

JULY 2010

rcts.org.uk

BRANCH LIAISON SECRETARY

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Will all Branch Chairmen please ensure that their Branch Treasurer is informed of the important changes contained in paragraph 36.03 on page 2 of this Newsletter.

36.01 RAILWAY OBSERVER EDITOR

YOUR SOCIETY NEEDS YOU

**DO YOU HAVE AN INTEREST IN DESKTOP PUBLISHING
OR
HAVE YOU WORKED IN THE PRINTING INDUSTRY?**

THE PRESENT MANAGING EDITOR OF *THE RAILWAY OBSERVER*
IS RETIRING IN MAY 2011
AND

THE MANAGEMENT COMMITTEE IS SEEKING SOMEONE TO CARRY
FORWARD THE EDITORSHIP OF THE SOCIETY'S FLAGSHIP MAGAZINE

It is planned to take the opportunity to put in place the most up to date software available and to renew the PCs used in the production process. Full software training will be provided at the Society's expense.

The Management Committee will explore with the new Managing Editor ways to reduce the production workload.

PLEASE APPLY TO THE PRESENT MANAGING EDITOR
CALLUM MACLEOD: roeditor@rcts.org.uk

GIVE SOMETHING BACK TO YOUR SOCIETY

If you or anyone within your branch that would 'fit the bill' please get him or her to contact Callum MacLeod. The above advertisement will also appear in the August RO.

36.02 RAILWAY OBSERVER PHOTOGRAPHS

The RO Picture Editor will shortly be issuing an amendment to the Guidelines for submission of photographs for publication in the RO. There have been a number of incidents recently where photographs have been submitted with inaccurate information, without dates or with short-form captions leaving the Editors to second guess some of the details to make up a reasonable caption. The Editors do not have the time to review or research captions. In future photographs that are submitted without a fully detailed and accurate caption will not be considered for publication.

Can you at branch meetings please remind photographers who submit photographs to the RO of the above requirement.

36.03 BRANCH FINANCIAL RETURNS AND CLAIMS FOR REIMBURSEMENT

Following the appointment of Bob Ellison as Assistant Treasurer, Branch Finances, can you please ensure that all branch returns and claims for reimbursement are now sent to Bob at 5 Barrens Brae, Woking, GU22 7JP, email: **branchfinance@rcts.org.uk** and telephone number 01483 715447. This covers submission of six-monthly branch returns, Quarterly VAT returns, Quarterly publications sales and stock returns, and claims for reimbursements. Also, it is requested that any outstanding branch six-monthly returns and VAT returns covering the period November 2009 to April 2010 are sent to Bob as soon as possible please. Please use the existing forms until new documentation is distributed at a later date. Any queries please contact Bob.

Regarding claims for reimbursement from the Society, the MC is advising branches that so as to ease the burden on the Treasurer, branch expense and VAT claims will in future be paid out when they have accumulated to over £25. The Society gets charged over 40 pence for every cheque that is issued. Thus, to reduce the treasurers' work and reduce bank charges, let those expenses and VAT claims mount up to over £25 before submitting a repayment claim.

Note that if deferring a claim, you will still be required to submit the half yearly branch and VAT returns as normal just noting the carried forward claim as a Branch debtor.

Will all Branch Chairmen please ensure that their branch treasurer is informed of these changes.

36.04 BRANCH OFFICER' HANDBOOK

Revised sections encompassing numerous changes have been distributed to all Branch Secretaries by Royal Mail. Also included is a new section which covers the procedure for the Wills & Bequests leaflet that was distributed to all Society members in April 2009. You need to ensure that this new section 12, of the Handbook is on the agenda and discussed at your next branch committee meeting.

A revised CD-ROM incorporating the entire handbook including a template for a branch fixture list is in the course of development and will be distributed when completed.

Will all Branch Secretaries ensure that the previous pages, now amended and updated are **REMOVED** and **DESTROYED** so that the information in the Handbook is kept up to date.

