

Notice of Meeting
BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE



Date: Wednesday, 5 June 2013
Time: 10.05 am
[There will be an informal public question time before the meeting commencing at 10.00am.]

Place: Concord Room, Rushmoor Borough Council, Farnborough Road, Farnborough, Hampshire, GU14 7JU

Contact: Victoria Lower
(Room 122, County Hall, Kingston upon Thames, Surrey, KT1 2DN.
Tel: 020 8542 9122, Email: victoria.lower@surreycc.gov.uk)
[For queries on the content of the agenda and requests for copies of related documents]

Fax: 020 8541 9005 **DX:** 31509 KINGSTON
Minicom: 020 8541 8914

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email victoria.lower@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Victoria Lower on 020 8213 2733.

Hampshire County Council
Councillor Keith Chapman (Vice-Chairman)
Councillor Brian Gurden

Surrey County Council
Mrs Linda Kemeny (Chairman)
Ben Carasco
Mr Chris Pitt
Mr Colin Kemp

Hampshire Districts:
Hart District Council
Councillor Simon Ambler
Councillor Sara Kinnell
Rushmoor Borough Council
Councillor David Welch
Councillor J H Marsh

Surrey Districts:
Guildford Borough Council
Councillor Gordon Jackson
Runnymede Borough Council
Councillor J M Edwards
Surrey Heath Borough Council
Vacancy
Woking Borough Council
Councillor K Davis

Special Interest Groups
Surrey and Hampshire Canal Society
Martin Leech
Mr P Riley
Parish Councils
Alastair Clark
Basingstoke Canal Houseboat Owners
Mr Denis Betro

Natural England
Adam Wallace
Inland Waterways Association
Paul Roper/Gareth Jones
Business Interests
Galleon Marine/Accessible Boating
Basingstoke Canal Boating Club
Mike Adams

AGENDA

PART 1 - IN PUBLIC

1 APOLOGIES FOR ABSENCE

2 MINUTES OF PREVIOUS MEETING: 28 FEBRUARY 2013

(Pages 1 - 14)

The minutes will be available in the meeting room half an hour before the start of the meeting.

3 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

4 QUESTIONS AND PETITIONS

To receive either any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00 noon four working days before the meeting (30 May 2013).
2. The deadline for public questions is seven days before the meeting (29 May 2013).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 MEMORANDUM OF AGREEMENT

(Pages 15 - 22)

The Memorandum of Agreement is presented to the Basingstoke Canal Joint Management Committee for information at the start of the new County Council term. This Memorandum sets out the management arrangements including roles and responsibilities for the Partnership from April 2009 to April 2014.

6 SPECIAL INTEREST GROUPS MEMBERSHIP

(Pages 23 - 28)

This report outlines the procedure for the appointment of Special

Interest Group representation to the Basingstoke Joint Management Committee as co-opted members.

7 BASINGSTOKE CANAL FINANCE REPORT - FINAL ACCOUNTS 2012/2013 (Pages 29 - 38)

The purpose of this report is to brief Members on the final financial outturn position of the Basingstoke Canal Authority for 2012/13.

8 BASINGSTOKE CANAL FINANCE REPORT - SMALL BODIES ANNUAL RETURN (Pages 39 - 46)

9 CANAL MANAGER'S REPORT (Pages 47 - 48)

10 MYTCHETT CANAL CENTRE DEVELOPMENT UPDATE Verbal update

11 DOGMERSFIELD LANDSLIP UPDATE Verbal update

12 DATES OF FUTURE MEETINGS

Future meetings of the Basingstoke Canal Joint Management Committee will take place on the following dates:

Thursday 10 October 2013
Thursday 27 February 2014
Thursday 5 June 2014

These meetings will take place at the Mytchett Canal Centre, Mytchett Place Road, Mytchett, Surrey, GU16 6DD, and will begin at 10.05am.

David McNulty
Chief Executive
Tuesday, 28 May 2013

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (mobiles, BlackBerries, etc.) in meetings can:

- Interfere with the PA and Induction Loop systems
- Distract other people
- Interrupt presentations and debates
- Mean that you miss a key part of the discussion

Please switch off your mobile phone/BlackBerry for the duration of the meeting.
If you wish to keep your mobile or BlackBerry switched on during the meeting for genuine personal reasons, ensure that you receive permission from the Chairman prior to the start of the meeting and set the device to silent mode.

Thank you for your co-operation

This page is intentionally left blank

MINUTES of the meeting of the **BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE** held at 10.05 am on 28 February 2013 at Mytchett Canal Centre, Mytchett Place Road, Mytchett, Surrey, GU16 6DD.

These minutes are subject to confirmation by the Committee at its meeting.

Hampshire County Council

Councillor Keith Chapman (Vice-Chairman)
Councillor Brian Gurden
Councillor Roger Kimber
Councillor Jenny Radley (a)

Surrey County Council

Ben Carasco
Mrs Linda Kemeny
Mr Chris Pitt (a)
Mrs Diana Smith

Hampshire Districts:

Hart District Council
Councillor Simon Ambler
Councillor Sara Kinnell (a)

Rushmoor Borough Council

Councillor David Welch
Councillor J H Marsh

Surrey Districts:

Guildford Borough Council

Councillor John Randall

Runnymede Borough Council

Councillor J M Edwards

Surrey Heath Borough Council

Councillor Bob Paton

Woking Borough Council

Councillor K Davis

Special Interest Groups

Surrey and Hampshire Canal Society

Martin Leech
Mr P Riley

Parish Councils

Alastair Clark

Basingstoke Canal Houseboat Owners

Mr Denis Betro (a)

Natural England

Adam Wallace (a)

Inland Waterways Association

Paul Roper (a) /Gareth Jones

Business Interests

Galleon Marine/Accessible Boating (a)

Basingstoke Canal Boating Club

Mike Adams

1 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Galleon Marine, Jenny Radley, Paul Roper and Sara Kinnell.

2 MINUTES OF PREVIOUS MEETING: 31 OCTOBER 2012 [Item 2]

It was requested for the Memorandum of Agreement and appendices be circulated to all members of the Committee.

The minutes were agreed as an accurate reflection of the meeting.

3 DECLARATIONS OF INTEREST [Item 3]

There were no declarations of interests.

4 QUESTIONS AND PETITIONS [Item 4]

There were no questions or petitions.

5 SPECIAL INTEREST GROUPS MEMBERSHIP [Item 5]

The Committee was asked to consider a report on the membership of Special Interest Groups to the Joint Management Committee.

Key points raised during the discussion:

1. The Chairman gave a brief summary of the report and commented that it would be advisable to return to the matter at the next meeting in July 2013. This would enable the new Committee members to give their input on the decision.
2. It was highlighted that there was a lack of clarity regarding how Special Interest Groups would notify the Committee of an expression of interest. Officers confirmed that the process in relation to this would form part of the item at the next meeting.
3. Members expressed the view that there was a need to review the Memorandum of Agreement. It was agreed that this would be an item at the next Joint Management Committee (JMC) meeting. The Chairman highlighted that the June 2013 meeting would be a good opportunity to share it with any new Members.
4. The Committee held a discussion around the need to think about the structure and membership of the Committee given the improvements being undertaken on the Canal. It was noted that an increase in popularity and public awareness would have an impact on the scrutiny the Committee undertook and the decisions it made.

Recommendations:

None.

Actions/further information to be provided:

The Memorandum of Agreement for Committee is to be circulated to members.

Committee Next Steps:

The Committee will review the Membership of Special Interest Groups as part of its next meeting.

6 CURRENT FINANCIAL POSITION AND PROJECTED OUTTURN 2012/13 [Item 6]

Declarations of interest: None.

