



# WEST SOMERSET STEAM RAILWAY TRUST LIMITED

Registered Charity No. 265564

President: Lady Elizabeth Gass



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Registered Office: The Railway Station, Bishops Lydeard Taunton,  
Somerset. TA4 3BX  
Registered in England No. 1079916

## WSSRT DISPOSALS POLICY

1. Disposal is the permanent removal of an item from a museum's permanent collection. Any disposal must clearly demonstrate a long-term public benefit, and be consistent with the Trust's objectives. The Trust accepts a strong presumption against the disposal of any items in its ownership except as set out below.
2. In those cases where the Trust is legally free to dispose of an item, any decision to sell or otherwise dispose of items owned by the Trust will be taken only after due consideration by the Board. Factors to be considered include, but are not restricted to, the following: relevance to the Trust's strategies as set out in its business plans and endorsed by members; the uniqueness of the item, both in the Trust's collections and collections held by museums and other organisations collecting the same material or in related fields; and condition. Where appropriate, expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others, including the West Somerset Railway Heritage Committee, will also be sought.
3. If there is doubt about the right to dispose of an item, appropriate advice will be sought consistent with the value of the item. Agreements on disposal made with donors will also be taken into account.
4. Disposals will not be made with the principal aim of generating funds except for those items that have been specifically donated for this purpose.
5. Once a decision to dispose of an item has been taken, priority will be given to retaining the item within the public domain and it will be offered first, by exchange, gift or sale to other relevant museums before disposal to other interested individuals or organisations is considered.
6. Items will not be disposed of for scrap unless the Board considers the item is beyond any reasonable prospect of restoration by any organisation now or in the future, or has no financial or heritage value.
7. Full records will be kept of all disposal decisions and the items involved. Proper arrangements will be made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable.
8. Any monies received by the Trust from the disposal of items will be credited to the Trust's Museum Fund (which is a Restricted Fund). This Fund is available for the acquisition of new items and for expenditure related to the care and presentation of collections.

**THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED**

Responsible Trustee: Chris Bolt

Date approved by the Board: 6 September 2016

Review Date: September 2018