

WEST SOMERSET STEAM RAILWAY TRUST LTD

Minutes of the meeting of Board of Trustees held on Thursday 16 November 2017 at The Gauge Museum, Bishops Lydeard at 11.30 am

Present: Chris Austin (CA) Chris Bolt (CB)(in attendance for items 150, 151, 153c and e, 154-6, part of 160)
David Baker (DB) Ian Coleby (IC)
Alan Meade (AM) Geoff Evens (GE)

In attendance: Jill Baker, Secretary

150. Apologies for Absence

John Jenkins (JJ) & Pete Treharne (PT)

151. Conflicts of Interest

IC & GE – PLC Directors

152. Minutes of the meeting held on 14 September 2017

The minutes were agreed as presented.

153. Matters Arising

a) Heritage Committee. No report. IC will be advertising for volunteers. Volunteers from the WSSRT would be welcome.

It was agreed to place an article in the next WSSRT newsletter for a volunteer to represent the WSSRT

Action – GE

The group would be a sub committee of the PLC Board and may need to have a policy which includes a planning role.

b) Safety Strategy. It was noted that the WSR PLC had updated their Safety Strategy Management System and the updated version is on the Staff website. IC agreed to update the WSSRT paper to state that the WSSRT will comply with the PLC strategy and to include further clarification, i.e. understanding of who is in charge; responsibilities etc. IC agreed to circulate the updated version. **Action – IC**

c) Appeals envelopes on trains. Meeting to discuss this had been deferred.

d) BA Museum inventory. DB reported that PT has an inventory, some on his computer and some hand written. It was agreed to ensure that these records are brought up to date in hard copy initially and then digitised. **Action – DB**

DB reported that the Artefact Entry and Receipt Form and the Exit Form were now updated and available for use.

e) Crowd Funding. CB reported that no meetings on this subject had taken place.

154. Financial Report.

CB presented his Treasurer's Report and this was accepted by the Board. IC raised a point about records of members and volunteers and it was agreed that to comply with future legislation these records should not be held on personal computers but that a suitable secure 'storage' should be researched. GE agreed to check the most suitable method of storage, i.e. Google or Cloud etc. **Action – GE**

CA agreed to feed back any information on this subject from HRA. **Action – CA**

155. HLF Bid

CB presented the Business Plan including the HLF Bid update. CB agreed to include the Model Railway in the bid and invited trustees to provide further input. He would circulate the amended version to members by the end of November. **Action – CB**

156. Bishops Lydeard Developments.

CA presented a paper outlining the Trust's long term needs for the Museum and this was agreed as a basis of discussion with the PLC and the Association.

157 Policies.

- a) Volunteer Policy. It was agreed this could be signed off and DB would forward a copy to Ben Grellier (Director with Volunteer portfolio). **Action – DB**
- b) Model Railway Governance. No update.
- c) Data Protection. It was agreed that this subject was one to watch in view of proposed legislation. It was agreed that all Board members should let DB have a list of all personal data they held, i.e. volunteer's addresses and details of where these are held etc. **Action – All**
DB agreed to collate this list in conjunction with CB. **Action – DB/CB**
It was agreed to put Data Protection as an item on the February agenda and IC would check about data held in personal address books. **Action - DB/IC**
It was noted that a policy of opting in rather than opting out would probably be required.

158. Volunteer leaflet etc.

2,500 new leaflets had been produced and will be distributed to stations etc. early next year. It was noted that CB will pick up any queries from potential new volunteers and ensure the appropriate Board member was informed.

