

Minutes of the meeting of the board of directors held at Paper Mill Lock, Little Baddow at 10.00 a.m. on Monday 6th June 2016.

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

Apologies for absence: None

Minutes of Meetings

1. The minutes of the board meeting held on 9th March 2016, 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.

Annual Report and Financial Statements

3. (a) David Carrington introduced the Annual Report and Financial Statements for the year-ended 31st December 2015. The directors approved and recommended them to the AGM. Roy Chandler and Neil Edwards would sign the accounts. The board also authorised Roy Chandler to sign the Letter of Representation to the auditors.

(b) [Confidential item]

Finance

4. (a) Income and expenditure reports for the three months to the end of March 2016 had been circulated with the agenda and were noted. The board welcomed the improved presentation, and asked that consideration be given to enable the seasonality of certain income and expenditure to be taken into account in the budget analysis between the quarters. David Carrington had requested the production of cash flow statements for each quarterly board meeting, but the board noted that project costs for works planned over the next 12 months or so would be necessary to enable a cash flow statement to be produced.. These issues would be discussed with Andrew Overy, IWA's new finance manager.

(b) Roy Chandler reported that the Vauxhall Combo had expired and was beyond economic repair. It was in the process of being scrapped. It was not planned to replace the vehicle just at present.

Staff, Volunteer and Management Arrangements

3. (a) [Confidential item]

(b) The board recommended the reappointment of David Carrington, Neil Edwards and Peter Martin as directors for a further term. This would be communicated to IWA's trustees.

- (c) The board agreed to advertise for further residential caretakers, as [two caretakers] had indicated that they wished to retire shortly. David Smart would advise [them] before advertisements appeared. [Detail omitted] T

Management Plans for the Navigation

- 5. (a) The board noted that the Long Term Management Plan had not changed since its approval at the December meeting and asked that it be reviewed annually, at each late summer board meeting, so that it was reviewed to coincide with budget preparation.. Neil Edwards would circulate a copy with the agenda for the next meeting.
- (b) Roy Chandler reported that the Management Plan for Heybridge had not been progressed yet as David Smart would need to familiarise himself with existing issues at the site first. The board agreed that it would be helpful to have some display boards and a gazebo available, particular for the river festival at the end of June. Neil Edwards would check if there was any surplus equipment available at Head Office.
- (c) Roy Chandler reported that he and David Smart had walked the Navigation from Paper Mill to Heybridge and that the Asset Register was in the process of being updated. They intended to walk the remainder of the Navigation, from Paper Mill to Springfield Basin, shortly.
- (d) The next major projects, still all due to take place later in 2016, were (i) replacement of the lower lock gates at Hoe Mill, which had been ordered, (ii) installation of a new foot bridge on the tail of Paper Mill Lock; the bridge had been built by Hargreaves, and (iii) piling work below Little Baddow Lock. John Pomfret undertook to prepare a note on the requirement for Environment Agency consents for this work. Replacement windows for the Heybridge lock house were becoming urgent; Roy Chandler would commence the application for listed building consent as soon as possible, and Grant Everiss had arranged to meet the relevant officer from Maldon District Council, primarily in connection with the subsidence work. A new sewage plant was also urgently needed at Heybridge, which had not been budgeted for. [Contractors] had been asked to quote for a revised scheme, having provided an earlier quote for a smaller scheme. The gate replacements at Heybridge Basin, due to be undertaken over the winter, were progressing to schedule. The top gates to Sandford Lock needed to be re-planked, probably during the coming winter, as they were leaking. The top gates at Springfield Lock would need to be replaced in 2017.

New Business

- 6. (a) [Confidential item]
- (b) A draft Social Impact Study had been put together by Sarah Frayne. The board considered that a section was needed on equalities, support from volunteers, including a mention of the Advisory Group, and consultation with the community. Directors agreed to review the document individually and submit comments to Roy Chandler. Thanks were expressed to Sarah Frayne for getting the document to the present draft. [Detail omitted]
- (c) Sarah Frayne had produced a report listing funding opportunities available for taking on new apprentices. The amounts of funding available were relatively modest, but could provide some support if the board wished to take on an apprentice. The board agreed that the more fundamental issue was whether Essex Waterways Ltd had the resources to provide the necessary training and support for taking on an apprentice. There were also some side benefits of having an apprentice for other funding applications, as it was seen to be a 'box to tick'. David Smart suggested that he would be grateful for further time to get to know how the existing staff arrangements worked before making a decision on future staff requirements. The

discussion also noted the importance of medium term planning to identify projects so that they were ready for fund-raising well in advance of the need to do the work.

