

## WEST SOMERSET STEAM RAILWAY TRUST LTD

### Minutes of the meeting of Board of Trustees held on Wednesday 11<sup>th</sup> July 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) Don Fraser (DF)

#### 331. Apologies

Ian Coleby.

#### 332. Conflicts of Interest

None were reported.

#### 333. Minutes of the meeting held on Wednesday 22<sup>nd</sup> May 2019

**Action**

These were approved as a correct record.

#### 334. Action Log-22<sup>nd</sup> May 2019

- **280 40<sup>th</sup> Anniversary Book Launch.** It was noted that the book launch and reception had gone well. It was estimated that sales in excess of 300 copies had been achieved to date and that profits from sales would be available for the Trust to use in accordance with its business plan priorities. DF confirmed that there was a separate profit centre in the budget. IC to be asked to confirm sales numbers. SW
- **296. PLC Shareholder Appeal.** DF reported that donations to the Trust had exceeded £3500 with the figures for the Association and PLC to be confirmed. Trustees were pleased with progress to date and would continue with the appeal.
- **297. BCK6705 Hire Agreement.** It was noted that Bob Meanley had examined the coach and was generally positive. Ultrasonic testing of the drawbar axles and couplings was awaited through Williton. CA said he was planning to display it with the Sleeping Car at the Steam Rally on 3/4 August. CA
- **306. Art Exhibition and Reception.** Preparations for the opening and reception on 13/7/19 were well advanced. CA would be organising the hospitality. CA
- **307. HRA Young Persons Award.** DB said that he was waiting to hear about the criteria for submission from Mark Smith. AM said he was talking to the PLC HR function about the application process. It was confirmed that AM would lead on this with support from DB in terms of the internal selection process within the Trust for nominations. AM/DB
- **313. Tripartite Board Meeting and Draft Mission Statement.** SW said that he had provided the views of Trustees on the draft Mission Statement to the PLC and the Association but had received no response as yet.
- **314 Draft Volunteer Development Paper.** GE reported that a lot of work had gone into implementation of the paper with particular reference to role profiles across the WSR. CA

said that Catherine Dance had requested a Carriage Restoration profile and he hoped to get that completed by the first week in August.

- **317. Charity and Board Development.** SW and CA were looking at the draft Trust Objects and Powers and would have something ready by the next Board meeting. All role other profiles had been sent to Catherine Dance. SW/CA
- **318. Nomination of Vice Chairman.** CA would be publishing notification on the website shortly. CA
- **319. Identity Badges.** A specimen had been circulated for comment. An order would be placed in the next couple of days with completion scheduled for the end of July. SW
- **320. Alarm System at Blue Anchor Museum.** Work has been completed at a slightly higher cost due to the need for additional equipment. Refund from ADT was still outstanding following cancellation of the previous contract. DF would follow up. CA thanked DB for his work on this matter. DF
- **323. External Repairs-Blue Anchor Museum.** The one quote received had come in considerably higher than expectations. Following discussion, it was agreed to have a meeting with Andrew Young and RAMS about this and the Gauge Museum NLHF requirements to see what could be achieved within the resources available. SW/DB/GE
- **324.Trust Contact Details on HOPS.** These were in the process of being updated. SW
- **328. IT Developments.** IC had established a central diary and this was now being used. He would be asked to link DB and DF to Dropbox for access. IC
- **329. Trust Logo.** Following discussion, GE agreed to link with HA, IC and DF to agree a preferred option from those presented by IC which would be the easiest to use, consult Trustees electronically and then to have the Board ratify subsequently. GE

### 335. PLC Update.

CA reported on his attendance at the PLC June Board meeting. It was noted that the winter closure programme had now been published. CA said that current financial performance was encouraging. An invoice for the shareholder appeal monies was still awaited from the PLC. Trustees agreed that it would be useful to have an update on the overall fundraising position across the WSR. The plan was to make the Trusts fundraising monies available to the PLC in September.

DF/CA

### 336. Museum Accreditation

GE advised Trustees that this was an outstanding action from the original Heritage Lottery bid and, from his researches, was a significant enabler in charities being able to access external funds. It was agreed that GE would lead on seeking accreditation with support from SW with the eventual aim of seeing both Bishops Lydeard and Blue Anchor accredited in due course.

GE/SW

### 337. Treasurers Report

DF reported a generally positive session with an improved level of donations over the reporting period. However, late arriving invoices means that introducing a commitment accounting model is challenging. DF would continue to work on this.

DF

### **338. Gauge Museum Project Progress Report**

The paper from SW was received. The work on implementation of the Learning Offer was extremely positive and the programme of initial school visits had started very well. Helen Anson was in the process of purchasing/making a wide range of items and materials for use with each of the KS1 themes. In terms of the Gauge Museum, the Project Group had received Design Stage 3 proposals from Smith and Jones and were in the process of responding ready for further discussions in September. HA was once again commended for her work on behalf of the Trust. An update on Quantock House was awaited from the PLC.

SW

### **339. Draft First Aid Policy and DBS Statement**

GE said the draft policy was with the PLC through Martin Brown for ratification. It was then intended to put the policy on HOPS for implementation. Following discussion, Trustees agreed to adopt the statement received from The Disclosure and Barring Service as Trust Policy. This did not preclude individual Trust volunteers from acquiring personal DBS compliance statements if they felt it appropriate. It was agreed that GE would share the statement with the Education and Learning Group and the Volunteer Development Committee together with the decision of the Trust.

With regard to wider safeguarding matters, GE reported that the Safeguarding Policy was now published on HOPS and that Robin Wichard was now the nominated Safeguarding Officer for the railway. Work was underway to make safeguarding training available to volunteers across the WSR.

GE

### **340. Heritage Carriages**

CA would be discussing with volunteers at Williton how they wish to organise the work to progress 3639 going forward once work on 6705 had been completed.

CA

### **341. Business Plan Implementation Framework and Fundraising Plan**

SW outlined his proposed approach to reviewing implementation of the two plans. This was agreed by Trustees.

SW

### **342. Safety and Compliance**

No further updates were available at this point. CA to provide more information at the next meeting.

CA

### **343. Policy on Photography in Museums**

GE asked if there should be such a policy. It was felt that this would be extremely difficult to police and it would be more appropriate if there were a general statement on the website asking visitors to be sensitive to the nature of the artefacts being photographed and the use of flash photography.

GE

### **344. Life Membership**

IC had been approached about the current status of a members Life Membership. Previous Trustees had historically ceased to offer Life Membership, but it's provisions would be honoured in this particular individual case. CA to provide details and DF to action.

CA/DF

### **345. Model Railway Video**

The video recently made by members of the Model Railway Group would be placed on the website.

AM/GE

### **346. Dunkirk House Open Day**

Arrangements for the Trust stand were noted.

### **347. New Trustees**

CA said that he was still waiting to hear from one potential applicant and would be pursuing this again shortly.

CA

### **348. Date and Time of Next Meeting**

Because DF would not be available for the original 11 September date, it was agreed that SW would consult Trustees on an alternative earlier in the month.

SW