



6th Annual General Meeting

North Walsham and Dilham Canal Trust

C.I.O. No. 1180474

Officer annual reports

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The Trust is seeking volunteers to fill the following vacant roles:		
Education & Training Officer		
Events Officer		
Grants & Funding		
Meetings Secretary		
Press & Media Officer		
“Quagmire” Newsletter		
Wildlife & Natural Environment Officer		
Work Party Co-Ordinator		

Chair's annual report for the year October 2023/24 for the AGM

Key information to note - overview of Trust achievements this year:

- **Strategically:** the Trust Strategy, to guide decision-making, now in place
- **Administratively:** Trust's central point of contact, JK as Secretary, highly effective
- **Managerially:** annual review of insurance and equipment: revised SHE policy, enhanced induction, competence assessment and recording of work party and boating
- **Operationally:** work parties operated along the full length of the canal, in all six pounds of the seven, WP leaders in place. Ella II trip boat now operational again, winter service planned.
- **Projects:** successfully completed - Light Craft, Insurance & SHE, Strategy
- **Personnel:** three new Trustees, several new volunteers and members; sub-committees for: Insurance, Light Craft, Festival, Personnel,
- **Socially:** volunteers, members, canal proprietors and supporters enjoyed: a canal Ceilidh, fun at the Festival, Ivan's illustrated talk, and Christmas mince pies
- **Financially:** membership, fund-raising events, grants and donations maintained a bank balance, sufficient to meet planned costs
- **Trust public profile:** enhanced in interviews in press, social media photos, YouTube footage, Quagmire

Report:

Since the 2023 AGM last October, when I was first elected as Chair, the volunteers and trustees have achieved much. The enthusiasm for the restoration of the canal remains in all of our sights.

- i. With reference to '**vision**', a major piece of work led by our Projects Officer this year has been to bring to fruition the **Trust Strategy**. Consultation with all four canal proprietors and the NW&DCT Trustees about priorities was our starting point. This has resulted in clarity about: **the vision, the mission and the policy**. Ratification of the Strategy at the AGM completes this project, subject to annual and interim reviews. I emphasise the importance of the Strategy in directing our resources of time, energy, finances and personnel, based on **rational and cohesive decision-making**.
- ii. Procedural improvement came from a Trust annual **Insurance and equipment review**. Julie Kelleher, with Chris Heath, (and initially Ralphy Miles) drove this for 2023/24. The review revealed the need for some procedures to be more rigorously recorded, competence assessment, through enhanced induction, to fully comply with the requirements of Trust Insurance. A stocktake and security marking of key items of equipment was completed.

iii. **Safety, Health and the Environment**

The Trustees, led by the Chair, collectively hold the remit for Safety, Health and Environment performance for the Trust, with reference being made to external

bodies as required. Currently it is not believed that there have been any significant or reportable accidents or incidents in 2023/24 (or since the end of that period to date).

This is, of course, very good but not something to be complacent about.

Three things stand out:-

- The Trust must continue to plan all activity well
- Second all volunteers must be briefed on what is expected of them and only do what they are able to do
- Third - so much is about the choices people make; that is to say about people choosing to do the right thing and helping others to do so

- iv. In December 2023 the implementation stage of the **Light Craft Navigation project** was completed and the Grant monies released. Such a terrific achievement! I informed membership at last year's October AGM of this major Grant award. To then complete the implementation of the project plan to budget and within a tight time-scale of just two months, by last Christmas, is a testament to the Project team, led by Ralph Miles, Chris Heath and Sue K, admin by Julie K, with the dedicated work by volunteers in largely quite grim weather conditions. The Grant award and Project success is viewed as an excellent model, and was chosen as **a case study by North Norfolk District Council (NNDC)**, and a YouTube video has been made, showcasing this achievement.

v. **Personnel**

Ralph Miles: we have written previously about our collective sadness at the untimely death of Ralph in the spring. A much-missed Trustee and Officer.