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) Essex County Council was again offering to provide free First Aid courses, and it would be desirable for all residential caretakers to have some formal training.
 - b) John Pomfret would send the COSH statements that he had drafted as soon as possible.
 - c) The volunteer base (formerly Colin's shed) at Heybridge required repairs to the roof, which would be expensive as there was some asbestos to be removed. The project should be well-suited for fund-raising, and formal quotes should be obtained to enable Sarah Frayne to make funding applications. Neil Edwards would ask Sarah Frayne to progress applications once the project had been fully costed.
 - d) The tree survey by Alex Melson was near complete for the whole navigation. The dangerous trees identified needed to be attended to. An application for the necessary consent was under preparation for Maldon District Council.
 - e) Consideration was being given to provide electrics for the upstream residential caretaker at Heybridge. [Detail omitted]
 - f) David Smart reported that new rubbish collection arrangements at Heybridge by Maldon District Council were now in place, but there had been no change to the large bin at Daisy Meadow car park.
 - g) David Smart had investigated purchase of training provision for the crane and other equipment. A paper would be prepared for the next meeting.
 - h) The board reaffirmed the requirement that any boat lifting arrangements by boat owners' contractors should be by Contract Lift, and that evidence of the lift operator's public liability insurance should be sought.
 - i) Roy Chandler had written to Maldon District Council to express concern about a planning application for new fishing platforms at the gravel pits at Heybridge, as the proposed platforms would be near moorings and boaters' facilities with the likely consequence of anglers attempting to use boaters' facilities and car park.
 - j) Craig Holliday reported that Essex & Suffolk Water had reviewed the works that needed to be undertaken at Beeleigh, and he understood that those works were now in the company's work plans the current financial year.
 - k) The board asked that an additional option for on-line purchase of an annual unpowered craft (canoe) licence be added to the web site, and that stand-up paddle boarding be added to the list of craft covered by the unpowered craft licence.

- l) Roy Chandler reported that the Paper Mill Lock repairs had been completed by Easter. There had been an issue with the top gates not shutting properly. This had been investigated and appeared to have corrected itself after additional clearance at the lock entrance.
- m) Roy Chandler reported that paddle repairs at Cuton Lock had been completed within two days, which was considered a good achievement, as prior to the investment in the dredger, the work would probably have necessitated contractors.
- n) [Confidential item]
- o) [Confidential item]
- p) A boater has offered to donate his vessel to the Navigation. The boat had been put up for sale (asking price: £3,750), by the present owner, and the funds would be donated [Detail omitted].
- q) David Smart reported that a boat owner had complained about rogue trading on the Navigation (purportedly by another boat owner). A general reminder would be included in the next newsletter to warn against rogue traders, and to remind boat owners that if they employed contractors to work on their vessels then they must inform the Navigation Manager and provide evidence of the contractors' insurance as per the mooring agreement.
- r) A written survey report was still awaited for the dredger. Colin Edmond would chase this up.
- s) Colin Edmond reported that the dredger hiab had been upgraded, but that it awaited testing to be carried out for a lifting certificate. The safe working load would need to be painted on the machinery.
- t) David Smart reported that Wrights had provided a letter outlining which willow trees they planned to harvest over the next few months.
- u) John Pomfret reported that there had been no further response from the Environment Agency for the environmental permits. A new application would be made.
- v) [Confidential item]
- w) Confidential item]
- x) David Smart advised that he would discuss some possible changes to the Visitor Guide with Gemma Bolton.
- y) [Confidential item]
- z) The board welcomed the new report on boat movements and requested the inclusion of (a) Heybridge visitor figures and (b) some information on the approximate number of vacancies at each site, for future reports.

Other Business

- 8. (a) David Smart reported the receipt of a thank you letter from Farleigh Hospice. About 800 walkers had raised in excess of £60,000 on a sponsored walk along the towpath during May.
- (b) David Smart reported that there had been further complaints about the state of the road at Heybridge Basin, including the fine dust during dry spells in the car park area. The board

agreed that it was necessary to sort out the waste water disposal from the facilities block before any resurfacing work took place.

(c) John Pomfret reported that the next meeting of the Association of Inland Navigation Authorities was due to take place on 14th July. David Smart would attend.

(c) The board expressed its thanks to Mrs Chris Chandler for provision of lunch for the meeting.

Future Meetings

9. The next meeting would be held at 10.00 am on Thursday 8th September (Paper Mill).

The following meeting would be held on Thursday 1st December

No other business was transacted and the meeting closed at 2.20 p.m.