

Minutes of the meeting of the board of directors held at Langford Water Treatment Works, Hatfield Peverel Road, Maldon, CM9 6QA at 2.00 p.m. on Friday 13th April 2018.

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

In Attendance: Chris Chandler (representing IWA for the AGM) and Rachael Cressey (Saffery Champness)

Apologies for absence: John Pomfret and David Smart

Minutes of Previous Meeting and Matters Arising

1. (a) The minutes of the board meeting held on 23rd March 2018, 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 been no incidents affecting safety since the previous board meeting.

Finance

3. (a) The auditors had provided a letter of representation, which had been circulated with the agenda papers. This was approved and signed. An updated letter of appointment of the auditors was also tabled and signed.
- (b) The board considered the draft Annual Report and Financial Statements, which had been circulated with the agenda. Neil Edwards reported that Andrew Overy had provided a reconciliation of grants listed in the Annual Report and those listed on page 17 in the accounts. Full lists of creditors and debtors had also been provided, and these were tabled at the meeting. Directors discussed whether grants received via IWA should be passed across to Essex Waterways Ltd books upon receipt or on completion of the works for which they had been granted. Directors recommended that, where possible, grants should be passed across to Essex Waterways Ltd upon receipt, but if for any reason this was not possible, then they should be kept in a separate restricted fund solely for that purpose. . The board approved the Annual Report and Financial Statements, subject to [a minor amendment] which Rachael Cressey undertook to arrange.
- (c) The board noted the income and expenditure report for the two months to 28th February 2018, which had been circulated with the agenda. All figures appeared as expected, except that [certain items] all seemed to be above budget.[Detail omitted]
- (d) Andrew Overy had drafted a Statement of Going Concern for the company, which needed to be provided to the auditors. After a brief discussion, directors approved the wording as drafted, subject to the addition of a sentence to state that the Statement was for the 12 month period from 13th April 2018.
- (e) [Confidential item]

Staff, Volunteer and Management Arrangements

4. (a) Roy Chandler reported that Lee Rowley, residential caretaker at Paper Mill, had been taken seriously ill and had been diagnosed with terminal cancer. It was unlikely that Lee would be able to undertake further work for the Company. Directors expressed their sadness at this situation and noted the inevitability of needing to recruit a successor for Lee's post.
- (b) Roy Chandler reported that interviews were due to take place for the administrative assistant at Paper Mill on 18th April.
- (c) The board reiterated its desire for the company to recruit an apprentice or similar post and that this should be advertised as soon as David Smart had returned from holiday. Roy Chandler would discuss with David Smart.

Little Baddow Sluices

5. Roy Chandler reported that the recent wet weather and high water levels had prevented work starting at Little Baddow sluices. The work had, however, been fully planned and steelwork had been delivered for fabrication.

Heybridge Sea Lock

6. (a) The work at Heybridge Sea Lock had been completed other than connection to a permanent power supply. The lock was, however, fully operational and there had been no hold up to locking boats through during Easter. The board expressed its gratitude to Craig Holliday for helping to speed work along.
- (b) There was still some leakage on the lower mitre gates at Heybridge, which would be attended to by Hargreaves if required.

Victoria Trip Boat

7. *Victoria* had been for an out-of-water inspection at Maldon for its Maritime & Coastguard Agency certification. The necessary certification had been signed off without any issues being raised. [Detail omitted]. Whilst in dry dock the hull had been blacked. More coats of paint were required for the exterior and there was some internal refurbishment to be completed before the main season. The kitchen and office to service *Victoria* at Paper Mill were now almost complete and a water supply had been connected. A promotional leaflet had been drafted and additional information added to the website, but both needed further work.

Springfield Basin

8. (a) [Confidential item].
- (b) [Confidential item]
- (c) Roy Chandler reported that he had resubmitted the planning application for residential moorings on the Springfield Barges pontoon. Chelmsford City Council had made known that it was likely to insist on some conditions for residents' property storage, etc.
- (d) [Confidential item].

Other Business

9. (a) Roy Chandler reported that the Langford Waterside development preparations were progressing apace.
- (b) Roy Chandler reported that he had inspected a small trip boat that was for which looked suitable for operation at Heybridge Basin. The board noted the benefits of local engagement that such an operation could bring. David Carrington had prepared a financial forecast based on various scenarios, which showed the operation should run at a modest profit, but would benefit greatly from being volunteer run.. The board agreed to offer [an amount] for the vessel subject to satisfactory surveyor's report. Financing would be sought from IWA members' loans on the same basis as for *Victoria*.
- (c) Colin Edmond reported that works on *Dredger* were near complete, and that he hoped to have the vessel fully running in 3 or 4 days' time. The board expressed its gratitude to Colin for the very considerable time and expertise that he had contributed to make the improvements to the vessel.
- (d) The board expressed its thanks to Craig Holliday for arrangements for this meeting.

Future Meetings

10. The next meeting was due to be held at 10.00 am on Wednesday [date changed to 4th July] and other meeting dates in 2018 were confirmed as 6th September and 30th November, all at Paper Mill, if *Victoria* was available. Craig Holliday offered that the venue at Langford was likely to be available as an alternative.

No other business was transacted and the meeting closed at 4.10 p.m.