David Revill, our Honorary President, has recovered well from treatment over the summer and we are delighted to see him with us once again at events and meetings.

Two of the new Trustees appointed through the year, Chris, Projects and Darren, Boating have contributed hugely to Trust development and are important additions to the leadership. A third new appointment, Andrew Fryer aims to produce an updated guide to walkways in the vicinity of the canal, working alongside David Revill.

Recruitment of new Trustees and Officers is a major priority for us this next year and developing further a collaborative, team approach along the length of the canal to ensure our future.

- vi. **Canal Festival.** I have allocated this an item on its own, as it has absorbed many hours of work. I led and co-ordinated the planning and the sub-committee, but some key members must be mentioned. I could not have done it without Julie, who was with me at every step. Major contributions from: Barry, Darren and Carol, some help from Chris H, Tom W & David B and with generous support from the canal proprietor at Dilham, Luke and his team. The 33 volunteers, members and other helpers who all contributed before, during and after did a brilliant job and must be congratulated. About two thousand pounds raised as well.

- vii. **Finances** - A donation from Duncan Baker's double marathon fund-raising has led to the purchase of a Trust branded gazebo for promotion purposes at events. A generous grant from the Buchanan Programme is targeted to support the service and re-fit of Ella II - our trip boat, over the winter. A review

of Trust finances is planned for this year as costs are rising and fund-raising, targeted at specific projects must be guided by Strategy.

- viii. **Membership and other support:** Attendance at the Ceilidh, the Festival and Ivan's final talk demonstrate a loyal membership and excellent local support. The requests for us to present talks at local groups continue to come in and creation of a standardised presentation is planned, following Ivan Cane's retirement from this role. Julie Kelleher manages the Membership database exceptionally well and contacts members regularly.
- ix. **Quagmire** I have temporarily taken over Editorship of our quarterly newsletter, (while still seeking an officer to take over this role) jointly with Julie Kelleher, who's excellent ICT skills mean that, as a team, we have been able to produce two high quality quarterly newsletters to date, full of news updates for our membership.
- x. **Policies and procedures:** sometimes viewed as the 'rules' of the organisation will be gathered into a cohesive management system in 2024/25

Sue Kirrage, Chair.



NORTH WALSHAM AND DILHAM CANAL TRUST

FINANCIAL REPORTS FOR THE YEAR 1ST June 2023 to 31st May 2024

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR 1ST June 2023 to 31st May 2024

Income

Events	£ 825.50	
Grants	£ 6,000.50	
LCN Grant	£ 43,583.00	
Donations	£ 2,878.32	
Subscriptions	£ 2,806.00	
Trip Boats	£ 3,025.00	
Merchandise profit	<u>£ 57.75</u>	£ 59,175.57

Expenditure

Subscriptions	£ 69.00	
Rent	£ 3,000.00	
Rates	£ 278.29	
Insurance	£ 1,554.67	
Events	£ 1,835.93	
Training	£ 2,515.02	
Work Parties	£ 618.52	
Administration	£ 567.50	
Marketing	£ 959.70	
Briggate tree removal	£ 1,100.00	
Machinery repairs & servicing	£ 1,694.76	
Plant & machinery purchases	£ 149.39	
Paypal fees	£ 82.77	
Audit	£ 85.00	
Depreciation	<u>£ 20,534.14</u>	£ 35,044.69

Excess of Income over Expenditure **£ 24,130.88**

BALANCE SHEET AT 31st May 2024

Tangible (Fixed Assets)

At cost	£ 69,751.76		
Additions during year	<u>£ 62,067.14</u>	£131,818.90	
Less depreciation to 31 st May 2023	£ 27,708.76		
Less depreciation for year	<u>£ 20,534.14</u>	<u>£ 48,242.90</u>	£83,576.00

Current Assets

Prepayment of Insurance	£ 1,310.37	
Prepayment of Rates	<u>£ 244.82</u>	£ 1,555.19
Stock of Merchandise		£ 731.00
Bank Current Account		<u>£ 9,967.01</u>
		£ 12,253.20

