

Folder	Documents	Date	Details
Formal documents	Various		Black folder in archive
	Certificate of Incorporation	30-Dec-91	Copy
	Memorandum and Articles	30-Dec-91	
	Special resolution amending objects	04-May-93	
	Tenancy at Will	26-Jun-01	
	Executive Committee letter of authority	Aug-09	
	Bank Mandate forms	1992 2000 2006	
Batchworth	Albert docks in Chess basin	05-Jul-91	Watford Observer
	Sundays at the Lock Programme		
	General Brochure	1998	
	Visit by President	08-Jul-09	
	MS Day books	2013-2017	In archive
Branding	Branding strategy	2007	
BWB/C&RT/ Waterways partnership	Letter to BWB re RWT business plan	23/06/1993	
	GU South Users Group meeting	22/05/95	
	Letters from BWB re Sabeys pool	18/10/93 & 8/11/95	
	RWT meeting with BWB	06/03/1996	
	Letter from BWB agreeing some actions	12/03/1996	
	Letter from BWB to RWT	21/03/1996	agreeing part funding of leaflet
	Notes of RWT meeting with BWB	26/03/1996	
	Letter from BWB to RWT confirming actions and risk assessment	27/03/1996	
	Letter from RWT to BWB	28/04/1996	
	Letter from BWB to RWT	20/05/1996	
	Letter from RWT to BWB	21/06/1996	

	Letter from BWB to RWT	30/07/1996	
	Tourism in Three Rivers	May-97	Consultation document
	GU South Users Group meeting	16/09/1997	
	BWB future plans consultation doc	02/10/1997	
	General BWB letter	Dec-97	
	Letter from RWT to BWB	02/01/1998	
	Letter from BWB to RWT	06/01/1998	
	Letter from RWT to BWB	31/01/1998	Re B'worth environs
	Letter from RWT to BWB	21/02/1998	re reinstatement of towpath
	Letter from BWB to RWT	01/07/1998	re Waterway Character Project
	Letter from BWB to RWT	29/08/1998	re Waterway Character Project, including questionnaire
	GU South Users Group meeting	17/02/1999	Brainstorming questionnaire
	GU South Users Group meeting	17/02/1999	Notes of meeting
	GU South Users Group meeting	10/06/1999	Notes of meeting
	Letter from BWB to RWT	12/07/2000	Use of BW land at Batchworth Lock
	Letter from RWT to BWB	18/07/2000	Draft reply
	BWB GUC corridor study	Mar-01	Abbots Langley to Rickmansworth (Loose in back of folder)
	BWB meeting with RWT	10/04/2002	
	BWB meeting with RWT	17/12/2003	
	Letter from BWB to RWT	20/04/2005	re repairs and ownership of boats
	Letter from RWT to BWB	12/05/2005	re repairs and ownership of boats
	Letter from RWT to BWB	26/09/2005	Re permission to use Bworth Lock for festival
	Waterways partnership meeting	26/09/2000	TRDC/RWT/Three Valleys Water/BWB
	Waterways partnership meeting	09/03/2004	TRDC/RWT/Three Valleys Water/Thames Valley/BWB/Herts & Barnet Countryside Management Service
	Waterways partnership meeting	14/09/2004	TRDC/RWT/Three Valleys Water/ HCC
	Waterways partnership meeting	15/02/2005	TRDC/RWT/Countryside Management Service
	Waterways partnership meeting	27/09/2005	TRDC/RWT/Countryside Management Service/BWB
	Waterways partnership meeting	17/01/2006	TRDC/RWT/BWB

Catering	TRDC report on Albert (food hygiene)	21-Mar-95	
	Follow up letter	29-Mar-95	
	Kiosk in Albert's Garden - Meeting with TRDC including report on food hygiene	10-Nov-95	
	Pancake Parlour Catering agreements with Tim & Vicki Pulman (Pulman & Co) who ran the catering from 29 March 1996 to Oct 1998	15/01/1996 - 6/11/198	Various letters, contracts and articles
	Batchworth Brasserie - agreements with Malcolm Jackson	March to October 1999	
	Anni's café	2009-	Draft Agreements
Charity Commission Returns	Annual returns	3/7/1992- 12/07/2010	
Charities Commission/ NCVO/Compliance/ Training	Good Governance Action Plan for Voluntary Organisations	2000	Sandy Adirondack, NCVO Guide to Board Development
	The Charity Commission and Regulation	2006	Charity Commission
	The Essential Trustee	2007	Charity Commission
	Transparency and Accountability -What to include in the Trustees' Annual Report	2007	Charity Commission

