

WEST SOMERSET STEAM RAILWAY TRUST LTD

Minutes of the meeting of Board of Trustees held on Tuesday 3rd September 2019 at 1115 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)
Alan Smithers (AS)

349. Welcome and Apologies

CA welcomed AS to his first meeting as a Trustee. AS said that he was pleased to be joining the Trust and, following discussions with CA and DB, would be taking a particular interest in promoting the Trust at the Minehead end of the railway together with supporting DB at Blue Anchor Museum. Apologies were received from Ian Coleby.

It was also noted that due to an urgent alternative commitment, Jon Jones-Pratt would not be attending the meeting. It was agreed to invite him to the November Board.

Action

SW

350. Conflicts of Interest

None were reported. Alan Smithers asked that it be noted that he had re-assumed the role of Stationmaster at Minehead but there were no current obvious conflicts of interest involved.

351. Minutes of the meeting held on 11th July 2019

These were approved as a correct record.

352. Action Log-11th July 2019

- **280 40th Anniversary Book Launch.** DF to confirm total book sales and overall financial position. DF
- **297. BCK6705 Hire Agreement.** CA summarised progress. Work on finalising FTR had been transferred to Minehead. The PLC were arranging external examination of the carriage but a date for the ultrasonic test was still outstanding. It was still intended that the coach be available for the Autumn Steam Gala. SW to discuss with MS. SW
- **306. Art Exhibition and Reception.** The exhibition went well with residual items being gifted to the Trust for sale together with a small financial gain from earlier sales. A further donation is expected once all expenses have been settled.
- **307. HRA Young Persons Award.** It was noted that the HRA Board was meeting and that the YPA was on the agenda. SW to discuss with MS and feedback. SW
- **318. Nomination of Vice Chairman.** Publicity completed by CA.
- **319. Identity Badges.** Acquired and circulated within the Trust by SW.
- **324. Trust Contact Details on HOPS.** Update completed.

- **328. IT Developments.** IC had established a central diary and this was now being used. In IC's absence, SW would arrange for DF, DB and AS to gain access to Dropbox. SW
- **329. Trust Logo.** Further work was required on this and DF would feedback to GE. DF/GE
- **340 Heritage Carriages.** CA reported that other work was underway whilst the FTR process for 6705 was being completed. Volunteers would be moving on to looking at protective measures for the coaches at Williton and Dunster. Preparatory work on 3639 had also started. It was agreed to publicise the completion of 6705 with pictures and words on social media. CA

353. PLC Update.

Trustees discussed the current position regarding the Infrastructure Fundraising work. It was agreed to contact the PLC and the Association with the aim of agreeing how the current income raised was going to be applied and next steps. SW would talk to Mark Smith and feedback. It was also suggested that a regular informal dialogue between the PLC, WSRA and the Trust would be beneficial in terms of developing and managing the railway wide agenda. CA would pursue this Jon Jones-Pratt and Paul Whitehouse. SW/CA

354. Safety Update

There was no specific action to report on the railway as a whole. It was noted that representatives of the Trust had attended the recent safeguarding training and that the question of the location of the Fuse box in the Blue Anchor Museum was a matter in hand (see Minute below). The policy on DBS eligibility and application was almost completed and the First Aid Policy had now been agreed with the PLC and disseminated.

355. Personal Data Details

AM summarised the background to this and the duty to protect all volunteers in terms of GDPR and other relevant regulations whilst the Person In Charge remained able to contact named individuals in the event of an emergency. It was confirmed that PDD should be held securely and PIC's briefed. It was noted that Matt Sutton was drafting a guidance note on this which would be implemented when ready. Emergency contact details for WSR staff would also be updated. AM/GE

356. Treasurers Report

The current financial position was noted. It was agreed that clarity was required on the income from book sales and the number of books actually sold. It was also agreed to push sales at the Autumn Gala. A subsequent page would be added to the breakdown to give more detail in key areas of activity. The Trust had also received a number of PLC share bequests and these were given to the Company Secretary to process. There would also need to be discussions with the PLC regarding the rent at BA and the expectations around the current Gauge Museum Agreement. DF/SW