<u>Less Liabilities</u>	<u>£ 0.00</u>	<u>£12,253.20</u>
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<u>Total Assets</u>	<u>£ 95,829.20</u>
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Represented By

General Fund at 1 st June 2023	£ 70,551.47	
Legal Fund at 1 st June 2023	<u>£ 1,146.85</u>	£ 71,698.32
Add excess of Income over Expenditure		£ 24,130.88

General Fund at 31 st May 2024	£ 94,682.35	
Legal fund at 31 st May 2024	<u>£ 1,146.85</u>	<u>£ 95,829.20</u>

Merchandise Account

Stock at 1 st June 2023	£ 944.25
Stock at 31 st May 2024	<u>£ 731.00</u>
Cost of sales	<u>£ 213.25</u>

Sales for the year to 31 st May 2024	£ 271.00
Less cost of sales	<u>£ 213.25</u>
Profit on sales	<u>£ 57.75</u>

Auditors Certificate

I have examined the books and vouchers of the North Walsham & Dilham Canal Trust for the year ended 31st May 2024 and certify that the above accounts are in accordance therewith.

Michael Segon

Barry Mobbs, Trust Treasurer.

Trust Administrators annual report for year 2023/24 for the AGM

Volunteering for the Trust Admin role is keeping me busy with all 3rd party dealings being managed and responded to in a timely manner. This includes invitations to provide talks about the canal and the canal Trust. We have a few presentations lined up for 2025 already.

Working with Sue, our Trust Chair, this last year has included complex arrangements helping to organise our 2024 Canal Festival. The process included creating a 'contacts' list, inviting these to participate which included the stall holders to complete an 'on-line' application form, this worked incredibly well. Thanks must go to Mrs Darren Rogers of Broadland Computers who created the 'Canal Festival Stallholder Application' online form where our Terms & Conditions were also available for download.

We then circulated 3 different bulletins keeping all canal festival participants up-to-date with the festival planning.

The event for me was a huge success and very well worth the time spent on my computer helping Sue with planning and ensuring all, including our Trust volunteers, were kept informed at all stages.

Correspondence:

Online email enquiries are received into Secretary@nwdct.org where if I'm not able to deal I pass to the relevant Trust Officer.

Trust Insurance:

This last year saw the Trust insurance agent insist on the Trust recording that all volunteers understand and comply with Health, Safety and Risk Assessment. This enhanced level of recording has led to a competence list update.

PayPal & QR codes.

Thank you to all who have used our QR Codes down at various canal locations. The monies collected are transferred to the Trust bank account at the end of each month, this includes your membership subscriptions paid into our online membership database system.

Julie Kelleher
Trust Administrator

Report of Projects Officer for the year 2023/24 for the AGM

Decisions requested

Ratification of the update of the Strategy as circulated to members.

Key information to note

Projects completed include the Light Craft Navigation project, Insurance review with related changes to systems and the annual plan of work party activity (2023/24 and 2024/25)

There is work in process on the update of the Strategy for the Trust for the period 2024/34 and work has just been commenced to crystallise the approach of the Trust to its various activities in the form of a management system.

A formal review of Safety Health and Environmental matters has been introduced and is on the agenda of the monthly meetings of the Trust.

Report :

The Light Craft Navigation Project

The concept of light, unpowered craft navigation on the canal has been mooted for many years as a way forward prior to a full restoration of the canal. In order to support the maintenance of those sections of the canal currently navigable by light craft, and to work on other sections that might be brought back into the water, the Trust needed to be suitably equipped, for which funding was required.

In the Autumn of 2023, the Trust was awarded a grant for 75% of the cost of the purchase of sectional pontoons and auxiliary equipment (eg trailer, outboards, tools). The sectional pontoons act as both work pontoons and a means of access for canal users and the Trust can reconfigure these and move them to various positions along the canal, either by road or by water.

