

Minutes of the meeting of the board of directors held at Paper Mill Lock, Little Baddow at 10.00 a.m. on Monday 8th September 2016.

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

In Attendance: David Smart

Apologies for absence: David Carrington

Minutes of Meetings

1. The minutes of the board meeting held on 6th June 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. (a) [Confidential item]
- (b) [Confidential item]

Finance

3. (a) Income and expenditure reports for the three months to the end of June 2016 and end of July 2016 had been circulated with the agenda and were noted. The board asked if the comparison July 2015 figures for income could be checked, as they looked too high. On the cash flow Forecast, the board felt that the cash, sales and general invoices lines needed to be seasonally adjusted, and specific incomes from the Hanningfield Agreement, angling agreement and canoe clubs needed to appear as specific items. Andrew Overy would be invited to attend the next board meeting.
- (b) The board agreed that mooring fees should rise by 2.0% from 1st January 2017, and that similar rises would be applied to visitor and short term fees. The group discount would be changed to a minimum of five craft, and would then be 10%. The camp site fees would also be reviewed to create a minimum per pitch for caravans and camper vans. Increases would be notified to customers in the October newsletter.
- (c) The board noted (i) that additional electrical supply arrangements had been arranged for some of the yacht stores at Heybridge, (ii) that a £75 connection fee would be charged where electricity was connected and (iii) that unauthorised cables would be disconnected after 30th September, notice having been given to this effect. The board agreed that the yacht stores fee would rise to £75 per quarter from 1st January 2017 and, subject to review each year, would rise by a further [amount] per quarter in future years until a more realistic market fee was reached.
- (d) The board agreed that the following licence fees would be increased from 1st January 2017:
[Confidential information]

Staff, Volunteer and Management Arrangements

4. (a) Roy Chandler reported that Eve Sullivan had tendered her resignation [detail omitted]. The board noted Eve's resignation with regret and decided not to recruit a replacement immediately, but to review staff requirements and temporarily hire in additional labour or take on volunteers for specific projects. David Smart would review the situation over the next three months, and the situation would be considered further at the next board meeting.
- (b) As expected, June Meads had formally given notice of her retirement, and her post has been advertised. There have been a number of expressions of interest, and sufficient suitable candidates to form an interview short list. The application closing date had been set at 30th September. David Smart would arrange and conduct interviews.

Management Plans for the Navigation

5. (a) The board noted that the Long Term Management Plan, which had been circulated with the agenda, needed to be updated. Directors were asked to send comments to Roy Chandler, and he would draft an update for the board's consideration at the next meeting. The financial appendices needed to be updated, which Neil Edwards would ask Andrew Overy to deal with, in consultation with David Carrington, and show 'forecast', 'budget' and 'actual' headings.
- (b) Roy Chandler reported that the Management Plan for Heybridge had not yet been progressed owing to other pressures and [detail omitted]. Colin Edmond asked that consideration be given to road drainage as part of the scheme to install a new sewage plant; the board agreed that that would be desirable.
- (c) Roy Chandler reported that the Social Impact Report had not yet been updated. The report would be circulated again, and directors agreed to provide comments to Roy Chandler.
- (c) Roy Chandler reported that he and David Smart had walked the Navigation from Barnes Mill to Paper Mill, leaving just the short section from Barnes Mill to Springfield plus buildings at the major sites to be visited and reviewed. Roy reported that the top three locks on the Navigation (Springfield, Barnes and Sandford) all required attention. The board noted the projects planned in the Major Projects schedule circulated with the agenda, and agreed that all those projects, including Heybridge lock house windows and Heybridge sewage works needed to go ahead.
- (d) The board agreed that (i) overhaul of the gates at Sandford could be undertaken in-house, and should be aimed for completion before Christmas; (ii) that the replacement of the lower gates at Barnes was the next priority, and that new gates should be ordered from Hargreaves now for fitting in March, and (iii) new gates for Springfield, upper and lower, should be ordered now for fitting in April/May 2017. Essex & Suffolk Water was likely to replace gates at Beeleigh over winter 2017/8. The gates at Rushes Lock were thought to be probably the next oldest on the Navigation, and would probably be the next to be attended to.

6. **[Confidential item].**

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 aged debtors, boaters' compliance and certification held were also circulated. The following were amongst the points noted:
 - a) David Smart reported that he had followed up on prospective crane training and the firm involved confirmed that they could provide the course on the Essex Waterways crane, but the cost was [an amount] for a one-day course for operators with some experience. The board asked for this to be progressed, along with separate hiab training.
 - b) Preparations for the Sea Lock work at Heybridge were on schedule. Closure notices, including an e-mailer from Head Office were needed.
 - c) Contractors (E J Taylor) were waiting final approval from insurers before commencing the subsidence remediation works.
 - d) [Confidential item] lliday
 - e) David Smart would chase Hargreaves for a delivery date for the Paper Mill lock footbridge.
 - f) David Smart reported that the large bin at Daisy Meadow car park had been moved to the quayside and that a new commercial bin for boaters' refuse was now in place.
 - g) Roy Chandler reported that the land at Rushes Lock had been signed to Essex Waterways on a tenancy at will from Essex & Suffolk Water, but the lease with the Environment Agency for the gauging station at Ulting remained outstanding.
 - h) Roy Chandler reported that Roy Sutton had provided a report on the potential for building a new lock alongside the weir in Chelmsford, as alternative to a new cut alongside the Records Office.
 - i) Roy Chandler reported that the vessel Blue Moon had been sold.
 - j) Roy Chandler reported that a quote had been received for taking the vessel *Julie* out of the water for a survey and hull maintenance. This would be progressed.
 - k) The additional option for on-line purchase of an annual unpowered craft (canoe) licence had been added to the web site, and was proving a worthwhile form of additional income.
 - l) Roy Chandler reported that Wrights had identified some trees to take, but this needed to be followed up as to what they planned and timing.
 - m) David Smart had met Sarah Frayne to review arrangements for the triathlon and fund-raising opportunities for roof repairs at the volunteer base at Heybridge.
 - n) John Pomfret reported that he was investigating new exemptions for Environment Agency environmental consents.
 - o) [Confidential item]

Other Business

8. (a) [Confidential item]
- (b) The board agreed to ask WRG for Canal Camps in February and October 2017, plus a summer camp, staying on a boat to undertake gabion work on a weir.
- (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 1st December (Paper Mill).

No other business was transacted and the meeting closed at 3.00 p.m.