



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

REFERENCE BT20/2111

FINAL

MINUTES OF MEETING #20 OF THE BOARD OF TRUSTEES OF THE RAILWAY CORRESPONDENCE & TRAVEL SOCIETY. Held at Somers Town Coffee House, 60 Chalton Street, London NW1 1HS on Saturday 27th November 2021.

Commencing at 1100 am

Note: This meeting was recorded via Zoom (to allow GTA to subsequently prepare the Minutes) and this also allowed Trustees MSR & JR to join via this medium.

TRUSTEES PRESENT AT THE MEETING

ACM	Callum MacLeod	Chairman
MSR	Mike Robinson	RO Managing Editor <i>(Joined the meeting via Video link)</i>
DPG	David Goddard	Membership
APD	Andy Davies	Archive & Library
ILR	Irene Rabbitts	Branch Liaison
JM	James Milne	Strategy Group Leader
MS	Matthew Shaw	Webmaster
JR	John Redgate	Trustee <i>(Joined the meeting via Video link)</i>

MENTIONED BUT NOT PRESENT AT THE MEETING

DC	David Cross	Nameplate Administrator
PC	Paul Chancellor	Strategic Planning Officer
WRG	Bob Green	West Riding Branch Secretary (& former Society Secretary)
CH	Chris Halliwell	Foreign Railway Magazine distribution organiser
DH	Denis Horseman	Assistant Treasurer, Commercial
DJ	David Jackman	former Webmaster
DK	David Kelso	Imaging Editor (and former Trustee)
JJ	John Jennison	Publications Team member
KM	Keith Merritt	Society Publicity Officer
RW	Richard Whitehead	Strategy Group Member

2111.01 CHAIRMAN'S OPENING REMARKS & COI DECLARATION

ACM, who was hosting his first face-to-face meeting since becoming Chairman, 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.

2111.02 APOLOGIES

Reg Wood (Treasurer) (ARW)
 Geoff Adams (Secretary) (GTA)
 Brian Arman (President) (BA)

2111.03 TO CONFIRM MINUTES OF MEETINGS BT19/2108 (dated 21st August 2021)

No objections from the Trustees, so ACM to sign the last page of BT19, 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.**

2111.04 MATTERS ARISING INCLUDING ACTION POINTS

No matters were arising; Action Points as follows:

AP1a & b	Completed.
AP2	ARW advised he would bring forward a paper during 2022; Carried Forward – see AP2.
AP3	Circulated in June 2021, no further action required. Completed.
AP4a & b	

REDACTED

AP5a	CoA prepared and passed to WRG at the MW; it will be presented to Dave Beeken at the Branch's Christmas meeting.
AP5b	Completed.
AP6a	Completed.
AP6b	Completed.
AP6c	Completed.
AP7	See item 2111.06.4 below.
AP8	Completed and see also item 2111.06.4 below.
AP9	See item 2111.06.7a) below
AP10	Completed.
AP11	Completed.
AP12	Not required – see also 2111.05 below.
AP13	See item 2111.08 below.
AP14	See item 2111.06.5 below.
AP15a	See item 2111.07.4 below.
AP15b	Discharged.
AP16	JR had collected the plate from APD and took it to an Auctioneer, who agreed with his opinion that it was a genuine original, though not the one he had originally owned. He would seek a definitive answer as to its authenticity, and if the answer is as anticipated, then he would recommend that the plate be passed to DC with a view to a loan agreement with a heritage railway, perhaps the Mid Hants, as they had recently opened a small museum. See also 2111.07.4 below, where additionally the position regarding the N7 and Flying Scotsman plates would be covered.
AP17	See item 2111.09.5 below.
AP18	Completed.
AP19	Not completed; no further action.
AP20	Article appeared in the <i>RO</i> – completed.
AP21	Completed; <i>Railway Magazine</i> articles now being written by the team and not Paul Chancellor.
AP22a	On-going.
AP22b	Update pending receipt of new information.

