

Minutes of the meeting of the board of directors held at Paper Mill Lock, Little Baddow, Chelmsford, CM3 4BS at 10.00 a.m. on Friday 7th December 2018.

Present: Roy Chandler (chairman), David Carrington, Colin Edmond, Neil Edwards, Craig Holliday and John Pomfret

In Attendance: David Smart

Apologies for absence: Jim Jenkins

Minutes of Previous Meeting and Matters Arising

1. The minutes of the board meeting held on 1st October 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. David Smart reported that there had been no health and safety incidents since the last board meeting.

Finance

3. (a) The board noted the income and expenditure report for the ten months to 31st October 2018, which had been circulated with the agenda. Income was generally above budget, and expenditure was a little below budget, resulting a forecast surplus for the end of the year. [detail omitted] Routine maintenance expenditure had been lower than expected but this reflected good management and keeping costs down, rather than work not being done, which was reassuring. The board asked to check that the expenditure on the Springfield wharf walls matched the correct budget line in the capital projects listing, and what the 'fee income – other' comprised. Neil Edwards would check on this. David Smart would check whether Rushes Lock gates had been built.
- (b) David Carrington and David Smart had produced a package of budget papers, which had been circulated in advance. [Detail omitted]. The board discussed a number of other detailed points and thanked David Smart and David Carrington for their work on the budget. The board approved the budget for 2019.
- (c) The board noted the new CRM and website systems being installed at Chesham. Neil Edwards assured the board that staff at Essex would have direct access to the new systems as they came available, but that satisfactory working would depend on an adequate Internet connection. The connection at Paper Mill had not been satisfactory for some time so alternatives to improve this situation needed to be investigated. Colin Edmond agreed to undertake some investigations.
- (d) [Confidential item] The board asked for reminders in the directors report (in the Annual Report and Financial Statements) and in Boaters Newsletters that all surplus balances would be spent on the navigation.
- (e) The board had discussed the capital project plans under the discussion on the budget, but noted the need to keep the asset register and capital project plans under regular review. The wish to upgrade the toilet block at Paper Mill was also noted.

- (f) An updated draft schedule of charges for 2019 had been circulated with the agenda. The board suggested that a note to show that ‘unpowered craft’ (which required a licence) included all canoes, dinghies, inflatables and paddleboards, other than tenders to vessels that are already paying a licence, should be added. Grant Everiss had suggested some further minor changes and these would be incorporated too. The ‘less than 12 foot’ limit would not apply to ‘unpowered craft’ charges. For slipway bookings, boater would need to contact the Paper Mill landline telephone, rather than David Smart’s mobile number. The board approved the updated schedule subject to the various minor revisions as set out above.
- (g) Neil Edwards reported that IWA’s principal insurer would be changing from Royal & Sun Alliance to Travelers at the end of the year. There would be little impact on the insurance covers or premiums for Essex Waterways, although there was a general trend for insurers to seek greater comfort on health & safety issues and that project planning and risk assessments were in place for all work.
- (h) [Confidential item]
- (i) [Confidential item]
- (j) [Confidential item]

Staff, Volunteer and Management Arrangements

- 4. (a) Neil Edwards updated the board on recent changes of staff at Chesham, including the resignation of Andrew Overy, and the appointments of Eileen Holland (Finance Manager), Ellen Hawes (Fundraising Officer), Jo Henderson (Campaigns and Media Officer) and Tara Maguire (Restoration Officer),
- (b) David Smart reported that Sioux Crozier had resigned as residential caretaker at Sandford Mill. A successor was being sought and the post was advertised on the website.
- (c) David Smart reported that Del Bosworth’s wife had suddenly and unexpectedly died about ten days previous to the meeting.
- (d) Roy Chandler reported that David Smart would leaving as Navigation Manager in mid-February, to take up a senior post with Essex Wildlife Trust. Neil Edwards would send the job pack for the post to David Smart and Roy Chandler. [Detail omitted]

Victoria Trip Boat

- 5. (a) Neil Edwards had prepared and circulated an analysis of income and expenditure for operation of the vessel for the year to date, and David Carrington and David Smart had produced papers with the budget presentations. The outcome, whilst below budget, was considered satisfactory for the first full year of operation, and indicated that the operation should be sustainable and produce a regular surplus.
- (b) David Smart reported that there would be a change of staff duties for 2019 in that Sarah Phillips would look after bookings and paperwork, and Sue Clift would concentrate on catering.
- (c) David Smart reported that Sarah Philips had attended a tourism trade fair at Hylands House in the autumn and that had already attracted some bookings, and some advertisements had been placed. *Victoria* was featured on a number of web sites. There would also be some ticket trips

in 2019, with summer Sundays usually released for day bookings one month if the day had not been booked for a charter by then.

Albert Trip Boat and other Trading at Heybridge

6. (a) Mark Coverley had given up his kiosk, shed and jetty [at Heybridge Basin - detail omitted]. The area needed a substantial tidy up, so that it was ready for trading by the end of March 2019.
- (b) [Confidential item]
- (c) [Confidential item].

Border Controls

7. (a) David Carrington asked what precautions were in place to prevent the occurrence of illegal immigrant smuggling through Heybridge Basin. Colin Edmond reported that occasional visits were made from Border Control and there was a duty to call the police if anything suspicious was noticed. [Detail omitted].

Future Meetings

8. The dates for the next meeting was Friday 4th January 2019

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