

HISTORIC NARROW BOAT CLUB
Minutes of the Committee Meeting held at 11.00am on Saturday 21 July 2018
at Field View, Braunston NN11 7JS

PRESENT Phil Prettyman (Chair), Richard Booth, Clair Butler, David Daines, Mike Harrison, Iain MacTavish, Norman Mitchell, Ros Prettyman, Val Roberts, Alison Smedley, Rupert Smedley, Laura Sturrock. Peter Oates in attendance.

1 APOLOGIES

Apologies had been received from Sue Cawson, Sarah Edgson, Nick Grundy, Bernard Hales, Paul Hunter, Sarah Levick, David Lowe, Ian McCarthy, Michael Pinnock, Penny Ross, Amy-Alys Tillson, James Tidy.

2 APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Saturday 14 April 2018 were accepted as an accurate record of the meeting.

3 AGM and AWARDS

3.1 AGM - David D commented that members at the AGM had indicated that the hall at Whittington was a good location with no major drawbacks. Laura had booked it for the Social meeting in November, when Nick Grundy would be the speaker. For AGM 2019, Clair thought that Eric McDowall might give an interesting talk about his boating experiences and it was agreed that Phil would contact him to confirm. Norman believed that the "Sister Mary" book might be re-published and that Della Sadler-Moore might be persuaded to give a talk. Clair reported some feedback from the Braunston show that a more southerly venue, such as Oxford, might suit more members and it was agreed to canvas opinion via the Newsletter.

3.2 AWARDS - Ros had prepared certificates for last year's retiring winners and she and Sue had distributed them. James had a stock of the blank mini-plaques but they had not yet been engraved or distributed; he intended to hand them over to Sue when the opportunity arose. The Keay Rose Bowl trophy (not awarded for 2017) was still in Ade Polglase's care and Sue would arrange to collect it.

4 GENERAL DATA PROTECTION REGULATIONS 2018 (GDPR)

The committee accepted the policy document (see Appendix 1) prepared by Ros and agreed the following statement and action plan for inclusion in these minutes:

The GDPR came into force on 25 May 2018 and concerns how personal data is handled and how the club sends out any marketing material.

Consent

- The new rules require organisations to seek consent to contact individuals and to ask them to opt-in to continue to receive information.
- GDPR offers "legitimate interest" which covers communications necessary for the ordinary running of an organisation, eg membership subscriptions, notices of meetings, agenda, minutes, the Newsletter, changes to dates and locations of meetings. The club believes that it does not have to seek consent to send such information to its members as it falls under the legitimate interest category.
- The club does have to seek consent to send the Newsletter electronically and will email those members who choose to have it delivered in this way.

Data accuracy and contact details

- Club members need to know what personal data the club holds about them and how this data is collected, stored and used. The club also needs to be sure that its data is accurate and that preferred methods of contact are used.

Implementation by the club – for members

1. An explanatory article was published in Newsletter 2018/2 and sent to all members in June 2018.
2. A GDPR statement based on the article, see Appendix 1, will be included as part of the welcome pack sent to all new members on joining. It will also be available on the club's website.
3. In order to check on data accuracy, an individual letter to each member was sent out with Newsletter 2018/2, detailing what personal contact information the club holds on each member, and their preferred method of contact, and asking for inaccuracies or changes to be reported to the Membership Secretary.

4. As a quantity of pre-printed tri-fold membership forms had only recently been purchased, a printed statement on GDPR will be inserted in the folded forms. Any future reprint will include mention of GDPR.
5. The downloadable membership form on the website has been updated to include information on GDPR.
6. The club's Yahoo email group, unused for several years and containing legacy personal email addresses, will be closed down.
7. Should the club arrange a boat gathering for its members, the booking form will contain an opt-in section for consent and preferred contact method.

Implementation by the club – for non-members The club sends complimentary copies of its Newsletter to individuals within various waterways organisations, such as C&RT, IWA, EA and the waterways press, which may be considered as marketing.

8. The club will seek opt-in consent where personal contact information is used.
9. Where Newsletters are sent to job title holders at corporate addresses, opt-in consent will not be sought. The mailing list has been updated to show only job titles wherever possible.

Clair reported that the tri-fold forms needed a "please circle" or similar comment as some people had not quite understood how to complete the form.

Alison reported that various approaches to GDPR had been evident at different CRT area meetings, but she understood that a nominee had now been appointed to oversee a collective approach.

