

WEST SOMERSET STEAM RAILWAY TRUST LTD

Minutes of the meeting of Board of Trustees held on Wednesday 22nd May 2019 at 10 AM in the Meeting Room, Bishops Lydeard Station

Present: Chris Austin (CA) Chairman Alan Meade (AM) Geoff Evens (GE)
Steve Williams (SW) David Baker(DB)

309. Apologies

These were received from Don Fraser.

310. Conflicts of Interest

None were reported.

311. Minutes of the meeting held on Wednesday, 24 April 2019

Action

These were approved as a correct record with one amendment to Minute 292 PLC Chairman's address concerning line possessions for the winter period which should read as follows:

"The railway will be closed for possession purposes between Watchet and Minehead from October 2019 until March 2020 to undertake vital infrastructure improvement work. The exception to this would be during half term in February 2020 when the full line will be open to visitors. Scheduling of work in this way will enable the PLC to ensure that the line is fully operational for the 2020 season and particularly during the peak periods."

Amendments to be sent to Steve Edge for publication on his own website and the Trusts.

SW

312. Action Log-24th April 2019

- **280 40th Anniversary Book Launch.** IC said the books would be at BL by tomorrow. Take up of invitations have been slow so far IC would advertise on HOPS and numbers with a view to extending to 90. Catering was arranged as was non-alcoholic beverages. It was agreed that CA and JJP would be invited to co-host and speak. The authors would engage in book signings. Activities would take place on the main floor of the Museum with catering on the lower floor. AM confirmed that the model railway would be running and there would also be opportunities for fundraising for the Trust. It was also suggested that Helen Anson be involved.

It was noted that locomotive 7752 together with coach 6705 could be in platform 2 and then the coach located in the dock siding when not in use. (Post meeting note, coach 6705 would not receive its FTR in time to do this.) Dick Wood would be updated and advised to include this in forthcoming publicity about the weekend. Alan Stanistreet had suggested selling books on the Saturday train and David Noble had indicated that it might be possible to set up a bookselling stand on Minehead station. IC to arrange distribution to shops and museums with sales embargoed until 7th June.

CA/IC

- **296. PLC Shareholder Appeal.** It was noted that letters and supporting material were now at the printers and due to be circulated to shareholders next week. The total cost was around £2.5k and he would handle payment arrangements with the PLC. It would be important that the Company kept the Trust and the Association abreast of progress with the Appeal which was now linked to the Just Giving Appeal recently launched by the Association via their website.

- **297. BCK6705 Hire Agreement.** The coach was almost complete. Bob Meanley would be visiting tomorrow prior to the Fitness to Run Exam. The draft agreement had been sent to both Bob and Paul Conibeaere together with the coach safety log. CA would update Trustees on the outcome of the FTR by email. CA
- **301. Peterborough Wagon Shed.** CA said the PLC was supportive in principle and now Network Rail would be asked to prepare a method statement on dismantling the building and seek planning consent for removal. At a later stage, this would necessitate a business case within the WSR for approval by the PLC, the Trust and the Association. CA said that he would continue working with Robin White on this project. CA
- **306. Art Exhibition and Reception.** A further meeting would be held the following week with Ginny Barnfield, Simon Castens (publisher of Peter Barnfield's books) and the BL shop team on the sale of books and postcard during the exhibition. A reception and formal launch was still planned. (Date to be confirmed). CA
- **307. HRA Young Persons Award.** CA would discuss the criteria for the 2020 award with Mark Smith. As this would be a WSR wide activity was suggested that the Trust could coordinate potential nominees on behalf of the railway as a whole. An offer would be made to the PLC Chairman. DB agreed to work with AM on this and on the process for nominations from within the Model Railway Group. AM/DB

313. Tripartite Board Meeting and Draft Mission Statement

Participants gave their reflections on the content and process for the day. It was noted that SW was working with Jack Baird from the Association on a draft fundraising framework and that the Association was keen to push forward on the Volunteer Development paper produced by Ian Harrison. SW also summarised his thoughts around the work on communications and would provide this to CA in an email. SW

