

WEST SOMERSET STEAM RAILWAY TRUST LTD

Minutes of the meeting of Board of Trustees held on Thursday 13th September 2018 at 11 AM in the Meeting Room, Bishops Lydeard Station

Present: Chris Austin (CA) Chairman
Alan Meade (AM)
John Jenkins (JJ)

Ian Coleby (IC)
Geoff Evens (GE)
Steve Williams (SW)

223. Apologies for Absence

None

224. Conflicts of Interest

IC - PLC Director

225. Minutes of the meeting held on 16th July 2018

The Minutes were agreed as a correct record.

226. Action Log

- **Williton Shed-** IC reported that the work initiated by the PLC and being led by Ian Harrison had stopped and there was no indication at this stage as to any future action.
- **Timetable-**IC reported that the changes had been activated in August and that the issues identified had been reflected in the 2019 timetable matrix. CA confirmed that the Trust had been consulted on the matrix.
- **Data Protection Policy** GE said that some files were on the PC but that this had now been superseded by the Cloud proposals for discussion later in the agenda.
- **Communications (Facebook)**-GE confirmed arrangements for Facebook access. He said the items were in chronological order and topical/time related. GE said that he had also (via Steve Edge) updated the Trust website to include information on the model railway.
- **Safety**-CA confirmed that any specific issues at Williton need to be logged via Ryan Pope.
- **Digitisation**-to be done (GE)
- **November Opening**-the railway would be open for just one additional day (11th November and as a result neither the model railway or Blue Anchor Museum would open. Bishops Lydeard Museum may open as it will be Remembrance Sunday.
- **Books Donation**-CA said that he had collected a second batch of books from Dr Dickens estate and that these were now in the office. The intention was for some books like the Bourne drawings to be displayed. Trust archive material would almost certainly go to Somerset Heritage for safekeeping but other valuable and authoritative books would be retained as part of a proposed reference library in the Gauge Museum and catalogue digitally in

due course.

227. Matters Arising Not on the Agenda

Action

Safety Policy and Implementation. CA reported that he had updated the Policy in light of comments from GE and JJ and that this had now been recirculated to Trustees. The items identified at the last Board meeting needed to be actioned amongst which was the key issue concerning the absence of any formal Risk Assessments for any of the Trusts activities. Following discussion, a number of actions were agreed:

i) The Trust would adopt the PLC Risk Assessment template with ownership of completion and monitoring being with the person with the lead responsibility for that activity. Those individuals would need to be identified.

CA

ii) The Safety Policy would be updated to reflect the above and a Risk Register established.

CA

iii) The Chairman, Chris Austin, would be the nominated Board lead on Safety and would represent the Trust in the forthcoming discussions with ORR.

CA

iv) Safety Matters would continue to be a standing item on future Trust Board agendas

SW

228. Appointment of new Treasurer

The paper from the Chairman was considered. CA reported that two applications had been received following formal advertisement. The preferred candidate was Don Fraser, a qualified accountant who lived in Tiverton and already had an established interest in the railway. CA had met him twice and on the second occasion, with SW as Company Secretary. As a consequence, both CA and SW were confident that Mr Fraser met the requirements of the role profile and would be a good "fit" with the needs of the Steam Trust.

On the basis of this recommendation, the Board of Trustees **Approved** the appointment of Don Fraser as the new Treasurer and that he should be co-opted to the next meeting in November. CA would now inform Don Fraser of this decision and arrange a handover with Chris Bolt.

CA

229. Treasurers Report

The Report was received and, in the absence of Chris Bolt, was presented by CA and SW. Key points noted by Trustees were that:

- Donations were down as was expenditure on 6705, the latter largely due to volunteer generosity in purchasing materials,
- Model railway visitor numbers were disappointing and it was thought that the timetable issues referred to earlier in the Minutes may have contributed,

The Report raised a number of specific issues on which Trustees were asked to make a decision, the results of which would be communicated to Chris Bolt namely:

i) Implications of the Proposed Rent Increase-Sherrings Yard

SW said that he had been approached by the General Manager of the Association regarding a proposed increase to the Trusts rent for its use of Sherrings Yard as a consequence of the owners wishing to increase rent paid by the Association. Trustees accepted the inevitability of a rent increase and mandated the Company Secretary to negotiate a revised Agreement based on the current notice period.

