**WCT Governance and Operations**

Clive Johnson, WCT Chairman, August 2022

Introduction

In full Council meetings in late 2020, it was agreed to split the management of what now operates as the Wendover Canal Trust, into Governance and Operations. “Governance” means that the full Council of trustees meets quarterly; they have overall responsibility for our work and set our strategy, goals and ambitions.

Operations and budgets for them are delegated to what were originally 4 sub-groups (committees), who follow the strategy, goal and ambitions set by full Council. It was quickly decided that the heads of those Groups would meet regularly with the Chairman and Deputy Chairman to progress current operational budgets, expenditure and other issues, and those meetings take place almost every week.

Group Heads

Until March 2022, Restoration and Marketing sub-committees met regularly. In March 2022 as a result of role changes, the other 2 sub-committees effectively became part of “Group Heads”. All output from Group Heads is documented and reported to full Council. Group Heads now consists of

• Chairman Clive Johnson,

• Deputy Chairman and Partnerships Director Peter Elwin,

• Deputy Chairman, Finance Director and Honorary Secretary Mike Beckley,

• Treasurer Paul Armstrong,

• Site Manager Mikk Bradley (who meets with the Team Leaders), and

• Head of Marketing Bob Wheal (whose team meets as required).

WCT Work Plan, Budgeting and Expenditure Control

Prior to 1st April each year, the start of the Trust’s next Financial Year, Group Heads will produce a Plan and Budget of their planned activities, for the Year ahead by Quarter. These will be presented for Group Heads review. Then they will be issued to, pre-read, and approved by Council, prior to 1st April. If insufficient certainty can be given to a Plan and Budget for a Full Year, then a Plan and Budget for the next Quarter will be presented, along with an Outline for the remainder of the Year. In this situation, Council will approve the Plan and Budget for the next Quarter.

Then for each subsequent Quarter, the Plan and Budget will be reviewed and if necessary, Revised Approval given for the next Quarter. Costs for the previous Quarter will be circulated, when available, to assist in monitoring Expenditure to the Approved Budget.

Budget holders i.e. Restoration, Marketing, Partnerships and Trust Management will be permitted to spend Trust Funds up to approved budget amounts for each quarter, in accordance with the approved plan. In conjunction with the Treasurer, if an overrun is predicted, a discussion will need to take place with a Council meeting. In addition, Heads will be expected to raise at Group Heads Meeting any notable changes / issues that are occurring since the Council meeting e.g. alternative work practices, change of major supplier, etc.

Whilst all payments out from the Trust require two signatures from the four approved by Council (in addition to approval that the goods or services have been satisfactorily received, by the relevant person), Expenditure Control takes place more significantly at the Ordering stage. As described above, Budget Heads can spend up to their approved budget. However Heads are expected to ensure Value for the Trust’s Funds, Quality standard to the satisfaction of WCT and CRT, and Good Service. Alternative Quotations should be sought for significant items of expenditure (those which are >£10,000, and not routinely purchased by Peter Lockett) and approved by a Council meeting.