BT16/2102

A Charitable Incorporated Organisation registered with the Charity Commission Registered Number 1169995

REFERENCE BT16/2102

MINUTES OF MEETING 16 OF THE BOARD OF TRUSTEES OF THE RAILWAY CORRESPONDENCE & TRAVEL SOCIETY

Held via Video Conferencing (Zoom) on Saturday 6 February 2021 commencing at 1400hrs.

Trustees Present at the Video Conferencing Meeting

ACM	Callum MacLeod	Chair
ARW	Reg Wood	Treasurer & Finance Group Leader
GTA	Geoff Adams	Secretary & Admin Group Leader
DB	David Bird	Deputy Chair & Commercial Group Leader
MSR	Mike Robinson	*RO* Managing Editor
DPG	David Goddard	Membership
APD	Andy Davies	Archive & Library
ILR	Irene Rabbitts	Branch Liaison
JM	James Milne	Strategy Group Leader
JR	John Redgate	Trustee
DK	David Kelso	Trustee

Invited to the Meeting

MS	Matthew Shaw

Mentioned but not present at the Meeting

WGD	Gordon Davies
	REDACTED
DH	Denis Horsman
AC	Alan Cooke
RS	Roger Sandford
PK	Peter King
DJ	David Jackman
RF	Robert Freeman
PC	Paul Chancellor
DP	David Pick
GC	Geoff Corner
JB	John Broughton
DC	Dave Coxon

2102.01 Chairman's Opening Remarks

ACM advised that he was starting the recording and that ILR would be taking the minutes for this meeting. MS was welcomed as a guest. REDACTED

He thanked everyone REDACTED for their support with regards to trying to persuade WGD to continue as a member and take up an ambassadorial role for the Society. This was declined, but the idea of having an ambassador may be revisited at a later date. The relationship with WGD remains friendly and helpful.

It was proposed and unanimously agreed that MS be formally co-opted as a Trustee with immediate effect. GTA to update Charity Commission website accordingly. **Action Point (AP) 1 to these minutes**.

2102.02 Conflict of Interest

This item needs to be asked at the commencement of every meeting and will be included at the start of the agenda for future meetings. All present were asked to state if they had any conflict of interest over any items on the agenda today. REDACTED none was identified. All were asked to complete the Conflict-of-Interest form that needs to be completed annually, and return it to GTA as Society Secretary. Even if no conflict is identified, a nil return must be completed and returned. **AP2 to these minutes**.

2102.03 Apologies

None

2102.04 To confirm Minutes of MC Meeting (Ref 2011 from 11 November 2020)

ACM outlined these very briefly as they had already been circulated but not formally accepted. Those members of the MC attending that last meeting accepted them for the final time and this was acknowledged for the record. GTA and ACM to liaise to ensure minutes are signed, redacted as required, and posted to the website. **AP3 to these minutes**.

2102.05 To confirm Minutes of BT15 (5 December 2020)

These had already been circulated and commented on. JR raised that a correction was required to amend the day from Wednesday to Saturday. With this correction the BT15 minutes were agreed unanimously. GTA and ACM to liaise to arrange signing, redaction as required, and posting to the website. **AP4 to these minutes**.

2102.06 Matters Arising including Action Points

BT15/2012 Action Points

AP1a	Completed
AP1b	Completed
AP2	to be updated under 2102.10
AP3	Completed - to be updated under 2102.09.3
AP4	Completed

AP5	Completed – this will have to be via video conferencing (Zoom) as no other alternative is available within the timescale. Face to face would be preferable although more expensive, but there has been no response from The Welcome Centre or other potential venues.
AP6	Completed
AP7	Completed
AP8	Completed with all notebooks now with DH at Thames Valley Branch.
AP9	Completed
AP10	Discussed but decision taken that it was not required as sufficient alternative actions already taken.
AP11	to be updated under 2102.09.03
AP12	MS to carry forward.
AP13a & b	APD has contacted the late Ted Vaughan's solicitor and is awaiting a reply.
AP14	On-going
AP15	Article in the *RO* and further progress in due course.
AP16	Completed

JR confirmed that the Society's insurance had been renewed with a slight increase in premium largely due to an increase in the value of assets.

