

WEST SOMERSET STEAM RAILWAY TRUST LTD

Minutes of the meeting of Board of Trustees held on Thursday 16th February 2017 at The Gauge Museum, Bishops Lydeard at 10.00 am

Present: Chris Austin (CA) Chris Bolt (CB)
David Baker (DB) Peter Treharne (PT)
Ian Coleby (IC)

In attendance: Jill Baker, Secretary

68. Apologies:

John Jenkins (JJ)

69. Conflicts of Interest:

CB & IC – PLC Directors

70. Minutes of the meeting held on 15 November 2016

The minutes were agreed as presented.

71. Matters Arising

Under 52. Heritage Committee. CA reported that Mark Smith had retired as a Director of the PLC and he would follow up the appointment of a Heritage Committee Chairman. **Action – CA**

Under 52. CA reported that the donated signs would be displayed for sale at Galas.

Under 55. Signalbox Restricted Fund. CB reported that a reasonable response had been noted with four new members.

Under 60. Membership cards. CB had started to print the membership Cards designed by IC and would ensure that Members were aware of the fares discount offered by the PLC. It was agreed that the Membership Cards should be available for collection at the AGM or from CA direct. Membership reminders were in the process of being circulated.

Under 64. Safety Strategy. IC confirmed he is working on this. **Action – IC**

Under 65. 4160. CA presented a report of the AGM he had attended where he had questioned their governance of the company and the rotation and election of Directors. Progress with the locomotive was encouraging and so far, it had been found to be in better condition than expected.

72. Financial Report

CB reported that the finances were in a healthy state and 2 legacies had been received. There is still one outstanding invoice required from WSRA. It was agreed to check deposit rates when applicable.

Action – CB

73. Accounts/Annual Report

The annual accounts were approved and it was agreed that the Directors would sign copies as appropriate. Thanks were recorded to CB for all his work on the Accounts etc.

74. Commercial Agreement with PLC

CB presented the amended draft Agreement. The Directors agreed with the minor amendments as presented and that it could be signed on behalf of the Trust.

75. Business Plan – update

CB presented the revised version of the Business Plan and it was agreed this would be presented to the AGM. Thanks were recorded to CB for his work in preparing the Business Plan.

76. Trustees Indemnity Insurance

CB reported that quotes had been obtained and it was agreed to take the £100,000 cover offered.

Action – CB

It was agreed that CB would take up the offer of advertising the BL and BA Museums on the website for Somerset Routes.

Action – CB

77. Annual General Meeting

It was agreed that CB & DB would put the agenda together and CB would circulate this to all members.

Action – DB/CB

Retiring Directors. JJ and PT both agreed to stand for re-election

WSSRT President. It was agreed that CA would write to Lady Gass to introduce himself as Chairman of WSSRT and invite her to attend the AGM.

Action – CA

It was confirmed that the Trust could appoint Vice Presidents and a Patron if they so wished.

It was agreed that DB should send a copy of the M&As to Companies House to replace the poor version on their website.

Action – DB

The AGM agenda to include formal consultation on the Southern Gateway Project and CA will invite Steve Williams to the AGM to talk to this item.

Action – CA

78. Governance Matters

a) Resignation of Claire Sheppy. DB confirmed that Companies House and Charity Commission had been informed of Claire's resignation.

b) It was agreed to invite Geoff Evens to join the Board of Trustees. DB to make contact and inform Companies House and the Charities Commission.

Action – DB

c) Corporate Image. It was agreed to use the heading for compliment slips. Company paper etc. as per the draft circulated.

d) Membership Campaign. DB presented a paper on a possible Membership Campaign and IC agreed to design a suitable leaflet.

Action – IC

It was agreed that a Membership Secretary may be required in the future.

It was agreed that DB would contact Jacque Green about inserting a leaflet in the Journal.

Action – DB

79. Report on PDG meetings etc.

CA reported that new members had been introduced to the PDG meeting and that the lease for the line now allowed for sub leases.

Southern Gateway. CA reported that consultation meetings had been held and the Consultation Paper had been launched. Comments and feedback is required by the end of April. The importance of providing Volunteer Accommodation was emphasised and will be part of the WSSRT comments.

