REFERENCE BT19/2108

FINAL

MINUTES OF MEETING #19 OF THE BOARD OF TRUSTEES OF THE RAILWAY CORRESPONDENCE & TRAVEL SOCIETY. Held via Video Conferencing (Zoom) on Saturday 21st August, 2021. Commencing at 14.00.

TRUSTEES PRESENT AT THE VIDEO CONFERENCING MEETING

ACM	Callum MacLeod	Chairman
ARW	Reg Wood	Treasurer & Finance Group Leader
GTA	Geoff Adams	Secretary & Admin 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 & Trustee
MS	Matthew Shaw	Webmaster & Trustee
JR	John Redgate	Trustee

INVITED TO THE MEETING

RA	Richard Ashby	Potential Minutes Taker

MENTIONED BUT NOT PRESENT AT THE MEETING

DB	David Bird	Commercial Group Leader
DC	David Cross	(Nameplate supervisor)
DJ	David Jackman	(former Webmaster)
DK	David Kelso	(Imaging Editor)
JJ	John Jennison	(Publications Team member)
PC	Paul Chancellor	(former Development Officer)
SO	Steve Ollive	(Assistant Treasurer, Renewals)

2108.01 CHAIRMAN'S OPENING REMARKS & COI DECLARATION

ACM welcomed the Trustees to the meeting and enquired if anything on the agenda was likely to give rise to a Conflict of Interest (COI) for anyone – nil declared.

The Chairman also welcomed Richard Ashby, former chairman of the Chichester Branch, who had expressed an interest in volunteering for the position of Minutes Taker.

2108.02 APOLOGIES

David Bird

2108.03 TO CONFIRM MINUTES OF MEETINGS BT18/2105 (dated 22nd May 2021)

No objections from the Trustees, so ACM to sign the last page of BT18, scan and then email to GTA, pending the time when he could hand over the original document for filing; ACM & GTA to liaise re redactions, etc. – **Action Point (AP) 1a & b**.

2108.04 MATTERS ARISING, INCLUDING ACTION POINTS

There were no matters arising.

1. Action Points were as follows:

AP1a	Completed.
AP1b	Completed. MS had posted on the Society website.
AP2	Completed. ARW had been looking at investment rates which are uniformly low across the traditional banks. Higher rates are available from Investment houses but these carry increased risk. ARW will bring a paper to the Board – see **AP2** for this meeting.
AP3	Completed. Included in forthcoming newsletter to Branches
AP4	Completed.
AP5	Ongoing – See also 2108.10.2 below.
AP6	See 2108.11.6 below.
AP7	Completed.
AP8	Completed.
AP9a	Completed – MS reported that the new Privacy Policy was being used. GTA thought that it had already been circulated but would check and would bring to BT20 for formal approval if required – see **AP3** for this meeting.
AP9b	Completed.
AP9c	Completed; Some confusion about this AP, resolved later by GTA.
AP10	See 2108.2 below.
AP11a&b	Completed.
AP12	Completed.
AP13	Completed with a further reminder in the August *RO*.
AP14	Completed.
AP15	Completed.
AP16	Completed.
AP17	Completed.
AP18	See 2108.07 below.

2. Retrospective agreement Zoom Licensing Proposal (ex 2105.08.4):
Item covered by a post meeting note on page 9 of the BT18 Minutes. This had been discussed during BT18 but was not formally agreed, so referred to this meeting for ratification. **Approved.**

3.

REDACTED

2108.05 PROPOSAL THAT THE SOCIETY PRESIDENT, THE REVD. CANON BRIAN ARMAN BE INVITED TO BECOME A TRUSTEE

ACM reported that the President had twice expressed his wish through others to become a Trustee and attend Trustee meetings. However, the current rules say that while both the President and Vice Presidents may attend Trustee Meetings, they may not be Trustees. To change this Rule, a proposal would have to be presented to an AGM. MS suggested that it was important to separate the voluntary and executive roles and it was agreed that there would be no further action. The President would continue to be invited and to contribute to Trustee meetings and it was expected that he would be present when face-to-face meetings resumed in the autumn.