GTA confirmed that he was progressing AP17 from T14 re contacting the Charity Commission about AVR (Active Volunteer Recognition) for Trustees. After trying the automated system, he had succeeding in speaking to a person who had explained how to progress this but as the information seemed to be contradictory, this would be put on hold for now and progressed again later.

2102.07 Admin Group Update – Secretary Absence

ACM explained that GTA would be temporarily stepping back from his role as Society Secretary from this evening and that all official emails would be routed to ACM in the meantime to ensure that nothing is missed. He confirmed that AC has completed the re-routing. Any private emails coming through would be deleted and forwarded to GTA's private email address. There will be an auto-reply on Geoff's private email address giving an explanation.

REDACTED

2102.08

REDACTED

REDACTED

2102.09 Administration Group Update

The agenda for today's meeting had been reformatted to reflect the new governance groups and this was unanimously accepted.

2102.09.01 2021 AGM preparation

The Society AGM will again be a virtual meeting for June 2021.

a) Rule & Constitution amendments

i) There is a typing error in Clause 18 (1) of the Constitution where the word 'after' appears instead of 'alter'. This is a simple typing error correction and does not require any further discussion or approval.

ii) It was proposed that the following wording should appear at the end of Clause 6 (2) (a):

"with the exception (only) of Active Volunteer Recognition which, if awarded to any or all of the Trustees, must not be at a rate different to that granted to any other member of the CIO"

Reasoning:

- *Clause 6 (2) (a) is part of the wording of the 'Association Model' for a CIO's Governing Document, upon which our Society Constitution is based and must be there for a reason.*
- *To submit a request to amend our Constitution along the lines of the HMRS amendment would not meet our objective.*
- *To amend an existing sub clause, as opposed to taking one away completely, would be far more likely to meet with Charity Commission approval.*
- *It is specific to our CIO*

The additional wording as shown meets the objective of 'allowing the majority or all the Trustees to receive AVR'.

iii) Rule 3d. The wording shown on the slide at the Society AGM on 24 October 2020 was not precisely what had previously been agreed by the Trustees. The agreed wording is as follows:

> ""**A branch committee shall meet at least three times in each year (one of which must be an AGM) and minutes shall be recorded of its deliberations at all meetings. These meetings may be conducted through the medium of electronic communication. The branch AGM should be a face-to-face meeting unless it is not possible to hold a physical meeting."**

In the interim period, it was agreed that the Trustees make a '**Trustee Decision'** whereby Rule 3d should be interpreted as shown above as a temporary measure until the proposed Rule change can be agreed by the members at the 2021 AGM and not as it currently appears in the Society Rules dated 25 November 2020.

b) Trustee Reappointments

Four Trustees are required to stand for reappointment this year.

- DG will stand for reappointment.
- ILR has volunteered to stand for reappointment.
- DK has decided to stand down at the AGM to be held in June 2021, so one further volunteer is required.
- JR volunteered to stand for reappointment.

ACM thanked DK for all he has done and DK confirmed that he will continue to work as *RO* Imaging Editor for as long as he is competent to do the job. GTA confirmed to JM and MS that they would be put forward for appointment and not reappointment at the AGM in June 2021.

c) Presentation

DJ has been approached and kindly agreed to do a presentation after the AGM again this year. He is happy to flexible with regards to timing if the AGM is either slightly shorter or longer than scheduled, and is also happy to host the meeting for the Society. All Trustees were reminded that those who submit reports should send these to GTA by 18 April 2021 at the latest. These can be coordinated via the governance groups before sending to GTA.

<u>2102.09.02 Complaints handling procedure</u>

It was agreed that this should proceed on the basis of the proposals circulated prior to this meeting. The agreed wording is shown as **Appendix 2** to these minutes.

<u>2102.09.03 Branches</u>

The Branch Liaison Officer highlighted some of the branch issues over the past few months. Some branches have had issues with individuals and have successfully worked their way through these with a little help and encouragement from the centre. The restrictions of the Covid-19 pandemic, while not directly responsible, could be seen to have brought some of these issues to a head. Others who have lost a key person are struggling as a result of that loss. Some of these issues will be taken forward and solutions sought. The report is included as **Appendix 3** to these minutes.

