



WILTS & BERKS CANAL TRUST

PATRON: HRH THE DUCHESS OF CORNWALL

RESTORING IN PARTNERSHIP THE WILTS & BERKS CANAL THROUGH WILTSHIRE, SWINDON AND OXFORDSHIRE

Notes & Action Points from the 18th Meeting of the Board of Trustees, of the Wilts & Berks Canal Trust 14.03.18

	AGENDA		NOTES & ACTIONS
1	Apologies for Absence	BS	Rod Bluh Sue Cooper Present: Brian Stovold (BS) took the Chair Steve Bacon (SB) Colin Fletcher (CF) Gordon Olson (GO) Sheila Wade (SJW) Jonathan Till (JT) in attendance
2	Recording of meeting: standard item to remind attendees that the meeting is being recorded		Noted
3	Declaration of interest: SB and SJW loans		Noted No others declared
4	Notes and action points of last meetings: confirmation of accuracy BoT 16 BoT 17 Telecon 31.01.18	BS	BoT 16: Minor amendment to wording re membership dd agreed Abstention by SB re Boat trip account balance recorded CF/BS all agreed BoT 17: BS/SB all agreed Telecon: BS/GO all agreed
5	Matters Arising & Action points: BoT 17: BoT note taking and circulation arrangements: review and process amendments BoT 17: Report on SG Towpath meeting with Mr Hussey BoT 17: Storage of agreed PCDs and Policies and Procedures	BS SJW JT	Share note taking and draft produced within 48 hours if possible Good and positive meeting with RB and Mr Hussey but not possible to use his land for footpath or canal route Members section on web site now hosting Policies and Procedures as well as OwnCloud. PCDs to come but need to be careful as they contain confidential info

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**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups

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6	BoT Correspondence	JT	None
7	Chairman's Report:		None
8	<p>Chief Executive's Report: to include</p> <p>Confidential Section</p> <p>Non confidential Section</p> <p>Financial update as at 28.02.18: P&L circulated</p> <p>Work Blocks progress report</p> <p>PA & DLCC progress report</p> <p>Executive re-organisation & job roles progress report</p> <p>Membership subscription increase wef 1.03.18: progress report</p> <p>Presentation of Exec and Branch Budgets: papers to be circulated</p>	JT	<p>Notes removed. For BoT use only</p> <p>To Treasurer's section</p> <p>Papers previously circulated and discussed. BoT confirmed 4 areas to be prioritised as major showcase projects with other bite sized work along the line as agreed at Strategy day</p> <ul style="list-style-type: none"> • Swindon/East Wichel to RWB including M4 crossing • Pewsham as a destination even during restoration phase • Destination Lacock • Melksham Link <p>Planning permission for Dauntsey Lock Canal Centre (DLCC) development and for modification to PA now under active consideration by WC planning and have been recommended for approval by Dauntsey Parish Council.</p> <p>Now on Members area of web site. Job roles for further levels work in progress after budget work.</p> <p>Renewal letters have been sent out for March. Not enough sample to report on result yet but no calls to office to request info or help.</p> <p>Bank shows that DD monthly renewals and annual FPI renewals have been made.</p> <p>Article for Dragonfly requested to explain more about the renewals. BS and JT to talk re minor tweak to website re other options info.</p> <p>BS asked BoT to recognise the huge amount of work done by JT especially in implementing this increase</p> <p>First cut presented.</p> <p>Not yet ready for BoT approval but will form basis of first level QB budget lines from mid April with more work to be done prior to BoT approval in May. Staff/overhead budgets recording to be worked on</p>

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	<p>Presentation of Risk Register:</p> <p>PCDs for info: papers attached</p> <p>Queenfield purchase: confirmation of BoT email decision</p> <p>Winding hole West Leaze: confirmation of delegated CEO decision</p> <p>WBCT Policies & Procedures: papers attached</p> <p>Consultation on new policies and target dates</p> <p>Whistleblowing policy: for approval</p> <p>Boat Operations Policy: withdrawn for more work</p>		<p>with GO and JT</p> <p>Exec still working on this: will be presented to BoT in May 2018</p> <p>Confirmed</p> <p>Confirmed</p> <p>Schedule of policies written, for review and to be written discussed. Exec to progress HR suite and Donations asap</p> <p>GO/SB all agreed</p>	<p>JT</p> <p>JT/PC BS/JT</p> <p>JT/GO/Exec</p> <p>Exec</p>
<p>9</p>	<p>Treasurer's Report:</p> <p>Non Confidential Section</p> <p>Financial improvements progress report including CC8 & check list: papers attached</p>	<p>SJW</p>	<p>Mixed reaction to introduction of more robust financial policies and improvements varying from enthusiastic support to entrenched opposition, with most Officers in between in attitude and commitment.</p> <p>Purchase Requisition system running effectively with all payments now having sign off at agreed authority levels.</p> <p>Charity Commission CC8 and CC8 check list discussed.</p> <p>SJW assessed about half way to compliance in terms of good practice with one regularity item to do: donation boxes.</p> <p>Importance of moving WBCT towards full compliance ready for</p>	

