

DROITWICH WATERWAYS (PAMELA MAY) TRUST

STEERING GROUP MINUTES OF MEETING HELD ON 17.10.25 AT 2PM

At : The Old Cock Inn, Droitwich

The meeting was attended by David Aspinall (David); Andy Millward (Andy); James Cowlshaw (James); Paul Mobey {Paul}; Jim Gillespie (Jim); Lynda Gillespie (Lynda); Mike Griffiss (Mike); & Tracey Killigrew (Tracey)

1. Welcome and Apologies :

LG welcomed everyone. Apologies were received from Margaret Rowley, Emma Williams John Collins and Russell Killigrew

2. Minutes of the meeting 22nd August 2025 were approved and signed by Lynda.

3. Matters arising if not covered later in the Agenda :

James asked about Rik Mayall and Andy confirmed he had responded to their email.

New Volunteers as suggested at Meeting.

4. Report From Trustees.

Lynda raised pricing . If anyone has any suggestions for 2026 , let her know.

David said we should charge more for the longer trips.

Lynda said we did that last year too.

5. Financial Report.

David said the Current Account was £5,694.

The Reserve Account at HSBC is 6,153.

Mike asked what the reserve account was for.

David said it deals with things for the boat, other than day to day requirements.

For example, batteries, blacking and relocation of the yard if applicable.

David said, there was £56,000 in the Redwood Account.

Andy said we need a top-up for petty cash.

6. Container.

As Margaret is not here, no information is available.

Lynda said that all applications for the container have been withdrawn according to the Wychavon website. The decision date would have been 13.10.25 but says "withdrawn".

David said, shall the Trustees take a view as the application has been withdrawn and just order it?

Lynda said, there is no more we can do.

7. Update On Boat & Documentation.

Andy raised the loss of power. There were reeds wrapped around the bow.

The lift batteries are holding charge at the moment- they are keeping an eye on it.

David said he had noticed that there was lifting of the finish on the panel.

Andy said, they had noticed it.

Paul said, he had sent something out today about operating locks. He had been through and updated the trips folder.

David thanked Paul and said it had needed to be done.

Paul said, the accident forms were in the folder and they contained personal details of people who have been injured so they cannot stay in the folder.

He had them at home and copies had been put on Google Drive by Mike.

He suggested that if a form is completed a photo is taken and sent to Mike and the form kept in the cabin.

Lynda said that Health & Safety may suggest how long we should keep them for.

We need to empty one draw in the filing cabinet for now to create more space.

8. Training.

Paul said, we have two new crew and he was taking a trip to Salwarpe in 2 weeks' time and will start on CCBM before Christmas

One day has been booked, to go out with the 3 who have not qualified yet. James mentioned a trip recently which highlighted the use of the windlass and locks, so I made a video.

There may be other things taken for granted. Eg tie up at yard- particularly at the back of the boat in the yard. Andy said it was the skipper's responsibility to check that the crew know and they should be encouraged to stay on the boat to check. The ignition key had been left in the other day.

If there are other issues that the skippers feel should be brought up, then to let him know. Ian is now keen to be a trainer but if a course becomes available, it will cost £300. There are two others he has in mind for next year and we could potentially run the course ourselves. It is important to do something more formal than last year for existing crew. Any thoughts would be welcome.

Lynda said she had emailed the 2 new volunteers Michael and Christina Tew.

Tracey asked if they have been sent the password.

Paul yes and the membership forms .

Some crews do enjoy hosting.

David thanked Paul.

9. Membership.

Lynda said the membership fee is due in January each year.

Paul said he had told everyone it was £15 per annum and paid every year

10. Carols Trips.

Lynda said we have got 9 booked so far out of 15.

Jim said they were all pretty much crewed.

Lynda said we will wait and see if any more come in. The Belmont at Worcester did a trip last year and put an article in the Worcester News but heard from Amy last week asking for details of trips. She will send a reminder. She had already made the mincemeat for the mince pies.

Paul said he had tidied up the tablet and the carols were now in the order they are printed on the sheets. There is no room for any others. But we do have a Bluetooth speaker.

The tablet can be linked to the speaker.

Andy said we can use our own phone.

James said, there were lots of other Christmas songs as well as carols.

Lynda said, could we send a memo out to the crew explaining how to use this equipment.

Paul said he will send one and there are copies with information in the folder.

Andy said the WIFI is not brilliant

Lynda said that Newland Hurst and St. Peters WI want Steve Wyers with his trumpet.