2102.09.04 Membership Update

DG had circulated the current membership statistics in advance of the meeting and these are attached as **Appendix 4** to these minutes. The figures are encouraging under the current circumstances. The email reminder to renew in January produced a positive result and DG plans to do this in December 2021 for the next round of renewals. It has been a busy period for new memberships with 60 since the last trustee meeting. There have already been 10 so far in February and it is only 6 February today. It is likely that this is a result of online meetings and advertisements in the Railway Magazine etc. There does appear to be a 'spike' in new membership applications once the advertisements appear. DB confirmed a positive response to advertisements with regards to publications as well. Resignations are similar to this time last year mostly coming from older members who feel unable to continue because of financial problems, ill health, loss of interest. It is hoped to recover more of those who have not yet renewed.

There was a query from JR about whether we still offer a discretionary reduced-price membership to those who do not renew because of financial difficulties. After discussion it was confirmed that this has not been done in recent years and should perhaps be considered later in the year (September) when the Trustees will debate the membership subscriptions for the following year. JM has volunteered to look at subscriptions within the Strategy Group in discussion with ARW. **AP7 to these minutes**.

It was raised that well known and long-term member Tom Reardon passed away just before Christmas. All who knew him will miss his presence at Society events and were saddened by his passing.

The meeting paused at 15.20 and reconvened at 16.09.

2102.10 Finance Group Update

2102.10.01 Draft accounts 2019/2020 for approval to the Independent Examiner

To avoid confusion, ARW reminded all present of the period that is covered by the accounts i.e. 1st November 2019 to 31st October 2020 and that this does not match the membership year.

ARW went over the information included in the financial reports circulated prior to the meeting highlighting an overall small deficit for last year but a small surplus for this year which is good given the difficult circumstances. Once again, the magazine fees have covered the cost of producing, printing and dispatching the *RO* which is a good result. Publication sales have been poor but have still reached break-even at gross level so the historic decision to outsource packing and dispatch has worked. Stock provisions were explained, including for the binders for the previous A5 sized *RO,* a number of which have been sold under the special offer since the end of the Society's financial year.

Other positives in the report confirm that subscription income has been good overall, image sales have almost doubled over the year – the only downside being that they started from a relatively small base. They are going up but would benefit from more promotion. Branch funds of £11,000 not immediately required by the branches are currently invested centrally. Administration costs have reduced by 40% with no travel expenses or room hire charges. Expenditure has been held back again for the Archives and Library and includes provision for rental, business rates and utilities as these bills have still not been presented. The working capital shows an increase which is at least in part accounted for by the early start to the renewals process, and the consequent early receipt of payments for renewal of membership.

The full financial report and accounts are included as **Appendices 5 and 6** to these minutes. ARW sought authorisation from the Trustees to take the accounts to the independent examiners - **Approved**. ACM thanked him for the work done on the accounts and highlighted the reduction in administration costs. Questions were invited.

JM noticed an incorrect date on the spreadsheet which ARW confirmed would be corrected. JR queried the breakdown on advertising costs. ARW is currently working to resolve this and has established a cost structure to make this clearer. JM confirmed that RS is keeping a record of which publicity spending is directed towards recruitment and which to publications. It was noticed that MC (Management Committee) appeared instead of Trustees so this too will be corrected. JR also noted an incorrect figure for the retained surplus – a typing error to be corrected. MSR noted that *RO* advertising has not been done for some time but he is talking to RS about possibly advertising the *RO*. Given the cost savings on Trustee meetings, there was discussion about looking at a mix of meeting types - i.e. a mix of physical and virtual perhaps, when the current situation returns to some sort of normal. One other figure was queried and ARW agreed to check and confirm correct figures under membership and subscriptions. **AP8 to these minutes**.

<u>2102.10.02 Strategic Decision on reinvestment of our surplus funds</u>
ARW had introduced consultation with the trustees on this subject and had circulated a paper detailing the possibilities in advance of the meeting. This is included as **Appendix 7** to these minutes. There was some discussion that included protection of our investments and it was confirmed that the limit of protection of £85,000 appears to apply to each account not each institution although this requires clarification. At the moment, the previous investment has expired with the funds being put back into the current account which brings it above the maximum limit of the government's protection scheme. Stocks and shares can be a better longer-term option but recent volatility might make it less appropriate for an organisation such as the RCTS. The favoured option of those presented to the meeting is to re-invest with Lloyds unless a better option is identified – subject to clarification of the protection limits. ACM authorised ARW to review the best options taking into account clarification of the government protection limits, and to advise the trustees if we need to go to a different bank. ARW to check and report back accordingly. **AP9 to these minutes**.

