

HISTORIC NARROW BOAT CLUB
Minutes of the Committee Meeting held at 10.30am on Sunday 12 January 2020
at Whittington Village Hall, Whittington, Lichfield WS14 9LR

PRESENT Phil Prettyman (Chair), Richard Booth, Clair Butler, David Daines, Kathryn Dodington, Nick Grundy, Mike Harrison, David Lowe, Iain MacTavish, Ros Prettyman, Val Roberts, Rupert Smedley, Laura Sturrock, James Tidy.

1 APOLOGIES

Apologies had been received from Sue Cawson, Sarah Edgson, Bernard Hales, Ian McCarthy, Norman Mitchell, Michael Pinnock, Penny Ross, Amy-Alys Tillson.

- Phil had received news from Norman that he intended to retire from the committee. Phil had replied personally but Kathryn was asked to write and express the committee's thanks for all Norman had done to help during his tenure as Area Rep for South Wales & Severn.

2 APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Saturday 16 November 2019 were accepted as an accurate record of the meeting.

3 DATES AND LOCATIONS OF COMMITTEE MEETINGS 2020

7 March 2020	10.00am	Whittington Village Hall, prior to AGM
14 November 2020	10.30am	Whittington Village Hall, prior to Social

It was noted that the earlier start time of 10.30am on a Sunday made travel by public transport difficult and that we should either start at 11.00am or revert to Saturdays. Phil suggested the agenda should be structured for ordinary business in the mornings and special discussion topics in the afternoons. Kathryn reminded the meeting that Reports would be taken as read. After some discussion, it was agreed that Ros would email a list of possible dates for committee members' responses.

4 AGM 2020

- 4.1 **Motions** – there was one committee motion to amend the Constitution regarding data protection, on which only members could vote. This would require a simple majority from members present but, as it was uncontroversial, it was thought that a show of hands would suffice. No other motions had been received by the closing date of 7 January 2020.
- 4.2 **Committee elections** – details of posts due for re-election had been sent out with Newsletter 2019/4 but it was felt that insufficient attention had been drawn to the change from Area Representatives to Regional Co-ordinators. It was agreed to arrange for an explanatory email from Kathryn to be sent to those members who had provided an email address. Phil confirmed that after the November meeting, he had contacted those Area Reps who had not been present to explain the changes to the committee structure. Phil would ask for Tellers at the March meeting.
- 4.3 **Transparency of committee election process** – Phil would write an article for Newsletter 2020/1.
- 4.4 **AGM Speaker** – Kathryn had received no advance questions for Adam Comerford so Phil would ask again in Newsletter 2020/1 and members of the committee were asked to draft backup questions and send to Kathryn on, for example, SCADA, Toddbrook Reservoir. Iain believed that SCADA gave an overall picture of water supplies but did not react quickly enough to local changes. Kathryn sought the committee's approval to discuss with Adam Comerford whether we could invite a member of East Midlands bankside staff to attend as well; this was agreed.
- 4.5 **AV equipment** – Richard reported that some club AV kit was still stored on SQUIRE. He would collect this and also arrange a visit to George Boyle to collect the missing screen part that had been left behind. It became apparent that storage at Richard's house was no longer ideal as he preferred to use public transport to attend meetings. He and Rupert would discuss storage nearer to Whittington and they would also liaise to repair the screen stand.
- 4.6 **New Editor** – Phil reported that although the sole nominee, Lucy Waldron, might not be able to be present in person at the AGM, she would send a short video presentation that could be played at the meeting. Phil would liaise to ensure technical compatibility.
- 4.7 **Refreshments** – Ros would bring tea & coffee supplies, Iain would buy cake & milk. Ros would contact Maria Frost to check that she would lead the refreshments team. [Post meeting note: confirmed]

5 HNBC CAMPAIGN – SAVE OUR WATER

- 5.1 **Campaign** - Phil suggested a presentation at the AGM focusing on common problems of water wastage/lack of conservation. Although problems in London & South East were pressing, and he and Kathryn would mention them at their forthcoming meeting with Julie Sharman and Jon Horsfall, the presentation should draw on examples from across the Regions. Phil would prepare the presentation but asked other committee members to send him photos of typical problems from their regions as well. He would liaise with James and Amy to promote our campaign after the AGM via the waterways press and social media. He hoped there would be opportunities to work with Amy in her new role as IWA Campaigns Officer.
- 5.2 **Local waterways champions** – Phil commented that recruiting a network of club champions was crucial to our campaign. He would draft a leaflet explaining the role.
- 5.3 **Volunteer Lockkeepers** - there was some discussion about the variable responses of volunteer lockkeepers; some were excellent, others were too rigid in their approach or did not understand how to manage water on a flight of locks. Phil wondered if the club could become involved in providing training but this was thought to be problematic; an easier option was to offer volunteers a trip on historic boats with informal demonstrations of good practice.