2111.05 MEMBERS' WEEKEND & OFFICERS' CONFERENCE REVIEW

APD advised that ARW had reported a small profit on the MW of £252.19 – in line with what was permitted by the Charity Commission for such events – and to which could be added the Friday evening collection of

£269.50 that, when treated as donations to the Society, were eligible for Gift Aid; a total surplus for the weekend of some £600. The change of format introduced by ILR for the OC had also been successful, with Branches more prepared to contribute than with previous events.

2111.06 ADMIN GROUP UPDATE

As GTA was unable to be present for this meeting, he had supplied his information concerning the Admin Group Updates to ILR & DPG, plus ACM.

1. Charity Commission Annual Public Meeting

GTA had attended this meeting and had circulated a CC Meeting Report – attached as **Appendix 1** to these Minutes; noted by the Trustees.

2. AmazonSmile Donation Disbursement

There had been insufficient earnings under this scheme to trigger a disbursement, but any earnings to date would be carried forward until the next quarterly period. ACM advised that he had placed a short article in Talking Points in the January 2022 RO, reminding members of the scheme's existence.

3. AVR 2021 Nominations – Finalisation

The finalised list of 2021 AVR recipients – **REDACTED** – was approved retrospectively.

4. AVR for Trustees – Update

Prior to the meeting, GTA had circulated a Briefing Paper **REDACTED**. ACM explained that the way forward had now been identified to be by way of a Rule change, rather than a Constitutional one. After discussion, it was agreed that any Rule change had to be notified to the Secretary by the 9th January but the actual text needed to be included in the March RO; MSR advised that he would need these by mid-January. ILR's suggested minor amendments had already been discussed with GTA and approval could be given to these by email if necessary. GTA to draft Rule changes for presentation at BT21 – **REDACTED**.

5. Review of Life Membership Rates

JM advised that he had a review of paid Life Membership rates as part of his Strategy Plan for Q1 and he would report in due course; the Trustees agreed to defer further discussion on this topic until JM had reported – **AP4**.

6. Transfer of Shares in Highland Locomotive Co Ltd to Strathspey Railway Co Ltd

GTA had already transferred the Society's £50 share in the Highland to the Strathspey – the alternative had been to donate them. The Trustees retrospectively approved the action taken. There was some discussion regarding receipt of free tickets arising from our shareholdings and JM further advised that he also had plans to look at these in Q2, and ILR & GTA would be informed. Some of the Trustees present expressed 'concerns' about the receipt of free tickets for use on the railways in which the Society had bequeathed shares, and that these had not been seen for some time. JR advised that there used to be a Silver Pass for use on the West Somerset Railway, which had been held by Bristol Branch; Bristol Branch to be contacted to ascertain the latest position – **AP5**.

Post Meeting Note: The Secretary wishes the Minutes to be noted with the fact that he has been dealing with any free tickets received from those Heritage Railways in which we have Shares; we do not receive that many free tickets but those that are received are forwarded to the nearest Branch to the railway in question. This is in line with the procedures inherited from

his predecessor. Many railways went into hibernation during lockdowns, so very few such tickets have been received and at least one railway has gone into liquidation. It should be noted that the Secretary always deals with these in an appropriate manner.

For the record, the latest information regarding the use of Travel Warrants, Silver Passes, etc., was received from the WSR on 02/08/2021 and forwarded to Paul Udey, Bristol Branch Secretary, the same day.

7. Branch Liaison Officer

- a. **South East Branch Update:** ILR advised that there had been positive responses to her letter regarding the future of the branch but, regrettably, no offers of help. Consequently, the Branch is due to close, and letters advising of this were being sent out. Disposal of the assets needed to be actioned before an announcement could appear in the *RO*. Among the assets are said to be 2x Digital Projectors, 1x Analogue Slide Projector, 1x Sound System, 2x Microphones (one hand, one head), 2x bookcases and other bits; additionally, a large number of books and photographs which a dealer may be interested in as a block purchase. DPG suggested Solent Branch's John Godfrey may be interested in obtaining fresh stock for sale at the exhibitions his Branch attend. Financial assets amount to £2530.14 (as at 31/10/2021) due to go to the Society Treasurer. The future of the Branch's Stakeholdership in the Southeastern Railway remains undecided for now, especially as it had returned to public ownership. ILR to action as necessary – **AP6**. DPG stated that the majority of the South East Branch members would be transferred to Croydon & South London Branch, with a few allocated to Chichester Branch. It was noted that some other Branches were not engaging as much as hoped for. ACM thanked ILR for all her efforts in trying to keep Branches going.

