

## WEST SOMERSET STEAM RAILWAY TRUST LTD

### Minutes of the meeting of Board of Trustees held on Tuesday 15<sup>th</sup> November 2016 at Brunel House, Bishops Lydeard at 10.00 am

**Present:** Chris Austin (CA) Chris Bolt (CB)  
John Jenkins (JJ) David Baker (DB)  
Claire Sheppy (CS) Ian Coleby (IC)

**In attendance:** Jill Baker, Secretary

**49. Apologies:**

Peter Treharne (PT)

**50. Conflicts of Interest:**

CB & IC – PLC Directors

**51. Minutes of the meeting held on 6 September 2016**

The minutes were agreed as presented.

**52. Matters Arising**

Under 34. CA will check with Mark Smith about his involvement with the Heritage Committee and help with the paper on heritage as part of the major bid. **Action - CA**

Under 39. DB reported that the signs had been identified as replicas and had gone to BL for sale. One had been sold and the rest were stored in a safe place.

Under 39. IC reported that he had been in discussion with B J Dixon & Walsh and they had promised to get the accounts audited before Christmas.

**53. Financial Report.**

CB presented his Financial Report as at 31 October 2016. The Trustees agreed to accept the recommendation for distributing the funds between various Lloyds Bank accounts to gain the maximum benefits. **Action – CB**

**54. Annual Report/ Accounts**

CB reported that the draft accounts would be authorised before Christmas and this would be within the timescale for approval at the AGM. The Trustees agreed to accept the recommendation in item 7, to retain the basis of valuation of the shares in 4160, as per the decision taken in 2015. The Trustees also agreed to adopt the draft report with the addition of a reference to 'interpretation' in the Objectives and Activities. **Action – CB**

**55. Proposal for Signalbox Restricted Fund**

CB presented a paper for discussion and the following points were suggested and were agreed.

- Operational items offered would be considered on a case by case basis with the final decision being made by the Signal Engineer or his representative.
- Bids could be received at any time but ideally should be submitted one month before the meeting of the WSSRT Trustees for discussion and possible approval.
- Items of under £100 per item would be decided by email, above that would be taken at board level.
- Match funding would be considered on a case by case basis
- Replicas could be considered but would be assessed on a case by case basis

- IC would keep records for ownership purposes and a single page agreement would be drawn up between the WSSRT and the PLC. An ownership register would also be kept. **Action – IC/CB**
- Agreed that insurance costs and maintenance costs should be charged to the fund although insurance should be covered by the PLC

CB agreed to write up the second draft and a draft agreement for consideration by Robin White and Chris Pratt. **Action – CB**

An article about the new Fund should be placed on the website and in the newsletter.

**Action – CB/CS**

## 56. HLF Bid

CB reported that advice had been taken not to rush the bid and the timetable included with the paper should be agreed and adhered to. The following points were agreed:

- The proposed extension to the Gauge Museum was estimated to cost £70K, the bulk of the available grant, and so could not be pursued. The proposal would be reworked on the basis of the space available currently. It should be possible for the coach to be moved approx. 10' and the flooring be reinstated instead. Agreed to obtain costings. **Action - CA**
- CB had talked to Alan Meade (Model Railway) and Alan was happy with the WSSRT taking over the running of the Museum. It was agreed that all those who help with the model railway would come under the wing of the WSSRT.
- CB agreed to talk to Alan about putting in a bid for funds to install better lighting and any other improvements he felt appropriate such as screens etc. to the model railway. **Action – CB**
- It was agreed that a working group should meet in the Museum on December 13<sup>th</sup> at 2.30 pm to put together ideas such as headphones with a commentary, an App describing the journey along the line and what to see etc. The Working Group to comprise CA, CB (Scribe), IC, CS and to invite Sam Minter and Peter Darke to join the meeting. plus anyone else with an interest or knowledge of interactive museum displays (Watchet Boat Museum was suggested).
- CS indicated she may attend the Heritage Railway meeting on 28 November. It was agreed that some improvement in heating would be required in the Gauge Museum.
- CB agreed to update the paper to reflect the decisions and suggestions and the timescale.
- It was agreed to approach Mike Hanscomb concerning signalling demonstrations etc.

## 57. Business Plan

CB presented the draft Business Plan. The following points were agreed:

- It was noted that the Sleeping Car would require ongoing maintenance, i.e. external paintwork etc. but that in future, this would come from the General Fund.
- Contact had been made with Somerset and Dorset Museum advisors.
- Financial forecasts. It was agreed to raise the expenditure for 3639 in 2018 and 2019 to £15,000 per year.
- Thanks were expressed to CB for the comprehensive Business Plan.
- Agreed to circulate the consultation draft to the PLC and add an article to the newsletter. Comments to be received by 16 February meeting for approval at the AGM in April.

**58. Commercial Relationships with the PLC**

CB reported that Steve Williams was working on agreements between the PLC and the BA Museum, BL Museum, Carriages etc. and will keep contact with CB and CA. **Action – CB/CA**

3639. Agreed that clarification on the running of 3639 on the railway was required in any agreement.

**59. Report on PDG Meetings etc.**

There was no report as the next meeting will be held in January.