6 GATHERINGS

6.1 Gatherings

- **Ellesmere Port, Easter 2020** – Sue was attending planning meetings, there was a booking form on the Museum website, Ros would check that there was a link to it from the club’s calendar page.
- **London, 28-31 May 2021** – it was agreed that Laura should complete the booking form for the proposed venue and pay the deposit. Cancellations were accepted up to one month before the date. Details would be announced in the Newsletter and the date entered on the website calendar. There was some discussion about access from boats to bankside for less agile members but it was thought pontoons might be a solution. James added that he had a contact for their supply.
- **Montgomery September 2021** – no information had been received. Phil would write for an update. [Post meeting note: September 2022 was a more likely date]
- **Audlem July 2020** – no information had been received and it was agreed that a formal letter should be sent, setting out the committee’s concerns about insurance should the event be badged to HNBC. Phil and Kathryn to liaise. [Post meeting note: Sue reported that she had spoken to Peter Silvester at Audlem who was unconcerned whether the event was badged to HNBC or run as an Audlem “do” as in previous years.]
- **Welford 16-17 May 2020** – Beryl McDowall had drawn Mike’s attention to the event. David D would forward details to Val for the Newsletter and to Ros for the website calendar.

6.2 Banners

- **Pull-ups** - Iain had worked with Sandra Brenchley-Green to prepare several sample layouts for banners that could be used to promote the club in lieu of the Shop at canal events. The design featured club branding at the top, a bye-line and a portrait photo of historic boats. Iain explained that the main impact needed to be bright colours, 1 or 2 boats (not a sea of boats) coupled with an historic background structure. He would continue the search for suitable high resolution images. He advised against text at the base of the banner which would often be obscured by other items and too low to read. It was agreed, however, that a simple “Join Us” on a blue band would be acceptable. Estimated cost was £100+VAT per banner. Phil suggested that 4 separate designs be ordered. It was agreed that Phil should write to Sandra to thank her for her design input and support.
- **Eyelet banners** – Phil was keen to explore having eyeleted banners that could be tied to top cloths or to fence panels/railing, showing more photos of boats and the history of the club similar to our display boards.
- **Individual boat banners** – Laura had purchased a banner for STANTON similar to those promoted by the Dutch Barge Association and was very pleased with it.

7 INSURANCE

- 7.1 **Insurance cover** - Kathryn was still awaiting confirmation from the insurance agents but had been reassured by IWA that it was being processed. [Post meeting note: Kathryn had received the renewal documents at a similar premium to last year’s, and had forwarded them to Laura for payment.]
- 7.2 **Health & Safety policy** – Ros had drafted and circulated a club Health & Safety Policy together with risk assessments, checklists and sample booking forms. These were agreed and would be kept by Kathryn for the club’s insurer’s sight should this be required. They would also be uploaded to the club website in the members’

section. It was agreed that a note should be added in the Newsletter twice a year before members' meetings, drawing their attention to club policy and in particular to manual handling guidelines.