Officers: Colin Hudman, Honorary Treasurer, Basingstoke Canal Authority

Key points raised during the discussion:

1. The Committee was presented with a report on the financial position of the Basingstoke Canal Authority (BCA) for 2012/13. It was highlighted that the BCA anticipates a £127,409 contribution to its reserves by the end of the financial year. It was noted that this was £53,764 more than originally projected due to exceptional one-off additional budget savings in 2012/2013. The Committee was informed that these were result of a reduction in expenditure, and savings made due to staff vacancies.
2. The Honorary Treasurer informed the Committee that expenditure was anticipated to be £40,231 less than projected. The income for the BCA had increased by £13,533. This was attributed to an additional income from boat licences, mooring fees and campsite fees.
3. The Committee was informed that both Surrey County Council and Hampshire County Council had agreed an additional £2m contribution each to the BCA capital budget over two years.
4. A question was raised regarding the additional fund set up to hold property receipts of £398,210. It was confirmed that this was from the sale of Hampshire County Council canal-side properties. A portion of this money would be reinvested in improving rights of way alongside the canal. The Committee was informed that there were no current proposals for the sale of canal-side property in Surrey.
5. The Honorary Treasurer highlighted the funding contributions from the District & Borough Councils, and the variance between the forecast figures and those received. It was noted that the Memorandum of Agreement for the BCA was due to be reviewed in 2014, and this would allow the funding formula to be adjusted to account for changes in population figures. It was noted that this change in the funding formula would provide an opportunity to engage with District & Borough Councils and encourage them to invest. The Canal Manager acknowledged that she would take this new funding formula as part of her engagement with the District & Borough Councils.

6. The view was expressed by some Members that visitor statistics would be useful in demonstrating the value of the Canal to the contributing Councils. Officers informed the Committee that cycle counters were in operation in both Runnymede and Woking. It was agreed that this information would be shared with the Canal Manager as part of the work being undertaken to engage District & Borough Councils.
7. On behalf of the Committee, the Chairman thanked the District & Borough Councils that had made their full contribution.
8. Jane Lowett was introduced to the Committee. It was noted that she would be taking on the role of honorary treasurer before the Committee meeting in June 2013. The Committee thanked the Colin Hudman for his work while in post.

Recommendations:

None.

Actions/further information to be provided:

The Surrey Senior Countryside Management Officer to share cycle counter information with the Basingstoke Canal Manager and Runnymede Borough Council Member.

Committee Next Steps:

None.

7 REVISED NAVIGATION FEE & MOORING CHARGES [Item 7]

Declarations of interest: None.

Officers:

James Taylor, Senior Countryside Management Officer, Surrey County Council

Key points raised during the discussion:

1. The Committee was presented with the proposed changes to both navigation fees and mooring charges for the Basingstoke Canal. The Senior Countryside Management Officer outlined that this report was following the Committee's discussions around the topic at the June 2012 meeting. The Committee was informed that following four years of capital investment by both local authorities, it was felt an appropriate time for the Basingstoke Canal Authority (BCA) to update its charging policy.
2. It was identified by officers that consideration had to be given around how to get best value out of the use of the Canal, while also wishing to maintain a charging scheme that was comparable to other waterways. The Committee was informed that the current Canal Asset Management Plan estimated that a works budget of £250,000 was required to maintain the Canal at an optimal state. Against this recommended figure there was an identified deficit in the current BCA

works budget of £110,000. The proposed charges would be a means of addressing some of this deficit. The view was expressed that a historical tendency to undercharge had been a contributory factor in the decline of the Canal as an asset.

3. The Committee was told that the proposed changes to mooring charges would have a two year introductory period for existing mooring licence holders. Members praised the consideration given to those who already held mooring licences.
4. Officers informed the Committee that the proposed navigation fees were intended to meet the cost of managing the waterway. Navigation would be facilitated through the employment of casual lock-keepers. The Committee heard that a standing charge would be implemented for powered craft based on the area of the Canal the boat usually moored on, to be augmented by either an annual or a pay-as-you go scheme for passage through the four controlled sets of locks. Officers went on to outline the individual proposed charges as outlined in the report.
5. The Committee was told that the projected costs of navigation took into account the reduction in hours that the Canal would be in navigable to 16 days per month.
6. The Committee recognised that the report was informed by a greater need to ensure the BCA was recovering its costs. The view was expressed that the capital investments made by both local authorities had been a significant contributory factor in the improvement of the Canal, and that there was now a need to ensure that users of the Canal were contributing to its maintenance and upkeep.
7. Members asked whether boat owners on the Canal were required to have third party insurance. It was confirmed that this was part of the navigation policy already in place, and that every vessel was required to comply with the national Boat Safety Scheme.
8. A query was raised with regards to enforcement and projected administration costs of the proposed charges. It was confirmed by the Canal Manager that the current administrative processes required a high level of resources, and that any change in this process would also need additional input in this regard. The intention was to move to an online booking system in the future. Enforcement was acknowledged as an important issue, and the Canal Manager stated that these procedures were being refined in anticipation of the Committee approving the proposed changes. The Committee was informed that there would need to be further review of local bylaws to ensure that enforcement was carried out in an effective manner.
9. Members raised concerns around the absence of publicity regarding the days that the Canal would be navigable over the summer. It was confirmed by officers that there was an undertaking to update the publicity available and that other local media would be considered in raising the profile of the Canal.

10. The Committee took a vote on the decision to implement the revised navigation fees and mooring charges for the BCA. It was unanimously agreed.

Resolved:

- a) That the Committee approve an increase in Mooring Fees to match those charged on the River Wey as shown in Appendix 1, and authorise the BCA to collect the fees on behalf of the two County Councils and expend the proceeds in maintaining the Canal.
- b) That the Committee authorise the BCA to conduct a phased implementation of increases for mooring fees to existing customers over a 2 year period.
- c) That the Committee authorise the BCA to invest any additional income generated from mooring fees during the 2013/14 and 2014/15 financial year in creating new on-line mooring sites for use as a home bases for pleasure craft (not to be used for residential use except as ancillary to leisure use).
- d) That the Committee authorise the BCA to charge a navigation licence fee based on actual costs of implementing the Navigation Policy (as detailed in Appendix 5).

Actions/further information to be provided:

Officers to prepare a communications plan regarding the proposed changes to the Canal's navigable hours.

Committee Next Steps:

The Committee will review the bylaws currently in effect, in order to facilitate the introduction of the new navigation fees and their enforcement.

8 PRESENTATIONS TO FUNDING COUNCILS [Item 8]

Declarations of interest: None.

Officers: Fiona Shipp, Canal Manager, Basingstoke Canal Authority

Key points raised during the discussion:

1. The Canal Manager provided a verbal update on the work undertaken to engage partners who contributed financially to the Basingstoke Canal Authority (BCA). Odiham Parish Council had received a presentation from the Canal Manager and had committed to pay their partner contributions for the current financial year and 2013/14. Similar presentations were due to be given to Runnymede Borough Council and Rushmoor Borough Council.
2. The Chairman requested that consideration be given to sharing the presentation with Local Committees with interests in the development of the Canal.

3. It was highlighted that the Basingstoke Canal Society would be willing to assist with these presentations, or to publicise the canal at boating events. It was recognised by the Committee that this would be a useful demonstration of how the voluntary sector interacted with the BCA.

Recommendations:

None.

Actions/further information to be provided:

None.

Committee Next Steps:

None.

9 COLLIERS' STUDY OF THE MYTCHETT CANAL CENTRE SITE [Item 9]

Declarations of interest: None.