- b. **Officers' Directory:** Almost finalised and details will be supplied to MSR in time for circulating with the January *RO* – **AP7**.

8. Membership Officer

- a. **Membership Statistics:** These, up to the end of 31/10/2021, had been circulated prior to the meeting and are attached here as **Appendix 4**. Total membership then was 2792 but up to 2809 as of that morning.
- b. **Renewal Update:** 603 members had yet to respond, so a reminder (via Mailjet) would be sent out in about 10 days-time, with reminder letters during January for those not on email. 90 new direct debits this year; the number of non-payments by this method would not be known until later in January. 38 resignations to date and also 16 deceased, of whom 5 were life members. Some £4,600+ had been donated with renewals.

REDACTED

- d. **Review of Affiliates / Exchange / Gratis Distribution List:** The current List had been circulated prior to the meeting and is attached as **Appendix 5** to these Minutes. DB requested that The LLangollen Railway Trust, WLLR, and Hamburger Eisenbahn be deleted – he had not seen this last magazine for quite some time; MSR requested that Ian Allan Advertising also be deleted from the list. Those recipients shown with WRG as ‘Owner’, should now be attributed to GTA; these were mostly the Legal Deposit Libraries. DB added that he had not heard from CH for some time regarding the availability of foreign railway magazines – there was usually a reminder in the January *RO* but it was now too late for 2022 – consequently, DB would contact Chris H and ascertain the latest position – **AP10a**. MSR suggested that additionally, CH be asked to ascertain if digital copies were available. Those magazines marked with ‘PC2019’ as Owner, had been added at the request of PC. APD confirmed that for those listed organisations, which his initials were against, he was receiving magazines from but queried whether it was appropriate for all the ‘affiliated’ societies should receive copies and indeed what and who were the affiliates; JR confirmed not all those listed were actually officially affiliates. MS undertook to look into this area, and add to the SAP, liaising with others as necessary, including APD & PC, before issuing a paper – **AP10b**. Discussion took place on the possibility of obtaining member benefits from affiliates. A new AF-EX-GR List to be prepared by DPG – **AP10c**.

2111.07 STRATEGY GROUP UPDATE

1. **Recruitment Update:** JM spoke to the figures, up to 31/10/2021, that had been circulated prior to the meeting and appear as **Appendix 6** to these Minutes, pointing out the achievements. One issue had arisen regarding the new website, in relation to where new members had heard about the Society and they would probably be emailed to ascertain the required information. MS explained that with the absence of customized codes, this information could no longer be acquired as part of the joining process.
2. **Strategic Action Plan (SAP):** In the absence of questions regarding the 2021 SAP, JM issued an updated version of the 2022 SAP from that circulated prior to the meeting, and it is this (updated) version which appears as **Appendix 7** of these Minutes; he stressed that this was merely a plan, and not all items will necessarily be proceeded with.
3. **National Advertising:** The 2021 Advertising Summary and 2022 Advertising Budget were circulated prior to the meeting and appear as **Appendices 8 & 9** to these Minutes. There were no questions regarding the 2021 Advertising Summary so JM moved to the 2022 Advertising Budget. KM had arranged for a free entry in the quarterly Mitchells Press Catalogue but the idea of an advert with the National Trust was dropped, due to cost. Regarding *Rail News*, MSR advised that they had tried classifieds with them about 4 years ago, but with nil result. JM also said that there would be more emphasis on social media advertising in the coming year.
4. **Advertising Effectiveness:** An Analysis was circulated prior to the meeting and appears as **Appendix 10** to these Minutes. The information hoping to be obtained from the emailed questionnaire to be sent out to new members – see 2111.07.1 above – should enable a more precise analysis to be undertaken in future.

