



REFERENCE 1909

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

**Minutes of the Management Committee held on 28th September 2019
at The Somers Town Coffee House, 60 Chalton Street, London NW1 1HS
Commencing at 10.55hrs**

PRESENT

WGD	Gordon Davies	(Chairman)
WRG	Bob Green	(Secretary)
ARW	Reg Wood	(Treasurer)
ILR	Irene Rabbitts	(Branch Liaison Secretary)
DPG	David Goddard	(Membership)
APD	Andy Davies	(Library & Archive)
PC	Paul Chancellor	(Chair – Development Sub-Committee)
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.

1909.01 CHAIRMAN'S OPENING REMARKS

WGD welcomed all to the meeting and specifically welcomed Geoff Adams as the incoming Secretary and hoped that the meeting would prove to be beneficial to him.

Callum MacLeod, as Society Chairman - Designate, was also invited to the meeting but due to holiday commitments was unable to attend.

The Chairman commented that he and WRG had a meeting with GTA at the end of July to discuss his role as Secretary. He was given a memory stick and numerous files/documents which would be of help to him when taking up his new role. Also at the meeting was Lorraine Green who explained the vagaries of entering the required information onto the Charity Commission website.

Whilst on holiday in Scotland WGD took the opportunity to meet up with Callum MacLeod in Stirling and, as with GTA, similarly conveyed details of the role of Chairman. Both Callum and GTA will be at the next meeting of the MC (December).

The meeting was advised that, following a training day with Sally Weatherill, a small working party of Trustees was set up to consider the ongoing issue of Society Governance. Considerable email correspondence has taken place but as yet, for a variety of reasons, no meeting has been convened. However one has been scheduled for late October. In the meantime WGD has kept DB aware of any developments.

1909.02 APOLOGIES

BA	Brian Arman	(President)
MSR	Mike Robinson	(Managing Editor – “The Railway Observer”)
DB	David Bird	(Chair – Publications)
JR	John Redgate	(Committee Member – Co-opted)

1909.03 TO CONFIRM MINUTES OF MC MEETING 1906

All agreed they were a true and accurate record of the meeting.
PC proposed their acceptance. Seconded by ILR, all confirmed the agreement.
In a redacted format the minutes will now be put onto the website.

1909.04 MATTERS ARISING/ACTION POINTS FROM 1906

With the exception of 1906.09 proposing that a note be put into the RO relating to the availability of Life Membership all of the Action Points from 1906 have been actioned or will be discussed within the meeting.

DPG is to put the Life Membership note in the next edition of the RO once subscription rates have been determined later in the meeting.

Action: DPG

1909.05 MANAGEMENT COMMITTEE MATTERS

.01 Trustee/MC Re-appointment Cycles: For information purposes WRG tabulated and circulated the data relating to the re-appointing of Trustees and the re-election of MC members that will apply over the next couple of years. This though will be subject to the outcome of the Governance debate. The Trustee cycle is shown in Appendix 1 and Management Committee in Appendix 2.

.02 Officers' Conference: Ahead of the meeting the proposed Conference agenda was distributed to the Committee by WGD and is illustrated in Appendix 3.

- It was confirmed that both BA and PC will not be in attendance. Consequently ARW will convey President Brian Arman's message to the Officers and ILR will substitute for PC. No other changes to the presenters were necessary.
- As a consequence of comments raised at this year's round of Regional Meetings ILR thought that the Officers should be asked to give some indication of what they might want to see by way of newsletters etc. so that information can be more easily, or simply, further transmitted to the members at branch meetings and/or via the RO. This will be added to the agenda for general discussion.

.03 Society Diary: A provisional Society Diary for 2020 was tabled by WGD. See Appendix 4. Generally this was considered to be fine but the meeting specified for 1st February may need to be changed as a consequence of possible changes to the Constitution/Rules that require to be put to the membership. Callum MacLeod, as Chairman designate, has been consulted regarding the dates of next year's MC meetings. He has concurred that they are acceptable. The usual meeting room will now be booked by WGD.

Action: WGD

.04 HLM:

REDACTED

.05 Members' Weekend 2020: This event is to be organised by the Bristol Branch with Roger Newman at the head. Taunton will be the focal point for the weekend. It is to be held over the weekend of 23-25 October and Saturday's featured visit will be to the West Somerset Railway. Visits to the Lynton & Barnstable Railway and other attractions feature within the programme.

.06 Safeguarding Policy: Thanks to the efforts of ILR the proposed version of the Policy was previously circulated to MC members for initial comments before being presented to the MC for ratification. The finalised Policy is shown in Appendix 5. It was unanimously approved by the Committee and will now be put onto the website and included within the Officers' Handbook.

