

Minutes of the meeting of the board of directors held at Paper Mill Lock, Little Baddow at 10.00 a.m. on Thursday 4th June 2015.

Present: Roy Chandler (chairman), David Carrington, Colin Edmond, Neil Edwards, Jim Jenkins, John Pomfret and Peter Martin (until 12.30 pm; part way through item 5)

In Attendance: Graham Brown.

Apologies for absence: None

Minutes of Meetings

1. The minutes of the board meeting held on 5th March 2015, which had been circulated prior to the meeting, including the edited minutes for publication, were approved as a true record of that meeting.

Health and Safety

2. (a) Roy Chandler reported that there had not been any incidents with a Health & Safety impact since the previous meeting other than a boater who had reported having slipped over on a wet landing stage at their mooring. [detail omitted] The board asked that a reminder be included in the newsletter, and wording in mooring agreements reviewed at the next opportunity to ensure that boaters were aware of their duty to keep the landing stages at their moorings clean and clear of obstructions, and to beware of potential hazards such as slippery surfaces.

(b) A written report had been circulated with the agenda updating on actions and matters arising. John Pomfret reported that he was working on the COSHH requirements but was aware that some changes in the legal requirements were imminent. John asked Graham Brown to supply a list of where hazardous substances were stored at each location.

(c) Roy Chandler noted that an initial draft of the Asset Register had been completed and circulated to the board. Colin Edmond was thanked for his work on leading on this, and the board asked Colin to maintain a master copy of the register on an ongoing basis. The Register needed to be kept up-to-date regularly, throughout the year, and reviewed by the board at least once a year. The board asked that a list of assets in D, E and F grade were circulated to the board at each meeting for review. There was also a need to maintain a separate inspection register of those assets that needed periodic (weekly, monthly, etc) inspection.

(e) A buildings valuation survey had revealed two buildings that contained some asbestos, and although not posing any immediate danger, there was a need to maintain an asbestos register. A full asbestos survey was not required unless there was intent to do any work on the buildings. Peter Martin reported that he had a contact who had relevant expertise in this area and could possibly assist; Peter would make enquiries to progress this, and in the meantime no work would be done on the buildings in question (Colin's Store and The Studio, adjacent). Graham Brown would draw up a register.

Staff, Volunteer and Management Arrangements

3. (a) Roy Chandler reported that Sam Holden had tendered his resignation as a residential caretaker at Paper Mill and would be removing his boat from the Navigation. The boat needed to be lifted out at Springfield Basin, which would be delayed owing to the lowered water levels for

the wharf walls work. The post needed to be advertised (web site and next newsletter), but it was agreed to further defer appointment of a third caretaker, for which planning permission was in place.

- (b) Peter Martin reported that he had provided details of the volunteer who had previously offered to assist with legal and property work, as Roy Chandler had lost contact with the volunteer.
- (c) Graham Brown reported that Grant Everiss had commenced duties as lockkeeper at Heybridge Basin, and was settling in well. [detail omitted]
- (d) The board discussed the need for additional resources for project planning, administration, production of documentation. [detail omitted]
- (e) The board agreed to recommend to IWA trustees reappointment of Colin Edmond, Jim Jenkins and John Pomfret to the board for further terms of three years.

Finance

- 4. (a) The Annual Report and Financial Statements were noted and recommended for approval at the Annual General Meeting that was due to take place later that afternoon. The chairman was authorised to sign the Letter of Authorisation.
- (b) Income and expenditure reports for the three months to the end of March 2015 had been circulated with the agenda and were noted. Net income was slightly ahead of budget owing to better than expected willow sales and project work yet to commence.
- (c) The board discussed the potential benefits of introducing simple time sheets for work being undertaken by employees, and possibly volunteers, especially on project work, so as to gain a better understanding of project costs, and possibly to assist with grant applications. The board recognised that this might meet some resistance from staff and volunteers, and would rely upon careful explanation of the reasons for implementing this.
- (d) A report from Toby Gomm, IWA's fundraising officer, which had been circulated with the agenda, was noted. The new weed lifter had been purchased using the £20,000 Essex Community Initiatives Fund grant. Toby's paper included some initial notes on a prospective Social Investment Study; the board felt that this was heading in the right direction. Peter Martin suggested that it might be better understood as an 'Impact Study', that it would be useful to look at examples of similar studies prepared by other organisations, and test early drafts with funding organisations to see how they would react to it.
- (e) David Carrington reminded the board that he had promised Finance Committee that the Assets Survey would be completed by the end of June, which had been achieved, and that a Business Plan would be prepared for the October Finance Committee. This primarily needed to concentrate on capital and major project expenditure. David agreed to put the plan together if Roy Chandler would provide projected expenditure amounts.
- (f) Neil Edwards had prepared and circulated a paper covering revised procedures for purchase orders. The board approved the revised procedure.
- (g) The board noted the aged debtors and non-compliance reports. The only issue of concern was the overdue balance from [a business customer]. Graham Brown would speak to him.