5 **HEBDEN BRIDGE GATHERING – SPRING BANK HOLIDAY, MAY 2019**

Having previously emailed David Baldacchino (Area Manager, Manchester & Pennines) and then Daniel Greenhalgh (new Regional Director, North West) without response, Phil had now had a reply from Sean McGinley, the new Regional Director for Yorkshire & North East. Phil had sent him a list of dates for an initial exploratory meeting and was awaiting a response. Once the first meeting had discussed general principles and established which CRT personnel would be involved, he would arrange follow-up meetings where the fine detail could be discussed, and this would involve the Monahans who had first mooted the location and had already supplied further information in an email that had been circulated to the committee. Phil envisioned organising the gathering in a similar way to the club's 2016 Woking event in terms of boat passages and water conservation. Richard pointed out that part of the route to Hebden Bridge passed through the new North West Region. Phil's intention was to set the event going with the North East team and then to involve the North West. Although details were not yet established, there should be an announcement of the event in Newsletter 2018/3 calling for expressions of interest from boaters.

6 **CRT RE-ORGANISATION and HNBC COMMITTEE STRUCTURE**

CRT's provisional new structure was in place with 6 large Regions replacing the previous 11 smaller Areas. Phil suggested that the new Regions presented too large an area for one committee member to cover and 2 per Region would be sensible. Our Area Reps needed to know who to contact within the new structure, and it was very important that they be able to keep boating issues high on the local agenda to avoid a drift to other issues driven by the government's health and wellbeing initiatives. Richard Parry had acknowledged the importance of new appointees experiencing the waterways from a boater's perspective, and Phil asked committee members to consider if they could help with this, maybe in September.

Clair pointed out that, until the boundaries between Regions were finalised, there would be some confusion, for example the Llangollen Canal drew funding from Wales, but parts of it were in Cheshire. Alison reported that an accurate list of Region boundaries had been promised and she would circulate it to the committee when it was available.

It was agreed to consider committee restructuring again at the next meeting, with a view to having proposals ready for AGM in March 2019.

[Post meeting note: As agreed at the meeting, but not minuted at the time for confidentiality concerns as neither Paul nor James was present, Phil was asked to sound out Paul about his role as Secretary, and James about his role as Awards Officer. Both agreed to relinquish their posts, and to be co-opted by the committee to take over Awards (Paul), and to share the Press Officer role with Amy (James). David D, as requested by the meeting, similarly sounded out the willingness of Kathryn Dodington to act as temporary Secretary and Phil followed up with a phone call. However, some members felt strongly that the vacant and important post of Secretary should be advertised to the whole membership, and a flyer was added to Newsletter 2018/3 asking for volunteers for Secretary (urgent),

Vice Chair and Shop Organiser. It was noted that Section 4.2 b) and c) of HNBC Constitution permitted the committee to make co-options to fill temporary vacancies until the next AGM.]

7 **NEWSLETTER COMPLIMENTARY COPIES**

- 7.1 **NON-CRT** – Mike was now producing the posting labels for complimentary copies of newsletters, so it was no longer necessary for them to be held on the membership database. Most recipients were addressed by their job titles so GDPR constraints need not apply, those being addressed personally would be sent an opt-in form. The committee agreed the list that Mike circulated and suggested some additions – Alison would send the addresses, and correct title, for the Parliamentary Under Secretary of State for the Waterways, and for other navigation authorities such as the Middle Level Commissioners, Basingstoke Canal, River Wey.
- 7.2 **CRT** – Val reported that no complimentary copies of 2018/2 had been sent out as CRT's re-organisation had still been underway and it was not clear to whom to send them. It was agreed that newsletters should now be sent to Regional Directors, Advisory Board chairs and Heritage Advisers in each new Region whose office addresses had recently been posted on CRT's website. Copies should also be sent to members of the executive team at CRT head office in Milton Keynes, as well as their Press Office in London. Trustees and members of the Heritage Advisory Group would have to be addressed by name via Milton Keynes, and would require an opt-in form. Phil and Ros would compile a list of CRT addressees and send it to Mike in time for label preparation for issue 2018/3.

