

WEST SOMERSET RAILWAY HERITAGE TRUST

Minutes of the meeting of Board of Trustees held on the 7th August 2025 at 4.30pm by Zoom video conference.

Present: Mike Thompson (Chairman) (MT) Steve Williams (SW)
Helen Anson (HA) Martin Brown (MB)
John Robinson (JR) John Waters (JW)
Ian Camp (IDC) Don Fraser (DF)

In Attendance -Les Blake (Minutes)
Geoff Garfield (WSRA) observer for Part 1.

PART 1

889. Apologies. Chris Darke

Ian Coleby (joined the meeting at 6.15pm)

Action

890. Conflicts of Interest

No new items to report.

891. Minutes of the meeting held on Thursday 29th May 2025 and Action Log

These were agreed as a correct record.

892. Matters arising

No matters arising.

893. 2024 Statutory Accounts and Directors Report

The 2024 Statutory Accounts and Directors Report were presented to the Board. DF and SW confirmed that there were no qualifications to the Accounts and that the auditors AC Mole had complimented the Trust on its work. Trustees thanked DF and SW for their work on this matter. The Board adopted the Accounts and Directors Report and approved their inclusion as part of the AGM Pack for September.

SW

894. 2025 Annual General Meeting

The Board received the AGM Pack for 27 September 2025. It was noted that the meeting would begin at 10 AM in the Small Hall at Bishops Lydeard Village Hall. John Waters would provide Members with an update on Heritage Carriages Restoration. The format for the day would be the same as last year with the PLC and WSRA AGMs following on consecutively. The Board approved the pack for distribution to Members.

SW

895. Corporate Risk Register

MB introduced the latest revision of the Register for the Board together with his Actions paper. He summarised the background and, in conjunction with SW, was proposing a period of internal consultation on the updated content. It was agreed that comments should be returned to MB (copied to SW) by 30th September. In MB's absence on

holiday, SW would coordinate the initial consultation process. Outputs would be brought back to a subsequent Board meeting.

SW/MB

896. BL Visitor Centre.

MT reminded Trustees of the background to this scheme. A Project Group had been established and had held a preliminary meeting. It was now necessary for the Board to sign off on the governance arrangements and to approve initial expenditure. The Board therefore considered the draft Terms of Reference for the Project Group and these were approved.

In terms of initial expenditure and costs, MT said that Trustees had already agreed to an initial £1000 for survey work. This was confirmed. It was also agreed that up to a further £3000 would be made available for the next phase of project development work. Subsequent expenditure over and above that limit would need to follow the newly approved Procurement Policy and be subject to competitive quotations and/or business case development. Progress to be reported at the next Board meeting.

MT

897. Covered Canopy-Bishops Lydeard

SW reminded Trustees of the background to the scheme which now had added importance due to the need to provide covered accommodation for 6705. Chris Austin and he had worked on the specification and had engaged Rowan Joachim PLC Engineering Director in its development. The next step now was to seek a formal quotation from LHC architects for planning design and indicative construction costs.

LHC were being used because they had previously developed the proposals for the larger Gauge Museum extension and therefore already had extensive information about the footprint for the covered canopy and elements of its design. Going to competitive quotation for architectural input would be more costly, take more time and would require considerable additional work for project sponsors. This was accepted by the Board.

The Board agreed that LHC should be approached with a formal proposal to develop planning design and construction costs.

SW

898. Arts Council Accreditation Visit

All the documents required for accreditation have been submitted to the Arts Council. They will visit on 15th October 2025.

SW/IDC

899. Frequency, day and timing of future Board meetings

The Board agreed an internal consultation process as to which days they would like to attend together with, timing and the frequency of the meetings. Conclusions and a preferred approach would be agreed at the next meeting. MT to coordinate.

MT

900. Any other business

None

901. Date and Time of Next Meeting

Thursday 18th September 2025 at 5.30pm by Zoom.

West Somerset Railway Heritage Trust

PART 2

009. Apologies

Action

Chris Darke

010. Reminder about confidentiality

SW reminded Trustees of the need for confidentiality and that these Minutes are for Board information only.

011. Minutes of Part 2 meeting held on Thursday 27th March 2025 and 2025 Decision Schedule

The Minutes were agreed as a correct record. The Decision Making Schedule was also agreed. There was a need to add CD to the list of Trustees from May 2025 onwards.

SW

012. Legacy update

DF updated the Board on the latest situation. Actions were agreed.

DF

013. Finance reports.

DF had produced reports for the Board concerning Finance; Bank accounts; Admin expenses and Income and Expenditure up to June 2025. Trustees noted the positive financial position and the actions taken by DF in respect of appropriate financial management all of which were supported by the Board.

014. Investment Strategy

SW reminded the Board of the background to this item which had been due to be considered at the May Meeting. Following discussion, the Board approved the proposed package of measures for implementation.

SW

015. Proposed developments at Washford.

The Board considered a paper from JW setting out proposals for additional developments and investment in the engineering facilities at Washford. Trustees had a detailed discussion and concluded that there were two groups of proposals. Approvals were given to Group 1.

It was also agreed that the Board should pay a visit to Washford to better understand the case for the Group 2 items in discussion with members of the HCRT (subsequently agreed for Tuesday 30th September at 11 AM).

JW

016. Draft Procurement Policy.

SW provided the background to this item which was held over from May. The Board approved adoption of the Policy with immediate effect.

SW

017. Contract Matter

The contract matter and the proposals were considered by Trustees. The Board approved the proposals and the actions required for implementation.

JR/SW