



REFERENCE 2002

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

**Minutes of the Management Committee held on 1st February 2020
at The Somers Town Coffee House, 60 Chalton Street, London NW1 1HS
Commencing at 12.40hrs**

PRESENT

BA	Brian Arman	(President)
WGD	Gordon Davies	(Chairman)
ACM	Callum MacLeod	(Deputy Chairman/Chairman Designate)
WRG	Bob Green	(Secretary)
ARW	Reg Wood	(Treasurer)
MSR	Mike Robinson	(Managing Editor – “The Railway Observer”)
ILR	Irene Rabbitts	(Branch Liaison Secretary)
DPG	David Goddard	(Membership)
APD	Andy Davies	(Library & Archive)
PC	Paul Chancellor	(Chair – Development Sub-Committee)
DB	David Bird	(Chair – Publications)
DJ	David Jackman	(Web)
GTA	Geoff Adams	(Secretary - Designate). Invited to the meeting as successor to WRG who is standing down at the 2020 AGM.

2002.01 CHAIRMAN’S OPENING REMARKS

WGD welcomed all to the meeting and provided an update on two of our Vice Presidents. In conversation with Hugh Gould, he established that Hugh continues to remain active although at a much reduced pace. Terry Silcock though has had a fall but has recovered well and is back in circulation.

2002.02 APOLOGIES

JR John Redgate (Committee Member – Co-opted)

2002.03 TO CONFIRM MINUTES OF MEETING 1912

MSR commented that minute 1912.08(i) did not accurately record the position hence this has been amended to read *“It is planned to introduce an annual summary covering significant rail operational changes. The presentation will be similar to that currently used for infrastructure.”*

The change has been implemented.

This apart, ACM proposed that the minutes be accepted. Seconded by DB, all were in agreement and in a redacted format these will now be put on the website.

2002.04 MATTERS ARISING/ACTION POINTS FROM 1912

1912.05.02: Transfer of share certificates to GTA is in hand (PC).

1912.11: D Elsdon has yet to be approached re position of Exhibition Monetary Returns Officer (PC).

Other than these two elements the remaining actions from 1912 have either been completed or form part of the meeting agenda.

2002.05 MANAGEMENT COMMITTEE MATTERS

HLM:

- REDACTED

2002.06 FINANCE

2018/2019 Out-Turn: The Treasurer issued his Annual Financial Report and Trial Balance prior to the meeting. His headline summary to the meeting reported that:-

- The finalised figures have yet to be sent to the Independent Examiner but approval from the MC is required before moving forward.
- An actual year end deficit of £2,000 was recorded against an original forecast deficit of £9,000.
- A gross surplus arising from Publications is expected to be approximately £6,000 but as yet is not in the accounts.
- Advertising (all) resulted in a net deficit of £4,000.
- Donations up, due to one generous donation of £6,000 from the estate of Stanley Hall, MBE.
- The Society has invested £1,500 in scanning of photographs.
- £10,700 of Branch funds are held centrally.
- Administration expenses are up this year, due in part to 2 sets of Trustee training; the shadowing of 2 MC members who are standing down at the AGM; plus travelling expenses covering those of the MC members residing in Scotland.
- Overall, the Society is still competitive with other like-minded Charities.

In response to a question from ILR, ARW confirmed that the refund from the Great Central Railway, in respect of the visit made as part of the Members' Weekend would appear in next year's accounts.

WGD proposed that the accounts be accepted and they now be presented to the Independent Examiner – all were in favour.

ARW added that he has identified the need for an additional volunteer to assist with the accounts. An advert is to appear in the RO and will be drafted and sent to MSR. **Action: ARW**

The Annual Financial Report & Accounts, plus the Trial Balance appear as Appendices 1a and 1b to these minutes.

2002.07 ARCHIVE/LIBRARY

.01 Update: APD reported that opening days have now been changed to opening alternately between Saturday, then Thursday, Wednesday, Tuesday and back to Saturday. This reflects the pattern of visitor numbers and will be reviewed mid-year.

The website has been updated with the latest spreadsheets detailing the material and stock on the shelves.

Since the last meeting nothing has been forthcoming from Southern or Network Rail regarding the finalisation of the lease documentation, the reasons for which are quoted within those minutes. Consequently, no invoices have been received regarding building lease, rates and running costs.

No action by NR has yet been taken to remedy the issue of damp.