8 ARCHIVE

- 8.1 **Long term storage** – Richard held the physical Archive documents at his house, and Mike & Val were storing the Weaver collection as well as other photographic records at their house. Neither situation was ideal and the committee sought a permanent 3rd party solution. Iain had previously investigated storage facilities at the disused salt mines in Cheshire but was not certain the club had sufficient volume to warrant the cost, both of storage at the mines and of retrieval. Kathryn was asked to canvass Lorna Yorke's opinion on the feasibility of storage at local records offices, another alternative being the Archive at the Museum at Ellesmere Port, although both would mean loss of the club's copyright on the items. The committee preferred to retain copyright. Laura mentioned the time involved in cataloguing new items but Val confirmed she would be happy to do this once she stepped down as Newsletter Editor. [Post meeting note: Lorna confirmed that it was standard Terms & Conditions under a world-wide licence that copyright was relinquished when items were donated to museums or records offices. This was so that items could be shared with other users.]2
- 8.2 **Digital back-up** – the issue of the cost of retrieving items from long term 3rd party storage might become less of an issue if the club had high resolution digital backup. Ros had been asked to investigate this with Steve and would research further.
- 9 **REPORTS had been received from the following committee members and are contained in Appendix 1 to these minutes. These reports were taken as read, topics raised are shown in italics. Other discussions and verbal reports at the meeting are listed as bullet points.**
- 9.1 **Chairman** (Phil Prettyman) – *CRT Boaters Reps meeting November 2019; waterways champions network; filling committee vacancies; Regional Co-ordinators.*
- **Waterway champions** - Phil to draft the text for a leaflet to be given to prospective local champions about the role.
 - **CRT Council elections** – Ros had circulated a draft text for the website to promote club members in forthcoming vote. Amendments were agreed. Ros would add it to the website, Amy to the club's Facebook page.
 - **Committee elections** - Phil to write an article for NL 2020/1 to explain how the committee goes about seeking new members. It was also agreed to send an email to club members explaining the new post of Regional Co-ordinators and to add a postscript reminder about voting in the CRT Council elections, with links to our website and general CRT elections page.
- 9.2 **Secretary** (Kathryn Dodington) – *AGM questions; insurance; new meeting with CRT Exec members; waterway champions; Leslie Morton biography; Disappearing Heritage; Boater's Guide to Boating.*
- **Disappearing Heritage booklet** – as only a few copies remained, it was agreed in principle to issue an up-to-date version. It was agreed to ask the new Publishing/Editorial Board to prioritise this.
- 9.3 **Treasurer** (Laura Sturrock) – *year end accounts; approval; comments on loss, payment to webmaster.*
- The approval of the accounts was agreed.
 - Laura would obtain an invoice from the club's webmaster
- 9.4 **Membership Secretary** (Penny Ross) – *subscription change renewal problems; issues from change to standing orders.*
- Laura would draft a letter to be sent to members explaining the changes to subscription amounts and standing orders, asking members to pay outstanding amounts. She would liaise with Penny to have these sent out.
- 9.5 **Archive** (Richard Booth) – *catalogue of archive resources; list of butties; list of extant historic boats; photographic collection, gauging health register transcripts; updates to boat data; BW House Journals; correspondence queries; archive of club newsletters; backup of archive files.*
- Phil thanked Richard for his work on the Archive over the past year as detailed in his report.
- 9.6 **Newsletter Editor** (Val Roberts) – *press date; invoices; UK contact for newsletter; remaining stock of consumables; Who's Who; printing newsletter inserts; back number of newsletters; re-print Disappearing Heritage book; talk at Chesterfield Canal Society*
- **Publishing/Editorial Board** – it was agreed to advertise for members (newsletter, website) after the AGM.

