

## WEST SOMERSET STEAM RAILWAY TRUST LTD

### Minutes of the meeting of Board of Trustees held on Monday 4<sup>th</sup> July 2016 at Brunel House, Bishops Lydeard at 2.00 pm

**Present:** Chris Austin (CA) Chris Bolt (CB)  
Peter Treharne (PT) David Baker (DB)  
Claire Sheppy (CS)

**In attendance:** Jill Baker, Secretary

**13. Apologies:**

Ian Coleby (IC) & John Jenkins (JJ)

**14. Conflicts of Interest:**

CB – PLC Director

**15. Minutes of the last meeting held on 23<sup>rd</sup> April:**

The minutes were approved as presented.

**16. Matters Arising:**

Under item 1. CA will write to David Williams as discussed.

**Action – CA**

Under item 4. CB will action at Southern Gateway meeting.

**Action – CB**

**17. Financial Report:**

CB had circulated the Finance Report. **Agreed:** That under the new regulations re payments to Directors, forms should be forwarded to CB and details noted at the relevant subsequent Board meeting.

**Action – CB**

Volunteer Policy: **Agreed:** The WSSRT should work under the PLC Policy as per the document on the PLC website.

CB reported that the general financial position was good at present.

**18. Business Plan:**

CB had circulated a Business Plan paper with details of funds available over the next three years, future activities etc. **Agreed:** This was a concise and useful document which should be reviewed on an annual basis (by calendar year). The initial document should be completed and signed off at the December meeting of the WSSRT and circulated with the papers for the 2017 AGM. Trustees were asked to fill the gaps relating to their areas of action.

**Action - All**

**Action – CB**

**Agreed:** To share the Business Plan with the PLC, WSRA and PDG.

**Action – CB**

**Agreed:** To include Safety Training in the Plan.

**Action – CB**

**19. Commercial Relationships:**

CB had circulated a paper on Commercial Negotiations with the PLC. Four main issues raised in the paper were discussed:

- Blue Anchor Museum
- Access to space at WN for carriage restoration
- Storage of carriages at WN and DR
- Future use of Trust carriages by PLC

BA Museum. **Agreed:** The long term role of the museum should be considered in consultation with Mark Smith, Heritage Director for the PLC in the context of a museum strategy for the line.

**Agreed:** A long term lease is not required. The present rent covered electricity and insurance costs for the building. It was noted that present income still covers the insurance of the contents.

Storage and restoration space. **Agreed:** On-going negotiations between PLC and WSRA over Shearings Yard will continue.

Use of Trust carriages. Ongoing negotiations are taking place. **Agreed:** The hire charge of heritage carriages for use by the PLC should cover the continued maintenance and upkeep of the carriages.

## 20. Directors' Roles:

DB reported that the Registered Office for the WSSRT was now at Bishops Lydeard.

CS reported the website to be active and all information for it should be directed through her.

CA reported that all Directors had taken up their roles but Safety Management was not covered.

**Agreed:** CS should take on this role and liaise with Ken Davidge, Safety Director for the PLC and the Safety Audit Committee.

**Action – CS**

**Agreed:** The WSSRT should work to the PLC Policy.

**Action – CS**

## 21. PDG Meetings:

CA reported on a recent meeting and on the directive that PLC Shares are no longer eligible for EIS

## 22. New Website:

CS reported that she will keep the website updated and she is answering enquiries to the new email address.

A direct debit had been set up on the WSSRT Bank A/C for the website licence costs etc.

## 23/25 Carriage Project and HLF Application:

### Carriage Project.

CA had circulated his paper on the next steps. **Agreed:** After taking into account the views of the volunteers and the skills learned on 6705, 3639 would become the next project.

**Agreed:** One corner pillar should be made as a pattern in soft wood by the volunteers from the drawings produced by CS. **Agreed:** To liaise with WS Restoration over any safety critical work involved.

**Agreed:** The sleeping car needs completion as a priority. We should aim to complete and undertake any minor repairs this year.

**Agreed:** CA will produce a plan for 3639 for the next meeting.

**Action – CA**

**Agreed:** Role of Project Manager to be determined, but to be undertaken initially by CA.

### HLF Application.

**Agreed:** To involve schools and school age children and be a 'hands on' project with Trackers and PLC involvement.

**Agreed:** To check out the information in the BL Gauge Museum and produce a questionnaire.

**Action – CS**

CA, CB and CS to produce first thoughts and seek professional advice.

**Action – CA/CB/CS**

**Agreed:** To check with Sam Hunt on the timescale etc. and to pay for any extra time incurred (up to £1,000).

## 24. Carriage Project.

CS emphasised the importance of producing the corner pillar initially.

CB agreed to find any available information from the previous owner (Ron Howse). **Action – CB**

## 26. WSRA Coach at BA:

CA reported a meeting would be held with the interested person and Paul Conibeare on access and licence agreements on 9<sup>th</sup> July. Noted: There will be no cost to the WSSRT.

## 27. BA Museum:

PT reported on takings and visitor numbers for this year.

PT will cease as Curator at the end of September 2016 and will produce end of year accounts then.

**Action – PT**

**Agreed:** CB will produce a Disposal Policy as some artefacts may need disposal.

**Action – CB**

**Agreed:** The following arrangements

- PT will hold museum keys temporarily
- CB & DB will undertake the book-keeping
- DB will undertake rostering of volunteers

**Action – PT**

**Action – CB/DB**

**Action – DB**

**Agreed:** To pull together a working party to help to sort out the Museum under PT's supervision in October.

**Action - CA**

## **28. Registered Office:**

DB reported that a plaque had been made to display at BL Office and RAMS will produce a wooden base.

**Agreed:** New leaflets will be produced with new address etc.

**Action – CA**

DB reported that Companies House and the Charity Commissioners had been informed and all the paperwork had been lodged.

## **29. Any Other Business:**

CB asked about newsletters and CS offered to produce the next edition and would welcome contributions.

**Action – CS**

CB reported on a suggestion that the WSSRT should manage donations for 4110 in order to benefit from Gift Aid. **Agreed:** Directors were unsure of the legal position and were not in a position to take on the administration of this in addition to their other current responsibilities. Consequently they agreed not to involve the WSSRT in this idea.

CS reported that her family had been invited to display a heritage Hornby model railway in Carshalton Boys Sports College over the 29<sup>th</sup> and 30<sup>th</sup> October and would welcome leaflets to display and distribute.

DB requested that consideration be given to setting 2017 meeting dates and AGM date at the September meeting. **This was agreed.**

## **29. Date of next meeting:**

This was confirmed as Tuesday 6<sup>th</sup> September 2016 at 10.00 in Brunel House.

**Action - DB**