	CCLA Training	2008	Responsibilities as Trustees Understanding MI External financial reporting
	Charity Law & duties of Charity Trustees (Three Rivers CVS)	02/07/2009	Basic Bookshelf for Trustees Information and advice on legal issues The Effective board member Checklists- making your board more effective Responsibilities of the governing body Charitable status The Essential Trustee - an introduction Reducing the risk of personal liability
	Tending your Board		Seasonal Guide to improving the way your Board works Bassac/Governance Hub
Companies House	Certificate of Incorporation	30/12/1991	
	Copies of various submissions for directors appointments and resignations	1993-2010	
	Copies of annual returns	1992-2008	
	Incorporation Documents	7/11/91 4/5/93	Original memo and articles, Revised articles 4/5/93,
Education material - LatL	Education at the Lock Notes for volunteers	2001	
	Education at the Lock Teachers summary pack	2001	
	Education at the Lock Teachers support pack	2001	
	Teachers' notes for quiz trails A-D	?	
	Notes for helpers on "Life on a narrowboat"		

	Education notes for LatL	.	
	Various pictures used for education		
	How I show Roger to the children by Jean Berry	2009	
	Notes on Lockside session	2012	
	Rickmansworth and the Canal (Festival 1993)	1993	
	LatL leaflets	2005, 2007	
	Letter to BBC from RWT re LatL	11/07/2005	
	Batchworth Telegraph article re Waterways regeneration Award for LatL by Fabian Hiscock	2007	
	Background of construction of Little Union Canal	2004/2006	
	Waterways Project re transporting paper		
Education material - general	Grand Union Canal from the Chilterns to the Thames by Geoff Elwin and Cathleen King		
	A brief history of the Grand Union Canal in Herts by Herts CC		
	The Three Rivers through the Three Rivers (by TRDC)		
	The Grand Union Canal through Three Rivers (by TRDC)		
	A chronology of British Waterways and Canals from Sankey Brook to the Manchester Ship Canal compiled by Phil Hammond	2014	
Festival	Original notes from 1993	1993	
	Souvenir brochure	1993	
	Flyer	1996	
	Programme	1997	
	Cancellation of 2001 Festival	2001	Due to rain - party proposed instead

	Party in the Park	?	Flyer
	Letter of thanks to TRDC	2005	
	Criticism from John Brice and reply re 2005 Festival	Jun-05	
	Festival - Proposal for sponsorship	2010	Produced by David Montague and Fabian Hiscock
	Review	2010	Towpath article
Festival brochures	General	May-03	
	General	May-04	
	General	May-12	
	Historic Boats brochure		
Friends	Draft Constitution	2009	
	Launch meeting	07/04/2009	
	Friends Brochures	2010	Information leaflet
	Membership applications	2010	
	Terms of reference for membership Secretary		
Funding/ Grant applications	National Lottery acknowledgement of £60k grant for Roger restoration	30/09/1997	
	Awards for all Eastern - grant application for £5,000 for Festival	01/12/2005	
	Sir Halley Stewart Trust - granting of funding for Waterways Project	15/03/2006	
	TRDC Community Grant of £4,700	2007/8	
	Local Network Fund for Children and Yung People	01/03/2007	£7k for LatL coordinator
	BBC Children in Need	01/11/2008	Grants of £12k received for Coordinator's salary
	Locality Budget Scheme - application and receipt of £800	2009	
	Locality Budget Scheme - application and receipt of £1,000	2010	
	Information on various granting bodies		Chapman Charitable Trust
			Elmgrant Trust
			Ernest Cook Trust