8 **WRITTEN REPORTS had been received from the following committee members and are contained in Appendix 2 to these minutes. These reports were taken as read. Other discussions and verbal reports at the meeting are listed as bullet points.**

- 8.1 **Chairman** (Phil Prettyman) – see reports in Appendix 2
- Funding - The squeeze on EA's funding was particularly worrying and might become worse post-Brexit in the government's search for funding. The grant to CRT might be similarly affected.
 - Wide beam boats on narrow waterways - David D was pleased that the club's concern about encroaching wide beam boats was shared by other waterways organisations but wondered if CRT would enforce its byelaws to restrict their spread. Richard pointed out that accurate information was needed about individual waterway's dimensions, and that the number of wide beam boats was greatly increased from that expected when the dimensions were first published. [Post-meeting note: Sue commented that NAG was working closely with Jon Horsfall, CRT Head of Customer Support, on wide beam boats on narrow canals.]
 - Licensing – apparently a campaign was being mounted by owners of wide beam boats to rescind CRT's decision to charge by width x length. In principle this was felt to be an important first step by CRT, although it was acknowledged that some traditional wide boats (eg Leeds & Liverpool boats) were being disadvantaged. David D pointed out that wide boats presented a cost to CRT in terms of tunnel passage supervision and potential damage to the infrastructure.
- 8.2 **Secretary** (Paul Hunter) – no report
- 8.3 **Treasurer** (Laura Sturrock) – see report in Appendix 2
- Website – it was agreed that Laura would ask Steve for an invoice to cover his work over the past year. There had been a catch-up payment in 2017 to cover his work for the previous 7 years and Laura felt it important to keep up to date, especially as he had recently had to move the website to a new server to meet PayPal's security requirements.
 - Laura was still struggling to get on-line access for Penny to the bank account but she would persevere.
 - Penny now had a supply of envelopes which would hopefully make paying in cheques easier.
 - Phil needed to sort out his Lloyds on-line access password and might need to start again if the permitted 60 days had expired. Permitted signatories, according to the Constitution were Chairman, Secretary, Treasurer and Newsletter Editor.

8.4 **Membership Secretary** (Penny Ross) – see report in Appendix 2

- Val wondered at possible discrepancy between the number of labels she had received and the membership numbers in Penny’s report, and worried that some members might not have received a newsletter
- 7 new memberships were approved:

Name	Membership No.	Boat
Mr & Mrs Jackson	1910	Oxford 1
Colin Hickson	1911	
Mr & Mrs Fairweather	1912	
Ms D Taylor & Mr M Hartley	1913	Paragon
Glyn Thomas	1914	India*
Ms Wickham & Mr Ashby	1915	Hartshill No 4/Freedom No 4
Steven Gent	1916	Yeo

- 16 members had failed to renew their subscriptions but some of them were notorious late payers and it was hoped they would re-join later.
- 6 members had cancelled their subscriptions. Ros was asked to contact Steve to ensure their on-line logins to the members’ area of the website were cancelled.

8.5 **Archive** (Richard Booth) – verbal report at the meeting

- Richard had completed sending photos and data for the website on GU motors, and on GU butties up to the L-R section. S-Z was still to be done. Ros would send him details of boats for which there were no photos.
- Middleport Pottery – Phil had seen a ledger of goods delivered to the pottery and reported that their Archivist was hoping to research boat names and cargoes in the large number of records that were currently awaiting indexing.
- Richard was currently scanning DIWE’s “Lock & Quay” newsletters
- Phil was reading his way through IWA Midlands newsletters (March 1959 – Feb 1964) and would then pass to Richard.
- Clair had a personal copy of “Sir Frank Price, An Autobiography” and suggested sending a copy to Richard Parry.

8.6 **Newsletter Editor** (Val Roberts) – see report in Appendix 2

- Val was awaiting an article on extant butties from Richard and an article on the Keay & Hemelryk judging criteria from Ros
- Disappointingly, there had been very little response to the articles on off-site storage of boats at the Port. Norman commented that, during the Russell Newberry gathering at the Port, it had not been possible to visit the off-site store due to lack of a driver for the minibus.

8.7 **Shop** (Clair Butler) – see report in Appendix 2

- Keay book – Iain had sent a copy to the Unst Boat Haven in Shetland and had received a very nice thank-you. He had requested permission to publish it in the newsletter and would pass it to Val
- Trevor Maggs’s book collection – Clair had received a quantity of books which were in excellent condition
- Shop future – Clair confirmed that she and Iain definitely wished to cease operating the Shop. Ros would add it to the agenda for the next meeting and Phil would draft a newsletter article summarising the discussions
- Sincere thanks from the committee were offered to Clair and Iain for their dedication and hard work in raising the club’s profile and contributing to its healthy finances.