Officers: James Taylor, Senior Countryside Management Officer, Surrey County Council

Key points raised during the discussion:

1. The Committee was presented with a report that listed the outcomes of the consultation by Colliers International on proposed uses of the Mytchett Canal Centre site. There were six possible recommendations outlined within the report. The Senior Countryside Management Officer highlighted that options five and six offered a return on investment within what was considered to be a reasonable timescale.
2. The Committee was informed that officers had some concerns with regards to the suggestion of a WaveGarden. It was felt that the Colliers International study had not explored the options pertaining to water attractions and what type of major attraction would be appropriate for the Canal Centre site.
3. The Committee welcomed the report but proposed that any decision should be postponed until after May 2013. It was recognised that the two preferred options would require a significant capital investment and that a strong business case would need to be presented regarding this.
4. The view was expressed by some Members that the report indicated an innovative approach to developing the site, and that it presented a positive long term view. The Committee went on to discuss possible options for attractions that would be more characteristic of the Canal and its environment. It was recognised that there was a need to maintain the camping facilities.

5. The Committee discussed the potential to develop other assets along the Canal. These included Ash Lock and the Lock-Keeper's Cottage.
6. A question was raised about the amenities block that had been proposed for the Canoe Club. It was confirmed by officers that implementation was likely to be phased and the amenity block could be in an early phase of any works due to take place.
7. The Committee was informed that there would be efforts made to develop a long-term business plan for the Canal Centre. Officers confirmed that serious consideration would be given to securing a commercial investment partner to assist with this work.

Recommendations:

That the Committee receive a further update in June 2013 regarding the progress of the work being undertaken to develop the Mytchett Canal Centre site.

Actions/further information to be provided:

None.

Committee Next Steps:

None.

10 SITUATIONS REPORT [Item 10]

Declarations of interest: None.

Officers: Phil Allen, Countryside Service, Hampshire County Council

Key points raised during the discussion:

1. It was proposed to the Committee that a regular Situations Report was developed and then subsequently presented at each Committee meeting. It was suggested by officers that this could be a dashboard report that would outline the status of several Key Performance Indicators (KPI). These KPIs would be aligned with those of the Canals & Rivers Trust. It was also indicated that the report would take into consideration the identified actions from the strategic plans developed by the Basingstoke Canal Authority (BCA).
2. Members raised a question around the Conservation Management Plan and when it was due for renewal. It was confirmed by officers that feedback from the Conservation Steering Group meeting in May 2013 would be brought to the Committee in June 2013, along with an update as to the status of the Conservation Management Plan.
3. One Member expressed the view that the KPIs contained within the Situations Report must be reflective of the key priorities of the BCA, and that there was a danger in aligning performance indicators too closely to those of the Canals & Rivers Trust. It was acknowledged by

officers that the alignment with the Canals & Rivers Trust KPIs had been to encourage public perception of a seamless waterway, but that the BCA's priorities would also be reflected within the report.

Recommendations:

None.

Actions/further information to be provided:

None.

Committee Next Steps:

None.

11 BRIDGES IN HAMPSHIRE [Item 11]

Declarations of interest: None.

Officers: Phil Allen, Countryside Service, Hampshire County Council

Key points raised during the discussion:

1. It was proposed to the Committee that a report is brought to the June 2013 meeting about the canal bridges in Hampshire. Officers stated that there were 32 bridges in Hampshire that crossed the canal, 15 of which were grade II listed monuments, and 6 of which were of registered historic interest.
2. The Committee was informed that any bridge that did not carry highways over the Canal was the responsibility of the Basingstoke Canal Authority (BCA). It was noted that the report would take into consideration the conservation work required for some of these bridges.
3. Officer confirmed that the report would also provide detail on the canal bridges located in Surrey.

Resolved:

That the Committee receive a report detailing information on the bridges along the Basingstoke Canal at the June 2013 meeting

Actions/further information to be provided:

None.

Committee Next Steps:

None.

12 SUMMARY OF BGS 'WATER PROGNOSIS REPORTS' [Item 12]

Declarations of interest: None.

Officers: John How, Water Strategy Group

Key points raised during the discussion:

1. The Committee was provided with an update regarding the progress of the Water Strategy Group since the last report in October 2012. It was anticipated that the Group would be in the position to present the final findings of its work in Autumn 2013, with the work identified as a result of the report being undertaken in 2014.
2. The Committee was informed that the Environmental Agency had agreed to an increase in the amount of water being extracted at Woodham. This had reduced the water deficit from 4.5 million litres of water a day to 2.8 million litres of water a day. The approval for this increased extraction was for two years and would expire in 2015.
3. The Committee heard that the bid to Garfield & Weston for additional monies to pay for telemetry equipment had been rejected. It was noted that the Basingstoke Canal Society had agreed to contribute 10% to any equipment purchased, up to a value of £4,000. It was also highlighted that Natural England had agreed to fund two sets of boat counters, costing £11,000 in total. Officers informed the Committee that Surrey County Council had identified money in its capital funding for telemetry equipment.
4. The Committee held a discussion around the data provided by the boat counters at Woodham and Dogmersfield. It was queried whether there was a risk that the number of boats might exceed the Site of Specific Scientific Interest (SSSI) limit. It was confirmed by officers that this was not currently the case.
5. The Committee was presented with a summary of the findings of the British Geological Survey (BGS) report. 7 sites had been identified as having potential for further development, as detailed in the summary report included in the agenda papers.
6. Officers went on to outline the work undertaken by Southampton University students. This included an audit of the Water Strategy Group, the development of a water balance model and the identification of possible solutions to the issues of water deficit. The draft audit report was being prepared for April 2013, with a final publication in May 2013. The work with Southampton University was seen as a long-term and ongoing working partnership, with a potential to link in with other projects.
7. The Committee was given a summary of the proposed next steps of the Water Strategy Group. This included: discussions with the Environmental Agency about the renewal of the abstraction licences due to expire in 2015; the procurement of further telemetry equipment; and discussions with Environmental Agency about creating boreholes at Colt Hill.

8. It was stated that there would also be a review of communications with South East Water about the Greywell site. There would also be further work to explore options around the Mitie Group site at Frimley in March 2013.
9. The Committee was informed that there would be further work undertaken to identify potential surface water and reservoir options. These included dredging the Hampshire Pound, discussions with the Ministry of Defence around use of reservoirs, and consideration of possible use of general drainage.

Recommendations:

None.

Actions/further information to be provided:

None.

Committee Next Steps:

The Committee will receive a further update on the work of the Water Strategy Group at its meeting in June 2013.

13 CANAL SOCIETY UPDATE [Item 13]

Declarations of interest: None.

Officers: Philip Riley, Basingstoke Canal Society

Key points raised during the discussion:

1. The Committee was given an update with regards to the work undertaken by the Basingstoke Canal Society. During 2012 Canal Society volunteers undertook an estimated 660 man days of voluntary work.
2. The Committee was informed that a new boat, the John Pinkerton II, had been built and was expected to be delivered in the coming month. Once testing and crew training has been completed the boat would be in service May 2013, with an official launch in June 2013 by Sally Taylor. It was noted that the boat would be available for meetings.
3. The Committee discussed the Aldershot urban expansion, a proposed housing development along the Canal. A number of Members expressed the view that the developers could be required to contribute money towards the Canal through Section 106. This funding could enable upgrades to the Mytchett site and along the entire Canal.
4. It was confirmed that an overall outline for the whole development and one section (Section A) had been submitted to Rushmoor Borough Council, with development to the Canal section (Section

J) not expected to begin until 2017. A Canal loop through the development had been considered during the beginning stages of the planning, however this would require several organisations to work together as the Canal is within a Conservation Area.

5. The Committee discussed possible avenues of enquiry with regards to securing additional funding through the urban expansion. Several proposals were made, with suggestions that both the developer and the planning authority were approached to consider the options around investment along the Canal.
6. It was raised with the Committee that there was a need to look into signage along the Canal, as the current signs were in need of modernisation. The Committee agreed it would consider draft designs for signage so there could be a consistent approach along the Canal.

