

WEST SOMERSET STEAM RAILWAY TRUST LTD

Minutes of the meeting of Board of Trustees held on Thursday, 10 January 2019 at 10 AM in the Meeting Room, Bishops Lydeard Station

Present: Chris Austin (CA) Chairman
Alan Meade (AM)
David Baker (DB)
John Jenkins (JJ)
Don Fraser (DF)

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

In Attendance-Helen Anson (HA)

259. Apologies for Absence and Welcome

There were no apologies. CA formally welcomed DB back as a Trustee with particular responsibility for oversight of Blue Anchor and supporting the Chairman in safety management. He also introduced Helen Anson the new Trust Learning Officer. Trustees were asked if they were comfortable with Helen staying for the whole meeting in order to obtain an appreciation of wider Trust business. Trustees agreed.

260. Conflicts of Interest

No conflicts were reported. DB provided SW with a conflict of interest form after the meeting.

261. Minutes of the meeting held on 14th November 2018

Action

The Minutes were agreed as a correct record.

262. Action Log-14th November (not on the agenda)

- 246 (b) goodwill timesheet-reminder given
- 246 (c) Trust addresses and cloud storage ongoing
- 248 Safety management: discussions with PLC ongoing. DB confirmed as support to CA
- 249 PLC addressed invoices for HLF-completed. Change in financial year to be actioned. SW/DF
- 250 Chairman's Report and Directors Report modified with the exception of completion of financial changes awaiting input from DF. DF/SW
- 251 Business plan comments required by 31/1/19.
- 253 Induction Pack. Following discussion it was agreed that a Trust policy would be developed using PLC-based documents. CA/GE/AM
- 255. Fundraising plan implementation now underway. Meeting with PLC scheduled W/C 21/1/19 SW

263. Matters Arising

a) Blue Anchor Museum

DB reported that Phil Sizer, a long-standing WSR volunteer who is also a resident of Blue Anchor had agreed to be the second keyholder for the Museum there. DB also confirmed that he had updated the Museum manual (SW also has copy). It was noted that Pete Treharne was reviewing the artefacts that he owned with a view to identifying those that

could remain as part of the Museum's permanent collection. In relation to the Agreement with the PLC, it was agreed the DB would lead on the review and report back to the Board. DB

b) Gauge Museum

It was noted that the Gauge Museum painting and cleaning programme was underway. CA also said that he had talked to Ginny Barnfield who had confirmed her full support in principle for an exhibition of her late husband's artwork to take place in July including a formal reception. DB suggested that there should also be a link to Blue Anchor. CA/DB

264.Safety Management and PLC Update

CA reported that he had had discussions with Bob Meanley and that a priority for the PLC was the updating and production of comprehensive documentation. Bob had offered to provide advice where requested. CA stated that the focus for Trust work therefore was around the carriages identifying:

- what had been changed
- how it has been done
- the competence of those carrying out safety critical work

CA estimated that this was around two weeks work. The next steps after this would be to undertake risk assessments on all Trust activities. It was noted that there was a HOPS seminar today, but because of the short notice for the Trust, CA had requested a separate briefing be held. It was also felt necessary to have discussions with Trust volunteers and to document their roles and responsibilities on stations in the event of emergencies including younger volunteers. CA would prepare a paper for the next Board meeting. CA

In terms of the position of the plc, a general discussion took place on how the Trust might be able to support the Company. The Chairman would convey the views of Trustees to Jon Jones- Pratt and Mark Smith. CA

(Subsequent to the Board meeting, the PLC issued notification of a WSR stakeholder Meeting to be held on Saturday 2nd February 2019).

265. Heritage Carriages Project

A paper from the Chairman was received. The Board concurred with the background and analysis leading to the recommendations. The recommendations were **APPROVED** as follows

1. The Board re-confirm their 2016 decision to make 3639 their priority for restoration in line with the second Business Plan, and...
2. Take account of this in the development of their fundraising strategy
3. An initial approach would be made to HLF at some point in 2019 to see if they would entertain a further application from us, in respect of coaches and storage and the size of the project that might be seen as achievable.
4. An initial and more detailed assessment of the fleet is made, over the next six months to identify the special historical features of the individual vehicles and their design (none are unique) with a view to building a compelling case for funding restoration and provision of covered

accommodation.

5. Consideration is given after the AGM to measures to protect the coaches pending restoration, and possible sources of funding (in line with the funding strategy).