8.8 **Navigation** (Sue Cawson) – no report

8.9 **Press** (Amy-Alys Tillson) – no report

8.10 **Website & Social Media** (Ros Prettyman) – see report in Appendix 2

8.11 **External Organisations** (Alison Smedley IWA) – verbal report at meeting

- EA licence increases – IWA intended to object to the increases
- Scottish Canals – their asset management strategy makes allowances for canal closures
- Boaters’ Facilities Campaign – IWA aims to identify gaps in provision of facilities (water, Elsan disposal, shower blocks, recycling & rubbish points) and would welcome help in collecting information via a form on its website.
- Festival of Water at St Neots – a campaign cruise on the Old Bedford River ahead of the festival over the August bank holiday weekend

8.12 Area Reports

East (Sarah Levick) – no report

East Midlands (Mike Harrison) – see report in Appendix 2

Kennet & Avon (Nick Grundy) – see report in Appendix 2

London (Michael Pinnock) – no report

Manchester, Pennines & Potteries north (Ian McCarthy) – see report in Appendix 2

Manchester, Pennines & Potteries south (Rupert Smedley) – verbal report at meeting

- Caldon Canal extremely busy of late as there was plenty of water.
- There was a stoppage at Ivy House lift bridge to repair damage from a vehicle strike.

North East (David Lowe) – see report in Appendix 2

North Wales & Border (Iain MacTavish) – see report in Appendix 2

- John Dodwell had drawn the club's attention to a fund raising campaign for the Montgomery Canal "Bridge the Gap". Bearing in mind that measures to improve Hurleston lock were on the winter stoppages programme, supporting the Montgomery would help to promote the opening of the route. The committee decided to donate £1,000 to the fund in line with Rule 5 e) of the Constitution.

North West (Daniel Mawdsley) – no report

South East (David Daines) – see report in Appendix 2

- David D was pleased to report that CRT had cleared the branches obstruction.
- Basingstoke Canal may be closed after a boat strike on a bottom gate.
- Nb Sculptor, part of National Museum collection but operated by the Friends of Stoke Bruerne Museum, was desperately in need of new gunnels but funding was a problem and it was becoming de-motivating for the Friends volunteers. Sculptor and Bellatrix were the only 2 small Woolwich boats still in original condition. Phil and Norman asked to be kept updated on further developments.

South Wales & Severn (Norman Mitchell) – verbal report at meeting

- New Regional Director appointed – Richard Thomas, ex-RN.
- Worcester & Birmingham canal not in the new Region
- Towpath resurfacing in the Gloucester area carried out to improve cycling. Not financed by CRT.
- Gloucester Museum now has only a small area in front of Llanthony Warehouse for its exclusive use. The former car park is now an "event space" controlled by Gloucester Quays (Peel) and is currently being re-surfaced.
- Problems opening bridges in current very hot weather due to metal expansion.
- There were restrictions on the River Severn due to low water levels.

Thames (Bernard Hales) – no report

West Midlands (Sarah Edgson) – no report

9 MATTERS ARISING FROM THE ACTION LIST

9.1 **Display Boards (Jan 2018)** – although lighter pole+clip boards were available, Iain thought these were unstable in outdoor locations and it was better to retain our present heavier boards for the present. It was agreed to postpone discussion on this topic until a new volunteer came forward to run the Shop.

9.2 **First Aid kit (Jan 2018)** – Richard was asked to add a "space blanket" to the kit when he restocked it.

9.3 **Transcription of digitised recording of Ike Argent conversation (Jan 2018)**

- Check progress with Teresa Fuller.
- Laura reported on an informal conversation she had had with Laura Carter and suggested that the club set up a project to capture boaters' memories. Laura would find out about training in taking oral histories. Phil suggested that Laura prepare about 10 questions that could be used to initiate a conversation. If the interviewee preferred the recording to be kept confidential, it would go in the Archive, otherwise it could be transcribed and disseminated more widely after thorough checking and permission being granted. Laura reported that some video work by Tim Coghlan had been vetoed by a boater's family if used for commercial purposes. Ros to add this as an agenda item.

