

Minutes of the meeting of the Board of Trustees of The Inland Waterways Association held on 8th September 2018 at Rowington Village Hall, Rowington, Warwickshire.

Present:

Ivor Caplan (Chairman)	Chris Howes	Jonathan Smith
Robert Atkins [by video]	Mike Palmer	Paul Strudwick
Rick Barnes	Paul Rodgers	Peter Scott
Les Etheridge	Gillian Smith	Roger Holmes

In Attendance: Andrew Overy [Finance Manager], Neil Edwards [Chief Executive]

Apologies for absence were received from Verna Smith, Ray Carter, Helen Whitehouse and Peter Johns.

10289

DECLARATIONS OF INTEREST

Neil Edwards recorded his membership of Canal & River Trust's Council.

Peter Scott recorded his membership of Canal & River Trust's Yorkshire and North East Regional Advisory Board.

Mike Palmer recorded his membership of Canal & River Trust's Volunteers Advisory Committee.

Ivor Caplan asked trustees present for any other declarations or conflicts of interest. Roger Holmes registered his membership of Wessex Waterways Restoration Trust with reference to agenda item 8, (minute 10295), and Jonathan and Gillian Smith declared their interest as close relatives of Audrey Smith with reference to agenda item 9; (minute 10296).

10290

MINUTES OF THE PREVIOUS MEETING

Trustees approved the minutes of the Board's meeting held on 30th June 2018, including the edited minutes for publication.

Matter arising - It was recorded that subsequent to minute 10281 sufficient information had been presented to trustees on the venue, sponsorship and team availability to enable to 2019 Festival of Water at Lee valley, Waltham Abbey to be approved.

10291

HOW TO RUN CAMPAIGNS

Ivor Caplan informed the committee that Claire Norman had notified him that she could not attend due to sickness and the presentation would be postponed to a subsequent Trustee's meeting.

10292

UPDATE ON ONE YEAR OBJECTIVES FOR 2018 AND APPROVAL OF 2019 ONE-YEAR OBJECTIVES

A schedule updating trustees on achievement of the 2018 objectives and on the proposed 2019 objectives had been circulated with the agenda. Trustees reviewed the individual objectives and their achievement to date and confirmed their approval of the 2019 objectives as set out in the paper, with some minor adjustments. The following points of detail were noted:

A1: Robert Atkins suggested that the objective might be broadened to cover the Local Government Association, borough, town and parish councils. [Detail omitted]

A2: Ivor Caplan informed the committee that the scoping for the *Value of the Inland Waterways* report was near finalisation; the next step would be for a focus group to identify the specific area the report should concentrate on.

A3: Les Etheridge noted that he would be finalising the report on *The Changing Use of the Waterways* in the next three weeks in so far as he could. As well as promised contributions not materialising on time, one of the key problems in producing the report was the lack of available data. It was noted that this issue alone may need to be taken forward as part of the actions coming from the report. Trustees asked Les Etheridge to prepare a paper for the November trustees meeting, with the report as it then stood and commentary on the position reached.

A4: Paul Strudwick advised that he had nearly completed a draft London strategy and would present it at the next Trustee Board meeting.

A6: Trustees agreed that broadening the scope of the Planning Advisory Panel was a key objective, however they acknowledged that this could lead to significant increase in the workload, Ivor Caplan would discuss the implications of this with the Panel members.

B8: It was suggested that the transfer of Basingstoke Canal to CRT was a little more likely and that a gentle nudge from the IWA might help the situation.

B9: Paul Strudwick stated that he would produce an update paper on the; first year of the Silver Propeller Challenge in time for the next trustees meeting.

B 10: Ivor Caplan said that as part of the manifesto for safeguarding heritage sites the Heritage Group would look at a broad range of successful existing models, which might not only be within the waterways sector.

B12: Following a discussion it was agreed that a 'state of the navigable waterways' report without a clearly identified purpose was pointless and should not be included as a 2019 objective. The key part of the initiative would be to encourage the submission of a wider range of data for the gap checker, then analysing and utilising the data collected.

