



**West Somerset Railway Association  
Minutes of the Board Meeting  
held at Bishops Lydeard  
on Tuesday 29 October 2018 at 1800**

**Present:** Will Foster (WF)  
Geoff Garfield (GG)  
John Glover (JSDG)  
Nigel Power (NP)  
Mike Sherwood (MS)  
Robin White (RW) (by telephone)  
Paul Whitehouse (PCW) (Chair)

**In Attendance:** Jacquie Green (JAG), General Manager  
Andy Norman (AN) (Minutes B73/18 & B74/18)

**Apologies:** Mike Lea

**B72/18 Conflicts of Interest**

There were none declared.

**B73/18 Hinkley Point Community Fund (HPCF) Award**

AN reminded us that as we have no track record in implementing awards such as this it's a condition of the grant that we appoint a mentor. The Somerset Community Foundation (SCF) had recommended Spark, a charity which works in this area. Spark's fees are £2,250 for twelve months, and provided for within the award's budget. Spark has a wide network of people interested in becoming trustees, some of whom may have the necessary fundraising experience which we also require to obtain on our Board as a condition of the award. There is a similar organisation called Engage at Minehead but Spark has a wider network. We ask AN to use the services of Spark (and any other suitable organisation) to seek people with fundraising experience suitable for appointment as a trustee, and to advertise the role to all railway staff, as one of them or a family member may be qualified.

We authorise PCW to sign the Major Grant Agreement. Publicity will follow immediately after the receipt of the agreement by SCF in accordance with the conditions laid down by HPCF and SCF.

**Action AN, PCW**

**B74/18 Outline Proposal: Dunster Goods Shed & Yard**

We considered this report (for original report please see the Minute Book). AN spoke to this and suggested that we should not apply for this to HPCF but instead wait until we have proved our capability with the current award and in further fundraising. We are convinced that this project would galvanise people across the whole railway but recognise that buy in from the Plc first is imperative. We also heard from AN and MS about a fundraiser with a proven track record in the local area who is willing to provide a fundraising service for 15 hours per week. As the Heritage Lottery Fund (HLF) has a

deadline in late January for applications to their less than £100K grant programme we consider that this appointment should be single sourced and authorise GG, JAG and PCW to negotiate and appoint her as a fundraising contractor. AN recommended that we should consider contracting more fundraisers once we have the benefit of the advice of the experienced trustee.

**Action GG, JAG, PCW**

**B75/18 Appointment of HPCF Award Delivery Manager**

The award's budget includes provision for the appointment of a contractor to deliver the project. We agree to authorise JAG, PCW, Richard Maw (representing the Plc) and an external person with relevant experience to appoint to this role at the earliest possible opportunity. We ask JAG to run an appointment process, and to seek a recommendation from Val Bishop at SCF for a suitable person to join the panel.

**Action JAG, PCW**

**B76/18 Minutes of Meeting of 18 September 2018**

We approve these minutes.

**B77/18 Matters Arising (not included elsewhere)**

- a. **Carriage Shed:** RW reported that she was still awaiting a date to visit from Network Rail.
- b. **Actions against Former Trustees (Shares Claim):** Progress continues.

**B78/18 Business Plan Progress**

We considered an email circulated by GG on 13 October, and agreed that we need to be clear on our objectives and budgets for the future. GG will lead with WF and JAG on providing a draft implementation plan for an additional Board meeting from 1000 to 1600 on Tuesday 27 November. We ask JAG to arrange an offsite venue and PCW to invite representatives of the Plc and the Steam Trust to join us at 1300 for lunch and the afternoon discussion.

**Action WF, GG, JAG, PCW**

**B79/18 Draft Code of Conduct for Trustees**

We considered this report (for original report please see the Minute Book). We accept the proposal in principle and ask for comments on the detail to be sent to GG and RW by 30 November. We agree that there is a need to have more specific policies, eg for social media policy, underpinning this.

**Action ALL**

**B80/18 General Manager's Report**

We noted this report (for original report please see the Minute Book). RW reported that more than sufficient funding had been received for the patterns for Bristol and Exeter Railway style station name boards for Dunster, Stogumber and Watchet stations. RW agreed to circulate a paper about the manufacture of these boards and propose that the Association would underwrite a second appeal for this. We agree to consider this by email between meetings. We noted JAG's proposal that a carriage and wagon fund be established and agreed to discuss it after our fundraiser had been appointed. We discussed the refurbishing of TSO 4435. There was no clarity about when this vehicle was required to return to service. JSDG undertook to confirm the position. We ask JAG to ensure that WSRestorations are aware that no finishing work should be done until the structural integrity of both ends of the vehicle has been conformed

*[Secretary's Note: JSDG reports (1) that Paul Conibeare has confirmed that the Plc do not require TSO 4435 for Christmas trains and (2) that Andy Hurley has confirmed that the Plc has already established and recorded the structural integrity of this vehicle.]*

**Action RW**

**B81/18      Requests from Funding from Plc**

MS spoke to this report (for original report please see the Minute Book). He will be meeting Paul Conibeare on 20 November for prioritisation of this list and more accurate costings. He will report to a future meeting with firm proposals for the way ahead.

**Action MS**

**B82/18      Redacted**

**B83/18      Annual Accounts: Independent Examination**

We considered this report (for original report please see the Minute Book). We agree to ask Godfrey Wilson to carry out an Independent Examination of our accounts for 2018.

The meeting closed at 2010.