			Gannet Trust
			Herts CC
			IWA Restoration Grants Fund
			Lanvern Foundation
			Marks & Spencer Community Funding
	Draft bids for funding	2009	LatL draft application letter
			Roger bid for funding
			Pre-application to HLF for renewing the Pride of Batchworth
		2011	HLF application for Roger
		2011	Henry Smith Charity for Under the Bridge
		2011	Herts Community Fund application for office rent
		2011	Tesco Charity Trust for under the Bridge
		2011	Roger bid to WC of Shipwrights (rejected)
		2011	Application to WC of Weavers for Under the Bridge
		2011	Prism Grant Fund for Roger
		2011	Santander Foundation for Under the Bridge
		2011	TRDC for Roger
		2011	Veolia Community Fund for Roger
		2011	TRDC for ice cream freezer
	Newspaper article		BWB reinvestment - local canals miss out
History	Batchworth Telegraph		Apr-07
	Batchworth, a personal view by Tim Woodbridge		Early history of RWT
	Beatrice	29/09/2002	Letter from Tim Woodbridge asking IWA whether they would save Beatrice
	Brief History of GUC	Jan-94	BWB
	Festival	May 2012	Leaflet
	GUC, M1 of its day	04/05/2000	Brian Wesley, administrator
	Hertfordshire Countryside	May-94	
	Historic Boats Listing	23/09/1997	
	Little Union Canal	Spring 2006	Background of Construction by Peter Mazilus
	Maps		Rickmansworth branch canals

	Maps		Survey map of Rickmansworth area
	RDRA newsletters with reference to RWT		Spring 2018
	RDRA newsletters with reference to RWT		Spring 2017
	RDRA newsletters with reference to RWT		Spring 1995
	RDRA newsletters with reference to RWT		Autumn 1993
	RDRA newsletters with reference to RWT		Spring 1993
	RDRA newsletters with reference to RWT		Autumn 1992
	RDRA newsletters with reference to RWT		Spring 1992
	Regenerating Batchworth for the next 200 years	2004	Business Plan and funding application
	Rickmansworth and the Canal		Education sheet
	Roger's relaunch	04/05/2000	Press release
	Text for Batchworth panel	10/02/1996	Environmental Board for Insight Communications (Ken Moore/ Christopher Jaques)
	Thomas Percy Fowler, owner of The Railway Hotel and stables for horses	1998	Email from Tony Berry
	Visit of President and Kildare	08/07/2009	
	Water gauge monument for Batchworth Mill, Rickmansworth Lodge	03/06/1983	
	Waterways Renaissance Award winners	2007	RWT won for Learning at the Lock
		01/01/1997	
LatL bookings		2015-2019	In archive
LATL red file	Visits	2014	
		2013	
		2011	
		2010	
		2004	
		2003	
		2002	
		2001	
	Education programme Financial summary	2001	

	Education programme review of the year by Margaret McDonnell	2002	
	Education programme review of the year by Christopher Jaques	1999	
Newsletters	RWT flyer	Nov-03	
	Roger info	Nov-03	
	Batchworth Telegraph	Mar-04	
	Batchworth Telegraph	Sep-04	
	Batchworth Telegraph	Jul-05	
	Batchworth Telegraph	Feb-06	
	Batchworth Telegraph	Oct-06	
	Batchworth Telegraph	Apr-07	
	Batchworth Telegraph	Sep-10	
	Batchworth Telegraph	Apr-11	
	Batchworth Telegraph	Apr-12	
	RWT Newsletter	Summer 1993	
Policies	Child Protection Policy Statement	Feb-09	
	Complaints	Jan-11	
	Crewing manual	Apr-09	
	Equal Opportunities	Aug-09	
	Health and Safety Statement	Apr-08	
	Mission and actions	2009	
	Safeguarding and Complaints	Jan-11	
Pride	Report and proposal for diesel engine conversion	15-Jan-08	
	M&P Electrics	17-Oct-08	Battery?
	Instruction to Paul Smith for independent vessel survey	28-Jan-09	
	P&S Marine invoice	09-Feb-09	Replacement of existing electric drive system with Izuzu hydraulic drive system
	Enquiry re first charters	16-Apr-09	
	Training for Pride - NCBA course attended by Mark Saxon	Sep-14	

Property	Agreement and covenants with Brodie & Sons for use of Exhibition room for use of canal related activities.	02/04/1991	
	Lease of land adjacent to Batchworth Lock	Aug 1993- Apr 1994	Correspondence with Herts CC
	Lease for part of BWB workshop and Albert's garden	Apr-98	Correspondence between BWB and RWT
	Objections to planning permission for houses on site where Education building is now	Aug - Dec 95	Various letters TRDC minutes of meetings Letters to TRDC
	Planning permission for open air museum	Jan to Sep 96	Correspondence between TRDC and RWT
	Roger site	Jul-00	First plans to develop an education building
Report and Accounts	Signed reports and accounts	2010-2016 2005 2003 1992-1997	In separate box in archive
	Drafts	1992	In separate box in archive
	Signed report and accounts	Various	1992, 1995, 1997, 1998, 1999, 2002, 2003, 2005, 2006
	Chairman's report drafts	2000	
		2001	
		2002	
		2003	
		2003	half yearly
		2004	
		2005	half yearly
	Accounts working papers	2014-2018	In separate box in archive
Roger	Registration certificate	Mar-36	Plus Weighing details
	Certificate of Registration under Public Health Act 1936	22/05/1956	Registration by Messrs Samuel Barlow Coal Company as a dwelling
	Articles re acquisition of Roger by RWT	12/03/1993	Watford Observer - various
	Roger illustration of hull		