Consideration was also given to the draft Mission Statement prepared by Geoff Garfield from the Association. Trustees did not support the original version circulated with Board papers but were happy with the subsequent amended version provided this had the support of the PLC. SW

314. Draft Volunteer Development Paper

This paper was written by Ian Harrison and circulated just prior to the Tripartite Board meeting. Trustees supported the principles in the paper. SW

315. Safety Management

CA said it was important for progress to be made on preparation of Risk Assessments for all areas of Trust activity. GE said that he and Helen Anson were working on a draft for the Gauge Museum. CA said that the document for Heritage Carriages was in preparation. GE also said that a draft of a new First Aid policy was in progress and he would circulate this for comment. CA

316. Treasurers Report

The latest statements were noted in DF's absence. It was agreed to ask DF to introduce a model of commitment accounting into the reports in order that the Board was aware of future projected expenditure and the resources required to cover activities. CA would discuss with DF. CA

317. Charity and Board Development

a) *Trust Objects*

Trustees considered a paper prepared by SW following the Tripartite Board meeting. It was agreed that the wording required updating and that a draft would be prepared for discussion. SW

b) **Role Profile Ratification (following the Business Plan Seminar)**

The following role profiles were ratified by the Board for implementation.

- | | |
|--|--------------------------------|
| • Chairman | Curator-BL |
| • Vice Chairman | Curator-BA |
| • Trustee with volunteer development portfolio | Archivist |
| • Trustee generic | Museum Steward |
| • Company Secretary | Adult Model Railway Operator |
| | Trainee Model Railway Operator |
| | Learning Assistant |

Actions were already underway in respect of the vacant/additional posts at Board level and within the Trust as a whole. Heritage Carriages Volunteer profile was in development by CA SW/ CA

318. Nomination of Vice Chairman

CA said that following discussions with Trustees, he proposed SW as Vice Chairman. Trustees unanimously agreed the nomination. CA would undertake the necessary publicity. CA

319. Identity Badges

The Board considered the paper prepared by SW and following discussion, agreed the option that included the Trust name and that of the individual concerned with some generic Volunteer spares. SW offered to fund the cost of the badges and this was gratefully accepted. SW

320. Alarm System at Blue Anchor Museum

The paper prepared by DB was considered and following discussion, Option 1 was selected as the preferred approach. DB agreed to implement. DB

321. Updated Business and Fundraising Plans

The updated Business Plan and Fundraising Plan discussed at the seminar were ratified for implementation. SW

322. Gauge Museum Project

SW provided a brief verbal update on Project progress noting the acquisition of new volunteers, the need for funding for resources for the Learning Offer for Helen Anson and work to provide a consolidated response to the first outline plan for the Museum from Smith and Jones.

323. External Repairs-Blue Anchor Museum

The position with regard to external repairs was noted and actions agreed. SW would write to the PLC. SW

324. Trust Contact Details on HOPS

CA noted that these were out of date. SW to contact Steve Sagrott to update. SW

325. Station Announcements

AM agreed to talk to the Shop Manager about the announcements in relation to the model Railway. AM

326. Board Papers

Following representations from Board Members, SW confirmed that he would not repeat circulation of previously provided material. SW

327. Model Railway Group as Part of the Trust

AM confirmed that following discussions with SW and the informal agreement reached with CA in 2017, the Model Railway Group saw itself as an integral part of the Trust and it was agreed to minute this arrangement formally. SW

328. IT Developments

GE said that he was still working on the issues around communal emails using the Trust address. Following a suggestion from Helen Anson, he would be working on creating a central diary using the Cloud for Trustees and volunteers to access. GE

329. Trust Logo

GE said that he thought it was time to update this in line with the Objects. IC said that he would produce some ideas for consideration. IC

330. Date and Time of Meeting. Thursday, 11 July 2019 at 10 AM- Meeting Room.