

Committee Meeting Minutes

18:30 – 20th April 2017, Custom House, Exeter Quay

Present:

Simon Goddard (SG), Nick Hawker (NH)

In Attendance:

Ray Alexander (RA), Stewart Barr (SB), Mike Grayshan (MG), Peter Kelly (PK), Jack Nott (JN), Mary Tempest (MT)

Apologies:

Bernard Frowd, Meg Compton, Peter Nickol, John Monks

1. Welcome and Introductions

In John Monks absence NH chaired the meeting. The meeting expressed their best wishes to John for a speedy recovery.

2. Apologies

NH reported apologies as detailed above.

3. To receive and approve minutes of the previous meeting

Proposal: That the minutes received are accepted as a true and accurate record of the meeting held on 24th January 2017.

Proposed by: Simon Goddard

Seconded by: Stewart Barr

Carried Unanimously

4. Matters arising from the previous meeting

All actions had been completed and no further matters were raised.

5. To receive a report on membership matters

SB reported that there had been no change to the membership numbers from the previous meeting.

Total number of paid-up members: 35

Total number of individual memberships: 21 (@ £8 per individual)

Total number of family memberships: 7 (@ £15 per family)

It was now time for members to renew their subscriptions. Notice of this would be sent to members immediately. SB explained to the meeting that the WEB function that collected funds had its auto-renew capability switched off – if initialised this would allow for subscriptions to be collected automatically without input from the member concerned. It was agreed that from hence forth this would be turned on but that members should be appropriately advised one-month prior to collections being made – the first instance would be in 12 months.

Any individuals who had not yet paid their subscription would be reminded and if no payment was forthcoming, would be removed from the membership list.

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6. To receive a report on financial matters

SG referred to the paper provided and commented on budget requirements for the coming year.

NH had submitted figures in relation to WEB site subscriptions and for marketing. The marketing element was in relation to the purchase of a roller or sail banner for exhibiting at events, and for an A-Board for general purpose use.

Action: NH to provide details of roller banner or sail in order that the committee could choose which.

MG suggested additions to the budget in respect of work parties, being the purchase of buoyancy aids, a container in which to store work party tools, etc., and for work party refreshments.

Refreshments: £100

Storage: £100

Buoyancy Aids: £200

In relation to the cost of service requirements of the buoyancy aids JN informed the meeting that this was largely a visual check and could be completed by ourselves.

SG agreed to add the additional costs to the budget.

MG would go ahead and make those purchases that he required. The storage facility would be sited within the Council compound at the head of the canal.

7. To receive an update on the volunteer work party (08/04/2017)

MG reported on another excellent work party, clearing bramble and excess branches about trees on the canal bank. All volunteers appeared to have enjoyed the experience with most saying they'd come again.

NH noted that the Friends were now registered with the Guild of Students, which could provide additional volunteer resource.

A further work party would be arranged after MG had been able to liaise with John Monks.

NH commented that the Friends were now registered with the Guild of Students and that more volunteers might be sourced by promoting and advertising on the Guild WEB site.

Action: RA said that he would provide some information on Himalayan Balsam and other invasive species to MG.

8. To consider summer events on the Exeter Quay

MT advised that volunteers for the summer events were now no longer required as the Friends were to be allowed a permanent display at the Custom House, and at MT's own shop outlet on the Quay. MT would create a table top presentation.

9. Interpretation & Leaflets

MT advised that the Council had repaired the damaged Interpretation Boards. JN asked about the particular boards at Topsham Bridge and the Turf – no confirmation of their state could be made. MT advised that any future damage or concerns should be reported to Dave Adcock or Colin Acton, at the Council. It was suggested that this was a useful role for the Friends to perform and that issues could be collated by MT and forwarded to the council representatives.

10. The Future of Exeter Ship Canal

RA had attended several meetings on this subject and agreed that the matter should be deferred until John's return.

Action: NH to include on next agenda.

11. To consider the recruitment and promotion of 'The Friends of Exeter Ship Canal'

NH explained that this agenda item had been proposed by Peter Nickol who was unable to attend the meeting. However, it was felt that the more permanent displays at the Custom House and at MT's outlet had the potential to make a difference.

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In addition, it was noted that the Friends had received good coverage in the 'Waterways World' magazines. It was suggested that articles could be written for magazines such as 'Devon Life' and 'Exeter Living' (could Peter Nickol write these?).