2108.06 MEMBERS WEEKEND UPDATE

ILR reported that five Trustees plus the President would be attending and APD said that so far there were a total of 59 members booked including 19 who had not attended previously. As the closing date was 8th September, ACM said there was no point in putting a further announcement in the October *RO*. The visits were confirmed except that there was a new West Somerset Railway Officer dealing with the visit to the WSR Workshops, but it was expected that this would be sorted out on the day, to follow on from the D&EG visit. Unfortunately, the planned presenter for the Friday evening, Terry Nicholls, had died and his place would be taken by Arthur Turner, President of the Bristol Branch, who would talk about the change from Steam to Diesel in the South West of England.

There was a discussion about facilities for the disabled on the visits, particularly relating to Vron Cooke. It was agreed that she may have to make her own arrangements if the transport provided is unsuitable.

ARW said that currently the Members' Weekend was due to break-even but that there might be a small loss on transport. GTA and JM had already submitted apologies for not being able to attend.

2108.07 PROPOSAL TO INTRODUCE A CERTIFICATE OF APPRECIATION

ACM introduced a paper (CoA Summary) which had been previously circulated and is attached as **Appendix 1** to these Minutes. In discussion ARW said that it was important to recognise the work of those in Branches who contributed so much over many years while MSR was concerned that it should not devalue HLM and MS wanted to ensure that the numbers were kept low, so that the award itself was not devalued. JM proposed that the first recipients should be identified soon but that a set of criteria should be drawn up. The proposal was agreed in principle REDACTED – with ACM & ILR to draft an item for a Branch Newsletter advising of the scheme – see **AP5a & b.**

2108.08 ADMIN GROUP UPDATE

1. To Note Annual Report to the Charity Commission

The report, which is attached as **Appendix 2** to these Minutes, had been circulated with the agenda. After checking reports from similar charitable organisations, GTA had made some changes to the format to avoid repetition; he would also be adding a 'Confirmation of Receipt' document, automatically generated by the Charity Commission website, to acknowledge receipt. This did not, however, denote acceptance, and we would no doubt hear of any queries in due course. ACM & GTA thanked Lorraine Green for her input. MS had made a number of comments, including the use of the third person ('The Society did this' rather than 'We did this') and his comments would be taken account of in the next report to the Charity Commission.

2. AVR (Active Volunteer Recognition)

a). Group & Branch Nominations: Some had come to GTA which he had passed on to ILR, as she had kindly agreed to collate. ILR had received those from RO, Archive/Library and the Strategy Group Leader; Finance, Membership and Commercial Groups were still to nominate – see **AP6a**. It had already been looked at and there were no nominations from Admin. There were outstanding nominations from a number of Branches and West of England had again declined to nominate but ILR was minded to recommend that Charles Woodland of the Branch should be recommended for his work in maintaining the Branch over many years – see **AP6b**. ILR would remind Branches immediately and would then circulate the list of nominations to Trustees in early September – see **AP6c**. DPG's deadline was 25th September.

b). 2022 System: ILR and GTA will discuss the nominations system for next year in due course – see **AP7.**

c). AVR for Trustees: GTA had done considerable research regarding the eligibility of Trustees to receive AVR status. It appeared that the situation was not really clear although the Charity Commissions Rules seemed to preclude such benefit. In discussion a number of current trustees said that they would be willing to forego AVR, although they recognised that it might be an incentive for others to accept the Trustee role in the future. GTA added that according to Section 185 of the Charities Act of 2011, any Trustee applying for a benefit could not themselves be in receipt of said benefit. ACM said that he &/or DB could apply, as life members they would not qualify anyway. However, if necessary, GTA was prepared to forego AVR in order to pursue this matter and the Trustees agreed the best way forward would be for him to seek legal advice from Robert Bartlett, so that the matter could be resolved once and for all – see **AP8**.

3. Branch Liaison Officer

REDACTED

Officer's Conference: ILR said that it was intended to start at 09.15 on the Sunday and end at 11.45 in readiness for transport to the visits at 12 noon. She outlined the agenda which she will circulate after the meeting for comments and additions along with a draft note to go with the agenda – see **AP10**. She said that there would be provision for group work, outlining and discussing lessons learned from the pandemic and that MS had offered to run a workshop on Mailjet which was accepted – see **AP11**. ACM suggested that 'scattered' nameplates be put out on the tables beforehand to encourage officers to mix – see **AP12**.

