

WEST SOMERSET STEAM RAILWAY TRUST LTD

Minutes of the meeting of Board of Trustees held on Saturday 23rd March 2019 at 10 AM in the Meeting Room, Bishops Lydeard Station

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

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

276. Apologies for Absence

Apologies were received from John Jenkins who was now standing down from the Board.

277. Conflicts of Interest

No conflicts were reported.

278. Minutes of the meeting held on 10th January 2019

Action

The Minutes were agreed as a correct record.

279. Action Log-10th January 2019

- 246 (b) goodwill timesheet-reminder given
- 249 PLC invoices-completed
- 253 Induction Pack-work still in hand. Will be influenced and shaped by the work of the new Volunteer Committee GE
- 264 Safety Management. Following the ORR visit on 22/3/19, a training day for safety critical staff was being held today. There was a need for further work on understanding the Trusts obligations and responsibilities under SMS with particular focus on safety critical work and this would be pursued with the PLC. Initial risk assessments had been undertaken on the heritage carriages work and at Blue Anchor Museum. An update would be given by David Baker and Chris Austin to the next meeting of Board. CA/DB
- 272. AM said that the HRA Young Persons Award had gone well and that costs had been lower than anticipated thanks to the skills in ticket purchasing by one of the participants! AM asked that consideration be given to earlier preparation for the next awards in order to give potential candidates every chance of success. This was supported. CA/AM
- 274. 4160 AGM. DB reported that the AGM had already taken place by the time he was able make enquiries. Publication of the Minutes was awaited.

280. 40th Anniversary Book Sponsorship

IC said that preparation of the draft had been completed. There had been 31 contributions and final proofs would be ready by the end of March. Printing would take place at the beginning of May with copies available by the end of the month. Initial print run would be 750 copies. The cost of printing would be £1800 which would be met by the Steam Trust and if necessary, underwritten by the Chairman in a personal capacity. It was anticipated that subject to sales, a small profit would be made by the Trust for reinvestment in its activities and/or in support of the PLC. IC and GE would put something on the website and in the Journal about the launch date, means of ordering and availability of the book which was expected to be sold in both shops and in our Museums. IC was congratulated for all his hard work on this project. It was noted

that, as a result, the Trust was now also registered as a recognised publisher.

IC/GE

281. Items from the WSR

i) **Outcome from ORR Visit 22/3/19**

CA was delighted to be able to confirm that the Office of Road and Rail had approved the reopening of the railway and that the first stretch from Bishops Lydeard to Watchet would reopen on Saturday 30th March accompanied by a press launch. The remainder of the line to Minehead would reopen on Good Friday. CA paid tribute to the hard work of PLC staff in what was a major achievement both in terms of organisational and financial progress as well as infrastructure improvement.

ii) **Feedback from PLC to the Trust Letter of 10th March.**

CA reported that he had had a response from the PLC dated the previous evening (22nd) where the offer to contribute to the funding of rail replacement at Blue Anchor had been accepted. Andrew Young would be supplying some examples of worn rail to illustrate the nature and extent of the problem for a display to support fundraising.

iii) **Feedback on PLC/Association/Steam Trust discussions around the proposed Tripartite Board meeting**

SW briefed the Board on the discussions with Mark Smith and Geoff Garfield and referred to write up of that meeting. Trustees endorsed the approach taken by the Company Secretary and approved a further email confirming the Steam Trust position on the content of the proposed programme for the tripartite meeting. Trustees agreed to the principle of an externally facilitated session scheduled for Saturday 4th May provided that the programme was one that was agreed by all parties in advance.

SW

282. HLF Project Group

SW briefed the board on developments in connection with the Project using the minutes of the meeting held on 22nd of February and the agenda for the last meeting which had been held the previous day (22nd March). Key points to note were:

- Catherine Dance WSRA Community Engagement Officer had been invited to the meeting. Catherine gave an overview of the Hinckley Community Engagement Project and the interface areas particularly with Helen Anson's work.
- The Project Group supported the establishment and initial work programme of the new WSR Education and Learning Group where Geoff Evens and Helen Anson were Trust Representatives with an initial focus on safeguarding procedures and arrangements. SW asked the Board to endorse this arrangement and this was Agreed.
- The material for the website in relation to the Learning Offer had been completed by Helen and the learning tab on the website thanks to the work of GE and Steve Edge was almost ready and would be activated next week. Circulation of the letter to schools with supporting information would also start next week.
- The first workshop with Smith and Jones on design and reinterpretation of the Museum would take place on Friday 5th of April. Group members had produced a client guide to complement the concept document from Smith and Jones.

