

## WEST SOMERSET RAILWAY HERITAGE TRUST

Minutes of the meeting of Board of Trustees held on 16th<sup>t</sup> November 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) John Waters (JW)  
Helen Anson (HA) Ian Camp (IDC)  
Ian Coleby (IC)

**774. Apologies** Martin Brown (MB) **Action**

### 775. Conflicts of Interest

No new conflicts of interest were recorded. SW asked Trustees who had still to complete a Trustees Interest Declaration to do so as soon as possible **Trustees**

### 776. Minutes of the meeting held on Thursday 21st September 2023

These were agreed as a correct record.

### 777. Matters Arising

#### 1) Service of Remembrance

IDC reported this was held as planned on the 11<sup>th</sup> November and was well attended. BBC Points West recorded this and was the first item on their News that evening. As a result of this coverage and the attendance of 40 Commando both the BBC and 40 Commando would like to be involved in future projects.

#### 2) Volunteer Wash Up Session

This is taking place on 18<sup>th</sup> November as planned. IDC will feedback **IDC**

#### 3) MRG Management

Arrangements to recruit a replacement for MJ as MRG Manager were in hand. It was agreed by the Board that IDC should represent the MRG on the Trust Board as Museum Curator. This needed to be communicated to the MRG members. **IDC**

#### 4) Horse Box Project

It was noted that this was being taken forward by SW and CA. SW was negotiating with the PLC on acquisition of the chassis at Dunster. This would need to be adjusted to the correct size. The obvious option for this work (commercial contract) would be by Ryan Popes' team at Williton. Fundraising to complete the work will be organised. **SW**

#### 5) PR Communications Co-ordinator

One application has been received. Interview 27<sup>th</sup> November. **SW**

#### 6) Joint Projects Discussions with the PLC

A meeting to discuss potential 2024 joint projects was being organised and will be attended by SW, IDC and HA. **SW**

**7) BA Renovation progress .**

Reinterpretation and reopening of Blue Anchor Museum was delayed due to further problems encountered externally to the rear of the building. The soil which was behind the rear wall and causing a damp problem has now been removed. Repainting will recommence in the next few weeks.

**8) 2023 AGM reports.**

These have now been agreed and signed off by the Board. SW suggested these could be circulated to members with the next quarterly Newsletter.

DF

**778. Williton and Washford**

The Chairman and Vice Chairman briefed the Board on the current position. Following discussion, further actions were agreed and both MT and SW would provide further information as things progressed.

MT/SW

**779. Finance**

DF has circulated the finance reports. The overall financial position remains healthy but it was acknowledged that future investment decisions will reduce overall financial holdings significantly. The importance of the work of the forthcoming Finance and Governance Group was therefore acknowledged as vital for identification and implementation of further income generation opportunities.

The Treasurer reported that cash held on deposit that would be required to cover Washford costs had now been transferred to the Business Instant Access Account

DF

**780. Accreditation.**

GE reported that progress was being made and an Application could be ready for submission next year. A Specialist Advisor is required and as a Trustee with the requisite skills and knowledge, HA has agreed to fill this role. This was approved by the Board.

In relation to DBS implementation arrangements, it was noted that John Robinson had kindly agreed to lead on this for the Trust. The Board unanimously supported this initiative. Furthermore, following development of the role profile by the Accreditation Working Group, John has also agreed to become the Trust Safeguarding Lead. This was a major step forward and given his background and knowledge, the Board agreed that he was ideally suited for the role.

SW asked the Board whether, in view of its importance, the Board wished the Safeguarding Lead to be a Trustee level portfolio role. This proposal was endorsed by HA as a significant contribution toward Accreditation as well as reflecting best practice elsewhere. The Board unanimously agreed that John Robinson should be invited for interview as a Trustee. SW said that, in anticipation of the Board discussion, he had already obtained John's agreement to being considered for a Trustee role and arrangements with therefore be made for interview with a recommendation to the Board in due course.

SW

**781. Governance.**

**i) Finance Governance Group**

Minutes of the initial meeting have been circulated and the next meeting is to be arranged in December / early January. A discussion on the importance of Fundraising took place. FCG to formulate proposals for 2024 implementation.

SW

**ii) Draft Policy for Financial Decision Making and Delegation**

This has been issued and will be finalised for implementation.

SW

**iii) Membership Secretary**

A draft Role Profile has been issued and following comments, will be going to advertisement. The Board noted that this is a Membership development role, rather than just Membership administration.

SW

**782. Any other business.**

- **Quarterly Newsletter.** To be finalised and issued next week
  - **Curtains, lower ground floor Gauge Museum.** Approval was given to HA to spend up to £300 on curtains to improve heat retention.
  - **150 Years of the WSR.** IC reported he has been asked to write a book commemorating this event. A proportion of the sale proceeds would come to the Trust.
- Museum Leaflets.** These need resigning and printing in readiness for the 2024 season.

MT/DF

HA

IC

IDC

**783. Date and Time of Next Meeting**

Thursday 18th January 2024 at 5:30 PM by Zoom.