Scottish Branch: ACM raised the issue of the Scottish Branch and whether it was surviving. ILR said that they had nominated someone for AVR and that they were proposing a face-to-face committee meeting in November. There were some communications issues with committee members not having access to e-mails or preferring to communicate only by letter(!)

4. Membership Statistics

DPG, who had circulated his Membership Report prior to the meeting – attached as **Appendix 3** to these Minutes – reported that membership had increased by six over the previous year but there had been a drop in life membership. Advertising was bringing in new members. Work on sending out the Renewal letters would start on the 2nd October and Gift Aid mandates have been sent to all new members joining since the beginning of the year. DPG has sent a budget for renewals to ARW which provides for purchasing more card stock and for the increase in postage costs, of some £135 per year, though some savings had been made on cheaper envelopes. Until December 2020 postage to EU countries had been £1.35 while to the rest of the world it was £1.60. However, from that date it was now £1.60 to anywhere overseas.

DPG had previously suggested to ACM that DJ be awarded Honorary Life Membership. ILR reported that Hitchin & WGC branch had also suggested HLM for one of their long-standing members, who was about to retire. ACM suggested that perhaps both might be candidates for the proposed Certificate of Appreciation.

2108.09 FINANCE GROUP UPDATE

ARW presented the Finance Group report for the first three quarters November 2020 to July 2021 together with the forecast outturn for 2020/21 with budget comparisons previously circulated and this is attached **{but see note on page 10 below}** as **Appendix 4** to these Minutes.

He made the following points:-

- Publications income has done well and is on Budget. Well done all concerned.
- Publications costings include a further publications promotion sum of £1,000 for the new titles over the next 3.5 months.
- Membership promotion expenditure so far is £4,159. He is forecasting a figure for the year of £5,500.
- Binders sales are buoyant with both sizes selling, forecast £510.
- Clothing sales have begun to take off with £200 forecast. This is driven by the sale of branded face coverings.
- Library sales have also developed well recently; he is forecasting £550 for the year
- Gift Aid is also developing well; with £7,785 raised this year. We need a new volunteer to take on some of this work. Donations are also looking good.
- Current practice is to credit 50% of donations to the current year, the remainder goes towards the costs of the work at Leatherhead. The lease is still not yet signed and other costs are still also unknown, including utilities and council tax.
- the pandemic has resulted in much reduced travelling and other costs, just over £4,000 a year, so Society Admin costs are looking very low. The web costs include the various Zoom costs and are forecast at £900. Finance charges from our direct debits are higher this year as many failed; accordingly forecasting charges totalling £1,900.
- Costs include the writing off the balance of the Blue Green website investment of £3,370 in the regular depreciation. The balance of £8,425 is shown separately.

This gives a calculated forecast deficit of £12,005 compared with a budgeted £10,655. ARW expects the deficit to be somewhere between these figures. With this projected loss and a return to face-to-face meetings the project loss for 2021/22 could amount to £16,000 so it is important to review the subscription rates.

JR commented that there were some significant differences between the accounts for this and the previous year including additional income of £20,000 and the absence of Life Membership shown, which would result in the wiping out of the forecast loss. Membership income was showing some £12,000 less than last year which didn't reflect the actual membership situation. ARW agreed that there appeared to be a discrepancy between membership and renewals and that there had also been an issue with direct debit renewals. He would work with DPG and SO to produce a report to be circulated ahead of the next meeting – see **AP13.**

Post meeting Note: After discussion and post meeting correspondence, it was agreed that the new membership rates effective from 1st September 2021 would be:

UK Printed *RO* – £33

Europe Printed *RO* – £52

ROW Printed *RO* – £62

Online-only *RO* – £20

AVR – £5 (not to be changed until 2023 at the earliest)

The Direct Debit renewal discount of £2 is maintained for all classes except AVR.

Introductory rates for new members were agreed to be set at:

UK Printed *RO* – £16.50

Europe Printed – £26

ROW Printed – £31

Online-only – £9.50

There would also be a special Exhibition rate of £5 for online only members who sign up on the day.

No other decisions relating to the subscriptions were made at the meeting.

Confirmation of Life Membership fees is outstanding – see AP14 – so the following are to be applied in the interim:

Over 50s – 30 x Full

Over 60s – 20 x Full

2108.10 COMMERCIAL GROUP UPDATE

1. Archive/Library

APD reported that he had opened the library mainly for a PhD student from Strathclyde University and that 4 volunteers and 5 visitors had also attended. Three opening dates for September were to be announced in the September edition of *RO* and attendance would be monitored before a decision was made about opening patterns for November.