10 **ANY OTHER BUSINESS**

- 10.1 **CRT Notices** – Norman reported poor signage below bottom lock at Stone on the Trent & Mersey, where pale blue writing had been used on a blue background on a very small sign. Iain commented that there were accessibility guidelines for contrasting colours and sizes/locations. David D commented that at the CRT launch of its new logo there had been assurances that signage would only be replaced as old signs deteriorated, but there was ample evidence of new signs + new logo around the system. Richard commented that locations and position of the new signs was critical and emphasis should be on access points to the canal.
- 10.2 **Napton Lock 9** - Peter reported that, in light of informal information that the lock sides had come in this year and reports that Flamingo had stuck there recently necessitating a callout to CRT, he had emailed CRT to ask about taking Stanton through. Their advice was not to risk it at present, but quoted a recommended maximum boat width of up to 2.13m as being the customary size, thus making Stanton oversized. Phil reported that there is a 1958 photo of Warbler loaded with coal working along the Oxford summit in Alan Faulkner’s “Willow Wren”. [Post-meeting note from Sue – Napton 9 is on this winter’s stoppages programme for a wall rebuild.]

11 **DATES AND TIMES OF NEXT MEETINGS**

20 October 2018	11.00am	The Samuel Barlow, Alvecote
17 November 2018	10.30am	Whittington Village Hall, prior to the Social
January 2019	11.00am	TBA
2 March 2019	10.00am	Whittington Village Hall, prior to AGM

The meeting closed at 5.17pm

Phil Prettyman
Chairman

APPENDIX 1 - STATEMENT ON GDPR TO BE SENT WITH WELCOME PACK TO NEW MEMBERS

General Data Protection Regulations 2018

The GDPR came into force on 25 May 2018 and is about how personal data is handled and how the club sends you any marketing material. Marketing is said to include anything that encourages supporters to provide support for an organisation.

Consent

- The new rules require organisations to seek consent to contact individuals and to ask them to opt-in to receive marketing information.
- However, GDPR also mentions “legitimate interest” which covers communications necessary for the ordinary running of the club, eg membership subscriptions, notices of meetings, agenda, minutes, the Newsletter, changes to dates and locations of meetings. The club will not seek opt-in consent for these types of contact.
- We do have to seek consent to send the Newsletter electronically and we shall email those members who choose to have it delivered in this way.

Information for HNBC Members

We also need to be sure that you know how we collect, store and use information about you, and the following is a summary:

1. What information will the club send me?

- We will send you a printed Newsletter, notices of meeting for the Annual General Meeting, AGM minutes and yearly approved accounts, forms for nominations for the Keay and Hemelryk Awards, updates on changes to dates/locations of meetings.
- We will also send you, by post or by email, reminders when your subscription to the club falls due.
- We will not send you direct marketing material.

2. How does the club collect information about me?

- The club uses the information you supply on its membership application forms, either pre-printed forms or downloadable forms from its website. Your record will be updated only when you send additional information, information from third parties is not accepted. No other method is used to collect information about you.
- The completed printed forms are held securely by the Membership Secretary.

3. What information does the club hold about me?

- We store your name and address, together with your email address and telephone numbers if you have supplied them, also the names of your boat(s). We also store information about subscription dates, subscriptions due and membership numbers. For joint memberships, we store both names separately.
- We will not share your data nor supply your data to third parties.

4. Where is this data stored?

- We keep the data on an on-line database, held on a secure server maintained by the club’s Webmaster.
- Access is by a verified password which gives different levels of access according to the role of the person.

5. Who has access to my data?

- The Membership Secretary and the Webmaster have full access to the on-line database for updating records and maintenance. The Web Content Editor also has access in order to deputise for the Membership Secretary if required.
- The Newsletter Editor and the Shop Organiser are able to look at the data (to check addresses for the Newsletter and to determine discounts for members) but are not able to amend it.
- Other committee members may read the data but not amend it.
- All access to the on-line database is password controlled.

6. Can I see and amend my data or have it removed from the database?

Yes, of course – just contact the Membership Secretary about any of the following:

- Accessing your personal data – ask us for a copy of your data.
- Updating your personal data – tell us what needs to be changed.
- Deleting your personal data (your right to be forgotten) – ask us to delete your personal information
- Removing consent – you can change your mind about the consent you give us to contact you

A full written record will be kept of actions taken in response to your requests.

7. How long will the club keep my data?

- The club will keep data about you while you remain a paid-up subscriber.
- If you resign from the club, or your membership expires, the club will keep your data for two years in case you wish to re-subscribe.
- After two years, the club will keep a record of your name and membership number, but no other details, for archive purposes and for re-use should you wish to re-join at a later date and re-use your old membership number.