

DROITWICH WATERWAYS (PAMELA MAY) TRUST

Minutes of Steering Group meeting held on 27. 03. 2026

1. **Present:** James Cowlshaw, Andy Millwood, Mike Griffiss, Jim Gillespie, John Collins, Margaret Rowley, Emma Williams, Lynda Gillespie

Apologies: David Aspinall, Tracey Killigrew, Russ Killigrew

2. **Minutes of the meeting** on January 16th, 2026, were approved and signed.
3. **All matters arising** included later in the agenda.
4. **Report from the Trustees:** Registering directors with Company House still causing problems.
5. **Financial Report.** In the absence of the treasurer, it was not possible to give updated balances. However, it was noted that due to the extensive maintenance programme the general and reserve accounts were now significantly lower.

6. Boat Update

- a. **Container:** The new container is now in place and locked. Wychavon is requesting the date when the old containers will be removed. The planning application stated that the two old containers would be removed and if one was retained a further planning application would be needed. The plan is to transfer some items after Easter. New shelving is desirable. The shed is becoming unstable, proposal to the trustees to use any money from scrapping the containers to be used for shelving and a new shed.
Worcester and Birmingham are thinking of using the milestones in the yard. It is the responsibility of Worcester and Birmingham to remove any rubbish.
- b. **Motor:** The new motor has been paid for and is currently with Ortomarine. There is no fixed date for fitting it.
- c. **Solar Panels:** The existing panels are still working but not as efficiently. Two new ones to be fitted.

7. **Documentation:** Procedures and Health and Safety Assessments to be reviewed.
8. **Festivals:** Easter is now fully crewed. Bridge 17 work should be complete. We will only have 1 gazebo at St. Richard's Festival.
9. **Fund Raising:** The tombola will take place at the Easter Festival.

The outstanding efforts of Tracey and Emma in organising the tombola are very much appreciated.

The Duck Race will be held at Saltfest, Recommended that tickets be available early.

We are now on the waiting list for a Waitrose charity bin. Any donation to be used for extending free trips for vulnerable and special needs groups.

10. **Training:** Paul Mobey will be unavailable until May. Crew are encouraged to watch the videos on the website. The boat is available for crew to practice with a skipper. Emma

will investigate this. First Aid training is due for some crew members. Jim to investigate the possibility of this taking place at weekends. There should be at least one qualified first aider on each trip.

- 11. Bookings:** Bookings are slowly coming in. A newsletter to be sent to Care Homes and groups after the new motor is fitted. We will be present at the Rick Mayall festival on June 2nd and 4th. Two performances on each day have already been booked.
- 12. Crewing:** Crews are encouraged to look at the booking sheet on Dropbox and volunteer when available. Consideration to be given to new skippers.
- 13. Environmental:** It has not been possible to make a start on trimming back and mowing on the Pamela May Reserve due to the inclement weather. Margaret to contact David Beauchamp re availability. Some reeds have been cut at Lock 6.
- 14. AOB:** None
- 15. Date of Next Meeting:** Friday June 12th at 2pm at The Old Cock