GE

- Alan Meade had joined the Project Group to represent the Model Railway Group interest and would be accompanied by Matt Sutton subject to the academic commitments of the latter.
- Unfortunately, although it had been agreed that the Quantock Belle Sunday Lunch trains would include a pre-boarding visit to the Gauge Museum, due to pressure of work, it had not be possible for the PLC to finalise the details of this arrangement in time for the launch of the QB programme on 31st March. It was hoped that progress could be made once trains were running again.
- Significant progress had been made with volunteer development. Helen Anson had produced a role profile for a new Learning Assistant and the first volunteer had already been recruited. Further recruitment initiatives were in hand. Catherine Dance had coordinated the creation of a new Volunteer Committee where Steam Trust representation would be through Geoff Evens. Trustees Approved this initiative and GE as its representative.
- Work was underway to finalise the Trust volunteer profiles. Draft Curator and Archivist profiles had been created by SW and shared with GE, DB and IC and would be coming to the next Board for consideration. The new Volunteer Committee had created a standard template for use across the WSR and existing work would be transposed into the new template.

GE

SW would communicate the views and decisions of the Board following these discussions.

SW

283. Blue Anchor Condition Survey and Alarm System

DB introduced the survey undertaken by an external expert on structures acting on behalf of the PLC. It was noted that there were a number of areas of deterioration to the external fabric of the building which required remedial action. It was felt unlikely though that, in its present financial situation, the PLC would be in a position to fund the work. DB said he was awaiting a cost estimate from Andrew Young. Trustees felt that, in all likelihood, the work would have to be funded by the Trust if affordable. DB would come back to the Board with proposals.

DB

The current position with regard to the alarm system was also noted. Although contracted to do so, the current provider had not undertaken an inspection in 2018 citing difficulties in contact and gaining access. Following discussions, it was agreed the DB would present future options to the Board but in the meantime, every effort would be made to get the provider to undertake a delayed inspection of the system.

DB

284. Safety Management

CA said that the Trust was still looking to appoint competent people to advise and check safety critical work undertaken by volunteers and was hopeful that the PLC would extend the training regime to support organisations and other groups of staff. There was a need for a risk assessment at Bishops Lydeard and also around access to and use of, HOPS. GE advised that Steve Sagrott was the person to talk to.

CA/DB

285. Replacement Trustee

With the retirement of John Jenkins, SW suggested that a replacement Trustee was necessary in order to share the existing and growing work programme for the Trust. This was Agreed by the Board and CA and SW were mandated to begin the recruitment process and to develop a role profile with a potential portfolio responsibility for volunteer

recruitment and development. Progress would be reported at the next Board meeting. CA/SW

286. Proposals for Somerset Day 11 May 2019

Trustees considered the approach from Catherine Dance in relation to this event. It was Agreed that this was an important opportunity to showcase the railway to potential Members and volunteers and that, following discussion, the contribution from the Trust was Agreed. SW to respond to Catherine Dance. SW

287. Financial Position

DF presented summaries on the current financial position which continued to remain healthy. It was noted that there was still some outstanding expenditure on BCK 6705 for painting. It was agreed to rollover the current three month arrangement on balances. It was noted that the Trust currently has 85 members.

It was also agreed that David Baker would be a bank account signatory. DF

288. Board dates for 2019

SW presented the matrix with two bimonthly cycle options. Following discussion, it was Agreed that Option 1 was the preferred approach. However, due to a number of key absences and the need to accommodate a Business Plan workshop, the following was adopted:

- Next board meeting Wednesday 24th April beginning at 10 AM acknowledging apologies from David Baker and Ian Coleby
- Business Plan workshop to take place on Wednesday 1st May at 2 PM, venue TBA
- May Board meeting would be Wednesday 22nd May at 10 AM. Venue TBA
- Option 1 cycle continues with board meetings on 11/7, 12/9, 14/11 and 9/1

SW

289. AGM Preparation

The paper prepared by SW was received and the information on proxy votes, apologies and questions noted. The content of the informal session was reaffirmed and would include a by Helen Anson and Steve Williams on the HLF project. CA/SW

290. Museum Artefacts

GE asked about the historic enamel signs in the Gauge Museum earmarked for Crowcombe Heathfield and Stogumber. CA said he would contact the station masters and arrange for transfer once train services had restarted. CA

291. Date and time of next Meeting

The next meeting of the Board of Trustees will take place on Wednesday, 24 April 2019 at 10 AM in the Meeting Room, Bishops Lydeard. Venue subject to confirmation. SW