Discussion took place on setting up Facebook and Twitter accounts and AM confirmed that the young people on the Model Railway had set up accounts informally. These could be seen on Gauge Museum Model Railway. DB agreed to research this account and make contact with the young people concerned and talk to Ben Grellier. **Action – DB**

159. Report on BL Gauge Museum

It was agreed that CA would let DB have names of volunteers at BL Museum and DB would then amend the Museum Bid Sheet to include the BL Museum. DB would circulate this bid sheet to all the volunteers in the new year. DB will also check with the Commercial Department about whether the proposed 40's Weekend was still being planned. **Action – CA/DB**

160. Report on BA Museum

DB raised the problem of the lack of heating in the BA Museum and the differing messages about the storage heaters. CB agreed to sort this out. It was agreed that free standing heaters may solve the problem temporarily and CB agreed to take one from BL to BA. **Action – CB**

DB reported that some painting needed to be done and he would ascertain the correct colour to be used. **Action – DB**

Black plastic film had been ordered to cover the windows in the Museum and DB would ask RAMS to fit it in due course. **Action – DB**

Storage of artefacts was becoming an issue and PT would need stored articles removing from his garage. It was agreed to draw up a list of all artefacts stored and then decide what to do with some of them and where to store them.

Discussion took place on the siting of the CCTV camera at BA and it was agreed that the Dome style was preferable.

161. Volunteer Recruitment

AM reported on the system used in the Model Railway where personal contact between the young people was more successful in recruitment. The Trackers side of the WSR did not appear to be functioning. AM reported that young volunteers were invited to shadow present volunteers and then decide whether they wished to continue to help in the Model Railway. This approach appeared to work well.

It was agreed that inviting local schools to undertake specific projects in the Museum may result in more volunteers coming forward.

Discussion took place on the possibility of offering a lower rate for young people who wished to join the WSSRT as a member and CA agreed to raise this when he meets with the PLC and WSRA and also talk to Ben Grellier. **Action - CA**

DB agreed to put the Trust's M & As on the next agenda for discussion in respect of membership. **Action – DB**

It was agreed that AM would arrange a meeting of his young volunteers in the Gauge Museum during February to discuss all volunteering possibilities in conjunction with CA. **Action – AM**

162. Governance Matters

- a) Vice Chairman. It was agreed that the Trust should appoint a Vice Chairman from within the Board and the criteria for this role should be produced. **Action - CA**
- b) Additional Trustees. It was agreed to put an article in the WSRA Journal seeking new Trustees. It was agreed that the following roles should be covered by new Trustees: Safety Management; Education & Training; Communications. **Action - CA**
- c) Role of Curator. IC agreed to maintain the records and undertake any admin. **Action – IC**
CA agreed to put some thoughts about the role of a Curator in a paper for discussion at the February meeting. **Action – CA**

It was agreed that GE would produce a newsletter with copy date before Christmas and to include:

Article about Volunteers at BL and BA **Action – DB**

Plus an article about the role of the Trustees and the need to recruit new ones. **Action – CA**

It was agreed that AM would circulate the newsletter to his young people and ask them for ideas.

Action – AM

163. Railway Planning Framework

CA reported PDG had not met for many months, but that he understood that the Chairman would be calling one soon, possibly confined to the WSR family in the first instance. He was concerned that these should restart soon to ensure consistency of forward planning.

164. Carriage Project

CA reported the following:

- The flooring is completed plus the corridor flooring
- Seating will be delivered on the 9th January
- Two toilets are 50% complete
- Work still to be completed on the Brake Van but the passenger compartment will be substantially finished by the end of January
- Covers for the carriages – temporary covers are still being used and there is still no news about a permanent shed being available.

165. Safety

No further report (see 153b above)

166. Any Other Business

AM asked about the Q1 Freight Loco number plate and CA reported that he would advise the applicant that it was not for sale.

DB reported that Christmas cards would be sent to all WSSRT volunteers. CA had signed the cards and would get them to DB for posting. **Action – CA/DB**

DB reported that souvenir mugs depicting the Sleeping Carriage had been ordered and would be sold in the Museums. DB agreed to let Trustees know when they arrived and put an article in the Newsletter and in Online. **Action – DB**

167. Date of next meeting

The date of the next meeting was agreed as Thursday 15 February 2018 at 1130. It was agreed to try to book this and all future meetings in the new building at BL with the exception of the AGM which would still be held in the Gauge Museum. DB to book with Steve Jervis **Action - DB**