There was one important amendment agreed in respect of Recommendation 4. This was felt to be too open-ended and that there should be a commitment (subject to identification of people, skills and timetable to complete the review by the end of 2019).

CA

266. Draft Annual Report, Annual Accounts and Monthly Financial Report

It was noted that the actions in respect of the Chairman's Report and Directors Report amendments had been taken, with the exception of some final adjustments to figures in the latter. The finalised Accounts were still awaited from Monahans and DF was chasing this. Reference to the change to the accounting period and correct frequency of newsletters (two per annum) to be included.

SW

The Board considered the draft AGM agenda. It was agreed that the formal agenda should be short with Q and A and possibly a short presentation on the HLF Project to follow. JJ said that he would be standing down as a Trustee at the AGM. SW would make the necessary amendments and subject to confirmation of the signed Accounts from Monahans, AGM papers would be circulated within the next 2 to 3 weeks.

SW/DF

In relation to the monthly Financial Report circulated separately, DF said that remaining expenditure on 6705 was predicted to be higher (£8000) than the £3000 originally budgeted. CA said that this was due to additional costs around batteries, lighting and wiring. Overall income was still positive although there was little room for manoeuvre in relation to unrestricted fund expenditure.

In relation to three-month rolling deposits, it was agreed to maintain the current arrangement.

DF

267. Future of 4110

The position of the PLC and the Association as to the potential purchasers of the locomotive was noted.

268. Business Plan update

SW said that he had made all the amendments notified by Trustees to the document but was awaiting final financial data via the Annual Accounts from DF. Following discussion, it was agreed that as this was an update of the original Plan approved at the 2018 AGM, in 2019, Members would simply be asked to receive it. Notice of the emergence of the updated version would also be published on the Trust website and in social media.

SW

269. Winter Opening of Gauge Museum

AM said that the plan was to work on the model railway on Saturdays and Sundays. There was a need to ensure that young volunteers remain connected with the model railway and there was an opportunity to train new participants in areas such as modelling techniques et cetera. The objective was also to renew/relay a section of the layout every winter. CA said that he would be writing up

the impact of opening the Museum in December for Trustees information.

AM/CA

270. HLF Update

SW confirmed that Smith and Jones design consultants had been appointed as the preferred organisation to undertake the design and redevelopment of the Museum. They would be attending the Project Group for the first time on the 17th January. There would be a press release for the website and social media in due course.

SW

Helen Anson provided a summary of her activities following her appointment from 10th December. The main focus had been on completing her induction and developing the embryonic Learning Offer for the next Project Group. The overall response to her appointment had been very positive across the railway and it was intended to work in a complementary way with the Hinckley Community Project. Further updates would be provided to the Board as the work develops.

HA

SW reported that following the departure of Richard Maw, he had taken steps to ensure that the Trusts HLF bank management would continue to be undertaken by the PLC. Trustees had also received details of the 2019 HLF delivery programme through the Business Plan and this would be the focus of the Project Team activities over the coming months.

SW

271 Feedback from WSRA Strategy Workshop

SW referred to the summary prepared by the Association from their workshop on 27 November 2018. Initiation of a number of these activities were still awaited. Trustees confirmed that there was no change to the previously expressed position regarding the idea of creating a new support organisation for the railway and SW was mandated to respond accordingly to the WSRA.

SW

272. HRA Young Persons Award

SW said that the Trust had been approached for a financial contribution to the costs of two young volunteers attending the award ceremony in Birmingham on 9th February. AM said that the two individuals were Matt Jackson and Matthew Sutton from the model railway group. Following discussion, Trustees agreed to cover the costs of both volunteers and SW would advise the PLC accordingly.

SW

273. Fundraising Plan

Following endorsement and approval at the last meeting, SW had circulated an updated final version for Trustees. This would be an organically changing document over time as new opportunities arose and/or things changed. The Board would be kept updated with the first activities being the commercial discussions with the PLC due to take place within the next two weeks.

SW

274. 4160 AGM

DB agreed to follow up on whether/when this was happening and an invitation for the Trust.

DB

275. Date and time of Next Meeting

23rd March 2019 at 10 AM in the Meeting Room, Bishops Lydeard. (Before the AGM). It was also agreed to reserve 15th and 21st February 2019 at the same time for a special meeting should Trustees need to convene to consider further PLC developments. SW to also circulate proposed

2019 dates beyond March.

SW

SW/Board Minutes January 2019