5. Other SG Updates:

- a. **Attracting Younger Members:** DC & RW are focusing on younger rail-enthusiasts, by way of offerings to apprentices (initially with DRS), association with Rail Tour Operators, youth groups, schools and universities, etc. They are also proposing two young members to join the Board of Trustees, which may be a bit contentious, and making a better targeted use of our Charitable status. All of these are part of the 2022 SAP and would be revisited at future Trustee meetings. JR enquired if there was a possibility of putting up video onto social media, making use of donated footage held in the Library; JM & MS undertook to take this forward – **AP11a**. MSR suggested recruiting a specialist to take this forward on our behalf, perhaps via Running Lines – **AP11b**.
- b. **Nameplates:** JM reported that the majority of the plates were insured and one hire agreement, with the South Yorkshire Transport Museum, was due for renewal next year. The two 'Sheffield' Footballers' plates will be recovered in early 2022 and they will then be welcomed at Barrow Hill; a special unveiling event has been offered, if wanted. The 'Falkland Island' plate, currently residing with ARW, is due to move to Tyseley, for their Commonwealth Games display; if this does not take place, the plate may end up instead at Ingrow on the K&WVR. 'Sirocco' plate now with DC and will probably end up at the Crewe Heritage Centre. On-going is discussion with the Epping & Ongar Railway concerning the loan of RCTS plates, the N7 plate (a loco local to them) and possibly others, including 'Sirocco'. 'Jupiter' may end up at the Middleton Railway Centre (Leeds). PC has asked if he could proceed with an article in *Steam Railway Magazine* concerning the plates held by the Society; JR suggested caution regarding the content of such an article and offered to supply any information he held to assist, and JM confirmed that the SG would involve him on this process.

On a general a general point, JR enquired if there was a priority for the items within the SAP; JM advised that there were dates assigned to projects but are dependent on SG resources.

2111.08 FINANCE GROUP UPDATE

ARW had advised that he had insufficient time to produce finalised figures between the end of the Financial Year and this meeting but early indications are we had made a surplus in 2020/2021. A Finance Update paper had been produced and circulated prior to the meeting – attached as **Appendix 11** of these Minutes – which also covers AP13 ex-BT19 (erroneously shown as AP12 instead of AP13 on ARW's paper). Gift Aid of £7,785 had been claimed in the year. DB had hoped ARW would be present, as he had queries concerning the way elements of the Commercial Group's accounts were featured in the Society Accounts, e.g., all Sales are being shown as one figure and not broken down further.

2111.09 COMMERCIAL GROUP UPDATE

Following on from the last item discussed under 2111.08 (Finance Update) above, DB & MS explained further that were unable to extract Publication details from the Society Accounts and agreement was sought from the Trustees for DB to request this further information from ARW. JR suggested that DH might be able to assist, as he also sits on the Publications Committee, as well as being part of the Finance Group. MS suggested that stock values needed to be shown and explained, as probably ARW was the only person currently able to state what each book was worth. Agreement was forthcoming for DB to approach ARW and seek the clarification required – **AP12**.

1. **Archive / Library:** APD reported that damp was still a problem and that yet again, no bills for

rent, electricity, etc., had been received, and he wondered if it was time to involve a solicitor again, though costs would be incurred; ARW is ring-fencing the monies. Discussion ensued as to the current situation, and APD confirmed that the only change was that TPT, the firm who had been dealing with the lease on behalf of Network Rail, had lost the contract and a new company would be taking over. JR suggested that details of the break-clause (detailed in the lease) should be ascertained and added as a Postscript to these Minutes, including how much notice we would need to give; this too may assist in informing the next actions to be taken. ACM was not averse to using Sarah Hollinsworth (the solicitor used by the Society in regard to Leatherhead), but was reluctant to do so until we had exhausted other avenues. APD was, therefore, requested to ascertain details of the break-clause, as per JR's suggestion, and to drop a line to both Network Rail and Govia Thameslink Railway (GTR) to ascertain the latest position – **AP13a & b**.