- **Post-AGM/new editor.** Following Val's impending retirement from the post at the AGM in March 2020, some of the Editor's jobs needed to be re-allocated to UK based committee members. Some could be deferred to the new Publishing/Editorial Board after the AGM, others had to be decided or published in issue 2020/1:
 - postal address for non-email articles for the newsletter: Phil
 - invoices to advertisers: Laura
 - delivery address for next print run: Clair & Iain
 - stock of stamps, envelopes etc: Clair [agreed post meeting between Val & Clair]
 - Who's Who and printing inserts – deferred to new Editorial Board.
 - **Back numbers of newsletters** – it was agreed to retain issues from the past 2 years for issue to new members or as part of the “banner boxes” kit for gatherings/events as agreed at the September 2019 meeting (item 6.7). Older copies could be disposed of to members at the AGM 2020, an advertisement to this effect to go in issue 2020/1.
 - **Talk at Chesterfield Canal Society** – Val suggested a possible speaker for a club social. Val to investigate.
 - **November Social 2020** - Phil to double check if Nick Hill was still prepared to give the talk. [Post meeting note: Nick confirmed.]
- 9.7 **Shop** (Clair Butler) – *recent takings; remaining stock; Weaver stock; Disappearing Heritage stock; Christmas card stock; new orders; disposal of 2nd hand books; online shop only.*
- **Keay books** – the remaining stock had been stored for us at CRT Norbury offices, then at CRT Northwich (shortly to close), but the books now could not be found. When/if found, Phil suggested giving them to museums with a boating aspect, eg NMM Falmouth, Windermere, or any listed in NHS calendar. Iain pointed out that extra copies of the book had been ordered at little extra cost at the time of printing, and Laura stated that the club had already covered costs from existing sales. Clair & Iain to investigate further.
 - **Willow Wren reprint** – Kathryn reported that Paul H intended to work on a 2nd expanded print and would incorporate some of Leslie Morton's extra information. Kathryn to liaise with Paul.
 - **Second-hand books** – it was agreed to offer them to waterways museums at eg Ellesmere Port, Gloucester and Stoke Bruerne (after the latter's refurbishment was completed). Laura commented that the 2nd hand books had been donated to the Shop and therefore their value was not an item in the accounts.
 - **New books** – it was agreed to increase the discount to members to 25% in order to dispose of stock. A notice to this effect was to go in newsletter 2020/1 in time for the AGM, and the discount adjusted for the on-line shop with effect from 1 March 2020. The discount was not to be offered on the Weaver book.
 - **Christmas cards** – it was agreed that the remaining stock would be put into the “banner boxes” for cash sales at gatherings and events.
- 9.8 **Website** (Ros Prettyman) – *subscription amounts on website; H&S documentation; elections for CRT Council; 2020 website calendar.*
- **CRT Council elections** - it was agreed to publicise these on the club's website and Facebook page, also to promote club members standing for election.
- 9.9 **Press** (Amy-Alys Tillson & James Tidy) – *verbal report at meeting*
- James commented on Amy's new job at IWA as Campaigns Officer, working with IWA's Campaigns Manager Alison Smedley. He hoped her role would mean the club and IWA could work together on common campaigns. Phil offered the committee's congratulation to Amy.
- 9.10 **Navigation** (Sue Cawson) – *NAG at Toddbrook reservoir; planning meeting for Port 2020; North West User Group meeting report; new Collections Manager, Dr Becky Peacock; NAG meeting with Adnan Seif, West Mids; talk by hydrology team re Middlewich branch; winter stoppages programme; Hurleston update.*
- **Hydrology** - Kathryn wondered if the talk on issues on the Middlewich branch might prompt some questions for the AGM.
 - **NHS Guidelines** - James commented on the usefulness of a supplement on historic narrow boats, particularly as a way to document specific techniques. Ros to add as an agenda item for future discussion.
 - **Hurleston** – suggest adding Nick and Rupert to the invitation list, also Richard Chamberlain. Sue to action. [Post meeting comment from Sue: I am awaiting a response from Rob the Project Manager. I will ask Rob about numbers, it is a NAG site visit so those members will take priority. If necessary I will arrange more than one site visit.]

9.11 Region Reports:

East Midlands (Mike Harrison/Kathryn Dodington) *Soar & Trent flooding; Cranfleet flood gates; paddles out of order; Barrow Deep lock; Stowe Hill water levels; Stoke Bruerne flooding; Northampton Arm; Stoke Bruerne closure.*

- **Blisworth** - Kathryn reported there was a possibility that the tunnel would be closed and drained this winter and that maybe inspection trips might be offered. She believed that a “leaky feeder” was being installed for internet connectivity in the tunnel.

London & South East (Michael Pinnock) *water shortages; problems at Pickett’s lock and Denham Deep lock; quality of stoppage work; boat break ins; regular river dredging; Berkhamsted bridge failure; local champions; London gathering.*

- **Customer service standards** – James reported a poor response time to a query, apart from multiple holding replies. He feared maintenance was not being done and when reported there appeared to be no one to respond.
- **London gathering** - date and venue agreed.

North West (Ian McCarthy/Sue Cawson) *successful stoppages Ashton, HNC, Rochdale; NW User Forum report; Lwr Peak Forest dredging.*

- **Dry dock, Chester** – nearby hole, progress report sought. [Post meeting note: Sue reported - there has been an update via CRT email. A project manager had been appointed, all the many different surveys have been done, work starts at the beginning of February and the plan is to have it complete by end February. The hole is considerably worse and is showing in the dry dock.]

Wales & South West (Norman Mitchell/Nick Grundy) *stoppage at Harris lock, Semington*

West Midlands (Rupert Smedley/Sarah Edgson) *collapsed bridge Foxley, Caldon; Toddington Reservoir knock-on effects; damaged bridge Meaford top; bridge strike York’s Bridge, Pelsall.*

- **Planned Preventative Maintenance** - It was rumoured that the Region had achieved 46% of its PMM. James would send a Freedom of Information request to obtain latest figures. [Post meeting note: figures received in response to FoI request:
 - Targets achieved by each region in percentage terms from April 2019 - December 2019
- | | |
|--------------------------|---------------------------|
| North West - 77% | North East - 99% |
| East Midlands - 100% | West Midlands - 80% |
| Wales & South West - 93% | London & South East - 50% |

Yorkshire & North East (David Lowe) *advance bookings for Keadby lock; no flooding issues; membership of RAB.*

- **Railway & Canal Historical Society** – David reported a good turnout for his talk on freight carrying and wondered if there was a revival of interest in canals among the Society’s membership. Phil to contact the Society to discuss.

