

## WEST SOMERSET STEAM RAILWAY TRUST LTD

### Minutes of the meeting of Board of Trustees held on Thursday 14 September 2017 at The Gauge Museum, Bishops Lydeard at 11.30 am

**Present:** Chris Austin (CA) Chris Bolt (CB)  
David Baker (DB) Ian Coleby (IC)  
Alan Meade (AM) John Jenkins (JJ)  
Pete Treharne (PT)

**In attendance:** Jill Baker, Secretary

#### 132. Apologies for Absence

Geoff Evens (GE)

#### 133. Conflicts of Interest

IC – PLC Director

#### 134. Minutes of the meeting held on 13 July 2017

The minutes were agreed as presented.

#### 135. Matters Arising

- a) Heritage Committee. No report. IC will follow up. **Action – IC**
- b) Safety Strategy Paper. CB will bring comments to the next meeting. **Action – CB**
- c) Appeals envelopes. CB to raise at the next meeting with Alan Nicholson (Chairman PLC) the methods of fund raising. It was agreed that a more attractive envelope could be designed with more specific detail on how the funds collected would be spent. **Action - CB**
- d) BA Museum inventory. DB will produce an up to date inventory in collaboration with PT and let IC have a copy. **Action – DB/PT**
- e) President. DB reported that Lady Gass was keen to remain as President of the WSSRT and would appreciate a meeting with the Chairman to walk round the museums etc. Lady Gass would also appreciate seeing the newsletters and an invitation to the AGM. DB will let CA have contact details. **Action DB/CA/GE**
- f) South West Lottery. No further report
- g) Crowd Funding. CB agreed to raise this at the future meeting on fund raising. **Action – CB**
- h) Under 119 – Museum development. CB agreed to discuss the positioning of the CCTV cameras in the model railway with Keith Sandford. **Action – CB**

#### 136. Financial Report.

CB presented the Financial Report. CB reported that the end of year accounts would be signed off by Christmas and he would circulate a draft copy in mid October. **Action – CB**

Business Plan. The Board agreed with the details as set out in the Financial Report.

Financial Controls. The Board agreed that all current Trustees should be added to the Bank mandate. The Board also agreed that the mandate should be amended so that only payments over £100 would require two signatures.

Online Banking was discussed and it was agreed.

Minor payments made by the Treasurer since the last meeting were ratified.

Finance Policies. It was agreed to adopt the revised Reserves Policy as set out in the Financial Report. It was reported that the WSSRT have 65 paid up members at present.

**Action - CB**

#### 137. HLF Bid.

CB presented a paper on the revised proposals for the Museum Making project which were noted and endorsed.

CB reported on his discussions with three companies who could advise on audio visual displays and agreed to circulate his findings to the Board.

**Action – CB**

### **138. Outcome of August 21 meeting.**

CA presented a paper based on the discussions held at the meeting in August together with Jill's notes. The following points were discussed.

- Carriage Shed. The possibility of acquiring a shed for storage of wooden bodied carriages was agreed as a good idea and it was agreed to explore these possibilities further, including any funding that may be available.
- It was agreed that the concept of the museums along the line becoming a linked 'string of pearls' should be followed through in any plans.
- Development should be encouraged on all stations with display boards and leaflets linking the stations and encouraging visitors to the museums.
- Some stations have a mixture of commercial and heritage and this should be dealt with sensitively as the WSSRT do not have the authority to suggest changes. The proposed Station Agreements should be produced by the PLC to encourage greater co-operation. **Action - IC**
- CA agreed to produce a paper outlining the proposals for discussion with the PLC and Association **Action – CA**
- IC offered to produce displays and leaflets linking all the stations. **Action – IC**
- Define the links between BL and BA Museums, i.e. BL to show displays for the line from BL to WT and BA Museum to show displays of the line between WT and MD and include the Mineral Line. DB and CA will discuss this further **Action – DB/CA**
- It was agreed to seek approval to develop an open display area at BL as an extension of the Museum.
- It was agreed to explore options for the storage of the historic carriages, i.e. polytunnels on an interim basis to provide better protection.
- It was agreed that with the limited resources available the development of the goods shed at WN was not viable unless it was in good repair.
- The Board confirmed the Trust's preference for the restoration of historic vehicles at WN with Restoration as a contractor and our volunteers working alongside them.

### **139. Policies.**

- a) Volunteer. CA agreed to forward his amendments to DB **Action – CA**
- b) Reserve. Done
- c) Model Railway Governance. Pending
- d) Data Protection. To be kept on the agenda to ensure compliance.

