



REFERENCE 1809

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

**Minutes of the Management Committee held on 29th September 2018
At The Somers Town Coffee House, 60 Chalton Street, London NW1 1HS
Commencing at 11.00 hrs**

PRESENT

WGD	Gordon Davies	(Chairman)
WRG	Bob Green	(Secretary)
ARW	Reg Wood	(Treasurer)
ILR	Irene Rabbitts	(Branch Liaison Secretary)
MSR	Mike Robinson	(Managing Editor – “The Railway Observer”)
DPG	David Goddard	(Membership)
APD	Andy Davies	(Library & Archive)
DJ	David Jackman	(Web)
DB	David Bird	(Chair – Publications Sub-Committee)
PC	Paul Chancellor	(Chair – Development Sub-Committee)

1809.01 CHAIRMAN’S OPENING REMARKS

Due to the projected length of the meeting looking to be somewhat extended WGD’s comments were therefore purposely kept to a minimum.

Following the good summer the first event on the calendar from the Autumn onwards is to be the opening of the Library which is scheduled to take place on the weekend following this meeting. Invitations have been distributed and it is very pleasing to note that past President Hugh Gould will be in attendance.

Changes to the MC meeting schedule will be discussed within the Agenda.

1809.02 APOLOGIES

BA	Brian Arman	(President)
JR	John Redgate	(Committee Member – Co-opted)

1809.03 TO CONFIRM THE MINUTES OF 1806

It was agreed that the minutes were an accurate reflection of the meeting.

APD moved that they be approved which was seconded by PC. All members were in favour and the minutes duly signed by the Chairman.

The agreed minutes will now be published on the website but for reasons of confidentiality redactions relating to HLM (1806.05.05) will be made. Those covering the Strategic Review (1806.07) will also be redacted as the proposals have not yet been ratified. Additionally the minutiae behind the financial details as covered in Appendix 5 will also be redacted.

1809.04 MATTERS ARISING/ACTION POINTS FROM 1806

All actions arising from the above meeting have either been actioned or form part of this meeting’s Agenda with the exception of:-

- **1806.08:** ARW reported that all dilapidation expenditures in respect of the stores that have been vacated have been expedited. All of the unwanted racking has been sold to the Nene Valley Railway. It was also reported by ARW that the updating of the cheque signatories has not yet been accepted by the bank – new accounts are now required to be set up. In respect

of the Society name (i.e. The Railway Correspondence and Travel Society v RCTS) this too has also yet to be accepted by the bank and a further waiver is now required to be set up.

Action: ARW

1809.05 MANAGEMENT COMMITTEE MATTERS

- .01** Deputy Chairman: WGD reiterated to the MC that he will be standing down from the Chairmanship at the 2020 AGM when his current term of office expires. It can therefore be anticipated that the Deputy Chairman at that time will be his successor.

However at this current time the Deputy Chairmanship position is vacant for which, at meeting 1806, applications were invited. Two members of the MC have put their names forward – (names redacted). In order to move this forward WGD will discuss the situation with each of the applicants.

Action: WGD

In discussions between WGD and JR the latter let it be known that he does not wish to be considered (or apply) for the Deputy Chairmanship nor the up and coming vacancy of Chairman when this arises in 2020.

- .02** Annual Returns to Charity Commission: These were formally submitted to the Commission by WRG on 1st & 5th August and can be seen as Appendix 1. They were submitted on time and there has been no reaction or comment, thus far, from the Commission. WGD requested that the Secretary's wife, Lorraine, be commended and thanked for her efforts in finding the way through the complexities of the required documentation.

Action: WGD

- .03** Conflict of Interest: In putting together the above Annual Returns a question was asked of the Society which sought to establish whether or not the Society has a written "Conflict of Interest Policy" in place. The response clearly had to be in the negative. Given that a current MC member, although not a Trustee, is impacted by this it is essential that a Policy be put together as soon as possible. The Strategic Review Committee is to be asked to include this within their remit to look at the Society's policies and procedures for presentation to the MC as soon as possible.

Action: ILR

Other policies which the Society does not have and for which the Commission seek clarity relate to Volunteers and general Safeguarding.

- .04** Future Rule Changes & Process: In view of the confusion relating to the proposed rule changes that were to be put before the 2018 AGM which did not materialise, specifically due to publication timing issues, it was put to the committee that the date of the 2019 pre-AGM meeting should be set for Saturday 2nd February, thus allowing ample time for the proposals to be fully debated by the MC.

