

Minutes of the meeting of the board of directors held at Paper Mill Lock, Little Baddow at 10.00 a.m. on Wednesday 20th September 2017.

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

In Attendance: David Smart

Apologies for absence: Craig Holliday

Minutes of Meetings

1. The minutes of the board meeting held on 6th June 2017, 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) The board reviewed the report from Griffiths & Armour Risk Management following their visit on 27th June. [Discussion Omitted]
- (b) There had been no serious incidents since the previous meeting.

Finance

3. (a) Income and expenditure reports for the eight months to the end of August 2017 and other financial information had been circulated with the agenda. The financial results were generally an improvement on budget, with income ahead of budget and expenditure below. [Discussion omitted]. The reports were noted.
- (b) The board noted that the IWA service charge might need to rise a little following a recent exercise to measure the apportionment of Head Office staff costs.
- (c) The board agreed that mooring rates should increase by 2.5% with effect from 1st January 2018. Visitor charges (for Heybridge) would remain unchanged, subject to discussion with Grant Everiss, as they had increased by more than the moorings rate for 2017. The annual canoe licence would increase by £1.00, but the daily rate would remain unchanged at £5.00 as this was an easy round sum to manage. The yacht store fees would be increased by 5%. Crane lifting charges would remain unchanged. [Specific lease details omitted] Campsite fees would remain unchanged. Other commercial fees would rise by 2.5%. The increased fees would be notified to boaters in the next newsletter, which was due to go out in the next couple of weeks. Neil Edwards would update Christine Walsh on the board's decisions.
- (d) David Smart would ask Andrew Overy to show (i) campsite income and (ii) yacht stores income as separate lines on future income schedules.
- (e) Roy Chandler reported that he and David Smart had started to draw up a capital and maintenance works programme for 2018. The only lock gate replacements would likely be at Springfield and Beeleigh, but Rushes Lock required a careful inspection to see how long the present gates would last. The asset register needed to be checked through to see if there were any other works that were required. The works at Beeleigh needed further discussion with

Essex & Suffolk Water. The delay in commencing work at Heybridge Basin by Essex & Suffolk Water was noted.

Staff, Volunteer and Management Arrangements

4. (a) The board noted the appointment of Sioux Crozier as replacement residential caretaker at Sandford Mill. She was settling in well. .
- (b) Staff arrangements for Victoria were still settling in, but it was evident there was a need for additional crew support. [Discussion omitted]
- (c) The board agreed to the recruitment of a part-time clerical role to support the Navigation Manager role and to support the IT side of administration for *Victoria*. Sue would take on a greater role with catering next year.

Victoria Trip Boat

5. (a) David Smart reported that the LEADER funds grant was in the process of being paid.
- (b) A Maritime & Coastguard Agency inspector had visited at David Smart's request (at cost of about [an amount]), as a new certificate was required following change in ownership. [Discussion omitted] A new premises licence had also been applied for in EWL's name and was in the process of being issued.
- (c) David Smart had produced a financial projection for 2018 based on [a number of] bookings for Victoria. The projected profit was considered conservative and showed a surplus of [an amount]. The board approved this as satisfactory.

Discussion Items

- 6 (a) [Commercially sensitive item]
- (b) David Smart reported that he had obtained two quotes for treatment of the Japanese Knotweed. [Discussion omitted]. The board felt the problem needed to be dealt with thoroughly and agreed to proceed with the second option.
- (c) Roy Chandler provided an update on discussions with [a landowner] on some development proposals. Design work was now progressing at a significant pace.
- (d) Roy Chandler reported that Chelmsford Sea Cadets were to move from their present base in Chelmsford to Sandford Mill. [Discussion omitted]
- (e) Roy Chandler reported recent discussions with [another party] and the submission of a planning application for residential boats. Roy would progress a revised submission of the Flood Risk Assessment, but might need to incur some expense for a GPS topographical survey.
- (f) Neil Edwards provided the board with the re-branding presentation that had been formulated for the Association's AGM. The board noted that there would be no immediate burden of expenditure on the company and that any redesign work would be dealt with by the Marketing Team at Head Office.
- (g) Roy Chandler briefed the board on the proposed development at Hammonds Farm, adjacent to Cuton and Stonhams' locks. If it proceeded, this would be a major development for

Chelmsford and therefore subject to considerable local debate. Roy would keep the board informed.

Matters of Report

7. A comprehensive report on works and other management issues along the Navigation had been provided as part of the Navigation Management Report that was attached to the agenda. Reports on aged debtors, boaters' compliance, boat movements, fundraising and certification held were also circulated. The following were amongst the points noted:
 - (a) David Smart reported a successful WRG Forestry weekend, and that the group had been booked to visit again in 2018.
 - (b) David Smart had reminded the Environment Agency of the opportunity that the winter works at Heybridge Sea Lock presented for refurbishment of their sea defences, and of our concerns at the Agency's lack of maintenance of their assets here in the past.
 - (c) [Commercially sensitive item]
 - (d) [Commercially sensitive item]
 - (e) [Commercially sensitive item]
 - (f) Roy Chandler reported that two boats that had been advertised on eBay had failed to realise an acceptable price. Other marketing opportunities had been considered. Neil Edwards would ask Sarah Frayne to check the costs of advertising [in certain media].
 - (g) Roy Chandler asked whether any electricity bills had been received in respect of the meters in the dinghy store at Cressy Quay. Neil would check with Paula Smith at Head Office and Roy Chandler would chase up formal transfer with Taylor Wimpey.
 - (h) [Commercially sensitive item]
 - (i) The board expressed its thanks to Sarah Frayne for the highly successful 10k fun run which took place on 17th September, and hoped that a similar event could take place next year. River Stour Trust's annual canoe event, covering the length of the Stour was noted; the board asked that consideration be given to a similar event for EWL.
 - (j) David Smart provided the board with an update on recent discussions with Maldon Angling Club. [Detail omitted]
 - (k) Neil Edwards would circulate the Stakeholder Register for comment.
 - (l) The board noted the report from Sarah Frayne covering grants and other fund raising and expressed their thanks to Sarah for the report.
 - (m) David Smart reported that the propulsion unit on the dredger still required attention and it may be necessary to replace with a new unit. Likely cost of replacement was [an amount]. Colin Edmond offered to research possible replacement options, and the board asked Colin and David to progress.

Future Meetings

11. The next meeting would be held at 10.00 am on Wednesday 29th November.

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