36.05 WILLS & BEQUESTS LEAFLET (Branch Secretaries Only)

The Wills & Bequests Leaflet was distributed to all members with their April Edition of the RO and all new members get a copy with their introductory letter. To complement the leaflet a new section (pages 12.01, 12.02 & 12.03) has been inserted into the Branch Officer's Handbook describing the process that there is within the Society in dealing with the forms. Also included in this section are forms that branches can complete with the names of reputable local dealers in their area that branches may wish to use if assisting the family of a deceased member in disposing of their railway collections and memorabilia. As you can well image there are some dealers who have the 'Arthur Daley' approach in doing business and may not be as genuine or as reputable as they should be. The MC is concerned especially with the sale of nameplates that only reputable Railwayana Auction House's should be used. It is requested that all branches, when they have completed the **Railwayana Auction House** section of the form, please copy it and send it to me at the address above. Branches will be advised if their listed Railwayana Auction House's should be consulted.

36.06 THE RAILWAY OBSERVER (Branch Profiles)

As mentioned in the Newsletter **33** and **34** a 'Branch Profiles' feature will replace Management Profiles later in 2010. A profile of the Bristol will appear in September 2010, Cambridge in October and Cheltenham in November. **APPENDIX A** which accompanies this Newsletter give the dates for submission of photographs to David Kelso, RO Picture Editor and the dates for submission of text to Callum MacLeod, RO Managing Editor. This chart displaying submission dates will be updated and issued with future Newsletters as Press Days are determined at the October RO editorial conference.

Time is running out if you have not at least started to write about your branch.

Guidelines on the submission of photographs to David Kelso were also published in Newsletter 34.

36.07 MEMBERS WEEKEND 2010

Preparations are well underway for the Members Weekend which this year will be hosted by the Bristol Branch and will be held on the weekend of the 22nd to 24th October 2010. The venue will be the Marriott Hotel, Swindon. This hotel has 156 rooms situated in parkland 1½miles from Swindon

railway station with a bus every 15 minutes from the town centre. The journey takes about 5 minutes from the station. For those travelling by car the hotel is 4 miles from Junction 15 on the M4. The hotel has extensive facilities including a swimming pool, gym and health centre free to guests and a free car park. Provisional costs at £45 B&B single, £65 B&B double/twin for Thursday to Monday nights.

The event will commence on the Friday afternoon with a visit to the '**GWR Railway Village Museum House**'. On Friday evening there will be a presentation entitled 'Swindon Works - The Golden Age 1880-1924' by the Reverend Canon Brian Arman. Saturday will start with a visit to the **Swindon Outlet Retail Centre** where RCTS members will enjoy a 10% discount from 22nd to 25th October.

Later there will be a visit to the **STEAM Museum** with a welcome talk in Sir Daniel Gooch Theatre. The afternoon will see a visit to the **Swindon & Cricklade Railway** where various activities have been arranged for the afternoon visit. The 'alternative trip' will be **Sightseeing** to Avebury, Devizes, Caen canal flight of 29 locks and Lacock. On the Saturday evening the guest speaker at the dinner will be Mark Hopgood, Managing Director of First Great Western.

The Officers' Conference will take on Sunday morning as usual but a morning trip has been arranged for those not at conference. Travelling on a vintage Daimler CVG6 double decker you will visit **Lydiard House**, a stately home 3 miles from centre of Swindon. On Sunday afternoon a visit to the **Coate Water Miniature Railway** will be the final event for the weekend. Full details and the booking form will appear in the August RO and on the Website.

36.08 SOCIETY INSURANCE (DIGITAL EQUIPMENT)

In Newsletter 35 I requested that all branches sent me by the 31st March the Digital Equipment Register form that accompanied the Newsletter. This was so that the MC could determine how much equipment needs to be insured. All have been returned and many are showing that branches do not own a digital projector.

If and when branches purchase digital equipment for the first time could they please complete the Digital Equipment Register form (**Newsletter 35 - Appendix A**) and send it to me so that their name can be added to the every growing list of branches now owning digital equipment

36.09 PUBLICATIONS

The Publications Committee has over the last few months contacted branches so as they can return low-stock books to the store in Coventry. Some of the books returned are quite honestly fit for nothing but pulping especially some of the soft back books. I received some books at the AGM at Derby and when I got home I was amazed to notice that some had coffee stains on some of the pages. Branches are reminded that new publications are a valuable Society asset and should be kept in good condition at all times. If displaying books at branch meetings or exhibitions only one should be on show and used as a 'Review Copy'.

