

## WEST SOMERSET STEAM RAILWAY TRUST LTD

### Minutes of the meeting of Board of Trustees held on Thursday 13 July 2017 at The Gauge Museum, Bishops Lydeard at 11.30 am

**Present:** Chris Austin (CA) Chris Bolt (CB)  
David Baker (DB) Ian Coleby (IC)  
Geoff Evens (GE) Alan Meade (AM)

**In attendance:** Jill Baker, Secretary

#### 111. Apologies for Absence

John Jenkins (JJ) & Pete Treharne (PT)

#### 112. Conflicts of Interest

IC & GE – PLC Directors

#### 113. Minutes of the meeting held on 22 April 2017

The minutes were agreed as presented.

#### 114. Matters Arising

- a) Heritage Committee. IC reported that a PLC Board meeting in July would discuss possible changes to sub committees and the best method for the continuation of these committees. It was agreed to keep this item on the agenda given the importance of heritage to the Trust. **Action -DB**
- b) Safety Strategy Paper. IC reported that he had drafted a paper and CB will add his comments. It was agreed to add this item to the September agenda. **Action – IC/CB/DB**
- c) 4160 Ltd. No update. **Action – CA**
- d) Charity Commission/Companies House. DB reported that all had been updated and the clearer version of the Memorandums and Articles had been forwarded to Companies House for inclusion on their website.
- e) President. DB agreed to contact Lady Gass as the WSSRT President. **Action – DB**
- f) South West Lottery. IC had attended a presentation and agreed to summarise the points raised. **Action – IC**
- g) PLC AGM report. DB reported on a good meeting. Subsequent departures from the Board suggested that the timescale of major projects in which the Trust was involved, including Southern Gateway, might be affected. Discussion on the implications followed and it was agreed to hold a special meeting to ‘brainstorm’ ideas to meet the Trust’s core objectives here in respect of the carriage restoration project at a special Trustees’ meeting in the Gauge Museum at BL on Monday 21<sup>st</sup> August at 11.00 am.

#### 115. Financial Report

CB presented the Financial Report. The Board agreed with the proposed investment strategy as itemised under item 6.

Discussion took place on how to encourage more members and donations and it was agreed to discuss with the WSRA the possibility of a joint leaflet which could be handed to passengers when tickets are purchased. It was also agreed to look at the possibility of the envelopes distributed on the trains for donations should be handled by one of the supporting charities to realise the benefits of gift aid.

**Action – CB/CA**

CB agreed to re-draft the Reserve Policy and it was agreed that the general reserve should remain at £5K.

**Action - CB**

#### 116. Governance of Model Railway Fund.

CB presented a paper and it was agreed to include this income within the existing Museums restricted fund but with separate accounting. CB agreed to draft a policy statement.

**Action – CB**

### 117. HLF Bid.

CB presented a paper on the outcomes of the HLF Bid and the following points were raised.

- A revised bid has been suggested for the museum enhancement followed by a larger bid for the main project in the future.
- Press on with the plans and timetable. **Action – CB**
- Focus on the educational aspects of the project
- Consider the formation of a Museum Group with a Project Manager
- Ask if BL Station Staff would be prepared to help with the staffing of the Museum at quieter times in the timetable
- Consider having a team to refresh the exhibits and another team to talk to the visitors.
- Consult with the PLC about advertising tours of the Museum with their party bookings
- CB agreed to implement the points raised in the discussion with the HLF Development Manager and produce a draft to cover the points raised in the discussion as a basis for a revised bid.

**Action – CB**

### 118. Volunteer Policy

DB presented a draft Volunteer policy and the following points were raised.

- CA will find the HRA definition of volunteers **Action – CA**
- Item 21, add 'created and' before 'held'
- Item 23, add 'PLC' before Data protection Policy and check this with the PLC **Action – DB**
- Induction procedure. It was agreed to look at existing papers and discuss the process with the Personnel Department of the PLC including registration of new volunteers, induction processes and ID card renewals.
- Emergency contact details should be on file (and accessible readily) for all volunteers.
- CA agreed to re-word items 24, 25 & 26 to include regulations concerning young people

**Action – CA**

### 119. Museum Development

CB presented Museum statistics for 2017 and agreed to update these regularly. **Action – CB**

GE had produced a possible design for the Gauge Museum meeting area and agreed to cost any changes with RAMS **Action – GE**

It was agreed to publicise the opening of the sleeping car by a possible board on the fence by the ticket office. GE will check costs with RAMS and CA will devise some wording.

**Action – GE/CA**

Alarm system. It was confirmed that Keith Sandford (KS) had obtained quotes and the work should be pursued. **Action - CB**

Security cameras. CB agreed to talk to KS about the possibility of the cameras including the model railway and also check with him about meeting bookings. **Action – CB**

### 120. BL Museum

Item covered above.

### 121. BA Museum

PT had the following items for disposal:

Full set of WSRA Journals – to sell through KS

Coal model of Flying Scotsman – sell in BA Museum during visit of Flying Scotsman

Books – sell in BL Museum. CB will collect. **Action – CB**

DB reported that the Museum roster was complete for 2017 and PT had offered to look after the evening opening during the visit of the Flying Scotsman.

Discussion took place on a 'thank you' to the volunteers working through the WSSRT. It was agreed to give this some thought and discuss again in September. **Action - DB**

DB reported that the advertising board had been put up on MD Station and the boards at BA had been updated. IC agreed to produce appropriate lettering for the sign outside the Museum at BA.

**Action – IC**

Museum Inventory. IC agreed to update this and send a copy to DB.

**Action – IC**

DB reported that he had been offered an 'N' Gauge model railway on boards which would fit into a cabinet at BA Museum. It was agreed to discuss this offer again in September.

**Action - DB**

**122. Crowdfunding**

GE presented a paper outlining crowdfunding and the possibilities for the railway. It was agreed to explore this further and discuss it again in September.

**Action - DB**

**123. Flying Scotsman**

CA reported that the WSSRT had been asked to host the launch of the visit in the Museum and he would check what is required.

**Action – CA**

**124. Volunteer Recruitment etc.**

Covered above.

**125. Governance Matters**

IC agreed to amend the draft leaflet to include recruitment of volunteers (including for the model railway), membership etc. and circulate for comments.

**Action – IC**

It was agreed to discuss Board membership and the role of a Vice Chairman at the next meeting in September.

**Action - DB**

**126. PDG Meetings etc.**

No meetings held.

**127. Carriage project**

Work is continuing and upholstery has to be paid for. Flooring and netting for the luggage racks has been purchased.

**128. Safety**

CA reported on the course he attended on ladders and working at height. The Trust would need to invest in steps for access to coaches, and arrange regular inspection of the few ladders that it owned. (Mostly work involved use of ladders belonging to Restorations or RAMS). CA would seek advice from Ken Davidge.

**Action - CA**

**129. Chairman's update**

No further report

**130. Any Other Business**

AM asked whether there is any insurance cover for personal items brought to the model railway, e.g. rolling stock. CB agreed to check this with the PLC and TN Model Railway Group.

**Action – CB**

**131. Date of next meeting**

The date of the next meeting was confirmed as Thursday 14 September 2017 at 1130 in the Gauge Museum, Bishops Lydeard.