

## WEST SOMERSET STEAM RAILWAY TRUST LTD

### Minutes of the meeting of Board of Trustees held on Thursday 14<sup>th</sup> November 2019 at 1030 AM in the Meeting Room, Bishops Lydeard Station

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

#### 366. Apologies

Apologies were received from David Baker and Alan Smithers. It was noted that, due to personal circumstances, Martyn Snell was unable to attend. His briefing paper was received and noted.

**Action**

#### 367. Conflicts of Interest

None were reported.

#### 368. Minutes of the meeting held on 3rd September 2019

These were approved as a correct record.

#### 369. Action Log-3<sup>rd</sup> September 2019

- **280 40<sup>th</sup> Anniversary Book** . It was noted that sales had gone well and that a second volume was being considered with potential publication in Spring 2020. Board to be kept updated. IC
- **297. BCK6705 Hire Agreement.** CA reported further delay. The Trust would need to source an external contractor for the ultrasonic test and the FTR was still outstanding as was finalisation of a commercial agreement with the PLC. The PLC Chairman had generously offered access to a poly tunnel to provide short-term covered accommodation which was located at Tyseley and would require to be moved to the WSR. CA would be investigating this. In the meantime publicity on the operational introduction of the coach had been deferred. CA
- **307. HRA Young Persons Award.** The HRA had now published its criteria and CA had discussed nominations with AM and Sam Eastaugh. The Trust would be putting James Pearson from the Model Railway Group forward next week to meet the closing date of 22/11/19. CA/AM
- **328. IT Developments.** This was now completed.
- **329. Trust Logo.** IC had produced a range of designs for a new logo suitable for social media. Following discussion, Trustees selected a preferred option which would be implemented following discussion at the 2020 AGM using the new proposed title. IC
- **359. Volunteering and Safeguarding.** SW said there been little progress since the last Board meeting. Further discussions with the PLC were planned within the next week. SW
- **363. Digitisation.** GE summarised progress to date. Proposals put forward by Tim Stanger were being worked through and there would be a further report to the Board in January. GE

### 370. PLC Update.

Correspondence from the PLC Chairman about the forthcoming ORR visit on 11 December was discussed. CA said that documentation on carriage restoration would be reviewed to ensure that this was up-to-date and documentation available electronically would be placed on the Trust website. CA would advise all volunteers about the visit and he and GE would review the Gauge Museum documentation. SW would advise DB in respect of Blue Anchor.

CA/GE/SW

The change in arrangements on the Williton site was noted as was termination of the facilities agreement with the Association (Restorations). Discussions would take place with the PLC regarding continuation of the arrangement under a new agreement. There would be a meeting between the PLC, the Association and the Trust to talk about the future of Williton on 27<sup>th</sup> November and Trustees would receive a briefing afterwards..

SW/CA

It was noted that the PLC had made a request for the Museum at Blue Anchor to be open for the PLC AGM on 14<sup>th</sup> December. SW would discuss this with DB and respond to the PLC.

SW

### 371. Safety Update

No new issues were identified pending the ORR visit and subsequent report..

### 372. Treasurers Report

It was noted that the second tranche of HLF income was now in the operational account. The 40<sup>th</sup> anniversary book print run was almost sold out with a possible second print sometime early next year (depending on whether there was a second volume published and its timing). IC would be obtaining quotes for a reprint.

IC

In terms of income, a legacy received at the end of October would be added to that months position. Donations from Andover Model Railway Club and CAF had also been received. CA drew attention to the large personal donation (including gift aid) to the Track Appeal received by the Trust in early November. This would be discussed with the PLC in relation to its best use

CA

The contents of the Administration Report were noted and it was agreed that this would be a regular part of the future Treasurers Report.

DF

Following discussions between the Treasurer and the PLC accountants, the position on VAT reclamation for the HLF Project had now been positively resolved. DF was thanked for his efforts. If the Trust wished to pursue a similar arrangement in respect of carriage restoration, this would need further consideration

CA

The overall financial position for the end of October was very positive and there were no significant outstanding issues.

### 373. Museum Infrastructure Improvement Programme

SW summarised the arrangements with contractors and the PLC. It was noted that the proposals for funding the work at Blue Anchor had been accepted by the PLC Chairman and quotations were being sought by Andrew Young. The work at Bishops Lydeard would start in January and be mix of volunteer and contractor (including RA MS) work. This would coincide with the Trusts own Winter work programme in the Gauge Museum and be aligned with the timetable for the redesign and reinterpretation work in the HLF Project. DB

would be the lead for Blue Anchor and GE the lead for Bishops Lydeard.

DB/GE

#### **374. 4160 Limited Shares**

Correspondence received from 4160 Limited was noted. It was agreed that there would be no further action at this time.

#### **375. Gauge Museum Project Progress Report**

The paper from SW was received. NLHF had accepted the progress and finance reports respectively thus releasing second tranche funding. Significant progress continued to be made with the learning and education programme. Redesign and reinterpretation proposals were now at Design 6 stage and would be discussed at the next Project Group meeting on 19<sup>th</sup> November. The key activities over the next three months were noted and it was anticipated that all the physical changes to the Museum including artefacts, displays and audiovisual installations et cetera could be completed in time for the 2020 season.

#### **376. Proposed Amendments to Trust Name, Objects and Powers and Museum Accreditation**

This item was discussed.

#### **377. GDPR Consent Form and updated Model Railway Leaflet**

Trustees considered the final draft version of the form and approved it for implementation. In terms of the Model Railway leaflet, there were a couple of small amendments required (insertion of Trust website details and railway lines on the small map) but with those, Trustees endorsed the leaflet and approved a small print run. In addition, Trustees asked that Matt Sutton be formally thanked for all his hard work on both projects.

SW would deal with GDPR and thank Matt. IC would lead on the leaflet in consultation with Matt.

SW/IC

#### **378. AGM Date and Preparations**

SW said that Trustees needed to agree a date which reflected the extended financial year period and time for preparation of reports and accounts. The date of Saturday, 23 May 2020 was agreed and SW and DF would pursue the necessary arrangements. The AGM would be discussed again the January Board.

SW/DF

#### **379. Recruitment of Young Volunteers**

AM raised concerns about the status of young volunteers in relation to the Model Railway Group in light of recent correspondence from Catherine Dance. CA said that he had corresponded with Catherine Dance and had shared the paper that he had presented to the Voluntary Development Group in August. Trustees agreed with the position that the Model Railway was a club in the Museum and not an industrial undertaking for the purposes of the 1920 Act. Therefore volunteers under the age of 16 could be accepted. Nonetheless, the current situation was confused and HRA was seeking amendments. CA and SW would pursue this with the PLC and Catherine Dance.

SW/CA

#### **380. Visit England Action Plan**

SW referred to the synopsis of the draft action plan produced by Martin Brown following the unannounced visit by VE to the railway and specifically to the Gauge Museum. It was agreed that SW would respond using the material available from the NLHF Project.

SW

### **381. British Museum Marsh Award**

CA said that Matt Sutton had been in receipt of this award for his outstanding voluntary contribution to museum learning. The award will be presented to Matt at the Gauge Museum Project group meeting on 19<sup>th</sup> November .

CA

### **382. Date and time of next meeting**

Owing to a personal commitment for CA, the previously announced date and time was now changed to Thursday, 16 January 2020 at 10 AM.