

## WEST SOMERSET STEAM RAILWAY TRUST LTD

### Minutes of the meeting of Board of Trustees held on Thursday 22<sup>nd</sup> April 2017 at The Gauge Museum, Bishops Lydeard at 10.45 am

**Present:** Chris Austin (CA) Chris Bolt (CB)  
David Baker (DB) Peter Treharne (PT)  
Geoff Evens (GE) Alan Meade (AM)

**In attendance:** Jill Baker, Secretary

#### 90. Apologies:

John Jenkins (JJ) & Ian Coleby (IC)

#### 91. Conflicts of Interest:

CB & GE – PLC Directors

#### 92. Minutes of the meeting held on 16 February 2017

The minutes were agreed as presented.

#### 93. Matters Arising

Under 71. Heritage Committee. CA reported that IC had been approached about chairing this committee and a response was awaited. **Action - IC**

Under 71. 4160 Ltd. CA will write to 4160 as per the agreement at the 16 February meeting. **Action – CA**

Under 72. M&As. It was agreed that DB should request that the Charity Commissioners put an amended copy of the M&As on their website. **Action – DB**

#### 94. Financial Report

CB presented the Financial Report and it was agreed to transfer £10,000 back into the 3 month deposit account. **Action – CB**

It was agreed that a membership drive was required to boost funds.

#### 95. The Trust & The Association

CA reported on his meeting with the WSRA representatives and it was agreed that any merger would be premature at this stage but a future dissolving of both organisations and a completely new set-up should not be ruled out altogether at some stage in the future.

#### 96. Policies

The following policies (as required by the Charity Commissioners) were discussed and appropriate amendments agreed.

Conflicts of Interest (plus Directors' Register of Interests)

Complaints Procedure

Risk Management

Investment and Funding

It was agreed that all Policies include the statement THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED at the foot of the document.

It was agreed to add the following information at the end of each document: Date and Responsible Person

It was agreed that all amended policies be added to the WSSRT website. CB will talk to Steve Edge about posting them. **Action – CB**

It was agreed that all records should be kept in the WSSRT office in the Gauge Museum on vacation by the WSRA.

### 97. Museum development

CB presented a paper on current developments.

It was agreed to produce a shortened version of the Visitor Survey Form for use in both Museums as the longer version may need the help of stewards to complete. **Action – CB**

It was agreed that GE should attend the visit to Swanage with CB and CA **Action – GE/CB/CA**

A Fire Risk assessment had been carried out at BL and the most effective method of vacating the premises was agreed as 'shout'. A similar exercise would be carried out at BA. **Action – CB**

It was agreed that CB would produce a staff manual for the museums and arrange briefing sessions.

**Action - CB**

### 98/99. Update on BL Gauge Museum & BL Museum

CA reported that some work had been undertaken on displays in BL Museum and interpretation panels had been changed etc.

AM reported that there was an empty display case at the top of the stairs by the model railway and it was agreed to talk to Peco and any other interested parties (the membership/railway press) about putting an 'N' gauge display in there. It was agreed that a similar model railway could also make good use of a display cabinet at BA Museum. These displays could be coin/button operated. DB agreed to write an article appealing for ideas for GE to include in the newsletter. **Action – DB**

DB reported that he had an almost complete list of volunteers for the opening dates at BA and would be sending out a further appeal during May to fill the vacant dates. **Action – DB**

DB asked that a list of volunteers at BL and for the model railway be sent to Anna Forster in MD for ID card checking. **Action - CA/AM**

It was noted that the office cabin for the WSRA would be on site by the end of May which would enable vacation of the Gauge Museum office for the WSSRT. (Post meeting note: the portacabin has arrived but services remain to be connected)

CA reported that he has a list of volunteers for the Museum and was looking for a leader among them. CA has enough volunteers over the Gala.

Signage. It was agreed signage on Platform 2 could be better when the Museum is open. DB reported that he had obtained a quote for a sign (26" x 42") to be fixed to a GWR board on the railings at MD advertising the BA Museum. It was agreed to invoice the PLC for this sign and to check the quality of the photographs before final printing. **Action – DB**

It was agreed to check whether the Flying Scotsman would be running on any evening and if so, whether it was scheduled to stop at Blue Anchor. **Action – CA**

### 100. Flying Scotsman / Antiques Roadshow

There were no further updates on the visit by the Flying Scotsman.

The sleeping car would feature at the Antiques Roadshow and some artefacts owned by the WSSRT may also feature. **Action - CA**

It was agreed to obtain photos of the sleeping car at MD for use on WSSRT souvenirs.

### 101. Annual General Meeting

CA agreed to make contact with Lady Gass (WSSRT President) after the AGM. **Action – CA**

The format for the AGM was agreed and would include a presentation on the Southern Gateway by Ric Auger.

### 102. Governance Matters

Election of Alan Meade. It was agreed that AM should be elected to the Board as from Monday 24<sup>th</sup> April. Proposed by DB and seconded by CB

AM reported that he and the volunteers on the model railway felt more welcome since the WSSRT were looking after the Gauge Museum.

AM agreed that the registered office in BL should be his contact address and DB would contact AM for details for registering his details with the Charity Commissioners. **Action – DB**

Membership Leaflet. It was agreed the return address for membership applications should be the registered office in BL. It was agreed to let IC know of any amendments to the leaflet and then ask IC to circulate a final copy before printing.

**Action – All**

It was agreed to ask the PLC if the leaflet could go out with the 2018 AGM mailing.

**Action – CA**

It was agreed to print 1,000 copies initially and these to be placed on stations, with a larger print run if the PLC agreed to circulate it in 2018.

It was agreed to add an item to the agenda for the next meeting about a possible leaflet encouraging volunteers. This leaflet to include a plan for progress through the volunteering system and should be kept very simple.

**Action – DB**

**Action – IC**

AM agreed to send suitable photos of the model railway for inclusion to IC. **Action – AM**

### **103. Reports from meetings**

CA reported on the last PDG meeting.

### **104. Carriage Project**

CA reported that the upholstery work was progressing and should be finished by the end of June.

Project management. CA reported that a good volunteer was required to organise the work and he was working on a schedule of outstanding work to enable the remainder of the work to be undertaken more effectively.

**Action – CA**

### **105. Somerset West Lottery**

There was no report.

### **106. HLF Bid**

There was no report

### **107. Safety update**

It was agreed to defer this to the next meeting when IC would be in attendance.

### **108. Chairman's update**

There was no further update

### **109. Any Other Business**

DB agreed to act as the WSSRT representative at the PLC AGM

**Action – DB**

### **110. Date of next meeting**

The date of the next meeting was confirmed as Thursday 13<sup>th</sup> July 2017 at 11.30 am in the Gauge Museum, Bishops Lydeard