### **140. BL Gauge Museum report.**

CA reported that the changes to the displays during the visit of the Flying Scotsman had been well received and it had been agreed to keep themed displays changing on a regular basis.

AM reported that two Flying Scotsman engines had been running on the model railway during the visit of the FS, one in the original livery and one in its present colours.

DB offered to produce bid sheets and rosters for the BL Museum staff once the days of operation had been decided. It was agreed that normally, only one attendant would be required. CA agreed to let DB have a list of volunteers. It was agreed that a set of guidelines would be required for BL. **Action – DB/CA/CB**

Loan Acquisition Form. IC agreed to produce an updated version and let DB have a copy.

**Action – IC**

AM reported on a busy August and a glowing report from the Taunton Model Railway Group.

AM agreed to write an appraisal of the model railway over the closed season. **Action – AM**

It was agreed to look at the possibility of a souvenir booklet being produced as a fund raiser.

It was agreed to talk to the younger volunteers about working the Powderham signal box in the Museum .

The alterations to the meeting room at a cost of £132.24 were agreed.

**141. BA Museum report**

DB reported that the Museum had been opened every scheduled day.

DB, PT and CB will meet to discuss what needs to be done over the closed season.

**Action – DB/PT/CB**

CB will research the correct heating systems for museum use as the BA heaters were not working and order subject to price.

**Action - CB**

CB reported that the WSSRT leaflets on offer needed updating for 2018. IC offered to update these.

**Action – IC**

DB and CB agreed to look at refreshing the items for sale in the museum.

**Action – DB/CB**

**142. Flying Scotsman – report.**

CA agreed to produce a written report for any ‘wash-up’ meeting.

**Action – CA**

BL Museum had experienced a small number of visitors due to the importance of keeping the platforms clear for loading and unloading passengers

AM reported that although the model railway had been asked to remain open they had not figured in the main plan. AM suggested that at future such events, small groups of passengers could be accompanied to visit the museum and model railway.

The positive outcome had been that many people visited the railway just to see the Flying Scotsman and would hopefully have enjoyed their day enough to want to visit again.

CA reported that the Launch Day event had gone well with 55 attendees.

**143. Volunteer Recruitment Strategy**

a) Procedure for volunteers. DB reported that the procedure for renewing IDs was in place and should be done through CA.

b) Volunteer leaflet. IC agreed to circulate the amended version.

**Action – IC**

c) Appreciation of Volunteers. It was agreed that DB would purchase suitable Christmas cards and produce address labels for all the volunteers. Lists of names and addresses to be sent to DB.

**Action – ALL**

CA suggested that a ride in 6705 might be possible in 2018 for the volunteers.

**144. Governance Matters**

a) Role of volunteers. This has been issued.

b) Membership leaflet. IC agreed to produce this.

**Action – IC**

c) Vice Chairman. Agreed to put this item on the agenda for the next meeting.

**Action – DB**

**145. Future of the PDG.**

It was emphasised that the PDG would need to agree any changes to the composition of the group and its role.. It was agreed that the WSSRT should push for a meeting to be scheduled soon.

**Action – CA**

**146. Carriage project.**

CA report that the first of the seat cushions had been delivered; the remaining seat frames had been dispatched for re-upholstering; the fire board for the floor had been identified and will go in quickly once it is delivered; some netting had been replaced for the luggage racks. CA reported that it was hoped to be almost complete by early 2018 although there may not be any steam heat and the gangway connections may not be in place.

**147. Safety**

It was confirmed that temporary arrangements were in place at WN and that Ryan Pope was the new interim foreman for the site.

**148. Any Other Business**

DB had requested that the WSSRT are kept informed about the planned 40's Weekend in 2018 as they may need to be involved.

DB proposed to source WSSRT Mugs depicting the Sleeping Coach to sell for funds and it was agreed to send any design to IC for heritage lettering to be included.

**Action – DB/IC**

Dates for 2018 were agreed: 15 February; 21 April (to include AGM); 12 July; 13 September; 15 November. All to be held in the Gauge Museum, BL starting at 11.30 am. Bookings for the meetings in the Gauge Museum should continue to be made through Keith Sandford. **Action – DB**

**149. Date of next meeting**

The date of the next meeting was confirmed as Thursday 16 November 2017 at 1130 in the Gauge Museum, Bishops Lydeard.