Resolved:

- a) That the Chairman and Vice-Chairman conduct a site visit of the Aldershot Urban Expansion with the Chairman of Rushmoor's Planning Committee, before the consultation period ends on 26 March 2013.
- b) Phil Allen (Hampshire County Council) and Philip Riley (Basingstoke Canal Society) to meet to form a strategic view of what the Committee would like from the developers, which will be of interest to them but ensuring the Committee receives appropriate funds.
- c) The Committee to receive a report on draft designs for signage along the Canal.

Actions/further information to be provided:

None.

Committee Next Steps:

None.

14 CANAL MANAGER'S UPDATE [Item 14]

Declarations of interest: None.

Officers: Fiona Shipp, Canal Manager, Basingstoke Canal Authority (BCA)

Key points raised during the discussion:

1. The Canal Manager gave a brief update to the Committee. This included details of the preparation for the Easter boating events. It was noted that the number of campers visiting the Canal was higher than projected, and that there had also been an increase in unpowered boating.

Recommendations:

None.

Actions/further information to be provided:

None.

Committee Next Steps:

None.

15 DATE OF THE NEXT MEETING [Item 15]

It was noted that the next meeting of the Committee would be scheduled for June 2013.

It was further noted that this would be the last meeting before the local elections in May 2013. Members thanked the Chairman and Vice-Chairman for their work over the previous four years.

Meeting ended at: Time Not Specified

Chairman

This page is intentionally left blank



Basingstoke Canal Joint Management Committee
5 June 2013

**Basingstoke Canal Joint Management Committee
Memorandum of Agreement**

Purpose of the report:

The Memorandum of Agreement is presented to the Basingstoke Canal Joint Management Committee for information at the start of the new County Council term. This Memorandum sets out the management arrangements including roles and responsibilities for the Partnership from April 2009 to April 2014.

Introduction:

1. This item is intended to provide information on Basingstoke Canal Joint Management Committee's (JMC) Memorandum of Agreement which was agreed by the Committee on 8 April 2009.
2. The Memorandum of Agreement is reviewed every five years, the most recent being in 2009, at the same time as the Strategic Plan. The next review date is April 2014.

Financial and value for money implications

3. None.

Equalities Implications

4. None.

Risk Management Implications

5. None.

Implications for the Council's Priorities or Community Strategy

6. None.

Report contact: Victoria Lower, Committee Assistant, Democratic Services, Surrey County Council

Contact details: victoria.lower@surreycc.gov.uk

Sources/background papers: None.

BASINGSTONE CANAL PARTNERSHIP MEMORANDUM OF AGREEMENT

Introduction

- 1 The Basingstoke Canal Partnership is set up to manage the Canal, as a navigation, for the benefit of Canal users, to optimise its biodiversity and conservation value and to provide wider benefits for amenity, drainage and in other appropriate ways. The Partnership consists of Surrey and Hampshire County Councils, the riparian borough and district councils and a number of other organisations and individuals who are committed to the Canal's conservation, improvement and sustainable use.
- 2 The aim of this memorandum of agreement is to set out the management arrangements including roles and responsibilities for the Partnership as from April 2009 onwards.
- 3 The Basingstoke Canal is owned, on behalf of the Partnership by Surrey and Hampshire County Councils. All members of the Partnership will contribute to the operation and success of the Canal as set out in this memorandum.

Strategic Direction and Business Plan

- 4 The Partnership's medium term strategic direction is to be set out in its Strategic Plan which will be discussed and agreed in March 2009 to run from 2009 to 2014. The Strategic Plan will be reviewed at the least at five yearly intervals. The Strategic Plan will set out what the Partnership is, who is a member of the Partnership and the Partnership's aims, objectives, organisation and management.
- 5 The Strategic Plan will be underpinned by a number of operational plans. These will include:
 - Service Plan – setting out the management and operational objectives and performance measures and medium term targets. This Plan will refer to a number of other operational documents such as the Emergency Procedures which set out operational procedures in particular for dealing with emergencies on the Canal to ensure the safety of Canal users, the public and property. The Service plan will be agreed in March 2009
 - Conservation Management Plan – setting out the assessment of the Canal's habitats and natural and semi-natural features, and plans and programmes for the management of those habitats and features. Related documents will include a tree management policy. The Conservation Management Plan was agreed in October 2008.
 - Asset Management Plan – setting out the assessment of the Canal's structures, and plans and programmes for the management, restoration and repair of those structures and the funding of this. The Asset Management Plan will be agreed in 2010.
 - Canal Visitor Centre and Recreational Development Plan – setting out the assessment of the opportunities for use of the Canal Centre including the adjoining land and the assessment of the recreational potential of the Canal and plans and programmes to realise the potential including for boating, moorings, angling, walking,

income generation and in other ways. The Canal Visitor Centre and Recreational Development Plan will be agreed in 2009.

- 6 It is expected that the Strategic Plan to be agreed in 2009 will refer back to the document setting out options for future management of the Canal which was prepared and agreed by the Joint Management Committee in 2006. In particular it is expected that the Strategic Plan 2009 to 2014 will include a programme of work to consider the possibility of establishing a Trust to run the Basingstoke Canal. Clearly if in due course a Trust was to be agreed and established then this memorandum of agreement would be reviewed and revised in line with the agreed new arrangements.
- 7 Implementation of the Strategic Plan will be set out on a yearly basis in an annual business plan. This will set out a work programme for the year and related targets and performance measures and a budget for the year. A business plan will be agreed in March 2009 for the year April 2009 to March 2010 and thereafter a draft business plan will be considered in September in each successive year.

Decision Making

- 8 The Partnership is directed by a Joint Management Committee which comprises 16 elected Members of the funding local authorities and up to 8 advisory non-voting co-opted members. This Committee has responsibility under the Local Government Act 1972, delegated by the constituent local authorities, for the executive management of the Canal. The Committee's terms of reference and constitution agreed in October 2008 is attached as Annexe 2. The chairman and vice chairman of the Joint Management Committee rotates alternately between Surrey and Hampshire County Councils on a two year cycle. The Committee meets twice a year – in March and in September and is held in public. The Committee will approve the Strategic Plan, the operational plans, the annual business plan, the annual budget and major issues of policy and direction.
- 9 The Joint Management Committee and the Canal Director are supported and advised by a Joint Advisory Group of the main stakeholders. This comprises officers from each of the funding local authorities, plus representatives from Natural England, the Surrey and Hampshire Canal Society and a number of interest and user organisations. The current membership is set out in Annexe 3. The Joint Advisory Group meets twice a year in advance of the Joint Management Committee and is not a public meeting.
- 10 Between meetings of the Joint Management Committee meetings of the Canal Steering Group are held, normally on a quarterly basis. The Steering Group consists of the chairman and vice chairman of the Joint Management Committee, the Heads of Countryside Service in Surrey and Hampshire County Councils, the Canal Director and Surrey County Council's Countryside Contracts Manager. The Group has oversight of management of the Canal and supports the work of the Canal Director.
- 11 Meetings of the Joint Management Committee and the Steering Group will be organised by officers of Surrey County Council including preparing and distributing agendas and minutes. The Joint Advisory Group will be organised by the Basingstoke Canal Authority.

Staffing

- 12 The staff who manage the day-to-day work to look after and operate the Canal are part of the Basingstoke Canal Authority. The staff are headed by the Basingstoke Canal Director. The Canal Director reports to the Joint Management Committee and between meetings of the Committee to the Canal Steering Group.
- 13 The staff are employed by Hampshire County Council and the Canal Director reports on day-to-day basis to the Head of Countryside Service in Hampshire County Council. The staff work under the operational procedures, including financial and health and safety procedures of Hampshire County Council. This applies even where they are working on the Surrey stretch of the Canal and on that part of the Canal owned by Surrey County Council.