C 14 – 22: Mike Palmer reported that all the 2018 restoration objectives were proceeding to plan except that the restoration of Inglesham Lock would not be completed in 2018 but would be finished in early 2019. He said that he was due to make a presentation at the World Canal Conference on 10th September and at the next All Party Parliamentary Group for the Waterways on 16th October. He hoped that momentum created would be carried forward in 2019 and encourage waterway restoration groups to speed up their projects.

D23: Ivor Caplan reported various meetings and discussion had been held to ensure engagement with the wider waterways community.

D25: Ivor Caplan encouraged region chairmen who had not done so already to submit an initiative under this objective.

D32: Ivor Caplan asked region chairmen to encourage regions to hold volunteer days. He believed that the three that had taken place in 2018 were very successful with open and frank dialogue between parties.

Neil Edwards reported the priority 2019 internal objective was the design and implementation of the new IT system and process infrastructure as many of the other objectives and aspirations for the Association were dependent upon this.

10293

APPOINTMENT OF TRUSTEES

Neil Edwards had prepared a paper based an article in the Charity Times, highlighting potential shortcomings in the recruitment process of trustees. Trustees acknowledged that the article provided a logical assessment of some of the pitfalls in the trustee appointment process, but felt that each organisation was different. It was suggested that as well as ensuring that the process of appointing the right new trustee were in place, it was important to undertake periodic benchmarking of trustees' performance, and that it might be worth considering the creation of a standards committee. Jonathan Smith said given he was currently reviewing the size and make-up of the committee, as agreed at the 30th June meeting, and he would incorporate these additional considerations into his report back to trustees in early 2019.

10294

NATIONAL CHAIRMANS UPDATE

Ivor Caplan introduced the National Chairman's update report and in particular highlighted that:

- [Confidential item].
- He considered the St Neots, Festival of Water a great success, providing plenty of media coverage for IWA campaigns. He also thanked everyone involved for their efforts in putting such a successful festival together.
- He planned to attend the launch of a proposed Norfolk and Suffolk IWA Branch (largely covering the old Ipswich Branch area) on 3rd November and encouraged other trustees to attend if possible. Chris Howes said it was likely that the focus of the branch would be on waterways restoration.

Chris Howes noted that it was through Alison Smedley's efforts, and not his, that a successful cruise of boats through the Old Bedford Sluice at Slaters Lode had been achieved. He also added his own thanks to Alison.

10295

CHIEF EXECUTIVE'S REPORT

Neil Edwards drew the trustees' attention to the following areas of his report, which had been circulated with the agenda:

- There were an increasing number of issues with the website as Premier IT, the website hosts, continued to reduce the level of resources allocated to support their website hosting business.
- Following discussions with the auditors, it was proposed to reduce the frequency of completion of Register of Interest forms for non-trustees and non-subsidiary-company-directors.
- Montgomery Waterways Restoration Trust had advised that their programme of works for rebuilding Schoolhouse Bridge was running about 12 months behind schedule, and were therefore requesting a one year extension to the final claim for funding under the grant from the Tony Harrison legacy.
- IWA had been invited to nominate an individual to become a trustee of the Wessex Waterways Restoration Trust. Roger Holmes declared a conflict of interest and therefore did not participate in any discussions. The Trustees agreed that prior to any appointment they would like to understand better how this new Trust and the long established Wilts & Berks Canal Trust would work together for the benefit of the restoration of the Wilts & Berks Canal.
- [Confidential item]

Trustees:

- (a) Agreed that the Register of Interests forms should only be sent to trustees and directors of subsidiary companies on an annual basis, in the autumn rather than the spring, and would be completed by other committee members on a three-yearly basis as part of their letters of appointment. A requirement to notify any changes between appointments and reappointments would be made clear.
- (b) Agreed that the grant deadline for the Tony Harrison Legacy grant in respect of Schoolhouse Bridge could be extended by one year. Neil Edwards would advise Montgomery Waterway Restoration Trust and the Montgomery Canal Partnership.
- (c) Asked that letters be sent to Wessex Waterways Restoration Trust and Wilts & Berks Canal Trust to ask how they might work together on the Wilts & Berks Canal before a decision was taken as to whether to appoint a nominee to the former group.