This equipment is currently deployed on the canal and will continue to support the work of the Trust for years to come.

Insurance review

The provision of insurance is reviewed annually by the Trust to ensure assets and activity have the right cover.

The work this year was to more formally set out and document how the Trust meets the requirements of the insurers. For example, the required level of competency was determined for various activities, including, where necessary, the need for certification. Records for all existing work party volunteers were updated and a new induction process introduced.

Other examples have included updating the planning and reporting by the work party leaders, recording the briefing of volunteers before work commences and refining other system documentation.

This has involved more paperwork for some but most of what has had to be done is simply common sense

Annual Planning for work party activity

This is an overall plan for work party activity in any financial year. It is thought sensible to look forward at what has to be done so that the right resources (people, equipment, materials, etc) can be put in place. The plan for the financial year 2023/24 was reviewed and updated during that year – a normal process as things change.

An annual plan for 2024/25 was developed in the Spring of 2024 for the current financial year. Matters will always arise that change the best laid plans – an example is the recent work on the culvert at Ebridge Mill – an issue not known about when the initial planning was undertaken.

Strategy (2024 – 2025)

A review of the current strategy was commenced in earlier in 2024 and a preliminary draft was developed.

The Trust's vision is that of a restored canal. It is also important to note that the Trust works in support of the Proprietors of the various sections of the canal.

Accordingly, this revision to the Strategy has been discussed and reviewed with the Proprietors as well as the Trustees. This does not guarantee that all agree with what is proposed – it hopefully represents something that is in line with the vision of the Trust that most can agree with.

A summary of the final draft of the 2024/34 strategy will be in the Autumn edition of the Quagmire and be available to members as part of the papers for the AGM.

Management system

It is vital for the efficient running of the Trust that certain things are done in a consistent way. A management system formalises what is done through defining policy, processes, procedures, etc.

If it is done correctly the system can bring together a lot of what already exists. It will make it so much simpler when new people join the Trust and perhaps even make it easier for a few of the existing volunteers.

Chris Heath

Projects Officer

August 2024

Membership Secretary annual report for the 2023/2024 AGM

Active memberships as at 29th September stand at 240 memberships with 322 records in total, the latter figure includes 'linked family' records.

The MemberMoJo database is working well for our members. Most seem to find it beneficial to be able to renew online. Nevertheless, there is still always the option to talk to a 'real person' should you need any information about your membership status, or prefer to renew another way! Call me on **07774 320068** or email membership@nwdct.org

Looking toward 2026: The Trust may need to consider increasing the membership annual subscription for late 2025 onwards due to the ever-increasing costs. You will be asked to vote and support this at our 2025 AGM if the Trustees give the go-ahead.

A small number of our members opt to receive Quagmire in physical format and are happy to donate a little extra to cover print and postage (we suggest £15 p.a. to cover this). Again, amending your preferred method of communication is something you can do online. Simply log into your membership record <https://membermojo.co.uk/NWDCT> and alter your preferred mailing option. You may also send an email to membership@nwdct.org or call me on the mobile number above where we can arrange this for you.

Subscription payments:

The Trust prefers its members to renew their subscriptions when an automated system reminder is sent to you from MemberMoJo.

Making an online payment with a debit/credit card avoids any delay in activating your membership. For BACS payments I have to seek our latest statement from the trust treasurer then manually update your record within our membership database.

Do you know the difference between paying by BACS (Bank automated clearing system) and PAYPAL? For BACS or Standing Order subscriptions **only you can stop these payments with your bank**. If for some reason you are no longer able to support us and when you receive your MemberMoJo renewal request you may just ignore this payment reminder. Remember the Trust has no control over your BACS payments. Don't forget also, you do not need a PayPal account to pay for your membership subscription as payment can be completed with your debit/credit card.