357. Gauge Museum Project Progress Report

The paper from SW was received. Design 3 proposals had been submitted to Smith and Jones and Design 4 had been issued to the Project Group for consideration. A new schools leaflet would be circulated next week and the Events Calendar was being continuously updated for new enquiries. In terms of budget, SW would be contacting NL HLF to drawdown the second tranche of funding and in the meantime, the Trust would need to deploy a proportion of its contribution. SW

358. Draft Paper on Proposed Amendments to Objects and Powers and Museum Accreditation

In relation to Objects and Powers, CA reminded Trustees of the background to this work. He had updated the Objects and Powers with inputs from GE and SW. The proposals were also intended to meet the requirements of Museum accreditation (see below) and to make clear the the different roles of the Trust and the WSRA. Trustees were generally supportive of the proposals and it was agreed that they should be finalised in preparation for submission to Members at the next AGM.

Consideration was also given to the idea that the Trust should change its name and remove the word Steam from the title reflecting as it did the historical role of the Trust which had changed significantly over time. DB proposed "West Somerset Railway Heritage Trust" and this was supported by the Board.

From these discussions also emerged the proposition from GE that he had previously circulated by email that the Trust should consider becoming a Charitable Incorporated Organisations (CIO). There was support for obtaining more information on this and understanding the benefits and constraints. AS said that Minehead Museum was a CIO and that the process was fairly straightforward.

In relation to accreditation, GE drew attention to the summary paper circulated to Trustees and updated on where things were in the process. It was agreed that accreditation was being sought for the Museums as buildings and their contents and not the organisation. It was further agreed that accreditation should be sought for both Museums. Trustees supported the work being led by GE with help from SW

In terms of actions from the discussion, the following were agreed:

- Objects and powers-final draft to be prepared and discussed informally with WSRA Chairman. Exploration of ease or otherwise of any change with Charity Commission. CA/SW
- Proposed name change. Email circulation to all Trustees with initial proposal to obtain feedback and any other ideas. SW
- Exploration of CIO option and subsequent briefing to Trustees. SW/AS
- Continuation of accreditation process across both Museums. GE/DB/SW

359. Safeguarding and Volunteer Development

AM summarised the content of the recent safeguarding training session which gave a basic introduction to the issues with the need for a developed programme to which all volunteers should be invited. There was still some uncertainty over how safeguarding was being taken forward across the WSR and this will be taken up with the PLC. SW

In terms of volunteer recruitment, AM reported that the corporate volunteer recruitment pack was going to the publishers today (3/9). Publication date to be announced. A further meeting of the Volunteer Development Committee would be taking place on 11 September.

360. Fundraising

The paper from SW was received and the proposed priorities for fundraising activities for the Trust were discussed and agreed. CA said that he had had an offer from Jon Jones-Pratt of a poly tunnel to cover 6705 and he would be pursuing this. CA also gave a brief update regarding

the Peterborough Wagon Shed. Trustees also noted the possibility of an HLF bid for Infrastructure and this would be discussed further with the PLC and the Association.

SW/CA

361. Preparations for Autumn Steam Gala

Trustees noted the theme for the Gala as being that of the country railway with a focus on rural life, goods and communities. Both Museums would be open and Helen Anson would be running family themed events at the Gauge Museum as part of the Project.

362. Museum Infrastructure Works

The paper collated by SW summarising proposals for both Museums was considered. This included the new proposal to relocate the fuse box at BA due to health and safety concerns. It was now clear that RAMS/internal PLC contractors could do much of the work required the exception being scaffolding.

Following extensive discussion, it was agreed to wait to receive the final proposals on scaffolding, painting and other works and to determine affordability on all the proposals leading to a final decision. This would be communicated electronically, a decision taken and the agreed outcome ratified at the November Board.

DB/GE/SW

363. Digitisation

SW apologised for the late circulation paper from GE. GE said that proposals outlined reflected best practice in the heritage sector and had emerged from discussions he had held with Tim Stanger who was prepared to undertake some of the work. It was agreed that the necessary first step was to understand how far work had progressed on key aspects of artefact cataloguing together with their locations before agreeing to proceed with further work. SW would write to IC to ask for an update and Trustees would discuss again in November.

SW

364. Draft Risk Register

This item was deferred.

365. Date and Time of Next Meeting

Thursday, 14 November 2019 at 10 AM in the Meeting Room, Bishops Lydeard.