APD advised that two 'opening days' in January would soon be posted to the website and also that two more collections (bequests) had been collected: Graham Bird's from Chiswick and Geoffrey Raymond Gould's from Hove, though what was picked up was selective. Given the number of books now on hand at Leatherhead, consideration was being given to holding a Sales Day in the Spring.

2. **Photo Archive Project:** DB reported that this had stalled for a long time, due to a lack of volunteers to undertake the work. It was now being considered that sections of the Archive be scanned for possible sale on the website, and volunteers have been identified to take this forward, including evaluation as to any extra work required on them – with APD to perhaps identify a co-ordinator at Leatherhead. MSR added that this project should be approached on a professional basis and to that end, a few thousand pounds may be required to purchase suitable scanning equipment; future sales of digital images produced could offset these costs. MSR would prepare a paper for presentation at the next BoT meeting – **AP14**.
3. **Publications:** DB advised that both the Brush and Mensing books had passed their break points and were now in profit. He had learnt a lot from recent developments and would almost certainly continue to have publications printed abroad, as he was more than happy with the result. The next book due would be the 'Royal Scots' - the manuscript was complete and the next stage was to add photos, the majority would be black & white, which should be done by March. Two picture books would be next, possibly by John Cowlshaw and/or Mensing; others are possible, including from Chichester Branch member Geoff May on the End of Steam that was almost ready. The book on the 8Fs (being produced in collaboration with the 8F Society) could also be progressed, when modified, for issue in about a year's time.
4. **JJ Issue Resolution:** Dealt with above, under 2111.04 Matters Arising (AP4a ex BT19).
5. **RO and RO Contract Renewal:** MSR stated that he had just agreed a new contract with printer Amadeus, for £2,780 per month, up from 4% from £2,650, the first increase for some years. This was agreed on the basis of a 76-page magazine, but some future editions may only be 68 pages due to a lack of available material. In reply to a question from ACM, MSR confirmed that AGM Supplements, etc., were charged in addition to the main contract; in reply to JR, he confirmed the same quality of paper was to be used. The print run was monitored by DPG and was currently about right.
6. **Website:** MS reported that management of the website could now be picked up by someone other than himself, so we were no longer dependent on just one person to run it. Links to other data had largely been eliminated. As part of the simplification, the Forum had disappeared (but could be recreated if required) as it had largely been replaced by Mailjet; the latter could also be

used to contact non-renewers at little cost. PageSuite, which had been used for about 4 years, had been largely replaced by Flipbook, as that could be run without dependence on an external site and could also be used by the Branches; he and MSR would evaluate use of the two systems in due course. The Mystery Photograph feature has also been removed but only temporarily. Cyril Crawley used to run this feature but DJ took over in a caretaker capacity after Cyril's passing, though it had not been migrated from a previous website. MS said there was a lot of valuable information that he felt worthy of retention and he would come back with a proposal as to how this could be developed without dependence on any one key individual – **AP15**.

Trustees had been invited to look at the new version of the website in October and the Publication Committee had had a demonstration plus a presentation was made at the OC, all prior to the actual launch in November. Since launch, there have been an average of 550 visitors per day. Overall, MS was pleased with progress to date although he still had to tidy up a few areas. For the future, MS said he would like to see what material was stored by DK on the website (in connection with his image editing work), with a view to it being stored elsewhere; he would also look at how the Photo Archive worked, membership processes (with JM) and also new features, in addition to the Diesel Dilemmas and Carriage Conundrums from the old website. He had also spoken to an independent image editor with a view to him using our website platform to show his images.

ACM congratulated MS on all his work to date on the website.

- 7. National Meeting Review:** a paper had been circulated prior to the meeting and appears as **Appendix 12** to these Minutes; noted by the Trustees.

2111.10 DATE OF NEXT MEETING(S), ETC.

Discussion took place on the merits of holding zoom and/or hybrid meetings. As one third of the trustees were local to Maidenhead, that was proffered as a possibly suitable location for a face-to-face meeting. Zoom was further suggested for winter meetings and face to face for summer ones. ACM suggested that BT21 (29th January) be held via zoom, adding that the advantage of holding face-to-face meetings was that BA, our President, could also be involved.