Major Works and Other Matters of Report

5. (a) A comprehensive report on works and other management issues along the Navigation was provided as part of the Navigation Management Report that was attached to the agenda. Jim Jenkins reported that Ryan Lloyd would be our main point of contact at Essex & Suffolk Water after he retired at the end of June. Jim reported that Essex & Suffolk Water had confirmed that replacement of the caisson gate at Heybridge Sea Lock would take place this winter and the company had placed order for steel for the work. Some work on taking out the old gates was due to start in July. . The toe boards on the gates had now been fitted.
- (b) Roy Chandler reported that following Martin Maudsley's departure, there was found to be an extensive backlog of repairs and work needed at the lock cottage. Some of this had quickly been attended to, but some more extensive works were needed including replacement windows at the rear of the building, and work on the chimney flue. Listed building consent would be needed for the windows.
- (c) Neil Edwards reported that the buildings insurance valuation had taken place and had resulted in some substantial increases in valuation. The board asked that insurers be informed and insured values adjusted accordingly.
- (d) The board noted that Grant Everiss would take on the lead in preparation of the management plan for Heybridge Basin.
- (e) The board noted that an agreement for dinghy storage was being drawn up with Heybridge Basin Sailing Association.
- (f) Graham Brown reported that there continued to be pressure on hard standing space at Heybridge, but after discussion the board agreed not to revise charging arrangements for long-term use of the hard-standing. [detail omitted]
- (g) Roy Chandler reported that he had not progressed an appeal for the Freshwater Crescent planning decision, but had a copy of written notes from a planning officer at Maldon District Council to say that the landing stages could be replaced, or added to, if Essex Waterways Ltd did the work as a statutory undertaker. The board agreed that the two existing landing stages should be replaced and an extra one installed.
- (h) The board noted that the new Paper Mill sewage system had been installed by Binder Ltd and was now in operation. The old tank was found to be too small for any future use. The installation had highlighted the need for rainwater drainage on all the buildings at Paper Mill to be reviewed and repaired.
- (i) [Confidential item].
- (j) Roy Chandler reported that new toilet block at Sandford was complete and open, and the entrance highway works were in progress and expected to be complete by the end of the week.
- (k) [Confidential item].
- (m) [Confidential item].
- (n) [Confidential item].

- (o) Roy Chandler reported that work on wharf wall repairs at Smiths Yard was progressing after a delay caused by inadequate foundations. Taylor Wimpey had agreed to pay additional costs for piling work to remedy this.
- (p) [Confidential item]
- (q) Colin Edmond reported on progress with refurbishment and equipping of the dredger. This work was now likely to be completed within the next couple of weeks.
- (r) Roy Chandler reported that he was preparing an application for Business Rates Relief to Maldon District Council in respect of Colin's Shed.
- (s) Roy Chandler reported that revised power supply arrangements, which should resolve the remote readers work, had been agreed with SSE Energy Supply Ltd (also known as 'Scottish and Southern'), with effect from September.
- (t) Roy Chandler reported that Wrights had been granted a burn licence by the Environment Agency for use along the entire navigation for willow cropping. John Pomfret said he would chase up the Environment Agency for a response to renewing the burn licence for Essex Waterways.
- (u) [Confidential item]
- (v) Roy Chandler and Graham Brown reported that the lock gear had been collected from Jeff Field's yard and were now in storage at Paper Mill. The canoe rack has yet to be collected.

Management Plans for the Navigation

- 6. (a) Neil Edwards reported that notice had been given to the Navigation Company to continue the management agreement.
- (b) Roy Chandler reported that Grant Everiss would start work on drafting a management plan for the Heybridge Basin area once he was settled in.
- (c) [Confidential item].

Other Business

- 7. (a) Roy Chandler reported that the bungalow opposite the Golf Course, and adjacent to the Navigation, was on the market.
- (b) [Confidential item].
- (c) Roy Chandler reported he had investigated replating the former WRG work boat. The cost would be about [an amount] plus the cost of a new outboard engine, plus the cost of lifting out (which might be shared with another vessel) and removal to welders and return to the Navigation when refurbished. The board agreed that the vessel would be a valuable addition to the work fleet and would be worth more than the cost of the work when complete, and asked that the work be progressed.
- (d) [Confidential item].

Future Meetings

8. The next meeting would be held at 10.00 am on Thursday 27th August (at Paper Mill). The following meeting would be held on Tuesday 1st December (at Chesham).

No other business was transacted and the meeting closed at 3.30 p.m.