Budget

- 14 The Canal Director will prepare an annual business plan and work programme and an annual revenue budget, including financial contributions, for agreement by the Joint Management Committee. The revenue budget estimates will be agreed by the Committee at their autumn meeting and recommended to the local authorities for inclusion and approval in their own estimates. In preparing and monitoring the budget the Director will be assisted by staff of the Hampshire County Treasurer's Department. The revenue budget estimates will cover core running costs expenditure for management of the Canal and income from local authorities and from other sources. Core running costs will include staffing costs (including salaries and on costs, travel and subsistence, training and recruitment), office expenses, tools and equipment, materials and other work and project costs. The revenue budget has been expected to cover other necessary day-to-day running costs of the Canal, including dredging, bank and towpath repair and repair and replacement of elements of the Canal structure, such as lock gates. However the revenue budget currently cannot cover these latter elements.
- 15 The Canal Asset Management Plan will make a long term assessment of the predicted need for repair and replacement of the Canal structure and that Plan will form the basis for an agreement by the Joint Management Committee and with the two County Councils as owners of the Canal as to the apportionment of the long term costs of structural repair and the need for an annual capital budget. At present any capital costs are met by the two County Councils.
- 16 Funding contributions from the constituent riparian borough and district councils towards the revenue budget requirements are determined annually according to an agreed formula. This formula is computed by length of Canal bank in each local authority's area and by the local authority's population within 5 miles of the Canal. The formula and the proposed contributions for 2009/10 are set out in Annexe 5. The Basingstoke Canal Authority in conjunction with Hampshire County Council administer the financial arrangements including gathering in financial contributions and paying invoices and costs.
- 17 The Basingstoke Canal Authority receives additional income from a number of sources including boat and fishing licences, business licences and sales and charges at the Canal Centre and elsewhere. In addition the Canal Authority seeks to raise funding and contributions in kind from all available sources. An Income Generation Plan will be prepared for agreement by the Joint Management Committee. In

addition to core running costs the partners will contribute as appropriate to project costs. Section 106 agreements and planning infrastructure charges could contribute to project costs. The Surrey and Hampshire Canal Society in particular raises funding from grants and its members towards project costs and contributes considerable volunteer effort to project work, repair and maintenance.

Service Level Agreements

- 18 Rolling three-year service level agreements will be prepared. The service level agreements will define the services to be delivered and received, ie annual work programmes. The work programmes will be based on the work programmes in the annual business plan agreed by the Joint Management Committee. Annual service level agreements will be signed between the six district and borough councils and the Basingstoke Canal Authority/Hampshire County Council. A separate annual service level agreement will be signed between Surrey County Council and the Basingstoke Canal Authority/Hampshire County Council.

Termination and Review

- 19 If for any reason, any partner wishes to terminate the arrangements they will give at least 12 months notice.
- 20 This memorandum of agreement will be reviewed every five years from 2009 on, at the time the Strategic Plan is reviewed.

TERMS OF REFERENCE AND CONSTITUTION BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE

- 1 The name of the committee shall be the Basingstoke Canal Joint Management Committee.
- 2 The objects of the Committee shall include:-
 - (a) the oversight of the completion of the restoration of the Basingstoke Canal.
 - (b) the management and maintenance of the Basingstoke Canal as an environmental, navigational and recreational asset in accordance with the policy and budgetary framework set for the Committee.
 - (c) the balancing of the interests of all users of the Basingstoke Canal and the conservation of the natural environment.
- 3 The Committee shall be a joint committee of the constituent authorities in pursuance of Section 102(i)(b) of the Local Government Act 1972.
- 4
 - (i) The Committee shall comprise 16 elected members from the constituent Councils and up to 8 advisory non-voting individuals and representatives of special interest groups.
 - (ii) The elected Members shall be appointed in the following proportions:-

Hampshire County Council	4
Surrey County Council	4
Guildford Borough Council	1
Hart District Council	2
Runnymede Borough Council	1
Rushmoor Borough Council	2
Surrey Heath Borough Council	1
Woking Borough Council	1
 - (iii) Each Authority shall appoint its representative or representatives according to the constitution of that authority for a period of not less than one year to run from the annual meeting of the appointing authority but each authority shall use its best endeavours to secure continuity of membership by reappointing the same representatives for the four year period between County Council elections.
 - (iv) Each Authority may nominate individuals to serve as deputies to attend meetings of Joint Management Committee on behalf of and in the absence of the person for whom they are nominated to deputise.
 - (v) The Joint Management Committee shall co-opt 2 representatives from the Surrey and Hampshire Canal Society and 1 from Natural England plus up to 5 other non-voting individuals and representatives of special interest groups as necessary.

Representatives and any named deputies shall normally be co-opted for periods of 4 years but shall be eligible for further periods of co-optation.
- 5 The Chairman and Vice-Chairman shall be elected annually from among the County Council representatives and shall not normally hold that office for a period of more

than two-years consecutively. The Chairman and Vice Chairman shall be drawn from different County Councils and the Chair will normally alternate between the two County Councils at the end of a Chairman's term of office.

- 6 The Standing Orders and General delegations for the summoning of and the execution of the business of the Committee shall be those operated by whichever County Council supplies the officer acting as Honorary Secretary to the Committee from time to time.
- 7 The Financial Regulations and Personnel Codes of whichever County Council supplies the officer acting as Honorary Treasurer to the Committee from time to time shall apply in relation to the employment of staff and discharge of the role of accountant and paymaster.
- 8 Not less than two meetings a year shall be held, of which one shall be timed to meet the budgetary cycles of the constituent authorities.
- 9 The ownership of the Canal shall remain vested in the County Councils. Subject to any policies or directions laid down by the County Councils from time to time the Committee shall have general authority to manage the Canal and resources on behalf of the County Councils as owners of the Canal Lands. In formulating and implementing policies or decisions for the development and management of the Canal and the recreation and amenity uses of it, the Committee shall not act to the prejudice of the County Councils as landowners and any policy or decision of the Committee that may cause such prejudice or departs from the policies laid down from time to time by the County Councils shall not be implemented without first obtaining the consent of the County Councils.

Amended by the Basingstoke Canal Joint Management Committee: 8 April 2009



Basingstoke Canal Joint Management Committee
5 June 2013

Appointment of Co-opted Members

Purpose of the report:

This report outlines the procedure for the appointment of Special Interest Group representation to the Basingstoke Joint Management Committee as co-opted members.

It asks the Committee to decide on the future membership of the co-opted members whose 4 year co-optation period has expired.

Introduction:

1. This report is intended to provide information on Basingstoke Canal Joint Management Committee's (JMC) process for appointing non-voting co-opted members from special interest groups. It then invites the Committee to consider the present arrangements and review these co-opted memberships where they have expired.

Appointment of Co-opted Members

2. The Basingstoke Canal Joint Management Committee (JMC) states the following with reference to co-opted representations under 4(v) of its Memorandum of Agreement:

"Representatives and any named deputies shall normally be co-opted for periods of 4 years but shall be eligible for further periods of co-optation."

3. The Memorandum of Agreement was altered at the meeting of the Committee on 17 October 2008 to state the following under 4(v):

"The Joint Management Committee shall co-opt 2 representatives from the Canal Society and 1 from Natural England plus up to 5 other non-voting individuals and representatives of special interest groups as necessary."

