

WEST SOMERSET RAILWAY HERITAGE TRUST

Minutes of the meeting of Board of Trustees held on 27th July 2023 at 5.30pm by Zoom video conference.

Present: Mike Thompson (Chairman) (MT) Steve Williams (SW)
Don Fraser (DF) Geoff Evens (GE)
Matt Jackson (MJ)
Helen Anson (HA)

751. Apologies

Action

Ian Camp(IDC) Martin Brown(MB) John Waters (JW) and Ian Coleby (IC)

752. Conflicts of Interest

No new conflicts of interest were recorded.

753. Minutes of the meeting held on Thursday 25th May 2023

These were agreed as a correct record.

754. Matters Arising

Letter has been sent to Member. No reply has been received to date.

Business plan will be included in the AGM pack.

755. Williton and Washford

i) Sherrings Yard licence update

It is hoped that the lease will be signed shortly. There is agreement between all parties that signing will happen soon, within the next 10 days. We have to separately obtain a deed of surrender of the existing lease.

ii) Discussions with Somerset & Dorset Railway Trust (S and D)

MT is in discussion with S & D. Matters are still going further although there has been a change of Chairman at S & D. MT is meeting an S & D representative tomorrow (28th) and will feedback on progress.

MT

iii) Discussions with PLC

PLC policy/approach has altered, although discussions are continuing. PLC will take on the Safety case for the site. A figure for the lease put forward by the Trust with a minimum length of 10 years. We also require confirmation from the PLC that they will take over the full responsibility for the Williton site.

MT/SW

iv) Next steps

It is hoped that both contract (Washford & Williton) can be signed by the end of September.

MT/SW

756. Finance

i) Latest Finance position

DF has circulated the finance reports. The Board agreed to the creation of a sub-group to oversee future revenue & expenditure. DF suggested that the Trust should keep 12 months of expenditure in Reserves. The sub-group will look at the proposal.

DF

The Board agreed the updated Finance Policies, Management of cash balances and borrowing. The Chairman thanked DF for the accounts preparation.

ii) 2022 Statutory Accounts for approval.

The Treasurer presented the Statutory Accounts for 2022 to the Board for consideration and approval. It was noted that the charity was in good financial health and that the Trust had completed a number of key achievements and objectives during the year. The advice from the External Examiner with regard to treatment of heritage assets was noted and would be actioned for 2023.

The Board APPROVED the Statutory Accounts for presentation to Members at the 2023 AGM and for submission to Companies House and the Charity Commission.

DF

i) Treatment and Reporting of Heritage Assets

DF raised the issue of cost and valuations for heritage assets. He advised that before next year's AGM a policy needs to be in place. This can be picked up by the Finance and Governance Sub Group.

DF/SW

757. 2023 AGM

The Board approved the contents of the AGM pack for Members (subsequently Amended to also include the 2022 AGM Minutes and Question and Answer Summary. These have been sent by SW to DF).

All documents will be sent electronically to members with a couple of exceptions for members without email who will be sent items by post.

DF

758. Accreditation.

i) Policies for approval.

All policies have been circulated. The Board all agreed with the template for the Emergency Plans for both Museums acknowledging that some of the information particularly around contact details will need to be changed and/or updated. GE was thanked once again for his hard work in this area. DF said that he had some final comments which he would make available to GE. Final versions to be published on the Trust website.

DF/GE

ii) Museums – Definition of Purpose

The Board received the paper from SW and approved the definition of purpose. SW

iii) Organisational Governance & Decision making

The Board received the paper from SW and approved the proposed approach to strengthening arrangements for decision-making and delegation of authority. The work will be undertaken through the Finance and Governance sub group. SW

759. Proposal to fund CCTV installation.

The full cost of the project was noted. The Board agreed the contribution to be offered towards the project. IDC

760. Any other business.

MT advised that an inspection had found a small amount of low level asbestos at Williton, however, we have no action to take.

HA raised the issue of heating in the museum during the colder months for any presentations/lectures made. It was agreed that investment in portable heating should be made. HA to make proposals. HA

MJ has met with IDC regarding the volunteer situation at the Gauge Museum. Further details will follow. MJ

IDC has circulated a briefing paper on the condition of the Blue Anchor Museum. The Board will formally write to the PLC GM regarding the state of the building. SW

761. Date and Time of Next Meeting

Thursday 21st September 2023 at 5:30 PM