

**West Somerset Heritage Trust
Business Plan 2024-26
Implementation Review 2025: New, Amended or Expanded Work Programme Update**

Explanatory Note

This Schedule reflects agreed changes to the business objectives of the Trust for 2025 following a review of the existing Business Plan and its implementation. The Schedule should be read in conjunction with the Business Plan 2024-26 which is a separate document and available on the Trust website.

Steve Williams
Vice Chairman and Company Secretary
February 2025

| FUNCTION | TIMESCALE | APPROXIMATE COSTS (if known) | LEAD TRUSTEE/OTHER | OUTPUT |
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| Museums | | | | |
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| Improvement to retail facilities Gauge Museum | Early 2025 | N/A | Ian Camp | Building a new retail unit to consolidate and improve our retail activities within the Gauge Museum. |
| Review of Electrics Gauge Museum | Early 2025 | | Ian Camp | Replacement of the consumer unit, circuit testing and upgrading/repairing electrical system and supporting infrastructure within the Gauge Museum. This will include replacing older lights with LED lighting, adding power sockets and radiant heating for the office, retail area and Lower Ground Floor. |

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| Museum Accreditation Application | In Progress. Submission Planned for mid-/summer 2025 | To be assessed (linked to Access Audit implementation) | Steve Williams | The new key issue here will be receipt and implementation of the Access Audit external report and recommendations. One of the key deficiencies at Bishops Lydeard is the absence of welfare facilities for Platform 1 and these will be a priority for the Trust to implement (with PLC agreement) in 2025. |
| Review of approach to publicity material for Museums including greater use of video and social media opportunities | Work in hand | To be identified | Ian Camp | Potential reduction in printed material and greater focus on digital content and delivery. Use of video to increase the visibility of the trust both across the WSR and externally. |
| Updating Risk Assessments for Bishops Lydeard and then Blue Anchor | 2025 | To be identified | Ian Camp and Martin Brown | To improve Safety and Compliance together with working practices, knowledge and awareness. |
| Blue Anchor Museum reopening | Initial reopening planned in advance of 2025 operating season | Budget already agreed | Ian Camp, Helen Anson and Mike Thompson | Two-stage reopening with items in-store from Bishop Lydeard only moving late 2025/early 2026 on confirmation that the building was watertight and no further damage was incurred. |
| Model Railway Group | 2025 | N/A | Ian Camp and John Robinson | Review of organisational arrangements. Intention is to secure higher number of operating days, supervision and support both within and for, MRG |
| Cattle Dock Covered Canopy Scheme | 2025 | To be identified | Steve Williams | Revisiting 2022/23 outline scheme with PLC Engineering Director and Chris Austin |
| Welfare Facilities-adjacent to Gauge Museum | 2025 | To be identified | Ian Camp and Steve Williams | Absence of these facilities for Platform 1 and Gauge Museum visitors and volunteers (including those with a disability) is a significant deficiency in the WSR offer. The Access Audit is likely to put these as a main priority for action |
| Heritage | | | | |

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| Carriages Restoration | | | | |
| Provision of working at height equipment | 2025 | £13,000 | John Waters | To be able to complete carriage 6705 and be available for work on other vehicles. Preferred option identified and equipment being procured. |
| Provide welfare facility at Washford | 2025 | Estimate £20,000 depending on specification | John Waters | Options to be researched and presented to the Board for consideration. |
| Ongoing maintenance of Washford shed | 2025 and ongoing | £9000 | John Waters | Repair and painting of main shed doors, Addition of concrete slab to side of lane#1, upgrade of lighting to LEDs |
| Maintenance of installed equipment, continuing training of volunteers | 2025 and ongoing | £3000 | John Waters | Annual servicing and statutory testing of equipment. Safety training courses for staff. |
| Equipment enhancements | 2025 | £5000 | John Waters | May need to purchase spindle moulder |
| Washford sidings canopy – preparatory work | 2025 | £5000 | John Waters | Create plans, secure PLC support and get planning permission for Washford sidings canopy |
| Washford sidings canopy | 2025 | Estimate £200,000 dependent on specification | John Waters | Build canopy |
| Implement preferred option for 3639 restoration including ambulance component | 2025 onwards. Overall timescale dependent on funding, team capacity, components and availability of specialist requirements. | Estimate £200,000 | John Waters, Helen Anson with Chris Austin | Restoration programme to be initiated along with major external fundraising campaign |
| Education and | | | | |

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| Learning and Community Outreach | | | | |
| Talking Nature Project-now Approved | 2025 | £4850 (South West Heritage funding) | Helen Anson | Development and implementation in collaboration with Cotford St Luke Primary School. |
| 2025 Education and Learning and Community Outreach Programme | 2025 | Minimal-potential income generator | Helen Anson | Programme agreed for implementation by HA and Learning Team |
| Recruitment of new Learning Assistants | 2025 | N/A | Helen Anson and John Robinson | Build Learning Assistant team to deliver Learning Programme. Developed originally with Primary and Early Years Practitioners, and further with subsequent advice of Speech and Language and Occupational Therapists - latter since recruited to team. Proposed active recruitment of suitably experienced and qualified volunteers and other potential team members by networking, contact with educational and professional organisations and community bodies. |
| HR and People | | | | |
| Safeguarding | 2025 | £810 | John Robinson | Trust Safeguarding and DBS Policies in place, with recognised Trust and Departmental Safeguarding Leads. Roll-out programme for basic DBS basic checks funded by the Trust for eligible and mandated volunteers . |

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| Communications and Membership | | | | |
| Communications Plan | 2025 | To be identified | Chris Bolt | Aim to implement Microsoft 365 in Q1 2025 |
| Implementation of new Membership Rules and Membership Development Plan | 2025 | N/A | Chris Bolt | Taking forward implementation of decisions made at November 2024 Board meeting including initiating a Membership Drive. |
| Governance | | | | |
| Legacies | 2025 | To be identified | Steve Williams and Don Fraser | Implementing the arrangements agreed by the Board in November 2024. |