- .05** Trustee/MC Training: It has been recognised that following the stepping down of Terence Jenner from the MC the committee is lacking in its knowledge and workings of the Charity Commission. To help remedy this shortfall some form of training for both MC and Trustees requires to be put in place. WGD has investigated the options and tabled a training programme put together by a specialist training company CS (Skills Centre) comprising of a half-day session which, to suit ourselves, could be conducted at the regular STCH meeting place. Details of the training programme are shown in Appendix 2.

(Since the meeting, due to the limited availability of CS, the arrangements for the date of the training that were discussed require to be changed and are now amended as follows. The meeting on 1st December will now revert to the usual format beginning with a Trustee meeting in the morning to then be followed up by the MC meeting. Arrangements are now being made with CS to carry out the training programme on the morning of the meeting set for 2nd February. Hence the afternoon will be used for important MC/Trustee matters as this

will be the last significant meeting for meaningful discussion before the 2019 AGM agenda is finalised. All will be confirmed when the arrangements have been finalised.)

Action: WGD

.06 Strategic Review:

REDACTED

.07 Honorary Life Memberships:

REDACTED

1809.06 ARCHIVE/LIBRARY

All of the shelving has been purchased and installed. Uxbridge, together with the entirety of the outside storage locations, has now been vacated. Everything is now at Leatherhead. Cataloguing of the books is very well advanced under the watchful eye of Peter King. Progress is excellent and is nicely moving forward towards the much anticipated formal opening ceremony on 6th October.

.01 Lease: This has not yet been signed as the formal documentation has yet to appear. WRG has received from Network Rail's Solicitors a declaration form to sign confirming that the RCTS is aware that the lease is excluded from the Security of Tenure of the Landlord and Tenant Act of 1954. Meaning the Society has no automatic right to remain in the premises, or be granted a new lease, when that currently in place comes to an end. As the Society is well aware of this, and after consulting with our Solicitors, WRG was given clearance to sign the notice. See Appendix 9.

.02 Archive Sub-Committee: The next meeting has yet to be arranged.

.03 Retention of Publication Papers: APD reported that following the closure of outside stores space at Leatherhead is now at a premium and some control of what is retained within the Library needs to be put into place. Decisions on what that should be will soon have to be made. Significantly there is insufficient space for the filing of the Working Timetables which is a key and essential element of the Archive.

.04 Photographic Collections: This is another most important feature of the Archive as a large number of collections are now held at Leatherhead. A very significant number are uncatalogued and a real deal of work by volunteers will be needed in order to unscramble the collection to thus decide which, and how many, are retained for the ongoing benefit of the Society.

In view of the heavy workload currently in hand it was decided not to take up the offer to join a consortium specifically set up to purchase the H. C. Casserley photographic collection. The proposition was originated by Mike Musson of the LNWR Society.

.05 Opening Ceremony: Scheduled to take on Saturday 6th October. Invites have been sent to all Branches and those Officers who are specifically involved. Terry Silcock and his wife Beryl, plus Hugh Gould and Rodney Lissenden, have been invited. The Library itself will be opened by Paul Atterbury of the "Antiques Roadshow". A total of around 40 are expected to be there.

.06 Library Donations: ARW reported that via last year's renewal process donations in excess of £10,000 were received in respect of the Library project and a further £6,000 of Gift Aid has been successfully claimed from HMRC.

WGD asked for a list of members who have made significant monetary donations in respect of the Library project in order that they all be formally thanked.

Action: WGD/ARW

Furthermore WGD requested that the MC minutes need to record the Committee's thanks and appreciation to all who have been involved in the transfer of materials to Leatherhead and the setting up of the new facility. The brunt of which was fronted by APD, ILR and Peter King.

1809.07 BRANCH LIAISON

- .01** Regional Meetings – 2018 Review: A consolidated report from each of the five meetings was circulated ahead of the meeting and comprises Appendix 4 of these minutes. It was briefly commented upon that the idea of a Society Patron be put on the back burner and on the subject of openness that the MC minutes are now published on the website once they have been cleared.
- .02** Officers' Conference: The Agenda for the meeting is shown in Appendix 5.
- .03** Sussex Branch: This branch is in serious danger of folding. Meeting attendances are poor and the current secretary Paul Baston is proposing to stand down at their November AGM. Correspondence between ILR, as BLO, and Branch Chairman, Paul Snelling, with a view to keeping the show on the road is underway. A more substantive record of events and background was given to the meeting and forms Appendix 6.

