

# Minutes of the 20<sup>th</sup> Annual General meeting of the National Association of Boat Owners held on 12<sup>th</sup> November 2011 at Stafford Boat Club

Present: David Fletcher, Chairman; Richard Carpenter, Gen Sec; Stephen Peters, Treasurer; Howard Anguish; Susan Burchett; Geoffrey Rogerson; John Slee and 20 members

## Apologies for absence

Received from Andy Colyer; Melanie and John Darlington and Owen Dexter

## To agree the minutes of the 2010 AGM

The minutes were agreed :- Proposed by Howard Anguish; seconded by Geoff Wood

## To receive the Chairman's Report

Notes attached to these minutes

## To receive the financial statement for the year ended 31<sup>st</sup> March 2011

The financial report was explained by Stephen Peters.

Membership fees and donations are steady. Richard has sourced three advertisers and these will cover the cost of a full colour copy of Nabo News. NABO News is an excellent marketing tool which goes to many influential people.

Expenditure is now down due to the decline in legal fees. There will no longer be storage fees as Richard has taken on the storage. The cost of the AGM changes the cost of meetings.

A policy on fixed assets is needed.

Acceptance of the Treasurers report was proposed by John Ogden and seconded by Ian Fletcher.

## To determine the annual subscription fees.

Stephen proposed keeping the fees at the same level as we weren't short of funds, but membership needed to be increased. Proposed R Carpenter  
Seconded by John Slee.

To appoint the auditor.

Alan Davies was again appointed. Proposed by Stephen Peters and seconded by Howard Anguish.

To elect Council members for the year 2011-2012

David Fletcher; Richard Carpenter; Andy Colyer; Peter Fellows; Stephen Peters; Simon Robbins; Geoffrey Rogerson; John Slee stood for Council.

The eight nominations were elected on block. Proposed by Howard Anguish and seconded by Alan Hayley. Their positions will be decided at the next Nabo meeting. David Fletcher has agreed to serve another year as Chairman.

Chairman pointed out that Council Members could be co-opted during the term of Council and reminded members present that help was needed to reduce work load on Council.

AGM closed at 11.45 and open questions and discussions took place in general terms on NABO Matters.

Minutes

approved

Alan H/11/12

## **Chairman's report 20th Annual General Meeting**

This has been my third year in the Chair and I have to express my appreciation to members and to Council for their continued support. You're Council and Regional representatives are a dedicated team and it is a pleasure to work with them. Your team have continued to share the workload, each taking their particular knowledge and experience and using it to good advantage. During the year Peter Fellows, our NABO News Editor, joined Council. This year two Council members have stood down, Howard Anguish and Sue Burchett, and I would like to thank them for their contribution and wish them well with their on-going boating activities. This leaves us very short on Council. I would like to emphasise that Council is not a secret society for a few. Please do come to a meeting and see what it is all about and whether you can contribute. It is important that we maintain representation from all styles of boater; be they bank side and marina moorers, leisure boaters, share boaters, live aboards and continuous cruisers. I get equal criticism that we spend too much time on Ccers, and that we don't support them, so the balance cannot be far off. We would also benefit from reinforcing our coverage of areas by regional representatives because local knowledge and co-ordination is very important.

NABO representatives have attended a full range of consultation meetings with DEFRA, BW and EA, BSS, MCA, NINF etc, both nationally and locally. These are important interfaces, because it is only with the long term relationships in place, can we hope to influence strategy, and credibly address the short term issues that all service providing organisations face. We try and provide an indication of the meetings on the web site calendar, and if you look, you can see what is going on. The style and content of these meetings with BW will change in the future and how we will align with the new C&RT is a subject I want to return too later. As I said last year, we have not always been able to cover all the consultation meetings, and there is always a need for more members to support this work to share the load. Please do volunteer. We should not forget that BW is not the only game in town; there are important issues on EA and other waters.

