

Minutes of the meeting of the board of directors held at Paper Mill Lock, Little Baddow at 10.00 a.m. on Wednesday 9th March 2016.

Present: Roy Chandler (chairman), David Carrington, Colin Edmond, Neil Edwards, Jim Jenkins and John Pomfret.

Apologies for absence: Craig Holliday and Peter Martin

Minutes of Meetings

1. The minutes of the board meeting held on 1st December 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. Roy Chandler reported that there had not been any incidents with a Health & Safety impact since the previous meeting.

Staff, Volunteer and Management Arrangements

3. (a) The board noted the resignation and departure of Graham Brown, along with arrangements for advertising for a successor. Arrangements were in hand to interview four candidates on 11th March.
(b) The board noted that a redundancy package has been approved with Hugh Turner and his final day of employment was due to be 30th April. A redundancy package of [an amount] had been agreed.

Finance

4. (a) Income and expenditure reports for the twelve months to the end of December 2015 had been circulated with the agenda and were noted. Income and revenue expenditure were close to budget and forecast, other than the additional income from sale of willows, compensation from Highways Agency re the A138 viaduct and payment from Chelmsford City Council re the feeder clearance, which had resulted in a surplus, ahead of budget. David Carrington explained that because of the healthier than expected position, it had not been necessary to draw down the planned [amount] from IWA's restricted fund, as this would have left a year-end balance sheet with surplus cash.
(b) David Carrington reminded the board on the arrangements for dealing with any surplus produced in a financial year, including the position on Corporation Tax and capital allowances for fixed asset purchases. The board also noted that IWA planned to revise its Articles of Association at the AGM and that one of the planned changes was to remove the provision that required subsidiary companies to pay across all surpluses to the Association at the end of each year.
(c) David Carrington had prepared a paper, circulated with the agenda, proposing the outline for a Reserves Policy for Essex Waterways. This was reliant on the proposed changes to IWA's Articles of Association. The board was in agreement to have a reserve policy of between [an amount] to be held by IWA in the restricted fund and a further balance of [an amount] to be

retained in the company to cover operational activities. The timing to formalise a Reserves Policy was good at present owing to existing tax allowances. The board noted that any Reserves Policy would increase the amount of fund raising necessary to achieve necessary capital repairs that had been identified in the Long Term Business Plan. The board thanked David Carrington for his work on this topic. David would inform IWA's Finance Committee of the Policy.

- (d) David Carrington reported that Helen Elliott-Adams had prepared a cash flow statement, which had not been circulated to the board, but which indicated that a drawing from Restricted Funds was likely to be needed during this year for capital works.
- (e) Roy Chandler reported that the Vauxhall Vivaro had been disposed of for scrap for [an amount], and a new Ford Transit had been acquired on lease. Concern was expressed that a number of mowers and other equipment had been poorly maintained over the past couple of years. This would need to be addressed with the new Navigation Manager.
- (f) The board noted the forthcoming retirement of Helen Elliott-Adams and members recorded their appreciation for her work for the company since formation.

Management Plans for the Navigation

- 5. (a) David Carrington reported that the Long Term Management Plan had been presented to, and discussed at, the December meeting of IWA's Finance Committee, where it had been well received.
- (b) Roy Chandler, Neil Edwards and Graham Brown had met at Heybridge to discuss the proposed management plan for the area with Grant Everiss on 5th January 2016. During the day, the site had been fully inspected and the range of topics and information to be included in the plan had been discussed. Since then, arrangements had been put in had to set up a team of volunteers based at Heybridge, co-ordinated by Iain Sanderson.
- (c) The board noted the updated Assets Register and extract of assets in D, E and F condition, which had been circulated with the agenda. The need for major repairs at Hoe Mill and Springfield, and for lesser repairs at Cuton (recent problem with upper paddle gear) and Sandford top gates were noted.
- (d) The next major projects, all due to take place in 2016, were (i) replacement of the lower lock gates at Hoe Mill, (ii) installation of a new foot bridge on the tail of Paper Mill and (iii) piling work below Little Baddow Lock. Repairs to Springfield Lock would need to take place next spring, whilst repairs to the gates at Sandford could possibly be undertaken with a short stoppage later in 2016.

New Business

- 6. (a) The board noted a [commercial] proposal . Roy Chandler would advise the [proposers] accordingly.
- (b) John Pomfret reported on his attendance at the 26th February meeting of the Association of Inland Navigation Authorities, and in particular about the changes to water abstraction licensing exemptions which Defra and the Environment Agency were currently consulting on. For the Navigation, the two areas that might be licensable under the new arrangements were the feeder supply in Chelmsford and the feed to the Long Pond at Beeleigh. John Pomfret had supplied details to Adam Comerford of Canal & River Trust, who was leading on the issue for the Trust, and who had promised to advise on how CRT was dealing with similar issues. John

Pomfret would respond to the Defra / EA consultation (draft to be circulated to the board), and would attend future meetings of AINA for Essex Waterways.

Matters of Report

7. 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. Reports on fund raising, aged debtors, boaters' compliance, certification held and tree surveys along with the register of leases, licences and other documents were also circulated. The following were amongst the points noted:
 - a) The sewage disposal situation at Heybridge needed to be addressed with a larger sewage plant.
 - b) An adjacent property at Beeleigh Willows had sold and was in the process of registration with the Land Registry.
 - c) Taylor Wimpey had consulted on proposed developments on the peninsula (former Gas Works site) at Springfield and had sent plans to clarify our needs on access for a 100-tonne crane to lift boats in and out of the Navigation. Roy Chandler would respond to the consultation [detail omitted].
 - d) Adjustments to the dredger had been identified to improve its lifting capacity and remedy points that had been raised in its lifting and safety inspection. This work would be progressed.
 - e) [Confidential items]
 - f) [Confidential item]
 - g) Concern was expressed at the overdue balance by [a customer], who regularly featured on the Aged Debtors report. Roy Chandler would speak to him.
 - h) The Hoe Mill raider was to be hired for two weeks to [a third party]. Insurers would be advised.
 - i) Plant Risk Services had advised that the Avant was exempt from the requirement for a lifting certificate as it was an agricultural vehicle.
 - j) Alex Melson had completed tree surveys from the Sea Lock at Heybridge to Hoe Mill. Once the survey had been completed for all of the Maldon District Council area, copies would be submitted to the District Council for permission to undertake the necessary work. Neil Edwards would advise Alex Melson.
 - k) [Confidential item]
 - l) The board viewed the works in progress to replace upper lock gates, wooden flooring and cills at Paper Mill Lock, and to undertake repairs to the lower gates. The repairs were running to schedule for a planned re-opening of the lock by Easter.

Other Business

7. [Confidential item]

Future Meetings

8. The next meeting would be held at 10.00 am on Monday 6th June (Paper Mill).

Future meeting dates were Thursday 8th September and Thursday 1st December

No other business was transacted and the meeting closed at 1.50 p.m.