

## WEST SOMERSET RAILWAY HERITAGE TRUST

Minutes of the meeting of Board of Trustees held on 26th September 2024 at 5.30pm by Zoom video conference.

**Present:** Mike Thompson (Chairman) (MT)                      Steve Williams (SW)  
                 Helen Anson (HA)    Geoff Evens (GE)  
                 John Robinson (JR)    John Waters (JW)  
                 Chris Bolt (CB)    Ian Coleby (IC)

**In Attendance** -Les Blake (Minutes)

**829. Apologies.** Don Fraser, Ian Camp and Martin Brown

**Action**

**830. Conflicts of Interest**

No new conflicts of interest were recorded.

**831. Minutes of the meeting held on Thursday 30<sup>th</sup> May 2024**

These were agreed as a correct record.

**832. Matters Arising**

***BL electrics.***

New wiring is in place. Not yet signed off.

IDC

***Blue Anchor***

Water egress still occurring. HA advised that we will be unable to mount the vast majority of the collection until this is resolved.

(It was subsequently decided outside of the Board meeting that the Chairman would seek an urgent meeting with the PLC GM to discuss the actions required.)

MT

***Talking Nature project.***

It was noted that the application has been submitted today. A decision was expected by mid/end of October.

HA

***Washford Visit***

The Board visit will be on Thursday 14<sup>th</sup> November. Invitations to be sent out

SW/JW

***9037 subgroup***

In the absence of IDC, this item deferred until next meeting.

IDC

***Service of Remembrance***

It was noted that all the arrangements for the service on Saturday 9th November are in hand.

IDC

## 833. Finance.

### i) *Finance Reports*

In the absence of DF, SW took the item. It was noted that that all monies on short-term deposit have been moved to a 95 day deposit account. Budget preparations for 2025 will start in the next few weeks.

All the finance reports had been circulated were noted and accepted by the Board.

The Board received the briefing note on the PLC 2023 accounts ahead of their 2024 AGM.

### ii) *Proposed WSR Fundraising Coordinating Group*

The paper prepared by SW was considered by Trustees. All felt that this was a sensible move forward for the railway particularly in relation to the challenging external fundraising environment. The Board approved the participation of the Trust in the proposed Group.

SW

## 834. Governance.

### i) **2024 AGM**

The Chairman and Vice Chairman had reviewed proxy votes received. 29 members had registered their interest in attending.

### ii) **Accreditation**

#### *Acquisitions Policy*

GE had compiled and circulated the 3 documents covering Acquisitions Policy. There were a number of comments from Trustees. The Board therefore approved the proposals and mandated any adjustments to be made outside of the meeting prior to implementation.

SW

#### *Carriages Management Policy.*

JW is still reviewing the policy so will be deferred to the next meeting.

JW

#### *South West Museums Network*

SW shared some encouraging feedback from Rachel Bellamy on the progress toward the Accreditation application to date.

#### *Role Profiles-Archive Records Administrator and Heritage Carriages Restorer*

JR introduced these role profiles is the latest to be produced as part of the organisational development component of the Accreditation process. Trustees considered and approved the role profiles for adoption.

JR

ii) ***Safeguarding and First Aid Training***

JR updated the Board on progress to date. He advised that the Safeguarding policy has now been published and arrangements for training were now in hand. DBS checks (basic discretionary and enhanced mandatory) were now available from the same organisation used by the PLC. The Board approved the expenditure.

JR

In relation to first-aid training, JR outlined proposals for running a course with a recognised provider. This was also approved by the Board.

JR

iii) ***Chartered Institute of Fundraising.***

The paper prepared by SW advocating membership of the Institute was considered and approved by the Board.

SW

iv) ***Legacy & Donor Recognition***

This was becoming an important issue for the Trust. SW proposed that a small working group consisting of himself, CB and DF be formed to prepare a discussion paper for consideration at the next Board meeting. Trustees agreed.

SW

v) ***3639 Restoration options and Legacies***

SW will arrange a face-to-face Board meeting. Board agreed

SW

**835. Communications, Membership & Sponsorship**

i) ***Draft Communications Plan***

The paper prepared by CB was considered. This was felt to be a balanced and well considered set of proposals which were supported by the Board. CB to develop more of the detail and report back.

CB

(Subsequent to the Board meeting and following further discussion, it was decided to pause the proposals on Developing the Members Area. However, the IT and Communication subgroup would be established and some of the proposals around Members Area may well be capable of being achieved through that route.)

ii) ***Revised Membership Offer***

The paper prepared by CB was considered. Following discussion, it was agreed the current Membership fee should be retained and that they should be further discussion on Membership Rules. The balance of proposals were approved for implementation.

CB

iii) ***Proposed Corporate Sponsorship Offer***

The paper prepared by SW in relation to approaching a potential corporate sponsor was considered and approved by the Board.

SW

### **836. Heritage Carriages Restoration**

The Board were reminded that Washford engineering base was open to visitors for the very first time during the 40s weekend. It was estimated that 150 people came to the site. The Trust received £250 in donations.

JW reported that Coach 3639 will move on Monday 30<sup>th</sup> for the following Monday. It is being moved by rail following the same process adopted for 6705.

JW

### **837. Rail 200**

A briefing note from Chis Austin was received. Trustees were reminded that HA, IDC and IC were also members of the WSR wide working group.

### **838. Any other business**

JR will circulate gilet and associated clothing costs.

JR

### **839. Retirement of Geoff Evens**

This was Geoff Evens last Board meeting. The Chairman paid tribute to Geoff and his work for the Trust together with the wider WSR over many years. His had been a massive contribution to the development of the charity and its work on the railway and will leave a significant legacy for others to build on. Trustees endorsed these sentiments and wished Geoff all the best. Geoff said that, after a period of rest and reflection, he would be making the occasional visit to the Museum.

### **840. Date and Time of Next Meeting**

Thursday 28<sup>th</sup> November 2024 at 5:30 PM by Zoom.