

WEST SOMERSET STEAM RAILWAY TRUST LTD

Minutes of the meeting of Board of Trustees held on Thursday 19th November 2020 at 5.30pm by Zoom video conference

Present: Steve Williams (Chairman) (SW) Geoff Evens (GE) Mike Thompson (MT)
Ian Coleby (IC) Don Fraser (DF) Matt Jackson (MJ)
Helen Anson (HA)

491. Welcome

CA welcomed Les Blake (LB) to the Board meeting as a new administration volunteer.

492. Apologies

These were received from Alan Smithers (ASM)

Action

493. Conflicts of Interest

No new conflicts of interest were reported.

494. Minutes of the meeting held on Saturday 14th November 2020

These will be circulated at a later date

SW

495. Matters Arising

None

496. Membership

DF advised that everyone had seen the list circulated and no objections were raised. JP to be added to the list. The Board Approved acceptance of the list. DF to action.

DF

A Membership Sub-Committee would be set up under the leadership of DF to oversee the whole application process as it concerning the length of time it takes to process applicants. MJ agreed to assist and ASM to be approached.

DF

497. Post AGM Action Plan.

All Board members have received the updated action plan and this was agreed. The Board also had a discussion about the Chairmanship and Trustee vacancies and the following was agreed. With the departure of Chris Austin and David Baker, it was confirmed that only two additional Trustees were required in the areas of Heritage Carriage Restoration and Safety Management. These vacancies would now be advertised. GE agreed to work with SW on the recruitment process.

SW/GE

498. Heritage Lottery Recovery Fund

DF reported that the following had been spent:
£630 sanitising products
£1,637 tarpaulins – more are on order

£1,198 lap tops – need to order software.

GE has had discussions with Andrew Young regarding work on rear entrance, pathways and roadway. GE to follow up on the width of the entrance, canopy and flexible railings to ensure appropriate wheelchair access and ability to deal with large items. GE

SW to discuss with HA and DF on future expenditure to ensure that the Fund is either committed or spent in full before 31/12/20 to avoid having to return monies to the HLF. SW/HA/DF

499. Model Railway Group

MJ advised that the group were half-way through installing the new panels. Possibly looking at socially distance training or by zoom meetings. Group need to start the process of recruiting a Deputy Manager. SW to work with MJ on the Recruitment process. IC will be happy to assist. MJ/SW/IC

With regard to the 2 locos are still owned by Matt Sutton. It was Agreed that MJ should negotiate and procure the locomotives. MJ

500. Bailey Report

Following discussion, it was agreed that SW will co-ordinate the response. Board members to provide their views. All

501. Gauge Museum Project Group

- MODES Business Case – Board approved the acquisition of the software and necessary training. GE
- Authorisation of expenditure – SW has approved all payments up to £3,000 and the Chairman to countersign. Going forward, SW and DF will be the second authorised signatory. SW/DF
- Learning Schools Digital – HA has developed a set of down-loadable resources. 3 packs are ready to be advertised for different ages. At present, the sessions cost £30 per session. It was agreed that there would be a charge of £15 per download initially. HA
- Project Group next meeting – no later than the middle of December. Chris Jones to be contacted by SW SW

502. Blue Anchor Infrastructure works

Deferred off-line. SW to discuss with ASM. GE reported that there are people working on the project. SW

503. Recognising the contributions of Chris Austin and David Baker

IC and DF suggested the roles of Hon. Vice Presidents. All agreed. SW will approach them. SW

Discussions to take place regarding a collection for Chris Austin.

504. Visit Somerset Digital Project

GE has been liaising with the Project. Templates to be used for the museums. GE/HA/AS to look at the initial submission GE/HA/AS

505. Expenditure authorisation Signatories

DF said that a replacement authorised signatory for Chris Austin in respect of electronic transactions and cheques was required. SW to take that role. DF

506. Finance Report

Report was distributed previously by DF. DF advised that the AGM cost £1,000 due to increased Membership. £3,200 cost of legal advice. DF advised that the insurance bill covered 2 years.

SW advised that the Board needs to budget for the extension to LO contract. The agreed sum would be transferred to the HLF Budget in respect of the last payment to Smith and Jones and contract extension. DF will produce a future forecast for expenditure and income. DF

507. Next Board Meeting

Next meeting will be 21st January 2021 at 5.30pm