Action: ILR/DJ

1909.06 ARCHIVE/LIBRARY

.01 Update: APD reported that after intense work the Library element of the Archive is very much sorted and the full range of books is now on the shelves. A spread sheet covering the full range has been put together. Efforts are now to concentrate on photographic elements of the collection.

Quotations have been submitted to GTR by external contractors covering the need for secondary glazing and insulation of the loft, both of which influence the energy rating of the

building. This is the principle reason for the delays to the signing of the lease by GTR and Network Rail, even though the Society has formally signed the lease documentation.

WGD said that he would make contact with Sarah Hollingsworth from the Society Solicitors (Hollingsworth & Bissell) seeking clarification of the current position. **Action: WGD**

Although leasing costs are known, those covering rates and energy usage have yet to be invoiced and these expenditures thus remain undetermined.

APD further reported that non-members often come to the Library. As a consequence five RCTS recruits have been signed up.

Consideration is to be given to a review of the opening dates and times. APD and Librarian Peter King will make the decisions.

Whilst discussing Library matters WGD presented to the meeting a book received from Society Member Anthony Sayer specifically covering diesel motive power. The book is a 10" x 10" hard-back with 291 pages covering the design, development and demise of the Class 21's and 29 diesels. It retails at £40 and is published by Pen & Sword. The Society has supplied a number of images for inclusion within the book and WGD also gave permission allowing the quoting of reports from the RO. As a gesture of goodwill Mr Sayer has donated a copy of the book to the Archive and Library at Leatherhead. The subject matter has been well researched and is a worthy addition to the library collection. In view of the Society's desire to extend publications into the diesel field the possibility that the author might like to contribute to such a publication was thought worthy of consideration. This will be followed through.

Action: WGD/Publications

.02

REDACTED

- .03 Photo Archive Group: As there have been no meeting or reports from the Photo Archive Group since October 2017 the current group has been disbanded. However, it is to be reformed under the leadership of Chief Archivist APD who will initially seek to recruit a suitably qualified photographer to oversee operations. The reformed group must also take up responsibilities for the financial aspects/profitability associated with the operations which may necessitate the appointment of some suitably qualified member to the group.

In the first instance APD will look to recruit from within the local branch or area but should that prove unsuccessful an advert will be put into the RO. It was agreed that all matters in relation to the photographic collection will in future be under the control of APD.

Work on sorting the vast amount of material has already started and in the short term will undoubtedly result in the finding of large quantities of prints for which the copyrights will not be known. These will be sold or auctioned off in batches. Volunteers to help with the sorting process are required.

Action: APD

WGD enquired as to the whereabouts of the Michael Mensing photographic collection as he has received an enquiry regarding certain images. APD informed the meeting that whilst the negatives are at Leatherhead the slides have been distributed between MSR, DB and members of the Publications Committee.

Since the meeting further information supplied by APD and by MSR (who was not at the meeting) indicates that trays of negatives and a few prints are held at Leatherhead. The bulk of the material remains with John Broughton, DB and committee members of the Publications team. MSR is in possession of the entirety of MM's records which he holds for any captioning that might possibly be required to cover images published in the RO.

1909.07 DEVELOPMENT SUB-COMMITTEE

PC reported the following from the September meeting.

- On-line only Membership requires to be defined (see 1909.09 of these minutes).
- Membership is now back to levels of 10 years ago.
- Recruitment falls off when advertising is suppressed. The next round has commenced although the 2019/20 Budget has yet to be confirmed.
- Carlisle open day brought in 32 new members, 5 of which took up printed RO membership.
- Recruits this month (September) total 45 – A good start to the season.
- Member benefits (such as discounted books by Ian Allan) have dwindled. Any ideas or suggestions should be sent to PC.
- The setting up of new branches in Stockport and Glasgow has stalled.
- A replacement National Exhibitions Officer to replace David Elsdon has yet to be sourced.
- Volunteers to help recruitment at exhibitions are needed.
- Recent nameplate placings are as follows:

“Sir Edward Fraser” - Quainton

“Clausentum” - Pecorama

Boiler plate number 40454 and a pair of LMS works plates plus an “East Midlander” rail-tour headboard have been placed with the Ecclesbourne Valley Railway.

Discussions with Crewe Heritage Centre are taking place regarding “Sirocco” but as yet no home has been found for the Industrial nameplate “Jupiter”. Two options are on the table for the Jubilee plate “Falkland Islands”.