Once again, very many thanks for your continued support for the canal restoration programme. Every penny counts and is very much appreciated allowing us to support the canal owners with maintenance and project work along the NW&D canal.

Julie Kelleher
Membership Secretary

Boating Officer report for the 2023/2024 AGM

1. The Weed Harvester (mounted on Sue B) operating at Pound 1, took some major damage after certain protocols were not carried out by the then work party leader and skipper.

Luke Paterson and his team generously repaired the harvester in their barn / workshop with the Trust supplying the required parts. This took three attempts to fix but the report back is that the harvester has been back in the water and is cutting well.

The Trust has put in place rigorous induction, briefing, training and competence assessment procedures in compliance with insurance and SHE requirements. These must be followed on all work parties, including those on water and when using Trust work boats. Competence records for each volunteer are regularly updated with the Projects Officer and Chair.

2. Ella II boat trips got back underway this year after four members of the Trust passed their RYA PB2 assessments, we are also aiming to recruit new skippers/crew.

Ella II needs some work to bring her up to a good standard. I am aiming to compile a list of works required for a winter project.

I have started to get the batteries and the outboard motors to be on all the same connectors - this will allow any motor to connect to any battery (24volt systems only) - this will give us the back up on all vessels if one item goes down.

Boating corner at the yard will be designed and proposed over the winter.

3. **Events activity report** After being the Events officer for just under a year, my sole purpose was to assist in the festival planning and set up. We have achieved this as a team effort and with various sub committees. Now the Boating officer role has come up, I feel this is more suited to my skill set, so I will be stepping down as events officer as I only have time to cover one role.

Darren Reeve (commonly known as Captain Baldie) Boating Officer

Fishing Officer Annual Report

We continue to see lots of wonderful catches of roach, rudd, bream, tench, pike, perch and dace, in what has become a popular finishing venue (Ebridge mill pond) for locals and particularly pleasing to see many youngsters trying the sport over these summer holidays.

I am pleased to receive many reports from other canal users that our anglers are amongst the friendliest they have come across, which in a popular stretch of water is a great credit to them.

Our year-on-year trend of dead pike surfacing after winter continues to drop, all credit to the anglers and the Trusts adopted fishing policies. Its pleasing to report numerous evidenced catches of specimen fish which is credit to the thriving ecosystem that restoration of the Ebridge section has created.

A concern is the causes of silt at Spa Common. This presents a significant danger to the canal ecosystem and especially our fish stocks as it's a spawning ground.

I urge all anglers to uptake a Membership of the trust during my engagement work and continue to promote the Trust on social media.

Tom Webster - Fisheries Officer

ICT Officers Annual Report for the 2023/2024 AGM

Website – www.nwdct.org

Not too much activity except I've created a 'quick link' on our homepage taking you to our most recently updated pages.

HELP is needed please! I could do with an assistant uploading work party reports to our WordPress website, if anyone is interested, full training will be provided.

Social Media

Thank you to all Trust Facebook page & group Admins, for monitoring and posting relevant information for our FB 'group' readers.

The difference between our PAGE & GROUP is that our **group** is for the public to upload interesting posts & photos. Our **page** is for ADMINISTRATORS use only but allowing comment from all).

The social media stats below show a healthy increase of views over the years.

Social Media stats over the years (to date 29/09/2024)

Social Media Stats	2015	2016	2017	2018	2019	2020	2021	2022	2024
Facebook PAGE	600	937	1290	1671	2128	2333	2536	2841	3077
Facebook GROUP				213	407	894	1395	1938	2429
Twitter				91	125	150	167	170	166
Instagram				69	107	130	181	197	241

Facebook page: <https://facebook.com/NWDCT>

Facebook group: <https://facebook.com/groups/www.nwdct.org>

X: <https://x.com/NWDCTrust>

Instagram: <https://www.instagram.com/nwdcanaltrust/>

FINALLY

A huge thank you once again to Darren Rogers of Broadland Computers for hosting our website.

Julie Kelleher, ICT Officer