REFERENCE T7/1903

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

Minutes of Meeting #7 of the Trustees of The Railway Correspondence and Travel Society held on 30th March 2019 at the Somers Town Coffee House, 60 Chalton Street, London NW1 1HS Commencing at 11.00 am

TRUSTEES PRESENT AT MEETING

WGD	Gordon Davies	(Chairman)
WRG	Bob Green	(Secretary)
ARW	Reg Wood	(Treasurer)
DPG	David Goddard	
APD	Andy Davies	
ILR	Irene Rabbitts	
DK	David Kelso	
DB	David Bird	
PC	Paul Chancellor	
BA	Brian Arman	(as President attended the meeting)

.01 APOLOGIES

JR John Redgate

.02 TO CONFIRM MINUTES OF T6/1812 (DATED 1st December 2018)

These were accepted as an accurate record of the meeting. They were slightly amended, see matters arising below. The amended minutes have subsequently been put onto the website.

.03 MATTERS ARISING

In referring to 1812.04.02, although the record is correct, WRG thought it appropriate to qualify the minute as an amendment was to be put in place following the subsequent MC meeting of 1902.

In italics the minute therefore was qualified by adding “Discussion at the next MC meeting – 1902 the above decision regarding the re-appointment of DK as a Trustee to not be put forward to the membership at the 2019 AGM was reversed. This is recorded in MC minute 1902.07.”

.04 2019 AGM

- Ahead of publication in the RO and AGM supplement WRG, for information and clarification purposes, circulated the agenda for April’s AGM, together with the Agenda for the Day. These are shown in Appendices 1a and 1b.
  Nothing was raised in respect of this information.

- The date of the 2020 AGM was specified to take place on Saturday 25th April at the usual venue of “The Welcome Centre” in Coventry.

.05 TRUSTEE TRAINING RESUME

Held on 2nd February prior to the MC meeting, this proved to be a most valuable and worthwhile morning. Discussions with “Trainer” Sally Weatherill of Skills Centre concluded that the Society is generally performing in line with definitions specified by The Charity Commission. The subject matter covered is described in the session agenda as shown in Appendix 2. Society Governance though is of some concern and serious attention is therefore required in order to specify a methodology that allows the Society to operate through a single governing body. Sally Weatherill was of the view that this would be a most sensible way forward and was prepared to help in the setting up of the system. Further discussion on the subject is recorded in the following minute. As a consequence the Strategic Review and the Rules revision should be deferred until the way forward is clarified.

.06 <u>GOVERNANCE</u>

It was proposed that a working party be set up to define and examine the options along the lines that the Trustees, as a smaller body, set the policies and directives whilst the MC delegates (who might not be Trustees) act upon the directions by putting them into place. The Trustees and delegates being required to operate as a single unit (committee).

An initial working group comprising of DB/BA/MSR/JR and Richard Neale was suggested. WGD will set up the group. **Action: WGD**
(Since the meeting WGD has spoken with DB and has asked him to lead and organise the setting up of these meetings.)

As the aim is to have the proposed new system up and ready to put before the membership at the 2020 AGM some basic idea needs to be tabled and discussed at the next Trustee/MC meetings in June.

.07 <u>CONFLICT OF INTEREST POLICY</u>

What was considered to be the finalised document/policy was circulated by ILR to the Trustees prior to the meeting. This was approved by the Trustees and this now also applies equally to members of the MC. The finalised documentation is shown as Appendix 3 and will now be put onto the website. All Trustees and MC members will be instructed to sign the documentation which will be held by the Secretary within the Trustee files.

.08 <u>ANY OTHER BUSINESS</u>

- ARW reported that the 2018/19 Accounts have been accepted by the Auditors as being clean and without any reservations.

- DK commented that the AGM agenda system does allow for nominations of Trustees from the membership for the arising vacancies. This was recognised as a fair comment and a modified process, starting with the "AGM Notice", will be put in place for the 2020 AGM. **Action: WRG**
  For guidance DK passed over some appropriate documentation that is used by "The Historical Model Railway Society" which may well be appropriate (see Appendix 4).

There were no other matters arising and the meeting therefore closed at 11.50am.

W R Green
Society Secretary

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