- The DSC noted that the West Midlands Branch only hold afternoon meetings which they consider to be unsatisfactory and discriminatory. A thought from the DSC tabled the idea that branches might wish to consider running both afternoon and evening meetings on the same day with a buffet break between each. A discussion item for the Regional meetings?
- A note telling of the 100th year of the RCTS, in 2028, has been put into the RO seeking celebratory ideas. Steve Lacey, as the member responsible for Publicity, is co-ordinating the ideas and arrangements.
- Steve Lacey is attempting to make contact with the organisers of the Stockton-Darlington 150 year celebrations and is seeking help from any NE Branch member who might be able to point him in the right direction.
- Bob Avery has taken up responsibilities for the Photographic Portfolio (prints). The MC agreed to his appointment.
- A change of Society name was once again mooted by the MC. In order to establish wider Society feelings it was decided that the subject should be broadened and, at least, initially put onto the Regional Meetings agendas.

Action: ILR

1909.08 WEBSITE

- .01** Web4: DJ reported that in March a successful transition to Web4 took place as this went live across the Society. The changeover was successful but a number of problematical issues had to be resolved.

Jack Knights has experienced difficulties with event notifications but these now seem to have been sorted.

The first phase of the new recently installed website is based around software known as Concrete 5 a product which, since the project was initiated some 4½ years ago, has had a number of upgrades and the version currently being used has become obsolete. It is currently in need of further upgrades.

Moving forward into Phase 2 (members' pages) with current Concrete 5 technology is tricky as it is not obvious how Concrete 5 will provide the functionality that is required. No work can take place until the website has been upgraded (because any add-ins that might need to be used are not available for the unsupported version currently being used).

DJ therefore suggested that he make contact with the software engineer who handles the Colour-Rail website in order to examine the possibility of sorting out Concrete 5 or alternatively propose a more suitable system. The MC was made aware by DJ that Concrete 5 is little used within the I.T. industry (<2%) and a change to more widely used technology would, in the long term, be more beneficial. However the monies spent thus far on Web4, currently totalling around £XXXX, would have to be written down. The Web4 project was

initially approved by the MC at the January 2015 meeting at quoted BlueGreen prices amounting to c.£XXXX dependent upon the taking up of a number of options along the way. Details of BlueGreen's quotation are to be found in Appendix 2(b) of the December 2014 MC minutes.

WGD commented that it has now become apparent that the Concrete 5 route taken by the then project leader David Kelso, in conjunction with BlueGreen, was not the best way to take the project forward. Consequently substantial amounts of Society monies have not been employed to good effect and will be effectively 'lost'. The launch of the new website in March this year was some 3 years later than was envisaged at the outset. Now at the end of phase 1 the Society, at this moment in time, has a website that is unfit for purpose. The Chairman thanked DJ for stepping forward to sort matters out and move the project forward such that future website developments and ideas can more readily be implemented and/or updated.

The MC requested that DJ fully examine the option of discontinuing with Concrete 5 in favour of taking the more widely used less risky alternative, define expenditures and recommend the best way forward.

Action: DJ

- .02 Webmaster:** As DJ is up for re-election as an MC member at the 2020 AGM he made it known that it his current intention to remain in office for one further year as either an elected or co-opted member.

1909.09 FINANCE

- .01 Budget/Out-Turn 2018/19:** ARW circulated his latest report and forecast analysis which are presented as Appendix 6.

REDACTED

Regional meetings and the AGM have cost less than budgeted numbers.

At this stage (and also recorded in minute 1909.06.01) the fullness of Leatherhead's business rates and utilities expenditures remain unknown.

- .02 RO Print Run:** Arising from the ordering of additional quantities of this year's January and February RO's by MSR all 12 boxes ended up in WGD's garage. Of these all but one were later sent for recycling and was thus an unfortunate drain on Society monies. The MC decided that the quantity of RO's to be printed for each monthly print run will in future be defined by the Membership Secretary who has a true and up-to-date picture of membership numbers. It is he who will advise the printer accordingly.

Action: DPG

- .03 2020 Subscription Rate:** ARW recommended an increase of £2 taking the basic 2020 subscription to £31. The calculation and reasoning for this is detailed at the foot of the financial figures. It was accepted by all of the MC members. Hence for 2020 the following will apply:

Basic Membership

- Printed RO @ £31

- On-Line only RO @ £19

Recruitment offers to be at 50% of the above rate.

European Membership @ £49

Rest of World @ £60

Life Memberships

- Over 60 = £620 (printed)/£380 (On-Line only)

- Over 50 = £930 (printed)/£570 (On-Line only)

- .04** 2020 Subscription Donations: Now that the Library Fund is in less need of financial donations those arising via the coming year end renewals process will be put towards the enhancement of the Society website.

.05 Photo Archive Sales:

- Zenfolio costs have increased thus necessitating an increase to selling prices.