1809.08 AHL REPLACEMENT

At April's AGM the general principles of a replacement of the monetary rewards system for volunteers was accepted but was in need of some modification. MSR and ARW presented their updated version of the proposals. These are detailed in Appendix 7 and were broadly accepted by the MC. Comments supported the view that the Volunteers' subscription be set at £5. Further, the MC was of the view that all of the volunteer subscriptions should be paid by Centre thus negating any transfers of monies between Branch and Centre. The proposals once modified will therefore be put to the up and coming Officers' Conference ahead of being put to the members at the 2019 AGM.

(Since the meeting MSR put the proposals to the Officers at the Officers' Conference. They were very widely accepted but three Officers opted against and declined to give their agreement.)

1809.09 FINANCE

- .01** Latest Forecast Out-Turn for 2017/18

REDACTED

- .02** Budget 2018/2019:

REDACTED

- .03** Membership Subscriptions – 2019:

- Standard membership

Rates for 2019 will apply as follows:

Online only	£18.00
Printed (U.K.)	£29.00
Overseas (Printed)	£45.00 (Europe): £57.00 (Rest of World)

The Online rate has been reduced from the 2018 rate whilst the printed rate is unchanged. MSR proposed, seconded by DB, that the rates be put to the meeting for acceptance. All agreed excepting ARW who abstained.

- New Membership Offer for 2019

The main recruitment tool for 2019 will be a “50% off” offer. This will offer membership at 50% off the standard rates for new members and are therefore:-

Online only	£ 9.00
Printed (U.K.)	£14.50
Overseas (Printed)	£22.50 (Europe): £28.50 (Rest of the World)

The 2019 membership offer is available via the website, on printed application forms and at the branches, from now until 31st August 2019. It is also available to lapsed members only if they are renewing after one full calendar year’s break. This period though has yet to be ratified. The printed rate includes future issues of “The Railway Observer” (RO) until December 2019 (but not back issues, so a member joining in e.g. April will only receive nine issues).

The current 90th Anniversary Special Free Membership offer continues to be available until 31st October 2018 with membership running until 31st December 2018, but potential new members may find the 50% offer gives them a better deal.

In addition free Digital membership will be offered for 2019 to anyone joining at an exhibition, whether local or national, or at a branch meeting provided that they sign up there and then. This offer is not available on the website or by post. (If printed copies of the RO are required the “50% off” rate will apply.)

Members who sign up for renewals by Direct Debit can also benefit from a further membership reduction of £1/year.

1809.10 WEB

DJ reported that the current website continues to operate well due to the continued efforts put in by Jack Knights.

Work continues towards the introduction of the new website with the aim to have this operational sometime in April. A more detailed update will be given at the February meeting of the MC.

- .01 Social Media: Discussions are now beginning to take place regarding how this might move forward. Difficulty in defining how this could possibly be structured is very evident as the Society is that of a very broad church and is not aimed at any single specific element of the railway enthusiast movement.

An alternative suggestion is that the branches themselves be encouraged to take up the mantle on this as it is they who know what their members favour best.

Further discussion and direction is required from the DSC. **Action: PC/DSC**

DJ informed the MC that due to a long standing previous engagement he would be unable to attend the Officers’ Conference. His report to the Conference would therefore be relayed to the meeting by the Chairman in his address. **Action: WGD**

1809.11 “THE RAILWAY OBSERVER”

- .01 Cost Projection: MSR reported that the cost of production for 2019 will result in an increase of 3% (at worst) which is due mainly to price increases associated with the cost of materials. Production volumes have been raised due to the uplift in membership numbers as a consequence of the 90th Year free membership offer.

A consolidation of the digital and print versions has been carried out.

- .02 Advertising Policy: In response to a long-standing request MSR advised the meeting of the rates charged for advertising in the RO which are as follows:

Display Advertising (Excluding Colour-Rail): Full page @ £100/month; half page @ £50/month. *(November and December are free if ten previous issues have been booked.)*

Display Advertising – Colour-Rail: Half page @ £80/year (= £6.66/month).

MSR proposed that as from the January 2019 issue these rates should be increased by 10%. Thus on a monthly basis the new rates will become £110 for a full page and £55 for a half page. It is proposed that bookings for 6 months be discounted by 10% if paid up front. However the current Colour-Rail rate should be terminated and any such future inserts priced in line with other half page insertions.

Classified Ads will continue to be charged at 20p per word, with a minimum charge of £5 per advertisement. Members will continue to enjoy free insertion when space is available but subject to a maximum of 25 rather than 40 words. Any excess on member insertions will be charged at 20p per word subject to a minimum payment of £3.

MSR confirmed that the monthly double page GCRA inserts are priced fully in line with current display prices.