<u>2102.10.03 Application to the Culture Recovery Fund</u>
While there is no guarantee of success, this helps to show how much the Society has gained in respect in that we were invited by the Transport Trust, who are administering this part of the funding, to apply. A report was circulated in advance of the meeting which is attached as **Appendix 8** to these minutes. The background was explained and ARW confirmed that he had been working together with APD on applying for funds for the Archive and Library at Leatherhead. The latest update is that the RCTS has succeeded in passing through the first part of the selection process and ARW explained that we would have to act quickly if we are successful. ARW has a finance group vacancy and would like a volunteer to help with these sorts of funding bids in future.

<u>2102.10.04 Bequest(s) received</u>
ARW highlighted that there is usually a gap between executor contact and the money being received. The good news is that the late Ron Gammage has left £20,000.00 to the Society in his will and that this sum has now been received. There are no restrictions on the bequest. It is understood that he has also left a bequest to his local branch of Northampton.

2102.11 Commercial Group Update

2102.11.01 Archive and Library (including Branch Donations via website & Gift Aid)

A query had been raised about branch donations via the website for virtual meetings and gift aid. ARW had not been involved in setting this up but it is clear that this needs to be thought through culminating in a paper setting out the criteria. At the moment there is no machinery for doing this. Gift Aid has worked on a national basis and as this has been successful, we can now look at this for branch donations. The query arose as it is known that at least one branch member has donated. JM suggested that we might use the small donations scheme to claim gift aid for this. DG provided a summary of the amount donated for virtual meetings to date - £484 donated for branches, but it still remains to work out how this will be distributed. There may be some good news on PayPal costs for administering this service as the RCTS is a registered charity.

APD advised that the sorting of photographs is currently on hold due to travel restrictions. We have the last of the material from JB at Leatherhead and it will go to PK for examination as soon as restrictions are lifted. APD also has all the originals of the Photographic Archive image scans and the database now. DB has taken on all commercial and media enquiries.

Currently PK is checking captions on images in the Photographic Archive. Several other people have also submitted corrections. Some errors are typographic but some are more fundamental eg incorrect location. Updates will be submitted in a large batch to DJ probably in the Spring and APD has agreed the method for doing so with him.

Our archivist held a meeting with London TravelWatch (LTW) – the report is attached to these minutes as **Appendix 9**. LTW have to save money due to budget constraints and are looking for a way to save money on archive storage. Unfortunately, their archive is too large for us to take over but some individual files may be of interest. We await developments. APD to liaise with LTW over items of interest in their archive - **AP10 to these minutes**.

Damp ingress at Leatherhead. APD remains in contact with Govia Thameslink Railway (GTR) who have raised work orders with Network Rail for repairs to the roof leak and leaking down pipes. However, no action has been taken to date. Additional internal photographs were taken this morning 6 February 2021 and will be sent to GTR again with a request for an update.

2102.11.02 Publications
DB had circulated the publications report in advance of the meeting which is attached as **Appendix 10** to these minutes. These include improving sales figures since the end of the last financial year. The Brush Traction books are expected to be received at Booklaw from the printers on Monday 8 February 2021 when pre-orders will be released. DB will discuss with RS about who to send review copies to. It is already on the website and will be in the March *RO*. Pre-order sales for the Brush Traction book from the website include 5 just from today (i.e. 6 February 2021).

DB provided an update on other works in progress and it is hoped that the Mensing book will be published in early Summer with the Royal Scots towards the end of the year. Work on further publications is progressing. Sales since the end of the financial year to 31 October 2020 are included in the report and show an improvement. Sales of *Easibinders* to fit the old A5 *RO* have reached 133 to date under the special offer. Large size *Easibinders* to fit the new B5 *RO* have been ordered in a matching style and will be advertised as soon as they are available.