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		<p>audit in 2019/20 discussed in addition to differences between charities of small income and expenditure (c £20k pa) and WBCT now (£300k pa plus) and in the future (£3million pa plus)</p> <p>Exec Andrew Matters and Peter Kinsman to undertake compliance check exercise using CC8 and check list. BoT recommended that this happens at least once pa and with similar check by BoT and Treasurer for BoT perspective.</p> <p>Bank accounts discussed.</p> <p>Online viewing access to 3 accounts achieved.</p> <p>Bank mandate changes for 5 accounts still to be implemented</p> <p>Rationalisation of bank accounts still to be implemented</p> <p>Dual internet sign off to be set up for 3 Trustees: RB SB SJW.</p> <p>Reconciliation between bank and QB still to be achieved in a timely fashion</p> <p>200 club bank account discussed:</p> <p>The efforts of 2 members to run this very successful funding stream were highly praised by all BoT. It was clear that the original setting up of this excellent scheme had been flawed in terms of the receipt of cash and the regulatory licensing and reporting. WBCT cannot have WBCT funding coming into a bank account that is not a WBCT bank account nor can WBCT use the WBCT Gambling Commission license for a scheme that is not fully managed within WBCT.</p> <p>CEO instructed to bring the scheme totally within WBCT or remove it totally outside of WBCT.</p> <p>P&L previously circulated discussed. More up to date QB info requested to enable management of WBCT business.</p> <p>Restricted funds discussed with particular reference to prize draw. BoT confirmed that the agreed policy re restricted funds applies. Funding coming in to WBCT should be free wherever possible with designated rather than restricted the preferred option if not free.</p> <p>Grants from funders for projects will almost inevitably be restricted and will be held in COIF to be used only for the purposes with which the funds have been given.</p> <p>All WBCT/member generated funding including prize draw should be free or designated, and not restricted. JT to implement</p>	<p>JT/SJW</p> <p>JT/PK SJW SJW JT/PK</p> <p>JT</p> <p>JT/PK</p> <p>JT/MH</p>
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	<p>Policy reviews/writing due: Governance: Target date: ASAP/but after y/e 17/18 M&A: Target date: for approval at AGM 2018</p> <p>Confidential Section Financial challenges update & y/e position: papers attached</p>	<p>RB/SJW</p> <p>SJW/JT</p>	<p>Noted</p> <p>Notes Removed. For BoT use only</p>	<p>RB SJW RB/SJW</p>
10	<p>Fund Raising Report: paper attached</p>	<p>GO</p>	<p>Paper discussed. BoT agreed that information about bid and other funding work essential and this report provides that info. Royal British Legion bid of £50k result expected by end of March Would allow the redemption of the £20k G&W pledge SJW to keep BoT informed as this bid carries a high core funding element Notes removed For BoT use only. Small bid team of PC and SJW to be reformed after year end to restock small bid funding pipeline. JT to inform Exec</p>	<p>SJW</p> <p>JT</p>
11	<p>Strategy: Away Day themes: papers attached and previously circulated Discussion and setting of WBCT strategic objectives</p>	<p>GO/All</p>	<p>Discussion of circulated paper and of Strategy Day. Relationship to Exec work blocks and the projects identified as priorities in that document examined to ensure they align with this Paper and the strategies contained within Paper approved: SB/CF all agreed For circulation and publication</p>	<p>JT</p>
12	<p>Any Other Business:</p>	<p>All</p>	<p>SJW: policy on memorials for those who have given legacies: benches along towpath seen to be the most appropriate for general legacies rather than naming/plaques. Legacy leaflet to be developed</p>	<p>Exec</p>
13	<p>Date of next meeting</p>			

Provisional dates for 2018 are: April tbc if needed, May 9th, July