

Friends of Exeter Ship Canal - Committee Meeting  
16<sup>th</sup> December 2016

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## Committee Meeting Minutes

18:30 – 16<sup>th</sup> December 2016, – Custom House, Exeter Quay

### Committee members present:

John Monk (JM), Peter Nickol (PN), Simon Goddard (SG), Ray Alexander (RA), Stewart Barr (SB), Mary Tempest (MT)

### Apologies received from:

Bernard Frowd, Mike Grayshan, Peter Kelly

**1. To welcome Mike Graysham to the Committee as 'Volunteer Co-ordinator'**

Mike Graysham was unable to attend this evenings meeting but in his absence JM proposed that he be appointed 'Volunteer Co-ordinator.

**Proposal: To appoint Mike Graysham as Volunteer Co-ordinator**

Proposed by: John Monks

**Carried unanimously.**

**2. To receive a report on the position of Secretary**

Following a response placed on the 'Do-It' WEB site (<https://do-it.org>) John Monk introduced Nick Hawker, proposing the he become Secretary to the *Friends*.

**Proposal:** To appoint Nick Hawker as Secretary and to add same to the bank mandate.

**Proposed by:** Ray Alexander

**Seconded by:** Simon Goddard

**Carried unanimously.**

**Action:** SG to add NH to bank mandate (in the place of Mary Tempest).

**3. To receive a report on current membership figures**

SB noted that there was a steady trickle of members via the WEB Collect payment portal. At present the total number of member's numbered 32. The membership year would run from 1<sup>st</sup> April and people joining from 1 January would have free membership until the start of the next membership year, with paid membership commencing from 1<sup>st</sup> April 2017 and expiring on 31<sup>st</sup> March 2018..

PN asked if the WEB Collect portal could handle partial payments to accommodate people who may join mid membership year.

**Action:** SB to investigate on partial payments.

JM noted that some committee members have never attended a meeting and some had not joined paid any subscription. RA commented that people should be required to pay or leave. PN added that there needed to be some control over these issues. JM requested SB to e-mail a reminder to those who had not yet paid.

**Action:** SB to e-mail committee members who had not paid for a subscription.

**4. To receive a report on the current financial position**

SG updated on the current income and expenditure of the *Friends* and provided a hand-out in respect of this. He noted that the '*Subscription's*' did not reflect the actual number of members because this did not identify family membership numbers, where 2 or more members from the same household could join under a single membership fee.

A manual process would be undertaken to reconcile cash or cheque payments.

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### 5. To receive a report on activities during the summer and autumn

MT provided a document on activities that had taken place around the quay and canal during the year. PN noted how the people of Exeter responded well to such events and that the *Friends* stand at the 450<sup>th</sup> Anniversary event had been well attended.

RA commented on the success of the Stuart Line Cruises trip from Exmouth/Topsham at the same event had also been very successful.

MB informed that over the past three years (2013 – 2016) annual events had increased from 22 to 100 and added that the Exeter Quay was the second most visited attraction in Exeter, all of which greatly improved the commercial activities in the area.

### 6. To receive an update on arrangements for the volunteer work party on 21<sup>st</sup> January 2017

JM updated that this event would go ahead – clearing 2 to 3 sections of the canal between the basin and just beyond the Double Locks overgrown vegetation. A members' newsletter, to be despatched before the calendar year end, would make the appropriate announcement. JM added that it would be appropriate to offer volunteers a simple 'pub lunch', possibly at the Prospect Inn, as a reward for their help. The entire activity would take place between 10:30 and 12:00 (mid-day).

PN reminded the meeting that the owner of '*Paddles & Saddles*' was very sympathetic to the cause of the *Friends* and had previously offered '*perks*'.

SG asked, on behalf of cyclists using the canal path, what would happen to the cuttings? JM responded that they were to be left along the other side of the tow-path, as requested by the appropriate body.

PN asked if, through membership details, it was possible to identify people who would be especially interested in this type of work. SB responded that he felt this would be possible.

**Action:** SB to identify members who might especially be interested in this work party.

### 7. To consider arrangements for authorising expenditure between committee meetings

SG detailed how expenditure would be authorised between committee meetings. This would fall within the remit of the three included on the bank mandate (Chair, Secretary and Treasurer) with the addition of the Volunteer Co-ordinator:

Up to £50 – any one of the four;

£50 to £200 – any two people of the four providing the expenditure had been budgeted for;

Over £200 – all four providing the expenditure had been budgeted for.

### 8. To consider the purchase of a shed to be in the compound adjacent to the Canal Office

**Proposal:** To purchase a shed (to include installation) for up to £200

**Proposed by:** John Monks

**Seconded by:** Simon Goddard

**Carried unanimously**

JM acknowledged that the shed would need equipment in it! Such items might include:

First aid kit, gauntlets, hi-vis jackets (MT was currently working on a *Friends* logo that could be displayed on the jackets), buoyancy aids (which at present could be borrowed from the Sea Cadets), and various other useful tools.

RA commented that any potential supplier should be asked for discounts and that other grant possibilities should be pursued.

### 9. To receive a report on the 'Friends of Exeter Ship Canal' website

JM noted that a report had been provided on the current WEB site suggesting improvements. The existing site had been compiled using the WIX free software and was hosted by 123-Reg.

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NH asked to receive a copy of the report and thereafter, would prepare a paper for the next meeting on 'quick-fix' improvements alongside a medium to longer term view on the use of Social Media and WEB sites.

JM advised that Mike Bloxham was the current administrator of the *Friends* FACEBOOK account.

**Action:** JM to provide NH with current report

**Action:** NH to provide a paper on potential WEB/Social Media activities

**10. To discuss arrangements for the next committee meeting on 12<sup>th</sup> January 2017 to which all members of the 'Friends' will be invited**

The date of the next meeting was agreed as 24<sup>th</sup> January 2017 (not as stated above). Core to this meeting would be arrangements for the *Friends* Annual General Meeting, due to be held after the year-end, possibly mid-April 2017.

To improve member engagement, it was suggested that the next meeting might include refreshments and that the agenda should be of sufficient interest.

The meeting would be promoted in the next members' newsletter.

**11. Any other business**

None

The meeting concluded at 20:05.