<u>2102.11.03 *RO*</u>

The managed transition from A5 to B5 for the *RO* has gone quite well and has proved to be a great success with no print problems. The standard of the February *RO* is not quite as good, however, and MSR has talked to the printers Amadeus about this. He will keep an eye on standards of production to ensure that quality is maintained. The larger font size has been maintained with the exception of the AGM report which is at a reduced size to avoid it taking up too much of the magazine. MSR now has the Index material for 2020. The completed index will be added to the website and passed to AC for printing as soon as it is ready.

MSR confirmed that a new solid-state disc had been purchased in October specifically for *RO* work collapsed just before Christmas 2020. Unfortunately, there was a fault which resulted in it being put in for repair. It worked properly for 10 days before going wrong again and it is now being replaced by the suppliers with another brand new one. This has caused real difficulties in preparing the *RO* to the timescale. This highlights the need for a more resilient system which has been discussed with ACM (as former *RO* Editor who is familiar with the requirements). A specification for a more reliable high performance desk top system will need to be drawn up. ACM and MSR to draw up specification for an appropriate system for *RO* production - **AP11 to these minutes**.

The profiles series due to start shortly in the *RO* has had to be put back because of lack of space and it has become clear that some aspects of reporting in the magazine will need to be stricter on word count. Sub-editors will need to be reminded. There is a new volunteer to cover the West and South Wales reporting areas.

<u>2102.11.04 Webmaster Job Specification</u>

This had been circulated in advance of the meeting and is included as **Appendix 11**. ACM invited questions. It was highlighted as a good move to include IT support as part of the new role and DB has signed it off as leader of the Commercial Group. The Webmaster Job Specification needs to be agreed by the Trustees in order to move forward and because it affects all other groups. The trustees unanimously accepted the new Job Specification. It is expected that there will be a meeting of the Commercial Group shortly with the date to be confirmed. DB to arrange meeting - **AP 12 to these minutes**.

<u>2102.12 Strategy Group Update</u>

JM proposed to summarise on issues not covered by the papers circulated prior to this meeting. The Strategy Group (SG) met on 21 January 2021 when Robert Freeman from Watford Branch was co-opted to drive forward how we might appeal to younger members on a strategic level. There have already been responses to the Running Lines feature in the RO including John Holloway coming forward as being a volunteer with good contacts with the RHDR (Romney, Hythe and Dymchurch Railway) and David Cross coming forward to take over nameplate administration from PC. He has also received an unsolicited article for inclusion in Running Lines which is pleasing. Advertising is beginning to show results with the Facebook promotion for the new ‘Brush’ book generating a sale in just over 2 hours after publication on that site. The modern traction locomotive project is going ahead with PC as chair. JM advised that £1500 of the current advertising budget has been committed with a further £1500 planned (up to July) and this will comprise 27 advertisements placed across nine magazines by RS. This amounts to half of the current advertising budget and RS is coordinating advertising with DB. The list of advertisements is included as **Appendix 12** to these minutes.

JM raised a reminder that we needed someone to take over writing the monthly column for the Railway Magazine. ACM confirmed that an appeal had been made in the *RO* but there had been no response to date.

There has been a request for a job description (JD) for the Strategic Officer. ACM will go back to the original notes from when the new Rules were drafted, and JM will use these as a starting point for the JD. The article on the photographic archive has been finalised for publication in the Railway Magazine and should appear either in the March or April 2021 edition. A small sub-group has been set up with DC, MS and RF to look at attracting younger members, with JM to write the Terms of Reference. ACM/JM to write job description for the Strategic Officer - **AP13 to these minutes**.

2102.12.01 2021 Strategic Action Plan

This is a live document to be updated every quarter. The latest update was circulated prior to the meeting and is included as **Appendix 13** to these minutes. Comments were in favour of the plan including that individuals have been identified to carry the various parts of the plan forward.

Reference to Society property led to discussion of the potential loss of the Liveries Library material previously dealt with by GC. It was confirmed that all the original source material is now with APD in the Archive although the scans of that material have never been handed over. As the RCTS owns or protects the copyright for the original images, he should not sell any of the scanned material as the copyright belongs to the RCTS although it might be difficult to prevent this. DK confirmed that the Liveries Library material came from a number of RCTS sources and where this was from the *RO*, the material was credited to the individual photographer with the individual retaining the copyright. JM now has a volunteer to take over the Liveries Library and will provide an update at BT17.