4. The current co-opted membership of the Basingstoke JMC and when the appointments are due to expire is detailed in **Annex 1** of this report. However, the membership expiry dates contained in this annex do not correspond to formally recorded decisions made by the Committee.
5. The Committee is required to consider whether to honour the dates contained within the annex or renew all the co-opted memberships for a further four years to ensure consistency.
6. If the Committee resolves to honour the dates contained within the annex then the following co-opted memberships will have expired: the Parish Councils, and the Basingstoke Canal Boating Club.
7. The Committee can decide whether those memberships are to be co-opted for a further four years, or appoint other special interest groups in their place.
8. There is also an option to reduce the number of co-opted members from special interest groups by not renewing the groups' memberships that have expired, and not appointing other groups in their place.
9. This report invites expression of interest from special interest groups, and the views of the Committee on this matter. Expressions of interest can be made to the Honorary Secretary Victoria Lower via email (victoria.lower@surreycc.gov.uk).

Conclusions:

10. As per the Memorandum of Agreement, the JMC is required to take a decision as to the status of the co-opted members whose four-year co-optation period has expired.

Financial and value for money implications

11. None.

Equalities Implications

12. None.

Risk Management Implications

13. None.

Implications for the Council's Priorities or Community Strategy

14. None.

Recommendations:

That the Committee decides whether to extend the co-opted membership of the Parish Councils and Basingstoke Canal Houseboat Owners for a further four years, or wishes to appoint other special interest groups in their place.

Next steps:

The Committee will be required to review the co-optation of special interest groups upon the expiry of each group's four year co-opted period.

Report contact: Andrew Spragg, Committee Assistant, Democratic Services, Surrey County Council

Contact details: andrew.spragg@surreycc.gov.uk

Sources/background papers: Basingstoke Canal Joint Management Committee Memorandum of Agreement: October 2008

Basingstoke Canal Joint Management Committee – Minutes from 17 October 2008

This page is intentionally left blank

CO-OPTED MEMBERS OF BASINGSTOKE CANAL JMC

Appointments commenced on 25 September 2009. After the initial period all will be co-opted for a period of 4 years and are eligible for re-appointment.

Organisation	Name of appointee	Appointment expires
Basingstoke Canal Society [2]	Martin Leech Philip Riley	September 2013
Natural England [1]	Adam Wallace	September 2013
Inland Waterways Association [1]	Gareth Jones	September 2013
Basingstoke Canal Boating Club [1]	Steve Dallen	September 2012
Parish Councils [1]	Alistair Clark	September 2011
Business Interests [1]	Galleon Marine/Accessible Boating alternating	September 2015
Basingstoke Canal Houseboat Owners' Association [1]	Kathy William/Denis Betro	June 2015

This page is intentionally left blank

Committee/Panel:	Basingstoke Canal Joint Management Committee
Date:	5 June 2013
Title:	Final Accounts 2012/13
Report From:	Report of the Honorary Treasurer

Contact name: Jane Lovett, Deputy Finance Business Partner, Hampshire County Council

Tel: 01962 847518 **Email:** Jane.lovett@hants.gov.uk

1. Executive Summary

- 1.1. The purpose of this report is to brief Members on the final financial outturn position of the Basingstoke Canal Authority for 2012/13.
- 1.2. Net revenue costs are incurred by Hampshire County Council (HCC) and recharged to Surrey County Council (SCC) and the Riparian Districts in the manner agreed by the Joint Management Committee. Capital expenditure is met from the reserve account which was established to hold revenue balances and capital contributions.
- 1.3. In 2012/13 the Basingstoke Canal has made a contribution of £195,000 to the reserves. There were several one-off reasons for this contribution to reserves which are unlikely to occur in future years, however it does put the Canal in a relatively good financial position. In summary the trading position is as follows:

	£000's
Income (Partner Contrib's & Trading Income)	769
Expenditure	<u>574</u>
Contribution to reserves	<u>195</u>

2. Final Accounts 2012/13

- 2.1. The 2012/13 financial statement set out in Appendix A shows a net contribution of £195,000, an overall increase of £121,000 against the revised budget and an increase of £68,000 on the forecast outturn position reported in February 2013.
- 2.2. The gross revenue expenditure of £574,000 is £65,000 less than the revised budget and £25,000 less than reported in the forecast outturn in February 2013, with only transport expenditure being over spent. The comparison expenditure against the outturn forecast is detailed below:

- **Employees (-£5,000)**

The final outturn shows a further saving on employment cost since the forecast in February. This is due to savings made through not replacing the vacant Ranger position until April 2013 and the pension termination costs for the Canal Director being covered by HCC.

- **Premises and Canal Maintenance (-£20,000)**

The Canal maintenance budget is underspent against the forecast outturn by £16,000 for the year. This is due to work being undertaken to ensure the navigation was opened by April taking precedent over planned maintenance work. This work will be carried forward and completed in 2013/14. The premises budget is underspent by £4,000, due to savings against electricity, water and refuse collection, with an offsetting overspend on general maintenance due to additional costs incurred for the installation of the barrier and repairs to the frontage path at the Canal Centre.

- **Transport (£4,000)**

Fuel costs were slightly higher than anticipated, leading to an overspend of £2,000 on fuel cost for the year against the forecast outturn. Additional charges incurred on the return of vehicles to Hampshire Transport Management caused a further overspend of around £1,500 with small under and overspends accounting for the remaining difference.

- **Supplies and Services (-£5,000)**

Further savings have been made against the forecast outturn on credit card facility costs due to lower than anticipated charges for an additional mobile handset of £1,000, IT/telephone charges of £2,000 and the purchasing of additional Yurt covers, rather than an additional Yurt giving savings of £3,000. A Budget Virement from Employees relating to the Joint research project have resulted in an underspend of around £3,000. Contribution towards the Hampshire and Surrey Rural Payments Agency Higher Level Stewardship (HLS) projects not previously accounted for of £4,000, offsetting some of the savings made under this heading.

- 2.3. The final position shows that all earned income has now been received or accrued for within the accounts. Accruals have been raised for fibre optic rent, tea room rent and garden licences for income not yet received from SCC.
- 2.4. Operating income exceeded the forecast outturn expectations, with additional income totalling £43,000. The main increases include camping, function room hire, boating licence receipts, income from the sale of land at Crookham Road and funds expected to be received from SCC linked to the Fibre Optic cabling. Interest was received on balances held by HCC paid at the agreed rate of 0.25%, totalled £1,766 for 2012/13.

- 2.5. Partner contributions were received at the revised budget level of £516,000, although this reflects a shortfall in some partner contributions against the original funding formula.

3. Capital Expenditure Programme

- 3.1. The current position on the main capital schemes is shown in Appendix B. The table includes the final outturn of costs and income for the year and the residual balances for each scheme.
- 3.2. Capital works on the Surrey section being undertaken as a result of the Principal Asset Condition Surveys are almost complete, but are showing an overspend of £2,000 against the original budget of £758,000 with some work still remaining at Ash Vale and St John's. The overspend and remaining work will be funded by the next tranche of Surrey Capital.
- 3.3. Work on the Hampshire section is continuing into 2013/14 with a residual balance of £115,000 remaining against the original budget of £872,000. Culvert and Soft bank protection work have been planned in various locations and all work is due to be completed by the end of the present Term Contract in July 2013.
- 3.4. A balance of £22,000 remains in the Emergency fund provided by HCC in 2009/10 for priority repair works in case of a breach. No work was paid for from this fund during 2012/13.
- 3.5. Funds received from the sale of properties of £398,000 have been included in the Hampshire capital fund and a decision has yet to be made as to how the funds will be spent.
- 3.6. A further £2 million has been approved by both SCC and HCC to continue with the capital works required along the Canal.