Ted Vaughan's bequest had been collected by APD from the solicitors in Hythe (Hants) and four boxes of books were to be sold while another half box would be added to the library. Another four boxes of non-railway materials would go to charity shops. In addition, there were 55 slide cases to be sorted. The 3 Name plates needed to be considered: JR thought that the N7 smokebox number plate could have a significant value while the Flying Scotsman was worth much less. JM suggested that both should together be put out on loan to a heritage railway or museum and it was agreed that APD and JM would liaise with DC to ask for this to be arranged by the end of October, and if not possible, the Trustees would consider further at BT20 – see **AP15a & b**.

Regarding the King Arthur nameplate, there was some discussion about whether this was genuine or a reproduction. APD will hold on to this plate until he and JR can look at it together and then report back – see **AP16.**

2. Publications

DB had circulated a short report prior to the meeting - attached as **Appendix 5** to these Minutes. ACM highlighted the main points in the report. The Committee is short of members and there was an appeal for helpers in the September *RO*. The 'Mensing' album of photographs is at the printers and will be available soon. An agreement with Amadeus will result in the reprinting of a number of titles and Vol 1 & 3 of the Standard' series should be available at the Members' Weekend. Discussion will continue about further reprint titles. DK continues with the *RO* scanning project enabling a complete set from 1928 to be available on the website. PC continues with the Harris database project on carriage listings.

3. RO

MSR reported that he was in discussion with Amadeus about the contract for 2022 and also with a potential alternative printer; he will advise the Trustees at the next meeting – see **AP17.** While 2020 was good, fewer feature articles have been submitted this year and he would like to encourage more submissions.

4. Website

MS reported on progress of the development of the new website. This will not alter the content but refresh the style, simplify navigation and importantly facilitate use on hand-held devices, tablets and phone; 40% of those accessing the website already do it on such devices. MS screen-shared to show the current state of development, adding that it was still very much under constructions with information and content to be copied across from the existing site and final decisions to be made about fonts. The Shop and Branch information transfer from the old website were the main areas outstanding, but he hoped to complete this by the end of August. MS will need to engage with Officers and Branch representatives to complete the content. MSR asked about access to the members area and MS responded that access will be by using the members e-mail address and password as it is at present. MS said that it will be possible to give different access privileges to different people, e.g., members, officers, trustees. It is intended that the new website will be available by the Members' Weekend. ACM congratulated MS on the work done to date, which he acknowledged must have taken a lot of time.

MS had done an analysis of the response to the use of Mailjet, which he had circulated prior to the meeting – attached as **Appendix 6** to these Minutes. Some reported not receiving the email, which may have gone into a spam folder (as it did with GTA).

JR asked a question about advertising, saying that we were not sufficiently publicising our publications and especially the photo archive. MS said that it was his intention to ensure that the new website enabled the photo archive to be publicised, so that its income potential could be better exploited but that this would involve a lot of work. MSR said that he would ensure that there was better publicity in future *RO*s – see **AP18**. In response to a question from DPG, MS confirmed work on the Zenfolio downloads was on-going.

5. Editorial Conference

ACM said that he would not be able to attend the forthcoming Editorial Conference on 16th September, with MSR saying it could be deferred for six months; ACM requested that MSR advise the editorial reps – see **AP19**.

<u>2108.11 STRATEGIC GROUP UPDATE</u>

1. **Updated Strategic Action Plan**
2. **Membership Recruitment (to July 2021)**
3. **National Advertising Campaign**
4. **Updated Advertising Effectiveness Analysis**

JM reported that as Reports for the above four items had been circulated with the meeting agenda – and are attached as **Appendices 7, 8, 9, & 10** to these Minutes – that in view of time restraints, JM suggested that he would answer any questions otherwise he would give a synopsis of other stuff before moving to the other items – no questions arose.