	Requests and replies for information re Roger from various museums	1995/96	Canal museum Stoke Bruerne - info re Roger and Mr Bray (13/9/95) Collection of Boat Builder tools on loan to Blake's Museum in Reading from University of Reading (31 January 1996)
	Roger history	1996	Notes of building Roger from Chris Collins
	Purchase of Roger for £1 from Tim Woodbridge	14/03/1996	
	Roger fact sheets	03 and 05	Nov 03, 2005
	Welcome to Roger sheet	Jan-12	
	Roger and the Brays		
	Boat Safety certificates	2000-2008	2000, 2004, 2008
	Hull Survey	11/12/1997	by Whitling Marina
	Roger docking invoice	18/01/2008	Jem Bates
	BWB Boat license conditions	01/10/2008	
	Risk Assessment for visit of Roger to Brentford	11/07/2009	
	Crewing manual	Sep-09	
	National Historic Ships register	Nov-09	Confirmation of inclusion on National Register of Historic Vessels
	Working boat covers spec		
Roger	Liaison with HLF re rebuild	1997-2020	Black folder
Roger	Rebuild - fundraising	1996-1998	Blue folder
Roger rebuild	Initial discussions re rebuilding of Roger	Oct-95	Letter to BWB seeking details re possible historic moorings at Batchworth (28/10/95) Letter to DG re charitable grant(30/10/95)
	Press releases re appeal for Roger Funds	1996	10/1/96 15/4/96 28/4/96 8/5/96
	Letter to Friends re rebuilding of Roger	Apr-96	

	Launch of appeal to rebuild Roger	June/ July 1996	AIM Magazine/Canals Alive News
	Article about Chris Collins's plans to rebuild Roger	Aug-96	Limited magazine
	Correspondence re photos of Roger	1996/97	RWT /Canal and Riverboat magazine? Tim Coughlan
	Detailed proposal and business plan	1997	
	Help save Roger leaflets	1997	
	Heritage Lottery Fund letter	15/09/1997	Confirmation of award of £60k grant
	RWT plan for lottery grant	24/09/1997	
	Newspaper articles re Lottery grant received	28/11/1997	Watford observer Watford and SW Herts Review
	Various donations	97-97	
	Condition Survey report on completion of reconstruction	12/05/2000	
	Roger relaunch	20/05/2000	including newspaper articles
Various other boats	Nutfield	1996	Correspondence re arrangements for visit to Batchworth
	Bodmin	1996	Loan of Bodmin
	Australia	1996	Loan of Australia
	Captain Cargo Boats	1996	Display at Festival
RWT Photos	Miscellaneous but not labelled		
RWT Strategy	Business Plan	03-Nov-03	
	Business Plan	2004	
	Letters from chairman requesting financial support	28-Nov-04	
	Strategy for Batchworth	June 2006	
	A Strategy for 2006/7 and so on	2006/7	
	Strategy meeting, summarising position at that time	14/11/2008	
	A Strategy for 2009 and so on	2009	

	Strategic Review by GG and FH, showing present and future position at that time	Jan-11	
	Trustee Training - Skills training by The Consultancy Home Counties	21-Sep-09	
Trustees meetings	Minutes	18/07/2000-24/06/2010	
	Trustee minutes	24/01/1995 - 4/1/2010	
	Board meeting minutes	7/11/1991 - 19/05/2010	
	AGM	1993-2009	1993,94,96,99, 2000, 2001, 2004, 2005, 2006, 2007, 2008, 2009
Waterways Museums Heritage network		1995-1999	Blue Folder
Various booklets/packs	Inland Cruising Practical Course Notes		
	Rosie and Jim Waterways pack		
	Discovering Canals Activity pack		
	Health and Safety Handbook for Voluntary and Community Organisations		
	A Guide to Social Return on Investments		Cabinet Office
Various RWT photos	Loose		Loose in cardboard wallet folder