4 Special projects

- 4.1. Below is the current position on the externally funded special projects currently managed by the Canal and shown in Appendix B.
- Rushmoor TAG Project – £26,000 was spent on towpath repairs during 2012/13 with the remaining £200 being carried forward into 2013/14.
 - Odiham Castle – no funding has been spent during 2012/13 and additional funds of £1,000 have been received. A balance of £3,600 has been carried forward to 2013/14.
 - HLS Rural Payments Agency – Contributions have been made by the Canal of £1,000 for Surrey and £3,000 for Hampshire, towards the Farm Environment Plan costs for each section. A balance of £2,500 received for grassland maintenance in the Surrey section has been carried forward into 2013/14 and will be offset against future project costs.

- Mychett to Frimley Towpath – the full amount of funding carried forward from 2011/12 of £16,000 was spent on bank protection and repair work during 2012/13.

5 Reserves

- 5.1. The general reserves have increased in 2012/13 by £195,000 to £291,000. A detailed breakdown of these reserves is in Appendix C.
- 5.2. There was no expenditure from the general reserves during the year.
- 5.3. The revenue contribution has been transferred into the unallocated reserve for redistribution when required for future work on the Canal.

6 Conclusion

- 6.1. This report shows that despite the economic climate the Canal has managed to both exceed its income targets and reduce costs during 2012/13. This has been helped by a number of exceptional one-off savings and income receipts, namely the release of funds from HCC budgeted to meet additional Pension costs, a one off donation from the late Shirley Trott and additional fibre optic funds from Surrey which were not budgeted for.
- 6.2. The Canal continues to maintain good standards, through the current period of financial pressures, following the implementation of the new staffing structure. The constraints on the Partners' budgets continue to be an ongoing pressure for the Basingstoke Canal finances.

Recommendations

- 1 That Members note the figures for the current final outturn for 2012/13 as set out in Appendix A.
- 2 That all Partner authorities be urged to make their full contributions and to honour the agreed scale contributions for 2013/14.

FINANCIAL OUTTURN 2012/13

	Revised Budget 2012/13 £	Forecast Outturn Jan'13 2012/13 £	Final Outturn 2012/13 £	Over/ (Under) Forecast OT £	Over/ (Under) Rev Budget £
<u>Expenditure</u>					
Employees	354,000	301,906	297,284	(4,622)	(56,716)
Premises	59,800	68,046	64,273	(3,773)	4,473
Canal Maintenance	125,000	125,000	109,098	(15,902)	(15,902)
Transport	48,500	49,032	53,059	4,027	4,559
Supplies & Services	51,600	54,684	50,093	(4,591)	(1,507)
Total Revenue Expenditure	638,900	598,668	573,806	(24,862)	(65,094)
<u>Income</u>					
Boat Licences	19,700	24,000	24,130	130	4,430
Sales	6,100	6,100	8,389	2,289	2,289
Angling	11,200	11,700	11,705	5	505
Rents and Hire of Facilities	60,700	68,125	72,773	4,648	12,073
Group Activities	21,000	21,529	20,255	(1,274)	(745)
Fibre Optic Cable	47,800	48,550	48,549	(1)	749
Donations	30,400	30,428	30,429	1	29
Interest/other income	0	0	36,961	36,961	36,961
Total Revenue Income	196,900	210,432	253,191	42,759	56,291
Contribution (to)/from Reserves	(73,645)	(127,409)	(195,030)	(67,621)	(121,385)
Net Revenue Expenditure	515,645	515,645	515,645		

	Revised Budget 2012/13 £	Forecast Outturn Jan'13 2012/13 £	Final Outturn 2012/13 £
General Reserves			
Opening Balance	96,426	96,426	96,426
Capital Expenditure	0	0	0
Capital Income	0	0	0
Sub total	96,426	96,426	96,426
Revenue Contribution	73,645	127,409	195,030
Closing Balance	170,071	223,835	291,456

Partner Contributions	Formula contribution £	Actual Contribution £	Shortfall +/- £
Surrey County Council	153,188	153,188	0
Guildford Borough Council	39,076	34,960	4,116
Runnymede Borough Council	16,869	8,000	8,869
Surrey Heath Borough Council	26,283	10,000	16,283
Woking Borough Council	53,276	53,276	0
Hampshire County Council	153,188	153,188	0
Hart District Council	30,924	30,000	924
Crookham Village Parish Council	3,048	3,048	0
Church Crookham Parish Council	6,750	6,750	0
Dogmersfield Parish Council	240	240	0
Fleet Town Council	18,309	18,309	0
Odiham Parish Council	4,036	4,036	0
Rotherwick Parish Council	200	200	0
Winchfield Parish Council	250	250	0
Rushmoor Borough Council	42,246	40,200	2,046
	547,883	515,645	32,238

This page is intentionally left blank

Basingstoke Canal - Capital & Special Projects Reconciliation.

APPENDIX B

	Special Projects							
	Surrey County Council	Hampshire County Council	Total	Rushmoor TAG Project	Odiham Castle Scheme	HLS Rural Payments Agency	Mytchett to Frimley Towpath scheme	Total
	£	£	£	£	£	£	£	£
Balance as at 31st March 2012	(236,000)	(664,505)	(900,505)	(26,590)	(2,600)	2,715	(16,386)	(42,861)
Lock Gate Replacement	118,901	0	118,901	0	0	0	0	0
Tow Path Repairs	15,000	0	15,000	26,359	0	0	16,386	42,745
Tree Shading/Clearance	16,551	1,195	17,746	0	0	0	0	0
Control Invasive Plants	0	0	0	0	0	0	0	0
Maintain Grassland	0	0	0	0	0	0	0	0
Revetment Dredging	8,633	0	8,633	0	0	0	0	0
Lock Wing Wall and Bye-Wash Repairs	7,397	0	7,397	0	0	0	0	0
Hard Bank Protection	0	40,929	40,929	0	0	0	0	0
Soft Bank Protection	6,650	73,088	79,738	0	0	0	0	0
Monitoring Equipment	0	0	0	0	0	0	0	0
Fencing	0	2,149	2,149	0	0	0	0	0
Consultancy	4,045	93,493	97,538	0	0	0	0	0
Culvert Repairs	0	7,278	7,278	0	0	0	0	0
Chainage Marker	14,549	0	14,549	0	0	0	0	0
Structural Repairs	24,022	0	24,022	0	0	0	0	0
General Repairs	257	9,184	9,441	0	0	0	0	0
Vegetation Clearance	0	52,782	52,782	0	0	0	0	0
Jackhead programme	5,996	0	5,996	0	0	0	0	0
Professional fees/plans	15,663	3,001	18,664	0	0	5,690	0	5,690
Stop Plank Grooves	0	266,348	266,348	0	0	0	0	0
	1,663	(115,057)	(113,394)	(231)	(2,600)	8,405	0	5,574
Priority Works Fund	0	(22,059)	(22,059)	0	0	0	0	0
Income	0	(398,000)	(398,000)	0	(1,000)	(10,924)	0	(11,924)
Balance as at 31st March 2013	1,663	(535,116)	(533,453)	(231)	(3,600)	(2,519)	0	(6,350)

This page is intentionally left blank

Basingstoke Canal Reserves 2012/13**APPENDIX C**

	Unallocated Reserve	Mooring Basin & Canal Centre	Colt Hill Toilet Block & Car Park	Dredging & Silt Disposal	Canal Infrast'ure	General Reserves Total
	£	£	£	£	£	£
Balance as at 31st March 2012	(42,783)	(22,888)	(1,753)	(24,078)	(4,924)	(96,426)
Expenditure	0	0	0	0	0	0
Income (interest on balances)	(1,766)	0	0	0	0	(1,766)
Reserve Transfers	0	0	0	0	0	0
Plus Net Contribution For The Year	(193,265)	0	0	0	0	(193,265)
Balance as at 31st March 2013	(237,814)	(22,888)	(1,753)	(24,078)	(4,924)	(291,457)

This page is intentionally left blank

Committee/Panel:	Basingstoke Canal Joint Management Committee
Date:	5 June 2013
Title:	Small Bodies Annual Return 2012/13
Reference:	
Report From:	Report of the Honorary Treasurer

Contact name: Jane Lovett, Deputy Finance Business Partner, Hampshire County Council

Tel: 01962 847518 **Email:** jane.lovett@hants.gov.uk

1. Introduction

- 1.1. The Basingstoke Canal is required to submit an annual return by 30 June 2013 summarising its financial activities for the financial year 1 April 2012 to 31 March 2013. This return comprises two element; an Annual Governance Statement which gives assurance that the financial affairs of the canal are conducted properly and an Accounting Statement.

