

WEST SOMERSET STEAM RAILWAY TRUST LTD

Minutes of the meeting of Board of Trustees held on Wednesday 14th November 2018 at 10 AM in the Meeting Room, Bishops Lydeard Station

Present: Chris Austin (CA) Chairman Ian Coleby (IC)
 Alan Meade (AM) Geoff Evens (GE)
 John Jenkins (JJ) Steve Williams (SW)
 Don Fraser (DF)

243. Apologies for Absence and Welcome

There were no apologies. Chris Austin formally welcomed Don Fraser to his first meeting as Treasurer of the Trust.

244. Conflicts of Interest

It was noted that IC had resigned as a PLC Director and therefore no longer had a conflict of interest. No others were reported.

245. Minutes of the meeting held on 13th September 2018

Action

The Minutes were agreed as a correct record.

246. Action Log

- 227-completed
- 228-completed
- 229-completed. GE to amend posting on website DF to replace CB GE
- 231-completed plus HLF Project Group members reminded to provide goodwill timesheet to SW CA/IC/GE
- 232-on going. GE to progress installation of WSSRT addresses and cloud storage GE
- 233-on going. Noted that Sherrings Yard is completed. SW
- 235-discussions to be progressed dependent on outcome of LO appointment CA/GE
- 236-noted that David Baker had agreed to be responsible for general oversight and rosters, but keyholder and Curator still required. CA
- 237-in hand CA
- 239-outstanding. Longer term solutions to be investigated as part of HLF project. CA/AM/SW
- 240-in hand. Deep clean, painting programme and reorganisation of store were priorities CA/GE/IC
- 241-in hand as part of succession programme for AM AM

247. Matters Arising Not on the Agenda

Action

Heritage Committee. It was noted that the objects and direction of the Heritage Committee were under review and that the Trust Board would revisit this in the New Year. It was **Agreed** that IC would be the lead for the Trust Board on this topic. IC

248. Safety

It was noted that the PLC had now received a letter from ORR regarding the improvements required on the railway and had issued a statement to all volunteers and stakeholders announcing that the WSR normal winter closure would be extended until the end of March 2019 following the Christmas period in order the necessary work to be undertaken. A workshop would be held on 24th November by the PLC at which the specific actions required would be shared. This development would have a profound effect on the Trusts Safety Policy and its approach to safety critical work and risk assessment/management and would undoubtedly require a further review of policy and procedures and a reappraisal of working practices.

One of the key requirements will be to identify a competent person to ensure that Trust volunteers follow the new methodologies and can be assessed against them with improved documentation to underpin confirmation of compliance. CA would discuss this with the PLC. He also referred to the two risk assessments completed noting that these too would require review.

CA

Following discussion, the Board **Agreed** that the current Safety Policy would remain the interim document pending outputs from the above. In the absence of the SMS from the PLC website, GE undertook to establish the status of the current PLC policy. CA would attend the workshop and would write to the PLC Chairman endorsing the action being taken by the Company and confirming the Trust's full support. GE would put any revised policy into a standard format in due course. SW suggested that it might be prudent, in view of the work required and the importance to the Trust's activities, to give consideration to advertising for an additional Trustee with the specific brief for safety at Board level and across the charity. This was supported in principle.

CA/GE/SW

249. Treasurers Report

The Report was received in a spreadsheet format. Future reports would also include narrative. DF said that the key points to note were:

- Income was likely to be lower than budget for 2018 based on current projections,
- HLF invoices should be raised either by the PLC or placed in their name to enable VAT recovery. SW to pick up with Richard Maw.
- the report year October to September was out of line with the budget year January to December. It was therefore **Agreed** that the budget year was the preferred option and that the current year should therefore run from 1/10/18 to 31/12/19 (15 months) to align with the calendar year. This would also require a proposal to the 2019 AGM to change the date of the 2020 AGM in order for Members to receive the Annual Accounts.

SW

DF/SW

250. Draft Annual Report and Annual Accounts

The draft Chairman's Report, Trustees Report and Financial Narrative was received and discussed. DF said that he had already sent the draft Annual Accounts to Monahans for review. The Chairman's Report, Trustees Report and Financial Narrative were **Agreed** and **Approved** for forwarding to Monahans subject to the following amendments:

- **Chairman's Report.** CA to add a section on the model railway.
- **Trustees Report.** SW to change the Visitor Survey to 2018, remove reference to Flying Scotsman Press Event and amend DF start date. Also confirm review of Safety Policy.
- **Financial Narrative.** There was a discrepancy between note 4 of the draft Annual Accounts and the Financial Narrative which the Treasurer would correct.

CA

SW

DF

251. AGM Date and Director Re-election/Election

Following discussion, and in light of the Safety discussion earlier, it was agreed that the 2019 date should be brought forward to March and that this should be Saturday 23rd March at 2 PM in the Meeting Room Bishops Lydeard station.

With regard to the re- election of Directors, it was noted that CA and IC were due to retire. Both CA and IC **Confirmed** their willingness to stand again for election .It was further noted that DF and SW were up for election having been co-opted to the Board during the year. Both DF and SW **Confirmed** their willingness to stand for election.The Company Secretary would take the lead on making the necessary arrangements in line with statutory requirements.

SW

252. Business Plan Summary Update

The paper prepared by SW was received. One small amendment was necessary i.e. Coach 6705 to be completed during 2019. Subject to any further changes, the Summary Update was **Agreed**. Trustees would provide SW with any further comments by no later than 30/11/18 following which the Summary Update would be included in the AGM pack.

All

253. Induction Pack for New Trust Volunteers

DF tabled a paper on the above and outlined his experience to date. It was agreed that there a number of weaknesses in the current system including issuing of ID cards and the criteria for holding PTS . It was also noted that there was a fairly ad hoc process for accessing potential new volunteers for the Trust via the PLC. It was **Agreed** that DF, in his role as lead on Membership, would do some further work on this in conjunction with the PLC. SW would also raise it with PLC HR through the LO appointment.

DF/SW

254. HLF Update

The paper from SW was received. It was noted that there were a number of strong candidates for the Learning Officer role interviews for which were on the 28th November. However, the tender process for the design and interpretation consultants had hit a difficulty which SW was in the process of resolving. The Board **Agreed** to support the proposed new approach as outlined.

SW

255. Draft Fundraising Plan

The Board considered the proposals prepared by SW arising from discussions in the HLF Project Group. It was noted that a number of the items were already under discussion with the PLC. The Board **Endorsed** the Plan and **Agreed** it should be taken forward.SW suggested that this be undertaken in conjunction with DF given some of the financial and commercial implications and this was agreed.

SW/DF

256. Santa Trains

CA said that the Gauge Museum would be staffed on the days that the Santa Trains were running except the 23rd and 24th December.

257. WSRA Strategy Workshop

The Association were holding a strategy workshop on 27th December in the afternoon and had invited the Trust to send representatives to participate. CA, SW and GE had all expressed interest and CA would liaise with the Association Chairman to establish how many places were available. CA

258. Date and time of Next Meeting

10th January 2019 at 10 AM in the Meeting Room, Bishops Lydeard. SW would also circulate a list of suggested ongoing dates for Board meetings for 2019. SW