surprised by their lack of understanding of the economic benefits of the inland waterways. He noted that he and Audrey Smith were to speak at a meeting of representatives of the town and parish councils in Lancashire.

Ivor Caplan reported that following a meeting with EA Anglian Waterways Manager, along with Chris Howes and David Pullen, he was very positive about the opportunity available to progress the Fens Waterway Link and thought it would make a good campaign for IWA. The campaign could be launched at the St Neots Festival of Water event. Further investigation was required to determine the level of staff support required but this would be worked through between David Pullen, Chris Howes and Neil Edwards.

10243

CHIEF EXECUTIVES REPORT

Ivor Caplan asked Neil Edwards to discuss the pertinent points in his report. Neil Edwards commented that unfortunately Sarah Frayne was leaving the Association at the end of January; however she was leaving on a positive note following the success of the Restoration Hub grant application. Trustees asked that all the staff involved in the bid should be congratulated on this success.

[Confidential item]

10244

SAFEGUARDING POLICY

Ivor Caplan asked whether trustees were happy to approve the safeguarding policy. Mike Palmer thought that better wording explaining the situation was with regard to convictions, both spent and unspent was required, as he felt the policy should primarily focus on unspent convictions. Trustees also felt that further clarity around GDPR disclosure was required. Trustees approved the document, subject to the correction of typographical errors and Mike Palmer's satisfaction that his concerns had been resolved.

10245

SILVER PROPELLER SCHEME

Paul Strudwick stated that the Silver Propeller Challenge would be launched in the next edition of Waterways magazine. Trustees agreed that the proposed scheme was a very good start and hoped it could be broadened to cover other methods of transport and include towpaths travel in future years.

10246

REPORTS FROM NATIONAL COMMITTEES

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

- (a) The proposed membership of the Restoration Hub's High Level Panel was approved.
- (b) Mike Palmer reported that he had attended a safeguarding work shop and thought the content and approach was good.
- (c) In answer to a question from Chris Howes, Neil Edwards advised that the purpose of the governance workshop was to consider appropriate constitutions and management structures for waterways restoration groups. The workshop was jointly organised with CRT.
- (d) It was noted that IWA's stand at the London Boat Show had recruited 35 new members. It was also noted that the London Boat Show had made inland waterways a focus for the event this year.
- (e) [comment omitted]
- (f) Andrew Overy reported that the draft full year's results would show an unrestricted surplus following the receipt of [an amount] of [bequests] from three people in the last quarter. He also stated that following approval by Finance Committee of the 2018 budget he would circulate it by e-mail for trustees' approval.

10247

APPOINTMENTS

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

- (a) noted that Christine Smith had retired from Marketing Committee and the committee thanked her for her service, and
- (b) approved the appointment of John Heather as an IWA Honorary Consultant Engineer for an initial term of three years.

10248

RISK MAP REVIEW AND UPDATE

Andrew Overy highlighted the changes in the risk map from last year. Peter Scott asked why the net risk score relating to “absence of a clear, unique and compelling strategy” had not reduced more following the agreement of the longer term objectives during 2017. Andrew Overy agreed that the wording should be tweaked but the risk covered development and implementation.

10249

AUDIT STRATEGY REPORT

Andrew Overy asked trustees to review the Audit Strategy paper and to raise any concerns with him and he would feed them back to the auditors. He also noted that the auditors would not be attending the trustees meeting when the accounts were signed off. Nick Parker and Jonathan Smith would provide assurance as they would attend the audit clearance meeting in Chesham.

10250

COMMITTEE AND COMPANY MINUTES

Trustees accepted the following committee and company minutes:

Finance Committee	25 th November
Navigation Committee	25 th November
Marketing Committee	10 th November
Waterway Recovery Group	4 th November
Essex Waterways Ltd	20 th September

10251

MATTERS ARISING

Trustees noted the report circulated with the agenda covering matters arising from previous meetings. It was confirmed that a National Trail-boat festival would not be held in 2018. [Discussion omitted].

10252

NEXT MEETING

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

There being no further business, the meeting concluded at 4.20 p.m.