SW

ii) Proposals for increasing Donations and other financial contributions

The paper asked Trustees to consider ideas for increasing income and improving financial sustainability. A number of ideas were discussed and it was noted that as part of the HLF Project, SW was putting together a Fundraising Plan and would also be discussing options with the PLC Commercial Team the following day which themselves would then be discussed at the HLF Project Group meeting on 17th September. It was agreed therefore that SW would prepare a discussion paper on fundraising for the next Board meeting.

SW

iii) Resolution on Proposals to Change Cheque Signatories

The proposals put forward by the Treasurer were **Approved** by the Trustees.

SW

iv) Resolution on Cheque Indemnity for Bank Mandates-Lloyds Bank

The proposals put forward by the Treasurer were **Approved** by the Trustees

SW

v) Agreement on Signatories for Monaghan's Engagement Letter

It was agreed that CA and SW would be the signatories to this letter.

SW

vi) Future Responsibility for Membership Matters

It was agreed that this would be part of the responsibility of the incoming Treasurer as set out in the role profile.

CA

230. PLC Update

The Board received a briefing from the Chairman on the current position which had not substantially changed from the previous Board meeting. It was noted that the PLC Board would be meeting on that evening after which further information was expected.

CA

231. HLF Project

The Trustees received a briefing paper from SW as Project Lead updating the Board on actions and development since the last meeting. Trustees noted that the first tranche of HLF funding had been received and endorsed the progress made to date. Trustees also **Approved** the following recommendations:

- i) that SW be appointed the delegated budget holder for the HLF budget
- ii) that the agreed proposed ceiling be the delegated budget limit for any single item
- iii) that SW and CA be the authorised signatories for cheques
- iv) that SW be the designated liaison point with the PLC with support from the Treasurer
- v) that the Project Group (SW) records all activity related to the Project in terms of

“matched goodwill”

SW

232. Google Cloud Storage and 24 Hour Access

GE took the Trustees through his proposals. Following discussion, Trustees **Approved** the establishment of Cloud Storage with 24-hour access. It was agreed that GE would establish the necessary protocols through Google including the corporate email address and individual email domains for each Trustee.

GE

233. Review of Agreements with the PLC and WSRA/WSRA Promotions

A paper from the Company Secretary was received noting that one of the Agreements was that previously discussed about Sherrings Yard and that the others required review with the PLC and WSRA Promotions respectively. The Board agreed that SW should proceed with the review process and bring any new/revised proposals back to the Board for consideration.

SW

234. Money and Medals Newsletter

The potential opportunities arising from the Somerset Museums circular were noted.

235. Opportunities to Develop a Heritage Education Strategy

IC summarised the discussions he had been having with Robin Wichard who had played a major role in preparing the Forties Weekend and who was potentially interested in helping the railway to develop a Heritage education strategy and implementation plan. It was felt that the Steam Trust may be the right vehicle to host such an initiative if it were to be agreed. The Chairman was asked to talk to Robin Wichard about this and to report back.

CA

236. Rosters at Blue Anchor

The Chairman said that he had talked to David Baker about the need to prepare volunteer rosters for 2019 and to keep a general eye on museum requirements. CA was pleased to report that David Baker had agreed to retain this responsibility. The need to find a Curator and keyholder remained.

All

237. Peter Barnfield

The Board was sad to hear of the passing of Peter Barnfield and paid tribute to all his work at Blue Anchor.

238. Williton

It was noted that the storage shed had now arrived to support further work on 6705 and other carriages. The seating on 6705 was now in position and work on the guard's van in the coach was the next step. The PLC General Manager had said that he was happy for 6705 to run as an independent vehicle like the Hawksworth saloon if required whilst solutions for the gangway connections were sought and installed.

239. Gauge Museum cleaning and heating

AM expressed concern about the lack of cleanliness of the Museum and it was agreed that this was something that needed attention. Don Fraser would be asked to look at options and make proposals . In terms of the heating, it was thought that the skylight needs to be opened on warm days and that other options for temperature management within the Museum would be considered as part of the HLF project.

DF/SW

240. Winter Jobs

AM and CA would compile a list for consideration.

AM/CA

241. Model Railway

Trustees were pleased to note that the model railway had acquired two new volunteers. It was agreed that further work was needed with younger volunteers to look at what other volunteering opportunities might be available within the Trust. IC said that as part of his mentoring work with younger people outside of the railway, the PLC were always looking for opportunities for placement and work experience and that this should be explored further through Catherine Hurd at Minehead.

AM/CA

242. Date and Time of Meeting

It was agreed that this would be on Thursday, 15 November 2018 in the Meeting Room at Bishops Lydeard. However, it was also agreed that the start time be brought forward to 10 AM in order to be able to finish before lunchtime.

SW