2102.12.02 Cloud Computing Position Paper and Proposal

This had been circulated prior the meeting and is included as **Appendix 14** to these minutes. The difficulties over the Geoff Corner situation highlighted the need to protect RCTS intellectual property and the proposals would also help to ensure that information held by one individual is not lost if that individual either passes away or leaves the Society. It will help to protect Society assets. All trustees had had the opportunity to read the paper in advance of the meeting and the recommendation that we should go ahead with Microsoft 365. There was a considerable amount of discussion on how much material would be affected, the question of security, individuals' current patterns of saving material. It was clarified that material could be downloaded for working on and uploaded once completed. The proposal is to use the Cloud for back-ups, and questions were raised about sharing where this is necessary. MS confirmed that work can be done directly in the cloud and back-ups are automatic whereas if someone is working offline, they are responsible for their own back-up. MSR stated that he thought there should be someone designated to take this forward.

JM recommended acceptance of the optimum cost option of £660 as per the paper with the implementation group to work out who will hold the licences. ACM suggested that perhaps we could use part of the Gammage legacy to fund this option. There would need to be more debate in due course plus any necessary training and a planned transition from other back-up devices. Currently, hard drive storage is dispersed throughout the Society. Some of these had been bought by the Society so would we still need these. It was agreed that we should have the new system up and running before making a decision about Society owned hard drives. MS confirmed that we have already applied for three licences with an option to increase this to up to 20 in total. This is sufficient for development.

There was further discussion on who would hold licences and the process for withdrawing a Society licence. JR warned that cognisance needs to be taken of what would happen whenever a 'licence-holder' stood down or left the Society and he suggested that the Strategy Groups should consider this problem further and report back. A Society licence would be withdrawn if and when the person left their role.

It was proposed and agreed that £660 be allocated as recommended, with the project to be implemented and piloted by MS/JM with the Commercial Group, reporting back to the Trustees on progress - **AP14 to these minutes**.

2102.12.03 Website Position Paper and Proposal

The paper had been circulated in advance of the meeting and is attached as **Appendix 15** to these minutes. While the new website is up and running, this has been achieved by using a great deal of personalised code. It is now time to improve the design using proprietary code. All were reminded that Concrete 5 had a minimal market share and had not been a good option. Moving fully to WordPress would be a better option. The difficulties of keyman dependency were highlighted and both DJ and MS support the proposals for change and improvement. The costings vary according to what we wish to achieve and how quickly this has to be done. The likely cost of professional help can be avoided if time pressure to achieve a full transition by the June 2021 AGM is removed with a potential saving of up £2,000 on estimated costs. ARW confirmed how the previous upgrade had been broken down into phases that were expected to show the benefit for each phase before moving on to the next. It would be important to consider the benefits such as cost savings and/or better service overall including with regards to E-commerce.

Discussion clarified that as well as improving accessibility for those using handheld devices, there is also an important element of risk reduction in going ahead with the proposals as they would remove the keyman dependency. This would also mean better sustainability longer term with the greater simplicity making it much easier to find a new webmaster should anything happen to MS. The aim is also to improve the website visually, ensure a decluttered platform with seriously reduced risk, make it more attractive to members and easier to engage with. MS will need some volunteers to help with the website so that he does not himself become a keyman.

While there were still some concerns, it was accepted that doing nothing was not an option as it would not resolve current difficulties. It was agreed provisionally that we should proceed with this as Phase I, removing the time pressure to help keep costs to a minimum. ARW was still worried about the end benefit for members and whether E-commerce would be facilitated, but he agreed to advise JM outside this meeting of which points he would like answered in this respect – **AP15 to these minutes**. MS to progress work re improving the website and reducing risk - **AP16 to these minutes**.

2102.12.04 Branch Relationship Project Charter

This had been circulated prior to the meeting and is attached as **Appendix 16** to these minutes. ILR confirmed that ARW, ILR and TDK had arranged a first meeting of the group on 4 February 2021 to discuss the details of the draft charter, how the group would move forward and others to be included in the group whether permanently or on an ad hoc basis. DK had some suggestions for possible additions to the group and JM agreed to pass these to ILR for the project group to consider. There would be a report back to BT17 on progress. JR suggested a possible survey to branch committee members for their opinions on the relationship – JM/JR to discuss outside of this meeting. ILR/JM to progress project - **AP17 to these minutes**.