11. Santa Trips.

Lynda said that originally, we only offered one day- Saturday. Booking have come in. She had invited Steve Wyers, but he was at a funeral. She had taken a poster into Anna's and immediately had two bookings. We were now talking about doing an extra day, Sunday

She had had an email from a woman in Birmingham for 17 Adults and 7 children.

She had offered her Sunday and asked her to book 2 trips for the 24. But they cannot do the Sunday. They have booked 12 plus 7 (19).

Lynda suggested offering 10.30am 11am 11.30am or 12, for the Sunday to be advertised.

James said shall we offer the whole day?

Lynda said yes.

Mike will need to change the form and Lynda she will change the poster.

12. Environmental Update.

James said a meeting had been arranged with CRT, Margaret and Daffyd Jones, who is more than happy for us to do it ourselves.

Unless we need to use cutters and strimmers. We did discuss whether to phone David Beauchamp so he will give him a bell.

Lynda said have we got anywhere with the reeds.

James said NO.

Margaret was writing a letter.

Paul said when he went by the yard, two men were there who were working on the reeds.

They said that because their boat had sunk, they had to hire a new one. And it took them all day to start it. By then it was lunchtime.

It will not be long before the canal is unnavigable.

James asked did the new manager come to visit and point out the difficulty.

It was pointed out that all the money was spent on the tow path and not used because people do not feel safe. He will go to take a look at it.

David said that passengers were getting more vocal too about the reeds.

Lynda said we should join forces with other organisations.

Paul said YES. There is ABC, Trinity. A joint effort will be more powerful especially ABC who are the big hire company for the country.

13. Social Evening.

Andy said, 6th February 2026 at Millfields Social Club had been booked.

Joe Smith is a member and gets a discount. It will be £40 for the room hire.

It will be £6 per head for the buffet.

He is going to see if we can have hot food as it is winter so we will go and see them.

14. AOB.

Tracey said that Russell had asked that if some old clips he had found should be sent to Mike to put on the new website.

Lynda suggested a “news” section on the front page. For example, trips now Saturday AND Sunday?

Tracey asked about the distribution of the “Minutes” for any of our meetings when typed to all relevant and asking for 7 days to respond with any queries or changes

David said he has been onto Companies House website and cannot delete any resigning or add newly appointed- a legal requirement- otherwise fine if verified and completed

Lynda said should we suggest that David is given authority?

David said YES but Margaret cannot get into Companies House to do it. We will try to work it out together.

If a new Trustee is appointed, you only have 2 weeks to register.

MARGARET AND DAVID TO MEET TO SOLVE THE COMPANIES HOUSE WEBSITE FOR TRUSTEES. MARGARET TO BE LEFT AND DAVID WILL ASSIST.

Paul said, someone needs to contact several companies that hire boats to discuss the reeds and propose joint action in contacting CRT.

Lynda said that the chap at the Marina and the Hire Company and we need to look at ABC and Trinity plus Black Prince at Stoke Prior.

James offered to contact the other companies as he knows Nick.

Paul said there is an email action that is active on the tablet, but if cleared out, there will be loads of space.

Andy said, he can turn notifications off as most go to his computer.

Paul said there are hundreds of notifications going back to 2021.

Andy will switch off notifications.

Lynda said, we can then include other songs and birthday songs and people can bring their own.

Andy said, anyone can use their phone and log into the WiFi.

Lynda said, would an old phone kept on the boat solve it?

Paul asked, can you put a memory card into the tablet?

Andy said he did not think so.

Lynda said, we need to remind people that extra songs can be played through their phone.

Andy said, he would bring it up at the next HiYa.

Jim said, about the padlock on the gate, needing a brick.

Paul said, you just need to knock the bolt and it will release.

Andy said, he will ask the maintenance team if they have any suggestions.

Lynda said, she will let Steve Wyers know about the Santa Trips on Sunday so that he can get crew for both days.

Paul said, we need to let Geoff know.

15. Date Of Next Meeting.

Lynda asked if we need one before the Santa Trips and suggested 6th or 12th of November so that Margaret can come.

James said, ask her for a date that suits her.

Lynda said, she will suggest 14th or 21st November and will email Margaret.

Andy pointed out that the next Trustees meeting was on 17th November, so we could have the next Steering meeting in January 2026.

James asked if a list of items that need attention could be sent to Margaret.

Lynda suggested **16th January** which was agreed by everyone

Lynda thanked everyone for coming.

Meeting concluded at 15.25.