A lot of energy has gone into consultations with BW, EA and DEFRA over the proposals for the new waterways charity. This has been both verbal and written, and I would like to thank all those who have made a contribution to this important work. A good deal of this is about

the credibility of what we are told, and it is important that many people are exposed to the information. As we know the proposals are moving ahead, and are at the critical stage where the financial deal will reach a make or break point any time now. NABO has been supportive, but not at any price. The money has got to be right, and we are reliant now on the interim Trustees making a sound judgement. Lynne Berry is here this afternoon, and she is an important player as the most senior of the interim trustees. I am sure the question of money will come up. I am also concerned that BW does make a transition of approach and style and that they do not carry on as before, with just new reliance of the C&RT to provide the money. If you are concerned about whether the C&RT is the right thing, well you are not alone. But just look at the mess EA are in over budgets and increases in licence fees. They have also picked an argument with users over lock cottages and residential keepers, a battle they lost some years ago. They have gone from hero to zero in a very short space of time.

John Slee carried out the boaters cost survey again this year, and we had more responses than previous years, but still not enough to be statistically significant. Both EA and C&RT have asked us for data in the year, and we have been cautious about releasing it for this reason. Please please respond this year, so that we can get to the magic number of 300 plus. The general impression was this year that boaters had not spent much more in 2010 that they had in 2009, possibly because the cost increases were compensated by less usage or delays in maintenance. This is an important conclusion at a time when prices go up year on year, and we are warning navigation authorities that licence fees should not be hiked for fear of collapsing the market.

Our membership numbers are still dropping a little, and my thanks go to all those who have recruited new members. We attended Crick again this year and it is good to get our name out there particularly with new boaters. The draw back is that it is expensive, and the evidence of membership gain and retention does not support going again as a pure recruitment exercise. Richard Carpenter has done a sterling job arranging and leading “question time” road shows at boat clubs over last winter and it is the plan to hold a further group of these in the coming year. You can see a sample of the style this afternoon. We all know the value of belonging to a national organisation with long term experience and knowledge, but getting hard cash for that need particularly from new boaters is another issue. Identifying that unique selling point and gaining new members, particularly younger members are very important. Of course that

is not the only work that Richard does and we have to thank him for his boundless energy in keeping the Association on track day in day out.

BW have continued to consult over mooring strategies nationally and on the K and A and the Lee and Stort. These latter items have not gone well and we have a continued vacuum of lack of enforcement and general mistrust. Earlier in year BW enforced a S. 8 case on the K and A, and the legal process has been heavily publicised. Leading up to this BW had refused to talk to us about legal issues and our complaints. Following this there have been a number of meetings and correspondence with BW, with the result that there have been changes to the Advice for boaters without a home mooring, with NABO taking a prominent role in this. I would like to thank John Slee and Geoffrey Rogerson for their work in this area. All this is closely related to the NABO legal complaint, and this outcome has achieved 90 per cent of our aims. There are still some issues around boaters' terms and conditions and we will continue to batter away at. In the mean time the guidelines are more based on the Act, and less on BW's own interpretations. The local mooring strategies to some extent are working to reverse this by creating local specific rules. It is by no means clear that this is to the benefit of boaters in general. So I was not sorry to see the demise of the Lee proposals. The threat of Roving Mooring Permits remain and we shall watch this carefully. Simon Robins has been working hard on BW on the issues of Residential Moorings terms and conditions. This too has shown some movement on the part of BW after years of entrenchment. It is another example of where steady pressure over a long period can have an effect. Our thanks to Simon for his dedication.

Again we have actively worked with other waterways user groups this year. We do not always see eye to eye, but avoidance of duplicated effort is important and co-operation can help too. Yet we have to retain our identity and our USP if we are to retain, and perhaps grow our membership. NABO has been attacked several times on the canal internet world in the last year, and this is always a concern as to whether this damages our reputation. Sometimes we have felt the best strategy is to not do anything, as becoming deeply involved has not been successful. I take the view that open discussion is healthy, and indeed we have taken on board some of the comments made. Of course some of the contributors are serial mud wrestlers, and they have little credibility.

Our own communication tools are important, and I would like to highlight Peter Fellows work in taking NABO News to new places. I am going to ask Peter to talk about the plans for this in a minute, but let me record the thanks of us all for what he has done in the last year. We send copies of it to about 70 of the great and good, and the influential out there. Hardly a National meeting goes by that I am not asked about NN, something about the content, the style, and the presentation. It is a very important media, not just for us, but also in influencing the waterways, and creating a USP. Our web site continues to be an important communication tool too. Does it work for you? Do you use the RSS feeds and Facebook? John is burning man-hours with two projects for the site at the moment. One is the PayPal membership site for recruitment and renewal. This is open for new members and it is planned that further tools will be available to manage the payment of membership fees. Our membership listing is very dated now and the longer term plan is for the lists to be moved to a web based database, for ease of administration. Our thanks to John for his dedicated work.

