



# West Somerset Railway Association

**Minutes of the Board Meeting  
held via TEAMS remote meeting  
on Monday 5 October 2020 at 1800**

**Present:** Geoff Garfield (GG)  
Mike Sherwood (MS)  
Robin White (RW)  
John Glover (JSDG)  
Nigel Power (NP)  
Barrie Childs (BC)  
Jeff Price (JP)

**In Attendance:** Jacquie Green (JAG)

**B103/20 Apologies** – none were received.

**B104/20 The Chairman welcomed the new Trustees to the meeting. All were invited to declare Conflicts of Interest** - None were declared.

**B105/20 Minutes of Previous Meetings:**

- a. **Meeting of 25 August 2020** - Trustees approved these minutes, as a true record.
- b. **Meeting of 26 September 2020** - Trustees approved these minutes, as a true record.

**B106/20 Matters Arising (not included elsewhere)**

Ms reported that the next meeting of the three Chairmen and John Bailey would be held tomorrow (6 October 2020). MS restated his desire for the group to adopt a common standard of working and a set of shared behaviours and values to ensure that everyone is singing off the same hymn sheet.

**B107/20 New Trustee Board:**

- a. **Trustees Code of Conduct and CC guidance** It was confirmed that both new Trustees had read and signed the WSRA Trustees Code of Conduct and had read and understood the CC guidance 'The Essential Trustee'.
- b. **Purpose and Membership of Sub-groups**
  - i. Finance Committee – BC agreed to join this group to replace DRT
  - ii. Tripartite Meetings – MS and GG would continue to represent the WSRA in these fortnightly meetings. MS confirmed that these meetings did not conflict with the PDG.

- iii. Joint Fundraising Group – GG agreed to join this group to replace DRT, who is no longer a Trustee.
  - iv. Joint Volunteer Committee – Trustees confirmed that DRT would continue to lead this group on behalf of the WSRA and NP would also continue to attend.
- c. **Funding Policy and Process** – New Trustees were encouraged to familiarise themselves with the relevant documents, available on the public website,

## **B108/20 Grant Applications**

- a. **Coaching Stock Work Requirements** – at this stage this is not a formal grant application, but an expression of interest and request for a dialogue. JSDG reported that he had spoken to Stuart Nelhams and Andy Hurley about this and also discussed it with the WSRA General Manager. JSDG recommended that the stated work required on 3 WSRA owned carriages (4435, 4419, 21174) be funded at a cost of £3680. This would be charitable spending to maintain WSRA heritage assets and not a grant to the PLC.

JSDG further suggested that an offer be made to the PLC to purchase TSO 4260 for the sum of £30k. A condition of purchase would be that the PLC use the proceeds to fund the estimated work needed on the carriage of £13,305 and the remaining £16,695 would then be available to fund a significant amount of the remaining carriage work, including the deep clean and varnish of 5 carriages and the work needed on SK 25308. Trustees agreed to this decision and authorised MS and GG to take it to the next Tripartite meeting on 8.10.2020.

It was also agreed that JSDG and JP would work together to bring a paper to the next board meeting considering internal refurbishment (revarnishing and re-upholstery) of coaches which could also include elements of training and volunteer input.

**ACTION:** GG and MS to present proposal at Tripartite meeting.

**ACTION:** JSDG and JP to work on carriage internal refurbishment paper

- b. **Replacement of BA crossing Gate** - A formal request for funding has been submitted by a team from S&T, including full cost budget. Trustees were concerned that this may have been included in the DCMS bid, for which the WSR PLC is currently awaiting an outcome. It was agreed that this was a suitable project for Heritage Funding and subject to it not being included in any external funding achieved by the WSR PLC the WSRA would fund the project. It was also agreed that if the WSRA fund the project the £750 currently held for the transfer of donated points machines, which are now not available, would be used to part fund the project, subject to the agreement of the donors.

**ACTION:** JAG to advise applicants and take this forward, when the outcome and detail of the DCMS bid is known.

**B109/20 Ongoing Items**

a. REDACTED

b. REDACTED

c. REDACTED

d. **4561 restoration** JAG reported that progress at WN had slowed, due to other commitments. JAG has authorised Don Wood to present a monthly invoice for the work achieved even if it falls short of the original work plan. Trustees were concerned at the slowing of progress and agreed that JSDG would continue to monitor progress against the agreed work schedule.

**B110/20 Strategy and Budget for 2020-2021**

It was agreed that the finance committee would bring a proposal to the next board meeting.

**B111/20 Confirmation of Trustee meeting & AGM dates for 2020-2021**

It was agreed that Trustee meetings would be held on the 2<sup>nd</sup> Tuesday of each month, commencing with 10 November. Future Dates are 8 December, 12 January, 9 February, 9 March, 13 April, 11 May, 8 June, 13 July. AGM date to be confirmed, following consultation with the Finance Group.

**B112/20 Review of draft AGM minutes and matters arising.** The draft AGM minutes were agreed as suitable for publishing as DRAFT.

**B113/20 REDACTED**

**B114/20 GM Report** JAG went through this quickly, offering to speak privately with the new Trustees if they needed further explanation of anything. JAG explained the draft Admin and Fundraising Costs policy, produced as an action from the 17 March Trustee meeting. This was agreed by all Trustees. The remainder of the report was taken as read.

**B115/20 Plc consultation on restructuring** After some discussion it was agreed that the WSRA should consult with members on a proposed response. GG will draft a response to be sent out via email and a shared mailbox will be used to collect any member replies.

**ACTION:** GG to draft a proposed response to send to members along with the consultation paper.

**B116/20 REDACTED**

**B117/20 REDACTED**

**B118/20 HR Policies** – JP expressed his concern that there appeared not to be any HR policies on the WSR at the current time. He referred Trustees to the CC publication 'The Essential Trustee' and the need to comply with the law on HR. NP explained that in the volunteer group meeting earlier in the day Martin Brown (WSR PLC Director of Safety and Compliance) had explained that the railway's HR policies were not withdrawn, but had been taken down from the HOPs website on legal advice, because they needed

updating. They were available to anyone by emailing the chairman's PA. MS also reminded Trustees that the Joint Volunteer Committee were working on producing new policies under the chairmanship of Diana Ricketts-Tanner. He expressed his full confidence in DRT to bring forward new policies at the right time.

It was noted that the WSRA staff have access to HR policies via the General Manager and acknowledged that some WSRA volunteers (mainly rally helpers) are outside the WSR HOPS system and therefore some alternative policies should be in place in time for the next rally to cover these volunteers.

**B119/20 Any other Business** – There was none.

**The meeting closed at 20:18**