The new rates are as follows:

6 x 4 = £2.50

9 x 6 = £4.00

12 x 8 = £5.50

Digital Downloads = £2.00 (no change)

Commercial Prices

REDACTED

Details of sales via Zenfolio for Digital and Print orders as analysed by DJ over the last 20 months are illustrated in Appendix 7.

The numbers indicate that the operation generated some £4,653 over that period.

- John Broughton, as a member of the Photo Archive Group, currently undertakes the scanning of images in readiness for selling over the website. He has indicated his desire to stand down from the role at the end of next year. Alan Cooke was thought to be a possible replacement and will be approached. As WGD is stepping down at the 2020 AGM he advised the MC that as he acts as support to John Broughton in matters relating to copyright and commercial sales consideration needs to be given in respect of this when sourcing the replacement for John.

Action: APD

1909.10 BRANCH LIAISON

- .01** AVR: ILR circulated the list of nominated members who the branches consider to be suitable for the reduced membership. The odd worthy omission was observed and their names added to the list.

Significantly no nominations were forthcoming from MSR for the editorial team and, in his absence from the meeting, the MC members being aware of his thinking all of the "The Railway Observer" editors, as shown in the Officers' Directory, were put on the list. However none of the Area Correspondents were included.

- .02** Regional Meetings Summary: In readiness for the Officers' Conference the finalised documentation has been made ready for discussion in the format as used in recent years. A simplified version, as requested at the Regional meetings, will be published in large print size for the 2020 round of meetings.

Arising from the London and South Regional meeting reference was made to the lack of a formal complaints procedure.

A post meeting trawl through previous sets of Rules reveals that in the last version, before becoming of CIO status, section 3.03 of the Officers' Handbook (dated June 2012 – Issue 5) shows that the subject has previously been covered within the Rules. It quotes:

"Members who feel they have a grievance against another member, a Branch Committee or an Office of the Society may appeal in confidence to the Management Committee who shall consider the complaint and any supporting evidence in an appropriate manner. Only by the agreement of both parties to the complaint shall the result of any investigation be made."

For some unknown reason this was taken out of the rules at the 2016 AGM inception of CIO. The MC will consider the merits of its re-instatement.

- .03** Officers' Handbook: This is now ready to go, save for the inclusion of the recently accepted Safeguarding Policy and an update from the Webmaster.

Action: DJ/ILR

1909.11 MEMBERSHIP

- Details of the latest membership numbers, as at the date of the meeting, are given in Appendix 8a and the membership distribution across the branches in 8b. A further Appendix 9 illustrates the membership trend over the last 12 years, which clearly illustrates the lift in numbers arising from the 90th Anniversary Free Membership Offer.
- Ratio of printed RO to On-Line = 77%/23%.
- The 2019/2020 renewals process is to commence w/c 30th September.
- A new application form has been devised in A4 format which now replaces the current double-sided A5 version.

1909.12 PUBLICATIONS

- .01 Report:** As DB was unable to attend the meeting he circulated a written report to the meeting. The following was reported to the meeting to which resulting comments were as follows:
- Caution expressed re the proposed Black & White publication of the photographic book by Stuart Warr might prove difficult to sell.
 - As doubts were expressed relating to the saleability of monochrome publications the uptake of black and white publications will give some indication of the popularity of such material when the Michael Mensing book appears on the shelves. Caption writing and final picture selection for this book are currently taking place.
 - Publication of the next book in the LMS series will be devoted to the Royal Scots. The author is working on the manuscript which will not be ready for selling until later in 2020.
 - Input from a number of people, including the 8F Society, has enabled the 8F project to grow. However this will take time to complete hence a decision on when the book might be published is unlikely to be made before the end of next year.
- .02 IRS Diesel Publication:** Published by the IRS and defined as 8BRD the MC were made aware of this impending book, put together by the Industrial Railway Society, which is to be the eighth edition of this publication. Information for inclusion within the book is being gathered from RCTS publications and/or website. For the help given RCTS members can purchase the book at a discounted rate. 8BRD signifies the book as being the eighth edition, covering British Rail Diesels. Peter Hall is the RCTS man involved with the publication.
- .03 Roger Harris Publications:** PC commented on the absence of any reference to any possible future use of books by Roger Harris that the Society now hold covering substantial detailed information relating to diesel traction. DB will be asked to present an updated position to the next meeting of the MC.

1909.13 ANY OTHER BUSINESS

Following through comments made to him by members DJ put to the meeting that Publications should consider the circulating of a Society publications list, via the RO and/or website, in readiness for the Christmas selling period.

Action: DB

There was no other business and the meeting therefore declared closed at 17.10.

W R Green
October 2019

The appendices applicable to these minutes have not been included due to the number of pages. Should anyone wish to view these Appendices please contact the Society Secretary, but these will be subject to any redactions that may apply.