

WEST SOMERSET STEAM RAILWAY TRUST LTD

Minutes of the meeting of Board of Trustees held on Thursday 28 April 2018 at The Meeting Room, Bishops Lydeard at 11.00 am

Present: Chris Austin (CA) Chairman Chris Bolt (CB)
David Baker (DB) Ian Coleby (IC)
Alan Meade (AM) Geoff Evens (GE)
Pete Treharne (PT) John Jenkins (JJ)

In attendance: Jill Baker, Secretary

188 Apologies for Absence

None

189. Conflicts of Interest

IC & GE – PLC Directors

190. Minutes of the meeting held on 15 February 2018

The Minutes were agreed as presented.

191. Matters Arising

a) Williton Shed. IC reported that Ian Harrison would chair a small working group to look at all options and Terms of Reference have been produced.

b) Safety Strategy Paper. IC has this in hand

Action – IC

c) Cross Directorship. CA agreed to produce a paper for the next meeting.

Action - CA

d) 2018 Timetable. CA agreed to write to the PLC with concerns about the 2018 timetable and the effect it was having on visitor numbers at BL.

Action – CA

e) CA and AM agreed to meet with the volunteers in the model railway. CA would initiate a draft paper on volunteers' recruitment for discussion at the next meeting.

Action – CA/AM

AM agreed to make contact with the Personnel Dept in MD about the model railway volunteers and meet with an HR representative.

Action – AM

192. Financial Report.

CB reported that the finances were in a healthy state and BA Museum had done particularly well in donations received. This was due in part to the new transparent collection box in the museum. An approval process for invoices was agreed and in dealing with small payments reported to the Treasurer.

It was agreed to note the recommendations for payments rather than ratify them.

Business Plan. CB presented the final version which was approved by the Trustees.

Action – CB

193. HLF Bid

CB presented the revised draft bid for Board and approval was given to submit the bid subject to some minor changes. It was agreed that IC would re-write the first paragraph and GE and CB would check for any typographical errors.

Action – IC/GE/CB

It was agreed that figures showing the ratio of volunteers to paid staff may require correction in the accompanying booklet.

194. Governance Matters

a) New Directors & Responsibilities. CA reported that CB will continue as Treasurer temporarily and had offered assistance to his replacement. Steve Williams had offered to take on the Company Secretary role and it

was agreed to invite him to attend the next meeting. It was agreed to co-opt him with effect from the close of the AGM.

Other roles required were agreed as: Membership Secretary; Safety responsibility; communications (including Facebook, Website etc.) It was agreed that the Membership and Volunteer leaflet would be sent out with the PLC AGM mailing but would need slight amendment to comply with Data Protection regulations. IC agreed to order the required amount.

Action – IC

AM agreed to take on the role of Minute Secretary on a temporary basis.

b) Arrangements for AGM. It was agreed to set out the room in theatre style for the AGM. It was also agreed to inform members attending that volunteers are still required for the museums at BL and BA **Action – CA**

c) Role of Curator. As PT is retiring it was agreed that a curator for BA museum was required who would oversee the displays etc. It was also suggested that a Museum Supporters Group could be formed.

195. Future of the Trust

CA had produced a paper following the input at the last meeting. Comments were made by all the Directors present setting out their views. It was generally agreed that more time was needed before any decisions were made and more information on views of other WSR affiliated groups should be sought. In the interim, the WSSRT Business Plan made clear the intention to keep the case for continued separate existence of the Trust and the Association under review.

196. Policies

Data Protection. GE reported on an HRA paper circulated by CA and explained that the Policy comes into force on 18.05.18. It was agreed that a privacy policy should be added to the WSSRT website and GE and CB would produce this document.

Action – GE/CB

It was also agreed to include in any membership information that a condition of consent for membership is that information will be held electronically and that by joining the organisation the person has agreed to their data being held by that organisation. It was also agreed that information held must be password protected and that all data relating to membership of the WSSRT should be held on the computer in the registered office of the WSSRT.

Action – GE

197. Heritage Committee

CA reported that due to pressure of work and commitments he would not be able to take on the role of pulling together a group. CA had written to the PLC and WSRA/PDG chairmen to advise them of this. The Trust remained willing to assist the committee following the appointment of a new chairman.

198. BL Gauge Museum etc.

GE reported that the archive store at the Gauge Museum had been completed and some painting was still required. Dunkirk House had invited the WSSRT to bring a display to their event commemorating WW1 and GE would undertake this. It was agreed to purchase display boards for the event and for future use of the WSSRT and to write and accept the invitation from Dunkirk House.

Action – GE

AM thanked RAMS for repairing the broken screen and reported that the model railway had re-opened on schedule in spite of the snow. AM reported that three new young volunteers were undertaking taster days at present.

CA reported that the museum had suffered some snow ingress and water damage during the closed season and this had been reported to the WSR PLC Engineering Dept.

AM suggested that an approach be made to the Commercial Department about including the chance to visit the museum and model railway in their group booking forms and that we would seek to help with staffing these attractions. Receptions could also be organised in the museum. CA agreed to action this suggestion with Sam White and Mark Hill.

Action – CA

AM also suggested then making contact with local schools who undertake field trips and may be interested in visiting the museum

199. BA Museum

DB reported that he had managed to fill the roster for the 2018 season.

PT explained that he was happy to open the museum for special requests if he was able. CB reported that the contact details for these extra visits had now been changed. It was noted that a volunteer curator was required who could open up for special events. PT reported that the consumer unit would need moving to a lower position in the museum and CB reported that the position of the camera should be changed by the end of June.

200. Communications

a) Facebook. It was reported that two young volunteers on the model railway were very good with Facebook, websites etc and would be happy to incorporate the WSSRT into any information. GE agreed to talk to the two young men about this and maybe encourage one of them to join the Board of Trustees. **Action – GE**

AM agreed to let GE have the relevant email addresses. **Action – AM**

201. Railway Planning Framework

No report.

202. Carriage Project

CA had circulated a paper from the Historic Carriage Project group. CA agreed to report back to the group and to invite one of their members to become a Trustee of the WSSRT. It was also agreed that their proposed budget arrangements should be discussed with the group to comply with WSSRT accounting requirements.

Action – CA

It was agreed that discussion should take place on the future protection of the heritage coaches and the timetable for restoration. CA agreed to produce an updated paper for the next meeting and involve the Project Team in this process. **Action – CA**

203. Safety

No report

204. Any Other Business

AM asked whether provision for lighting and heating on the BL museum was part of the HLF bid and it was confirmed that this is so.

DB asked that IC amend the wording on the membership leaflets and get the quantity needed for the PLC AGM printed. CB agreed to supply the wording. **Action – IC/CB**

JB thanked the Chairman for the bouquet of flowers he had presented to her and reiterated how much she appreciated the gesture.

The Board thanked Pete Treharne for his years of service as a Trustee and all his work for the Blue Anchor Railway Museum. They also thanked David Baker and Chris Bolt who were attending their last meeting as Trustees.

205. Date of next meeting

The date of the next meeting was confirmed as Thursday 12 July 2018 at 1100 in the BL meeting room, Bishops Lydeard.