5. Other SG Updates

- DJ had been invited and accepted the invitation to join the group.
- National Zoom meetings will restart and be held on the fourth Thursday of the month, a time when there were few if any Branch meetings; JM was liaising with Jeremy Harrison.
- He asked whether, with the likelihood of visits restarting, it would be helpful to advertise for a volunteer 'visits' official' or 'co-ordinator'; it was agreed that this was not necessary at present.
- Regarding the Sheffield Wednesday and Sheffield United nameplates, currently in the Sheffield Crown Plaza Hotel, DC has negotiated their relocation to Barrow Hill Roundhouse where they will be the centre-piece in their new café area. A planned unveiling with an opportunity to publicise the Society will take place in 2022, with a free stand for the Society.
- PC is continuing to work on the Modern Traction database. There are 300,000 lines of data, so he is concentrating on Class 31 and 03 shunters until MS is released from the website and can bring additional IT support.
- DC has promised to do a series of articles about the nameplates owned by the society, including their current location.
- JM has tidied up the article submitted by DC and Andrew Hemming on South Wales industrials for MSR to reconsider for the *RO* – see **AP20**.
- PC wishes to relinquish his role in writing the regular RCTS monthly column in the Railway Magazine. An appeal was made in the RCTS News, sent by Mailjet, and within hours JM had received three offers from volunteers and a zoom meeting with all three and PC will take place shortly – see **AP21**.
- Hitchin & Welwyn branch had recently held a physical meeting but attendance, at 15, was about half of what they would normally expect. This may indicate some reluctance of older members to get together at the moment. ACM pointed out that August was a holiday month and that the restrictions had only recently been relaxed, so things may well improve.
- The Strategy group is considering a new initiative to target apprentices in the railway industry with an offer of free or discounted membership. This could achieve a joint benefit of increasing membership and bring the Society to a younger audience. Although how this would be done remains to be settled it was hoped to do this through the employers in both the train operating and infrastructure areas, via targeted mailshots or letters perhaps under consideration.

6. Strategy Group Budget 2021/2022

A Budget paper had been circulated with the meeting agenda and is attached as **Appendix 11** to these Minutes. Within this a planned expenditure of £1,500 was on exhibitions, £800 of which was earmarked for travel and accommodation for Warley, which is now not going ahead this year. ARW agreed that he would find the money for the SG's budget and this was **Approved**.

7. Widening the Reach of the Society

A paper had been circulated with the meeting agenda - attached as **Appendix 12** to these Minutes – was previously known as the Members Logo Proposal. It proposes to sanction specific "RCTS" logo images which are available free-of-charge upon a bone fide request, together with a hyperlink to rcts.org.uk. This will demonstrate that another individual or organisation website is proud to be associated with RCTS, and promotes the Society to a potentially much wider web audience across multiple sites. It is proposed that up to six members with their own websites would be invited to take part in a trial which would begin when the new website went live. The proposal was **Agreed**.

[ARW had to leave the meeting at 17.32]

2108.12 DATE OF NEXT MEETINGS

Next BoT meeting (BT20) is 27th November at the Somers Town Coffee House starting at 11am with lunch at 12.30 and a proposed finish at 15.00.

The following meeting (BT21) is scheduled for 29th January 2022.

APD asked that the new diary listings be circulated again; ACM asked to be notified of any additional events to be added – see **AP22a & b**. The 16/09 Editorial Conference would be deleted.

2022 Annual General Meeting (planned for 23/04/22): ACM reported that the Welcome Centre (Coventry) was still not taking any bookings at the moment and would not be able to until later in the year. He proposed that the meeting be transferred to 'Grand Station' (the former low-level station) Wolverhampton which offered the same rates and a more central and accessible location for members. They had a provisional booking for 23/04 already, so ACM sought agreement to change to 30/04 if necessary, which was **Forthcoming**; he added that free car parking was also available at the venue.

As previously agreed, AGM in future to revert to being called a Members Day.

Post Meeting Note:

The date of the 2022 Members Day (AGM) is now confirmed as the 9th April 2022.

Subsequent checks with colleagues established the following:

- GTA is happy because the 90 days' required notice period will now start on 9th January, but this should still be after the date when printed copies of the January *RO* will have reached all UK members.
- MSR is OK with this date because he reckons he will have largely completed setting up the May *RO*.
- ARW is also content because his independently-examined accounts will still appear no earlier than the April *RO* – which was what he was aiming for anyway.)

2108.13 ANY OTHER BUSINESS

1. DJ joining the SG: Noted under 2108.11.5 above.

2.