Williton. CA reported on developments to date and agreed to circulate the Consolidated Plan Brief which contains details of proposed catering outlet, inclusion of Brunel connection, plans for WN to remain as the Engineering Centre and provision of a training and resources centre.

80. BA Museum

DB will contact the volunteers with a bid sheet for the 2017 season and ask them for their ID Card number.

Action – DB

CB is putting together a guide for the new volunteers and will liaise with PT over the arrangements for the alarm and collection details.

Action – CB/PT

The question of the key for the Museum was raised and DB agreed to check whether this could be kept in the Signalbox with Paul Conibeare.

Action – DB

DB reported that the PLC had suggested that a poster advertising the BA Museum be placed on the railings outside the Station at MD at a reduced cost. This was agreed.

Action – DB

It was agreed that IC would update the Museum leaflets and a quantity of these could be placed in local holiday camps.

Action – IC

PT reported that he was in contact with the contractors undertaking electrical work in relation to the security lights.

81. Carriage Project

CA requested authorisation for the cost of the upholstery at £8,670 and this was agreed by those present.

CA reported that 5 of the Third Class seat backs were missing and replacements had been fabricated. The upholstery should be complete before Easter.

CA reported that South Devon Railway have the gangway bellows ready and he would arrange collection.

Action – CA

Advice had been sought on the flooring required and ply was the preferred option. It was agreed to raise the costs in the Business Plan to £14,000 to cover these expenses.

Action – CB

CA reported that for the next coach, it would be important to keep all the components required in a secure place and this would be included in the plan.

82. Somerset West Lottery

CB reported that this is to be launched in May and the WSSRT could be considered as one of the good causes. It was agreed that DB would write to express an interest and circulate any future information.

Action – DB

83/84.HLF Bid & BL Gauge Museum update

CB presented the final draft of the HLF Bid and reported that he had re-done the costings and that letters of support were being sought from Local Authorities (CA), Parish Councils (CB) and local Schools (CB).

Action – CB/CA

CB reported that the PLC had agreed to employ any staff and invoice the WSSRT for the wages paid.

It was agreed to confirm the timetable as set out in the bid by CB.

Action – CB

CB reported that following an approach by Toby Jennings, Assistant Editor of Steam Magazine, an article on the Gauge Museum would appear in their next edition.

The provision of transparent donation boxes was discussed and it was agreed to purchase the wooden version at a cost of £340.

Action – CB

CA agreed to contact Alan Meade to bring him up to speed with the HLF bid and to check that helpers with the model railway had their ID Cards

Action – CA

CB agreed to put up appropriate signs for the Gauge Museum.

Action – CB

It was agreed that BA Museum needed new heaters and CB agreed to source suitable heaters.

Action – CB

It was agreed to print 100 leaflets advertising the Museums initially and CB agreed to send the copy to Hedgerow Print. Further copies would be produced after the HLF bid result was known.

Action – CB

It was agreed that CB should continue to represent both the PLC and the Association on the Bishops Lydeard Users Group.

Action – CB

It was reported that Keith Sandford was obtaining quotes for separate alarm systems to be installed and all keys had been collected together.

It was agreed that the use of the office in the Gauge Museum by Jacquie Green would be temporary.

CA agreed to pull together all the volunteers for BL Museum in due course and brief them on the new arrangements.

Action – CA

85. Flying Scotsman and Antiques Roadshow

CA had offered the sleeping coach as an exhibit at MD for the Antiques Roadshow on 17 May. He had been in touch with Colin Howard and the BBC Producer involved.

Action – CA

CA reported that the WSSRT had been asked to host the VIPs in the Gauge Museum for drinks and snacks at the launch of the visit by the Flying Scotsman on 5th September.

It was confirmed that both BL and BA Museums would be open for the duration of the visit by the Flying Scotsman.

CA reported that the WSSRT had been asked if they could mount a display with Scotland as the theme for this visit.

Action – CA

86. Safety update

IC reported that he was in contact with Ken Davidge (PLC Safety Director)

Action - IC

CA reported that he was checking PTS courses for volunteers.

Action - CA

IC reported that induction courses had restarted.

87. Chairman's update

There was no further update.

88. Any Other Business

There was no further business

89. Date of next meeting

The date of the next meeting was confirmed as Saturday 22 April 2017 at 1000 hours in the Gauge Museum, Bishops Lydeard followed by the AGM at 1400 hours.