Southern Gateway – It was reported that consultation would begin in the New Year based on the master plan and would be taken module by module as there were many points to discuss.

It was agreed that who takes the lead on the HLF Bid would depend on the size of the bid etc. and may have to be a joint bid.

**60. Membership update & Membership Card**

CB reported there are 54 paid up members of the WSSRT.

IC will send a draft Membership card to Trustees by email for comments/approval. **Action – IC**

CA reported that the PLC are happy to afford the same benefits to WSSRT Members as to WSRA Members regarding discounted travel. CA agreed to follow this offer up. **Action – CA**

It was agreed that the Membership Card should be renewed annually and sent out with AGM papers.

It was agreed to add an item to the February agenda on recruitment of members.

**Action – DB**

It was also agreed that a leaflet explaining the benefits of becoming a member could be produced.

**61. Update on Gauge Museum**

CB reported that he was in discussions to clarify who does what, i.e. opening up the museum. emptying collection boxes etc. **Action – CB**

It was agreed to invite Alan and Mary Randle to the meeting in the Museum in December.

**62. Update on BA Museum**

It was agreed to hold a meeting at BA Museum to check what is required there. CB, DB & PT.

**Action – CB/DB/PT**

DB agreed to update the list of dates when volunteers are required to include special events (embracing the visit by *Flying Scotsman* in September.

**Action – DB**

DB will produce an article to encourage volunteers to be placed on Online, in the WSSRT newsletter, Free Press etc. and arrange induction courses. **Action – DB**

CB will write a Management Manual, including notes on opening and closing procedures for the Museum. It was agreed that CB & IC should meet on site. **Action – CB/IC**

IC will produce crib notes for use by volunteers on the various artefacts on show. **Action – IC**

DB will ask John Glover if the WSSRT can have a signing-on book for both BA and BL Museums.

**Action – DB**

Agreed to put a key for the Museum in the signalbox plus details of the code for the alarm.

**Action – DB**

**63. Carriage Project**

CA reported that the working parties regularly numbered 6 – 8 volunteers.

Upholstery contract upholsterer was still required and CB reported that the Lynton & Barnstaple Railway had a contact in Barnstaple.

CA reported that it was hoped that the carriage would be ready to run in the summer of 2017 but that the toilets may not be completely refurbished and working.

It was agreed that CA and CB would produce an outline agreement for the use of carriages by the PLC to include costs and maintenance. **Action – CB/CA**

A valve was required to complete the steam heating system.

3639. The carriage would need to be moved to gain access to the site and the rubbish inside would require removing.

It was agreed to identify the work required and CA would continue to act as interim Project Manager.

#### 64. Safety

CA had produced a paper for discussion. The following points were agreed:

- PLC Policies on Safety  
The WSSRT should follow
- a safety strategy paper relating to the work undertaken by the WSSRT. IC agreed to produce a draft for discussion.  
WSSRT needed to produce  
**Action – IC**
- CS would hold briefing sessions with the volunteers at Williton on safety management and these would need to be signed off by the participants.  
It was agreed that CA and  
**Action – CB/CS**
- volunteers working at Williton should be drawn up and this list to include contact details, emergency contact details, details of competencies etc. CA & CB agreed to produce this list in conjunction with Anna Forster in time for the next meeting. CB will keep the register once completed.  
It was agreed that a list of  
**Action – CB/CA**
- list for BA Museum once volunteers have been recruited.  
DB will produce a similar  
**Action – DB**
- will need to include model railway volunteers and a co-ordinator will be required.  
The list from BL Museum
- about the proposed Safety Management System in the newsletter. CA agreed to provide some text.  
CS agreed to put an article  
**Action – CA/CS**
- item on the February agenda to cover the Volunteer Policy.  
It was agreed to place an  
**Action – CB/DB**
- have a training programme which can be used by WSSRT. IC to circulate to Trustees  
CB reported that the PLC  
**Action – CB/IC**

#### 65. Chairman's Update & 4160 Shares

A commercially confidential discussion took place about the Trust's shareholding in 4160 Limited and its forthcoming AGM.

#### 66. Any Other Business

DB asked that the April meeting be held in the morning before the AGM and this was agreed. DB offered to organise Ploughman's lunches for the Trustees.  
**Action – DB**

CB requested that JJ or Andrew Young provide a request for the donation from the WSSRT for the WN Loop.  
**Action – JJ**

CS reported that she is updating the website and answering emails regularly.

It was agreed to post the agreed minutes of the meetings on the website.  
**Action – CS**

JJ expressed a wish to stand down at the next AGM but would stay on if the Trustees wished him to do so. He would be happy to resign if the Trustees felt there was a suitable replacement for him. The Trustees wished JJ to continue.

It was noted that the next agenda should show those Trustees who are due to retire by rota.  
**Action – DB**

CS agreed to put an appeal in the next newsletter for Directors (preferably with specific skills) to cover Safety Management, BL Museum, Membership etc. CA agreed to produce a paper for inclusion in the newsletter.  
**Action – CA/CS**

#### 67. Date of next meeting

The date of the next meeting was agreed as Thursday 16 February 2017 at 1000 hours in the Gauge Museum, Bishops Lydeard.