JN would also speak with Stuart Line Cruises with regard to carrying Friends leaflets and offering a free trip (for two) to potential members who actually join; NH suggested that the Friends work could be referred to during commentary on the trips and in return, we could carry a link to the Stuart Lines WEB site from our own.

Action: JN to speak with Stuart Line cruises to discuss any possibilities.

Action: RA is to ask Waterways World if we can put their article on our website.

12. **To consider the date, venue and details of 'The Friends of Exeter Ship Canal AGM'**

It was decided that the AGM should be a small affair that would take care of the necessary formalities. It would take place on Thursday 1st June, followed by a committee meeting to which members would be invited to attend. MT would book a room at the Custom House accordingly.

13. **Any other business**

PK asked about the fate of 3 large boats residing on the canal and asked if they had been abandoned. Although nobody knew, RA did comment that some 'debt recovery' work (by the Council) was in progress.

SG raised the following proposal (seconded by SB) and ***it was resolved that Nicholas Hawker replace Margaret Compton as authorised bank signatory in accordance with the resolutions and authority presented to the meeting and duly passed, a copy of which is attached to these minutes.***

14. **To determine the priorities and date of the next meeting**

The Friends' of Exeter Ship Canal's AGM and next committee meeting would be held on:

Thursday 1st June 2017 at the Custom House from 18:30.

The meeting concluded at 20:15.

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Resolutions of the committee of the Friends of Exeter Ship Canal proposed at the Committee Meeting on 20 April 2017

The Co-operative Bank p.l.c. (“the Bank”) shall continue as our bankers in accordance with our original application;

- the Bank shall be authorised to accept instructions (including written instructions send by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 4b of the Bank’s “Change of account signatories” form. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of new account(s), the arranging of facilities and creation of security);
- the Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any accounts to be overdrawn or increase an existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories Section 4b of the Bank’s “Change of account signatories” form;
- the Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our account (including the opening of new accounts) shown in the account signatories Section 4b of the Bank’s “Change of account signatories” form;
- the Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions;
- the Bank shall be sent a copy of any changes in our regulations, constitution, rule book or byelaws;
- the Bank shall be notified in writing of any change of Committee Members, Officials, Directors or Trustees;
- the Bank shall be notified in writing of any change of Official authorised to sign on our behalf;
- the Bank shall otherwise continue to operate our account(s) in accordance with the business account mandate;
- the Bank shall be notified in writing of any overall change of control in the organisation;
- all signatories to the account are aged 18 or over; and
- in the case of joint holders, we agree that on application by one of us for an overdraft on the account the Bank may provide oral pre-contractual information to one of us only prior to the overdraft being agreed. In this case any overdraft terms will be sent to multiple account holders after the overdraft is agreed and available to use.

Authority of the committee of The Friends of Exeter Ship Canal for additional signatory to draw on the bank account(s):

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- We authorise and request that until the Co-operative Bank p.l.c. ("the Bank") receive written notice from us to the contrary:
- To treat and consider additional signatories listed in Section 3b of the Bank's "Change of account signatories" form as fully empowered by us and on our behalf:
- to draw, sign and endorse cheques and other orders for payment on our accounts with the Bank;
- to draw, sign, accept and endorse bills of exchange and promissory notices on our account(s) with the Bank;
- to receive cheques, statements and other vouchers relating to our accounts with the Bank;
- to withdraw all or any of our securities, documents, or other property or anything else held by the Bank by way of security or for safe custody collection or any other purpose whatsoever on our accounts;
- to arrange terms with the Bank for the negotiation or discount of any documents;
- to negotiate with the Bank for and take advances whether by way of loan, overdraft, discount, or otherwise, with or without security;
- to charge, pledge and deposit with the Bank any of our property upon such terms as the Bank may require to secure the payment or discharge to the Bank on demand of all monies and liabilities which shall for the time being (and whether on or at time after such demand) be due owing or incurred to the Bank by us whether actually or contingently and whether solely or jointly with any other person and whether as principal or surety including interest discount commission and other banking charges; and.
- generally to act on our behalf in all transactions and matters of business with the Bank and to comply with any account terms and conditions and security requirements the Bank may operate in connection with our accounts with the Bank now or in the future.
- To act on the above instructions and in particular to pay and honour such cheques, orders, bills, notes or requests as above mentioned notwithstanding that any such payment may cause our said account(s) to be overdrawn or may increase any existing overdraft.