ACM requested that Group meeting dates be notified to him please, and JM added that he would advise SG meeting dates based on BT dates – **AP16**. BoT dates ACM has shown are 29th January, 26th March, 9th April (AGM), 11th June, 10th September & 26th November. For the hybrid 29th January meeting, MS was asked to host – ACM would still chair it. [\[Post Meeting – due to new covid problems, BT21 subsequently changed to two 'Zoom-only' sessions – 13th January for Admin and Finance, 18th February for Commercial and Strategy.\]](#)

2111.11 ANY OTHER BUSINESS.

ILR advised that the suggestion had been made that Surrey, Windsor & Maidenhead and Thames Valley Branches would get together to host the next Members' Weekend, in the absence of any other volunteers and possibly centered at the Crown Plaza, Caversham Bridge, Reading. The provisional date was 21st – 23rd October, 2022, or a week either side.

There being no other business, ACM declared the meeting closed at 1542.

G. T. Adams,

Society Secretary.

APPENDICES ATTACHED TO THESE MINUTES

1. Report on Charity Commission Annual Public Meeting
2. REDACTED
3. REDACTED
4. Membership Statistics
5. Affiliates / Exchange / Gratis Distribution List
6. Recruitment Report
7. Strategic Action Plan Update
8. National Advertising Summary
9. National Advertising Budget
10. Advertising Effectiveness Analysis
11. Finance Update Report
12. National Meetings Report

SUMMARY OF ACTIONS POINTS

AP1a	<u>ACM</u> to sign last page of BT18 minutes, scan and send to GTA. (2111.03)
AP1b	<u>ACM</u> and <u>GTA</u> to liaise re redactions; <u>GTA</u> to arrange posting on the Society Website (2111/03)
AP2	<u>ARW</u> to present a paper on investment opportunities. (2111.04 – BT19 AP2 carried forward)
AP3	<u>GTA</u> to Draft Rule Changes for presentation at BT21. (2111.06.4)
AP4	<u>JM</u> to review Life Membership Rates and report in due course. (2111 06.5)
AP5	<u>GTA</u> to check with Bristol Branch if they still hold a Silver Pass with the West Somerset Railway. (2111.06.6)
AP6	<u>ILR</u> to action as necessary regarding disposal / transfer of South East Branch assets. (2111.06.7a)
AP7	<u>ILR</u> to finalise the latest version of the Officers' Directory and forward to MSR for circulation with the January 2022 RO. (2111.06.7b)
AP8	<u>GTA</u> to add 'HLM / CoA Review' to BT21 Agenda. (2111.06.8c)
AP9	REDACTED
AP10a	<u>DB</u> to contact Chris Halliwell re latest position of availability of foreign railway magazines. (2111.06.8d)
AP10b	<u>MS</u> to review receipt and distribution of Associates and other's magazines. (2111.06.8d)
AP10c	<u>DPG</u> to prepare a new Affiliates / Exchange / Gratis Distribution List. (2111.06.8d)
AP11a	<u>JM</u> & <u>MS</u> to look at use of Archive/Library video content for use on social media. 2111.07.5a
AP11b	<u>JM</u> & <u>MS</u> to investigate recruitment of a specialist to take AP11a forward. 2111.07.5a
AP12	<u>DB</u> to contact <u>ARW</u> to seek clarification re Publication's stock valuation within the Society's accounts. (2111.09)
AP13a	<u>APD</u> to ascertain details of the Leatherhead 'break-clause' and advise <u>GTA</u> to add as a Post-Meeting note to these Minutes. (2111.09.1)
AP13b	<u>APD</u> to contact both Network Rail & GTR to ascertain latest on the Leatherhead Lease. (2111.09.1)
AP14	<u>MSR</u> to prepare a paper re the Photo Archive Project for a forthcoming BoT meeting. (2111.09.2)
AP15	<u>MS</u> to prepare a paper on managing the Mystery Photo feature Project for a forthcoming BoT meeting. (2111.09.6)
AP16	<u>JM</u> to advise SG Meeting dates to ACM, for Society Diary. (2111.10)

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.