10 MATTERS ARISING from the Action List

[post meeting notes on older Action List points supplied by Val, Richard and Sue]

Oct 2018 No 10 Val reported that she had spoken to Teresa Fuller at the November meeting and Martin Fuller had now sent her his notes on Bert Bailey for the NL. They were just notes. Val proposed to publish them verbatim in the next NL in the hope that other members will be able to flesh them out a bit and create further correspondence. They are not very useful for the Tunnel Book

July 2018 No 8.6 Richard had sent Val the list of extant butties and this was paged up ready for 2020/1. As this ran to 8 pages there would not be room for photos. Hopefully this would create a lot of correspondence !! and photos for future publication. Richard reported that he still had to select some photographs to accompany it.

Minor corrections : Sept ‘19 No 5; May ‘17 No 10.2; Nov ‘18 No 7: replace “Val” with “New Editor”

Oct 2017 No 8.6 Richard had been in contact with Bryan Nicoll (note spelling of both names!) by email and agreed to visit him to see what he has available and discuss whether it would be suitable for us to look after.

Nov 19 No 6 Sue had raised wide beam tunnel transits, it was being taken very seriously by CRT and a document had been produced as Kathryn had shared. Sue would make sure that it stayed on NAG agenda.

May 17 No 8.9 Marple facilities, Sue understood that CRT did not plan to install new showers. Shower facilities were inconsistent across the country. Few in the South.

April 18 No 4 Tim Leech's books – Sue had not followed up on this as the club Shop was closing.

Jan 18 No 10.1 Historic canalside properties – Sue reported that John Yates was no longer on the Heritage Advisory Group and the group had reformed with a slightly different brief.

Oct 18 No 5.1 Tony Condor – Sue has passed his email address to Kathryn.

Nov 18 No 7 Dredging article for newsletter – Sue reported that she had attended a dredging meeting last week, and had had a discussion about making the dredging information more available. The plan now is to put regular updates on the Boaters Update.

11 ANY OTHER BUSINESS

MOUNTBATTEN – James reported that a good deal of work was necessary on the boat and its owners would be seeking a grant. It would be very helpful if the club could supply a letter of support outlining the boat's historic significance and the fact that it was still working commercially with a butty. James would supply Phil with a draft letter.

12 KEAY & HEMELRYK AWARDS for 2019 – EMBARGO UNTIL AGM ON 7 MARCH 2020

- 12.1 **Hemelryk Award** – David D reported that he had received two strong entries for the Award, both to a high standard. Each entry was scrutinised and scored against the standard scoring criteria to ensure consistency and transparency. Both boats scored similarly highly but finally the deciding factor was the personal involvement of the owner of the winning entry.
- **Hemelryk Award** was awarded to CANIS MAJOR, owned and worked on by Dawn Tigwell and nominated by Barnaby Ball. It had been faithfully restored to its late 1970s appearance when it was first re-purposed by Ken Keay.
 - ILKESTON was highly commended, another fine piece of restoration by Ade Polglase and his team for the National Boat Museum. It had been nominated verbally by Sue Cawson.
- 12.2 **Keay Award** – no nominations had been received but after a long discussion it was decided to give the award to SPEY, in recognition of its owners' continuous maintenance and use of this wooden craft over many years, never allowing it to fall into a state of disrepair such that major restoration was required.
- 12.3 **Publicity** – David would notify the winners in confidence and invite them to be present at the AGM to receive the trophies. Ros would update the website after the AGM, and the Editor would include details in newsletter 2020/2. As in previous years, there was a STRICT EMBARGO on sharing this information until the trophies were presented at the AGM.
- 12.4 **Trophies** – it was not known if Dave Linney had been able to add an extra plinth to the Hemelryk award, Clair would investigate. [Post meeting notes: the Hemelryk award was retrieved by Sarah E and Ros and handed to David for safe keeping. Clair reported that the extra plinth had not been added so would have to be completed after the presentation. The Keay rose bowl would be collected by Sue or Phil from the Boat Museum, Ellesmere Port at the end of January when they attended for meetings.]
- 12.5 **Visuals at the AGM** - David would prepare a PowerPoint show of the work that had been done so that members at the AGM could see the extent of the owners' investments in the winning boats.

The meeting closed at 4.35 pm

Phil Prettyman
Chairman