This concludes my main report

I see three main areas of campaign initiative for NABO for discussion today.

1. NABO news
2. How should NABO approach the C&RT and representation of boaters
3. Membership, Council and the work of the Association

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HERTS.  
HP23 4AY.**

Friday 4<sup>th</sup> November 2011

Dear Richard,

**NABO Audit – Year Ended 31<sup>st</sup> March 2011**

I enclose a copy of my full 2011 Audit Report to the Members of NABO.

I was satisfied from the information given to me that the Financial Statements give a true and fair view both of the Association's funds at 31<sup>st</sup> March 2011 and the surplus for the year ended on that date.

Following my discussions with Jon and Melanie, a few financial control issues arose concerning the verification of fixed assets and stocks which I have included in my Audit Report.

If you wish to discuss any aspect of my review of the Financial Accounts in more detail, please do not hesitate to give me a call.

Kind regards,

*Alan Davis*

Alan Davis.

Mr R Carpenter,  
General Secretary,  
National Association of Boat Owners,  
Mill House End Farm,  
Grape Lane,  
CROSTON,  
Leyland,  
Lancashire.  
PR26 9HB

# NABO Audit at 31<sup>st</sup> March 2011

## Auditor's Report to the Members of the National Association of Boat Owners

I have examined the Books and Records of the Association and am satisfied from the information presented to me that the Financial Statements give a true and fair view both of the Association's funds at 31<sup>st</sup> March 2011 and the surplus for the year ended on that date.

However, the following financial control issues arose during the course of the audit:

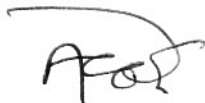
### Fixed Assets and Stocks of Merchandise

It has not been possible to verify the net book value of the fixed assets (£2,339), stocks of merchandise (£544) and promotional goods and stationery (£794), currently shown in the books. I understand that Jon Darlington has discussed this situation with Council Members and it would seem possible that most of the office equipment has now been scrapped, the only merchandise of any value, the windlasses, fully disposed of and the promotional display stands, with only a few years of useful life, should have been written off over a much shorter period. If so, then the assets could be overstated and consequently the depreciation charge understated in these accounts, albeit not materially in my opinion.

It is important to establish, maintain and monitor asset registers that are both accurate and meaningful. Consequently, I would suggest that before the end of the current financial year, a review is carried out of all the assets shown in the books and a formal decision taken to write off those that are no longer in existence or in use. At the same time, it would be a good opportunity to review the Association's depreciation policy in respect of each category of asset.

Furthermore, going forward, I also suggest it might be a good opportunity to review the administrative processes and controls around the purchase and sale/disposal of assets to ensure this situation does not arise again.

Signed:



4<sup>th</sup> November 2011

Alan C Davis, FCCA,



**NATIONAL ASSOCIATION OF  
BOAT OWNERS**

**ACCOUNTS  
FOR THE YEAR ENDED**

**31 MARCH 2011**

111 Maas Rd. Northfield, Birmingham B31 2PP  
Phone 0121 475 6273, Fax 0121 243 2991

NATIONAL ASSOCIATION OF BOAT OWNERS

INCOME & EXPENDITURE ACCOUNT FOR YEAR ENDED

31 MARCH 2011

	Note	31.03.11		31.03.10	
		£	£	£	£
<b>INCOME</b>					
Membership Fees	1	15,203		15,542	
Donations		877		874	
(Loss)/Profit on Merchandise Sales		(125)		18	
Advertising Revenue		0		0	
Deposit Interest	2	11		16	
Other Income	3	724		974	
			<u>16,690</u>		<u>17,424</u>
<b>LESS EXPENSES</b>					
Printing & Distribution of Newsletter		7,617		6,553	
Rallies & Marketing Expenditure		544		1,112	
Printing, Postage & Stationery		722		1,202	
Telephone and Office Expenses		71		97	
Travelling & Conference Expenses		5,535		5,698	
Room Hire & Meeting Expenses		709		406	
Subscriptions & Donations		155		185	
Insurance		1,434		1,457	
Secretarial & Computer Support		964		1,175	
Accountancy costs		364		385	
Storage Costs		711		948	
Legal Costs		999		7,245	
Web Site Costs		198		282	
Sundry Expenses		105		230	
Depreciation of Fixed Assets	4	618		161	
			<u>20,746</u>		<u>27,136</u>
<b>EXCESS OF EXPENDITURE OVER INCOME</b>			<u>(4,056)</u>		<u>(9,712)</u>
(Less)/Plus Corporation Tax			(33)		186
			<u>(4,089)</u>		<u>(9,526)</u>