2102.12.05 Members' Logo Proposal
It was agreed that this would be deferred for now.

2102.13 Group Remits (ex BT15)

Both the Finance Group terms of reference and the Commercial Group remit had been provided since BT15.

2102.14 Date and time of next meeting

REDACTED

BT17 has been scheduled for Saturday 10 April 2021 at 1400hrs.

2102.13 Any Other Business

As DK has stated his intention to stand down as a trustee from the AGM in June 2021, this gives rise to a potential vacancy for another trustee. DK has nominated RS of Chichester Branch to take up that vacancy, seconded by ACM. It was proposed and agreed that RS be invited to attend trustee meetings as a guest from BT17 onwards.

JR queried whether this would be an appointment or an election. ACM confirmed that the vacancy would be advertised and it would be an appointment if no one else came forward. There would only be an election if more than one person was proposed and seconded for the vacancy.

GTA had received an email from MS asking if the Society is registered with the Information Commissioners Office (ICO). GTA has checked and there does not appear to be a requirement for a relatively small organisation such as the RCTS to register.

JM outlined the discussions with REPTA. It has been agreed with REPTA that RCTS members can join without the requirement to be working in the industry. This provides an additional member benefit at no cost to the Society and a standard cost of £5 to the individual member. This will be advertised in the next edition of Running Lines and is listed as **AP18 to these minutes**.

DG confirmed that PayPal has special rates for charities and we are now registered with them for the preferential rates - based on information initially received from DJ. This will mean a substantial saving of approximately £300 per annum on PayPal fees based on last year's costs.

ACM thanked everyone for attending, noted that there is much to be done and looked forward to seeing everyone at the next meeting.

The meeting closed at 1820hrs.

I L Rabbitts – Branch Liaison Officer

APPENDICES ATTACHED TO THESE MINUTES

1	REDACTED
2	Complaints Handling Procedure
3	REDACTED
4	Membership Update as at 31 January 2021
5	Financial Report to 31 October 2020
6	Accounts to 31 October 2020
7	Investment Options report
8	Culture Recovery Fund bid report
9	London TravelWatch archive report
10	Publications Report
11	Webmaster – job specification
12	Commercial Magazine Advertising
13	Strategic Action Plan
14	Cloud Computing proposals
15	Website Position Paper and Proposals
16	Branches Relationship Project Charter

SUMMARY OF ACTION POINTS

AP1 **GTA** to update trustees on Charity Commission website (2102.01)

AP2 **ALL** – complete and return Conflict of Interest forms to GTA (2102.02)

AP3 **ACM/GTA** to liaise re: signing, redactions and uploading MC 2011 minutes (2102.04)

AP4 **ACM/GTA** to liaise re: signing, redactions and uploading BT15 minutes (2102.05)

AP5 **REDACTED**

AP6 **REDACTED**

AP7 **JM/ARW** to look at subscription rates (2102.09.04)

AP8 **ARW** to confirm queried figures in the financial report (2102.10.01)

AP9 **ARW** to confirm investment options and update recommendations accordingly (2102.10.02)

AP10 **APD** to liaise with London TravelWatch re items of interest in their archive (2102.11.01)

AP11 **ACM/MSR** to draw up specification for a more robust and reliable desk top PC for RO production (2102.11.03)

AP12 **DB** to arrange date for 1st full meeting of the Commercial Group and report back (2102.11.04)

AP13 **ACM/JM** to write job description for Strategic Officer (2102.12)

AP14 **MS/JM** to progress work on cloud computing (2102.12.02)

AP15 **ARW** to provide JM/MS with the questions he needed answered regarding the benefit to be gained from the £410 expenditure proposed for work on the website (2102.12.03)

AP16 **MS** to progress work on risk reduction and improving the website (2102.12.03)

AP17 **ILR/JM** to progress the Branches Relationship Project (2102.12.04)

AP18 **JM** to include positive results of REPTA negotiations in next edition of Running Lines (2102.13)

NB: Due to the size of the Appendices they are not published along with these minutes. Copies can be provided, on application, to the Society Secretary, but will only be supplied subject to any redactions that might apply.