.02 Working Timetables:

- Kurt Sickelmore continues to work on the post-1969 collection and readily and frequently responds to requests from members for the loan of any particular issue. The timetables are held at his home in Nottingham.
- The same cannot be said for the pre-1970 records. In recent times several complaints have been received from members as Rodger Green does not respond emails, telephone calls or loan requests due, possibly, to his commitments with the Epping and Ongar Railway. APD was asked to contact Rodger Green on a face to face basis to establish the current position of loans to members and the whereabouts of the timetables.

Action: APD

2002.08 DEVELOPMENT SUB-COMMITTEE

.01 Report: No DSC meeting was held in January prior to the meeting of the MC. However, PC reported as follows:-

- Letters are to be sent to members recruited under the free offer scheme, who renewed at the year end, calling for volunteers to assist in the running of the Society.
- Locomotive plates
 - "Falkland Islands" heading to The Keighley & Worth Valley Railway.
 - "Sirocco" To Crewe Heritage Centre (possibly).
 - Boiler plate number "11113" (L&Y 4-6-4 tank) probably to the Ribble Steam Centre.
 - "Jupiter" – Ribble Steam Centre.
- 56 new members were recruited in January due to the activities of the Hitchin Branch and the advertising campaign.
- The Photographic Portfolio is now in the hands of Bob Avery and a notice seeking new joiners has appeared in the February RO.
- It is expected that "The Railway Magazine" will be doing a feature on the RCTS.
- Hornby now has a 00 model of HST 43014 "The Railway Observer" on the market. It was hoped that a promotional leaflet would be included with the model but due to timing issues this could not be done. However, there will be a two-page feature in the next edition of the Hornby magazine.
- PC is working on a page for the website outlining what the Society does for the railway enthusiast movement.

.02 Society Vision:

Further to the discussions on this subject at the previous MC meeting in December (1912) and presented by the DSC in Appendix 2 of that meeting's minutes a number of MC members, as requested, forwarded their suggested additions to the cause. A revamped version of the vision is shown in Appendix 2.

To move matters forward it was suggested that towards the end of the year a questionnaire be sent to members seeking their views as to what they see as the future of the RCTS. This, together with the idea of changing the name of the Society, will be a discussion point within the next round of Regional Meetings.

Action: PC/ILR

MSR specifically commented that an action plan for this lengthy list of ideas was very necessary. It was further suggested that the DSC analyse their meritorious suggestions in depth and define which, in the short term, is likely to prove most beneficial. As and when volunteers are found for whichever idea is defined the DSC refers back to the MC for approval.

Action: DSC

2002.09 WEBSITE

.01 Existing Website: DJ reported that the January 2020 update has been implemented and more photographs have been added. The Christmas 20% discount for RCTS goods has now ended and therefore has been taken off the website.

.02 New Website: This is being designed around WordPress as opposed to the existing website that is based on Concrete 5 technology. Good progress is being made. A link to the development site was circulated to the MC prior to the meeting. These were viewed as being satisfactory and in appearance very similar to those of the current website. DJ is therefore progressing forward towards a launch of the new website and as WordPress is significantly more user friendly, he was given clearance by the MC to introduce the new system sometime in March. Those pages not on Concrete 5 will be moved across when time allows. Branches are to be encouraged to add their own information and each will have their own website.

Action: DJ

DJ advised the Committee that the agreed relaunch will be at zero cost.

The uploading of photographs cannot yet be done by the individual branches as more development work is necessary.

.03 Motive Power Database: The objective is to cover all classes of BR locomotives as this may well prove attractive to younger enthusiasts. Thinking was such that Andrew Lait was thought to be a suitable candidate for the running of this section.

- .04 Website Minutes – Time Lapse Deletions: Website capacity is such that the MC minutes can be added to the record on an indefinite basis. There is therefore no need to take down any preceding minutes.

2002.10 BRANCH LIAISON

- .01 Regional Meetings 2020: ILR reported that these were in hand and that a Newsletter was in preparation for distribution to the Branches. MC/BoT representation requires to be defined. ILR has asked Regional Chairs for details of dates and venues, and agenda items. Suggestions for the Agenda so far cover:
- Governance/Rules
 - Branch Bank Accounts
 - Thoughts on changing the name of the Society and what the name might be.
 - Ideas for a new 'Strapline' to replace 'Britain's Leading Railway Society'.
- .02 Branches: ILR visited Sheffield Branch in early January and was pleased to report that two new volunteers have stepped forward to assist with the running of the Branch. ILR is to contact the Branch again regarding problems with their new bank accounts.