2. Annual Governance Statement

- 2.1. The Annual Governance Statement for the 2012/13 financial year is attached at Appendix A. Appendix B contains some explanatory notes to demonstrate how the Canal complies with the requirements of the statement.
- 2.2. The Committee is requested to approve the Annual Governance Statement, so it can be signed by the Chair and the Committee Clerk and submitted for Audit.

3. Accounting Statement 2012/13

- 3.1. The Accounting Statement provides a very basic summary of the 2012/13 financial activity of the Basingstoke Canal Authority which is attached at Appendix C. It reflects the detailed financial position in the Final Accounts Report in Item 7 of the Agenda.
- 3.2. The Committee is requested to approve the Accounting Statement, so it can be signed by the Chair and the Committee Clerk and submitted for Audit.

4. Recommendations

- 4.1. That the Annual Governance Statement for 2012/13 is agreed and signed by the Chair and Clerk.
- 4.2. That the Accounting Statement for 2012/13 is approved and signed by the Chair.

8

Section 100 D – Local Government Act 1972 – background papers

The following documents disclose facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of this report. NB this list excluded:

1. Published works.
2. Documents which disclose exempt or confidential information as defined in the Act.

TITLE

FILE

None

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of **BASINGSTOKE CANAL BOAT MUSEUM** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

	Agreed –		'Yes' means that the body:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	YES		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7 We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

✕

✕ dated

Signed by:

Chair ✕

dated ✕

Signed by:

Clerk ✕

dated ✕

***Note:** Please provide explanations to the external auditor on a **separate sheet** for each 'No' response. Describe how the body will address the weaknesses identified.

This page is intentionally left blank

Basingstoke Canal – Annual Governance Statement

1. The accounts are prepared in the same way as all Hampshire County Council (HCC) accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom.
2. The HCC financial systems and procedures ensure segregation of duties, financial limits of responsibility. This, together with audits, facilitates the prevention of fraud as well as its detection.
3. The officers are kept informed of changes in the law and regulations (through a variety of groups and forums) which could have an effect on the running of the Canal or its finances. The Canal has not acted outside its legal powers.
4. A “Notice of Public Rights” is displayed in the Canal Visitor Centre each year, inviting anyone to arrange a time to inspect the accounts between specific dates (20 working days).
5. The Canal management team discuss and assess all risks at their regular meetings, and decide upon a course of action. The Canal is covered by HCC’s self-insurance scheme. The Canal also benefits from regular advice visits and inspections by the Culture, Communities and Business Services (CCBS) Risk & Safety team. Financial advice is provided by Hampshire County Council as is the Internal Audit service.
6. The Canal’s finances are conducted by the Canal staff. HCC Finance staff continually oversee the financial systems and procedures and ensure that the Financial Rules and Regulations are in place and adhered to. The HCC Audit Service section conduct systems audits to ensure appropriate internal controls are in place and complied with.
7. The Canal staff have responded to all matters brought to their attention via internal and external audits.
8. The annual financial accounts take into account everything relating to each financial year regardless of when the activity took place.

This page is intentionally left blank

Section 1 – Accounting statements 2012/13 for:

Enter name of
reporting body here:

BASINGSTOKE CANAL
JOINT MANAGEMENT COMMITTEE

	Year ending		Notes and guidance
	31 March 2012 £	31 March 2013 £	
1 Balances brought forward	53,643	96,427	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	NIL	NIL	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	678,791	768,836	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	492,619	297,284	Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	1143,388	276,522	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	96,427	291,457	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	96,427	291,457	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	NIL	NIL	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

× SIGNATURE REQUIRED

× Date DD/MM/YYYY

I confirm that these accounting statements were approved by the body on:

DD/MM/YYYY

×

and recorded as minute reference:

MINUTE REFERENCE

×

Signed by Chair of meeting approving these accounting statements:

SIGNATURE REQUIRED

×

Date DD/MM/YYYY

×

This page is intentionally left blank

Canal Managers Update May 2013

Open for Business

- The Canal re-opened to the public on 22 April after a successful Easter boat rally when 33 boats fully tested all the locks.
- Fourteen new boats have now visited the Canal in the first few weeks of being open and there have been lots of other enquiries for the summer.

Large Works

- Capital Works - Coxheath stop plank grooves are now installed. Further Softbank protection works have been carried out and work has now finished at N.Warnborough lift bridge to replace the culvert. D & B have also been assisting with safety works at the Landslip.
- A small yet flowing leak on the embankment near bridge barn was spotted by staff and volunteers working in this section. This was repaired by the Canal Rangers and has now been cleared to allow better monitoring of this area.
- A large landslip occurred on 25 March at Dogmersfield which has closed navigation at this point. Emergency tree works were carried out to reduce weight on the slip and a pipe was installed to maintain waterflow in case of full blockage of the Canal. Further works have now included installation of a system to measure movement and a depth survey of the remaining navigation. Results of these two survey's will indicate if navigation can be re-opened and if so what size of boats will be able to pass. Bore holes have been dug to ascertain the depth and profile of the slip and this information will then go to engineers to start to decide how best to engineer a longer term solution. The towpath which has broken into unstable sections is closed until further notice. A diversion is in place. Larger and more robust signs and fencing have been installed.

Staffing Changes

- A new Canal Ranger Alexander Foy has been employed and started with us on 22 April.
- A new lock Keeper Mark Foster has been employed and started with us on 26 April.
- A new Visitor Services Officer has been appointed due to start in June
- A new Cleaning and Maintenance Officer has been appointed also due to start in June.

Volunteers

- The Tuesday volunteer group is very popular with now up to 16 attendees each week. A second day now also operates for a smaller group working on invasive weed removal in the lower pounds.
- Thanks to the Canal Society Lengthsman scheme for working with us on regular updates from out on the Canal and responding to requests for checks after severe weather incidents. A lengthsman spotted the landslip!

Licence Review

- The new licence charges and associated review of all policies and procedures is now complete and implemented. We will continue to review this. We have additionally decided to pro-rata all licence renewals making everyone renew on the 1 April each year. This will improve effectiveness of issuing licence renewals on time and help us better manage work flow in the office. Feedback from boaters on the new charges obviously raises concern over the increase in cost to boaters. However when spending time to explain the reasons behind the system most boaters understand the need to increase revenue.
- A new debt recovery policy has additionally been written along with updated terms and conditions as we have been criticised for not being strong enough on enforcement.

Funding

- Further presentations have been given to Rushmoor Borough Council, Runnymede Borough Council, Odiham Parish Assembly, Dogmersfield Parish Assembly and Hart District full Council on the Canal and funding. Further talks are booked in for the Hart Association of Parish and Town Councillors.
- Camping got off to a slow start with the cold weather, but bookings are now flying in for the summer.

Signage

- A design brief has been written for the new sign specifications and this has gone out to three companies, two of whom will be quoting for this work.

Meetings

- The asset management meeting was held on 7 March
- The conservation steering group meeting was on 1 May