REDACTED

3. Locomotive naming: In answer to JR's enquiry regarding this matter, ACM advised he is still in communication with Sir Peter Hendy but has no further information about a date for the ceremony. We still don't know which GBRf Class 66 will carry the Society's nameplate but it has confirmed that the existing nameplates (ex the power car) will be released to the Society.

As there was no other business, ACM ended the meeting at 17.45

R Ashby – *Potential Minute Taker*

G T Adams – *Society Secretary*

APPENDICES ATTACHED TO THESE MINUTES

1. **Certificate of Appreciation Summary**
2. **Annual Report to the Charity Commission (plus acknowledgement)**
3. **Membership Statistics**
4. **Quarter 3 Budget Report**
   NB: The actual figures appear in an Excel document, which is not possible to include here as a hard copy. However, an electronic copy will be filed by the Society Secretary with these Minutes.
5. **Publications Report**
6. **Mailjet Analysis**
7. **Updated 2021 Strategic Action Plan**
8. **Membership Recruitment (to July 2021)**
9. **National Advertising Campaign**
10. **Updated Advertising Effectiveness Analysis**
11. **Strategy Group Budget Paper**
12. **Widening the Reach of the Society Proposal (formerly Members Logo Proposal)**

SUMMARY OF ACTIONS POINTS

AP1a.	**ACM to sign last page of BT18 minutes, scan and send to GTA. (2108.03)**
AP1b.	**ACM and GTA to liaise re redactions then GTA to arrange posting on the Society website (via MS). (2108.04.1)**
AP2.	**ARW will bring a paper to the Board on investment opportunities. (2108.04.1)**
AP3.	**GTA will check and would bring the Privacy Policy to BT20 for formal approval if required. (2108.04.1)**
AP4a	**REDACTED**
AP4b.	**GTA to add item ex AP4a to BT20 agenda. (2108.04.3)**
AP5a.	**REDACTED**
	ACM & ILR to draft a Newsletter introducing the CoA scheme. (2108.07)
AP6a.	**Commercial & Finance Groups to submit AVR nominations to ILR. (2108.08.2)**
AP6b.	**ILR to recommend Charles Woodland (West of England Branch for AVR. (2108.08.2)**
AP6c.	**ILR was to send a reminder to Branches immediately and then circulate the final list of AVR nominations to Trustees in early September. (2108.08.2)**
AP7.	**ILR & GTA to discuss in due course the 2022 AVR nominations system. (2108.08.2)**
AP8.	**GTA to seek legal advice regarding AVR for Trustees from member Robert Bartlett. (2108.08.2)**
AP9.	**JM & ILR to discuss SE Branch situation. (2108.08.3)**
AP10.	**ILR to circulate the OC agenda together with a draft note. (2108.08.3)**
AP11.	**MS to run a workshop on Mailjet at the OC. (2108.08.3)**
AP12.	**ILR to scatter attendees' nameplates beforehand on the tables at the OC. (2108.08.3)**
AP13.	**ARW, DPG & SO to investigate perceived shortfall in 2021 subscriptions as identified by JR. (2108.09)**
AP14.	**GTA to add 'Review of Life Membership Rates' to BT20 agenda. (2108.09+)**
AP15a	**JM & APD to liaise with DC to arrange loan of N7 & Flying Scotsman plates by the end of October, and report back. (2108.10.1)**
AP15b.	**GTA to add results of AP14a to agenda for BT20, if required. (2108.10.1)**
AP16.	**APD & JR to liaise re the King Arthur Plate and report back. (2108.10.1)**
AP17.	**MSR to report on contract discussions to BT20. (2108.10.3)**
AP18.	**MSR to improve photo archive publicity in the *RO*. (2108.10.4)**
AP19.	**MSR to advise editorial reps of the deferment of the Editorial Conference. (2108.10.5)**
AP20	**JM to submit DC & A Hemming article for MSR to reconsider for the *RO*. (2108.11.5)**
AP21.	**JM to hold a zoom meeting with the three volunteers and PC on writing articles for the *Railway Magazine*. (2108.11.5)**
AP22a.	**Additional events to be advised to ACM for inclusion in the Society Diary. (2108.12)**
AP22b.	**ACM to update Society Diary and circulate. (2108.12)**

N.B. 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.