The Merseyside, Chester & North Wales Branch is seeking approval to change its name to "Merseyside, Cheshire & North Wales Branch". This was agreed. The Officers' Directory can now be amended accordingly.

Action: ILR/MSR

- .03 Members' Weekend – Disabled Transport: A query has arisen concerning the cost of transporting one disabled member (Vron Cooke) to events at the forthcoming Members' Weekend, based in Taunton. Vron has requested specially adapted transport to attend the alternative attraction rather than the visits to the West Somerset and Lynton & Barnstaple Railways on the Saturday. The cost of this is high – one quote, from a Community Transport group in Trowbridge, was £470 plus overnight accommodation for the driver. At this stage such a cost is not deemed to be reasonable for just one member and the MC decided not to support the uneconomic hiring of specialised vehicles. However, additional information has very recently been received by Roger Newman which makes no mention of costs and requires investigation. The decision therefore lies in abeyance.

2002.11 "THE RAILWAY OBSERVER"

A touch of confusion arose between the Editor, Membership Secretary and Amadeus relating to the distribution of the January and February RO's. To avoid any future issues DPG is now to be included in the documentation relating to publishing deadlines. In order to satisfy GDPR regulations, Amadeus is required to destroy distribution lists once they have been used.

- Those who do not receive the printed RO have now increased to 22%.
- The current print run is for 2700 copies, with distribution of around 2360 copies, including branch spares and complimentary copies for various organisations.
- MSR is now to receive copies of the invoice covering print costs, though he emphasised that print costs themselves rarely change. Postal costs were the main factor for any increases.
- Chris Coxon of the MC&NW Branch has emailed MSR and WGD about the high number (17) of MSR photos in the January RO. MSR explained that he only resorts to using his own photos in the absence of suitable alternatives. MSR said he would leave WGD to respond to the email.
- A suggestion was made to MSR that he republish the 'photographic policy' in the RO.

2002.12 MEMBERSHIP

- .01 Renewals: As of mid-January, there were 410 non renewals, representing 13% of the total membership. This compared with a figure of 439 in 2019.

WGD is awaiting details of the resignation letters and will report any significant issues to the next meeting.

Action: WGD

- .02 Membership Numbers:** As of the end of January membership numbers currently total 2594. This is in comparison to a membership total of 2542 as at the end of January last year. DPG's reported Membership Statistics and Membership Breakdown are attached to these minutes as Appendices 3a and 3b.

2002.13 PUBLICATIONS

DB reported:

- The next RCTS publication will be a black & white picture book of photographs taken by Stuart Warr, secretary of the South Wales Branch. It is expected to be on the shelves within the first quarter of this year and will be titled "The Journey".
- It is also anticipated that the promised picture book featuring photographs by Michael Mensing will be published during this year.
- Work on the LMS series of books continues and the next publication will cover the "Royal Scots" but this will not be ready this year. In the background the 8F book moves slowly forward.
- A Brush Diesels locomotive publication is under development.

2002.14 ANY OTHER BUSINESS

- APD enquired how long should the MC minutes be held before being made public and was advised that this should be 10 years.
- Following an enquiry APD confirmed that version 2 of the Wills & Bequests form was the one to be used.
- Following the earlier discussion, PC sought further clarification on the length of time membership data will be retained by Amadeus. It was confirmed that the latest data as supplied by DPG on a monthly basis must be destroyed once it has been used. Back-up copies of the full membership database are held by WGD and WRG should they be required.

As there was no further AOB the meeting was declared closed at 16.40.

Originator: G T Adams – Society Secretary Designate

Edited by: W R Green – Society Secretary

Appendices attached to these Minutes

- 1a. Annual Financial Report
- 1b. Trial Balance
- 2. Society Vision - Updated
- 3a. Membership Statistics
- 3b. Membership Breakdown

Would members please note that the actual Appendices are not included in this Redacted version of the Minutes, for publication on the website, in line with precedent.

Copies can, however, be supplied on application to the Secretary but will also be subject to any Redactions considered necessary.

Following this 1st February 2020 MC meeting, the Management Committee was suspended and did not meet again until 11th November 2020, when these Minutes were agreed.