NATIONAL ASSOCIATION OF BOAT OWNERS

BALANCE SHEET

31 MARCH 2011

	Note	31.03.11		31.03.10	
		£	£	£	£
TANGIBLE FIXED ASSETS	4		2,339		1,409
CURRENT ASSETS	5	30,106		37,950	
AMOUNTS DUE WITHIN 1 YEAR	6	(12,050)		(14,875)	
NET CURRENT ASSETS			18,056		23,075
TOTAL NET ASSETS			<u>20,395</u>		<u>24,484</u>
RESERVES					
Reserves brought forward			24,484		34,010
Excess of Income over Expenditure/ (Expenditure over Income)			(4,089)		(9,526)
Reserves carried forward			<u>20,395</u>		<u>24,484</u>

1. MEMBERSHIP FEES

Membership fees are shown net of a reserve for advance subscriptions. At any time the Association has a commitment to each member to provide a service for the length of time up to his or her renewal date. The reserve accounts for this commitment. The reserve for advance subscriptions is shown in note 6.

2. DEPOSIT INTEREST

Deposit interest is received gross. Provision for Corporation Tax has been made against this and other profits at the appropriate rate and included under current liabilities.

3. OTHER INCOME

Other income includes £635 (2010: £805) of credit balances on Members accounts which arose in the year to 31 March 2005 (2010: year to 31 March 2004).

4. TANGIBLE FIXED ASSETS

	TOTAL	Office Equipment	Other Fixtures
	£	£	£
Cost Brought Forward	9,907	7,530	2,377
Additions	1,549	709	840
Disposals	0	0	0
Cost Carried Forward	<u>11,456</u>	<u>8,239</u>	<u>3,217</u>
Depreciation Brought Forward	8,499	7,530	969
Charge for Period	618	177	441
Disposals	0	0	0
Depreciation Carried Forward	<u>9,117</u>	<u>7,707</u>	<u>1,410</u>
NET BOOK VALUE at end of year	<u>2,339</u>	<u>532</u>	<u>1,807</u>
Net Book Value Last Year	<u>1,408</u>	<u>0</u>	<u>1,408</u>

**NATIONAL ASSOCIATION OF BOAT OWNERS****NOTES TO THE ACCOUNTS****31 MARCH 2011**

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	Notes	31.03.11	31.03.10
		£	£
<b>5. CURRENT ASSETS</b>			
Stock of Merchandise		544	934
Stock of Promotional goods & Stationery		794	1,042
Membership fees owing		428	560
Debtors & Prepayments		716	1,816
Bank Current Accounts		6,897	7,383
Bank Deposit Account		20,727	26,215
		<u>30,106</u>	<u>37,950</u>
<b>6. AMOUNTS DUE WITHIN 1 YEAR</b>		£	£
Trade Creditors		1,112	2,179
Accruals		574	725
Advance Subscriptions		7,444	8,017
Members Credit balances		2,914	3,309
Corporation Tax	2	6	645
		<u>12,050</u>	<u>14,875</u>

**7. BOOKS OF ACCOUNT**

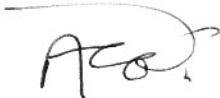
All members are welcome to inspect the Association's financial records at any time mutually convenient to the member and the Treasurer. Please contact the Treasurer if you want to exercise this right.

AUDITOR'S REPORT TO THE MEMBERS OF  
THE NATIONAL ASSOCIATION OF BOAT OWNERS

31 MARCH 2011

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I have examined the Books and Records of the Association and am satisfied from the information presented to me that the Financial Statements give a true and fair view both of the Association's funds at 31st March 2010 and the surplus for the year ended on that date.



Alan C Davis FCCA  
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