During the subsequent discussion PC suggested that before confirming any re-pricing of the rates account should be taken of the rates charged within the commercial railway press, all of which are available from Publicity Officer Roger Sandford. MSR agreed to obtain this data from RS in time for the December MC meeting. It was agreed to defer a decision on re-pricing until that meeting.

Action: MSR

- .03** Class 90 Supplement: This has fallen by the wayside due to lack of internal ownership within RCTS ranks plus the complexities brought about by “The Railway Magazine” who originally intended to print a similar publication which they failed to follow through.

- .04** LCGB Tours: David Tyreman has written to the Secretary seeking the reason as to why the Editor no longer publishes details of LCGB tours in the RO as was agreed between the Societies at a joint meeting dating back to 2014. MSR quotes that the LCGB no longer submit the information – hence nothing is published. WRG, in liaison with MSR, will respond to the writer. *(It should be noted that details of LCGB tours are to be found on the RCTS website.)*

Action: WRG

- .05** General: A Features Editor, covering preserved railways, was thought to be a beneficial move and recommendations are required.

1809.12 MEMBERSHIP

Appendices 10(a) and 10(b) give the latest information on membership numbers and its disposition at the time of the meeting.

Since the meeting membership applications have continued to roll in and at the time of writing the total number of applications under the auspices of “free membership” currently exceeds 820. As an approximate guide the membership, at the same time as last year, stood at 2334 in comparison to this year’s 3058.

1809.13 DEVELOPMENT SUB-COMMITTEE

Following their September meeting a discussion paper was submitted to the MC ahead of the meeting and can be seen in Appendix 11 which should be read in conjunction with these minutes. The outcome of the debates being as follows:-

- Steve Lacey was confirmed as a new member of the DSC.
- Agreed new member promotional offers are detailed in Minute 1809.09.03.
- Rolling twelve month memberships were, at this stage, not agreed by the MC due to the complexities associated with the renewals process. More thought and discussion is required.
- Digital v Printed RO rates were reviewed and the outcome is shown in 1809.09.03.

- Free Digital membership between January and September for those joining at exhibitions and at Branch meetings was agreed. See 1809.09.03.
- The doubling of the membership discount for Direct Debit payments to £2 was not approved. This will therefore remain at the current rate of £1/year.
- Life membership subscription values, specifically for Digital readers, was deferred but will be discussed at a later date. The point is accepted and understood.
- It was clarified that as a CIO, members can be offered discounts on books etc. provided they are not sold below cost price.
- Items under AOB will be dealt with as they arise when time and volunteers become available. Each item though merits serious consideration and debate.

PC informed the MC that he will not be at the Officers' Conference. Bob Ballard, as Deputy Chairman of the DSC, would therefore convey the report to the Officers.

WGD asked of the DSC that nameplates not on display at museums/preservation sites that they continue to seek new sites for their display. He also asked that a new home for the nameplate "Falkland Islands", which is in his possession, be found. ARW said that he was willing to take up the care of this and since the meeting it has been handed over to him.

PC asked of WGD that he be sent a list of the nameplates and their whereabouts.

Action: WGD

1809.14 PUBLICATIONS

The current status as supplied by DB in some detail is attached as Appendix 12.

1809.15 MEMBERS' WEEKEND

APD related to the meeting that all was in order and under control.

Attendances at the programmed events were confirmed as:

- i. Visit to Swanage Steam Gala – 69.
- ii. Saturday evening dinner – 87.
- iii. Visit to Gartell Railway on the Sunday afternoon – 56.

1809.16 ANY OTHER BUSINESS

- WGD informed the MC that Tom Reardon is now in a nursing home.
- PC sought to establish if the new website will have sections covering Situations Vacant and also questioned the whereabouts on the Website of Society Documents by Lawrie Bowles (T&RS Coaching Stock) plus Andrew Lait (Locos & Works). DJ agreed to investigate.

Action: DJ

- WRG informed the MC that along with WGD he intends to stand down as Society Secretary at the 2020 AGM some 12 months ahead of his formal re-election to the MC.

The meeting concluded at 17.10pm.

W R Green
Society Secretary
October 2018

Appendices attached to these Minutes

1. Annual Trustees' Report for the Charity Commission.
2. Skills Centre Training Package.
3. Report of Meeting #2 of SPRC.
4. Resume of Regional Meetings.
5. Officers' Conference Agenda.
6. Sussex Branch – Position.
7. Volunteer Recognition.
8. Finance Reports.
9. Leatherhead Lease Documentation.
- 10a. Membership Statistics.
- 10b. Membership Breakdown.
11. DSC Discussion Paper.
12. Publications Report.

NB 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.