10296

NATIONAL AWARDS

A paper had been circulated to trustees recommending award of the Cyril Styring Trophy and Christopher Power Prize to Audrey Smith and Cotswold Canals Trust respectively.

Trustees approved the award of the Cyril Styring Trophy for 2018 to Audrey Smith. Both Jonathan and Gillian Smith sat out of the vote due to the conflict of interest.

Rick Barnes noted that, the successful re-opening of Phase 1A of the Cotswold Canals, through Stroud, and the success in the first round bid for a tranche of HLF funding for phase 1B, connecting phase 1A with the Gloucester and Sharpness Canal at Saul Junction, was as due to the work of Stroud District Council, who had led the work, as well as to other Cotswold Canals Partnership members as the Cotswold Canal Trust. As a consequence the Trustees felt that in giving the Christopher Power Prize to Cotswold Canal Trust there should be an appropriate acknowledgement that these achievements were as a consequence of the partnership between the parties.

10297

WRITTEN REPORTS FROM NATIONAL COMMITTEES

Andrew Overy reported that following the receipt of a legacy and the capital movement on the investment portfolio the overall year to 31st July deficit was back in line with the budget. He also noted that the full year forecast was now showing a surplus for the year following the decision to capitalise the new IT system implementation costs and using revised estimates of known legacy income. The forecast assumed no capital gain or loss on the investment portfolio.

Jonathan Smith noted that the gross profit on mail order sales was [an amount] below budget [Detail omitted]

There were no reports from Navigation Committee, Waterway Recovery Group or Marketing committee.

10298

APPOINTMENTS TO COMMITTEES

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

- Noted the forthcoming retirements of Les Etheridge, Roger Holmes and Gillian Smith as trustees.
- Noted the re-election of Robert Atkins and Helen Whitehouse, and the election of Nicki Scheissel-Harvey and Roger Stocker, as trustees, due to take effect from [close of] the AGM.
- Approved the reappointment of Alison Smedley as a member of Navigation Committee for a further term of three years.

- Approved the appointment of Terry Smith as a member of Canalway Cavalcade Committee until October 2021.
- Noted the resignation of Roger Holmes from the Environment Agency's Wye Navigation Advisory Committee and approved the appointment of Steve Warwicker to fill the role for the remainder of the current three-year nomination period (to July 2020).

Ivor Caplan thanked the retiring trustees for their contribution to the Association, but made particular reference to the contribution of Les Etheridge, the previous National Chairman

[Item omitted]

Rick Barnes noted that following the successful Cotswold Canal Trust HLF bid, his appointment as IWA's nominee to Cotswold Canals Trust Phase 1b HLF Bid Team had completed, and that this body was being reformulated as a project team. Trustees agreed that Rick Barnes would be appointed as IWA's nominee to this team.

10299

COMPANY AND COMMITTEE MINUTES

Trustees accepted the following committee and company minutes:

Finance Committee	30 th June
Navigation Committee	25 th April
Marketing Committee	(none)
Waterway Recovery Group	(none)
Essex Waterways Ltd	13 th April (including edited minutes for publication)

10300

MATTERS OF REPORT AND MATTERS ARISING FROM THE LAST MEETING

Trustees noted the written report, attached to the agenda, which updated matters arising from the previous meeting.

10301

FESTIVAL OF WATER

[Confidential item]

10302

FINANCE COMMITTEE MEETINGS

Jonathan Smith reported that the 2019 Finance Committee meetings would be arranged so that they occurred two weeks prior to the trustee meetings so as to allow more considered papers from Finance Committee to trustees. The Finance Committee meeting dates would be 2nd February, 27th April, 27th July and 2nd November.

NEXT MEETING

Trustees noted that the next meeting of the board of trustees would take place on Saturday 24th November 2018, at Rowington.

Note: 2019 meeting dates are 16th February, 11th May, 22nd June, 10th August and 16th November

There being no further business, the meeting concluded at 5.00 p.m.