36.10 PUBLICATIONS TRADE CONTACTS

A few branches supply local independent booksellers with books from their own branch stocks. The publications committee offer generous discounts to all trade outlets. Could all branches who supply local bookshops please advise David Pick at 6 Harrowick Lane, Earls Barton, Northampton NN6 0HD Tel. 01604 810613 e-mail: northampton@rcts.org.uk of the bookshops that they supply. It would also be advantages if you know of a local booksellers in your area who might be willing to sell Society publications and if so could you please inform David of the names and contact details.

36.11 PUBLICATION CATALOGUE

The Publication Catalogue colour insert that appeared in the November RO has been revised in early June and a new edition is now available for use on sales stands and exhibitions or at branch meetings. These are available from Bob Ballard. Bob's contact details are in the Branch Officers' Handbook page 9.01.

36.12 MEMBERSHIP RECRUITMENT PACK

The four page leaflet that was produced in 2005 for inclusion in the Membership Recruitment Pack giving information on the Society and its activities has been revised and now appears in glorious colour as opposed to '*workshop grey*' that the original version was produced in originally. The new leaflet is eye-catching and enhances the colour recruitment pack. With the publication catalogue now also in colour plus a copy of a recently published RO, the Membership Recruitment Pack is a

superb advertisement for the Society and if these are distributed to potential new members at branch meetings or exhibitions we hopefully should see more members in the Society
The new leaflet plus all the other available material is available from Bob Ballard. Bob's contact details are in the Branch Officers' Handbook page 9.01.

36.13 BRANCH FIXTURES

Branch secretaries or Indoor Fixture Secretaries will be busy putting together their fixture programme for the coming season or some who are on the ball will be sitting back as it is complete and giving off a big sigh of relief. However did you remember that you have to send the details of all fixtures to **THREE** members within the Society.

For the RO

Geoff Brockett, 155 Onslow Gardens, South Woodford, London E18 1NA
Tel: 0208 989 4386
e-mail: geoffrcts@tiscali.co.uk

The Website

David Jackman, 332 Shakespeare Tower, Barbican, London EC2Y 8NJ
Tele. 020 7628 5979. e-mail: webmaster@rcts.org.uk

For Commercial Magazines (The Railway Magazine etc): Ronnie McAdam, 137 Mountcastle Crescent, Edinburgh, EH8 7SY. e-mail: mcadam47@aol.com

Quite a few Branches forget to send their fixture details to Ronnie and he feels ever so lonely up there in Bonnie Scotland, ignored and forgotten. Branches then complain that the information is missing in the commercial magazines although the information on where to send fixtures is covered in **Section 9.01** of The Branch Officers' Handbook.

36.14 RETIREMENT OF SOCIETY LIBRARIAN

Terry Silcock has advised the Management Committee that he wishes to retire from that office before the end of 2011. After 41 years in office, the ever increasing work-load and advancing years are partly responsible but he also feels that with discussions in progress about the future location of the society's Library that by remaining in office he is unduly restricting the Library's future location since he would probably need to retire too soon after any relocation of the Library. He has agreed to continue with the production of the RO's on CD-ROM and will be willing to assist any volunteers who wish to succeed him. The Library sub-committee is reviewing how the present work-load may be sub-divided in the short and long term. If you know of anyone interested in taking over this interesting, challenging but very rewarding office please contact the Library.

Sub-Committee Chairman: David Pick at 6 Harrowick Lane, Earls Barton, Northampton NN6 0HD.
Tel. 01604 810613 e-mail: northampton@rcts.org.uk.

36.15 RCTS OFFICERS E-MAIL GROUP CHANGES

Terry Silcock who created the RCTS E-mail groups some ten years ago, is passing ownership over to Jeremy Harrison of Croydon branch. As a consequence there is an important change as to how the groups will be operating. The joining procedure for this free e-mail group is NOW as follows:

Send an e-mail to: RCTSOfficers-subscribe@yahoogroups.com with a copy to:-

RCTSOfficersowner@yahoogroups.com

You must include in the contents of the e-mail, your RCTS membership number, post code, and National office or branch committee post held, so that we can confirm that you are genuinely an RCTS Officer. If you change your e-mail address it is important that you first unsubscribe from your old e-mail address: send an e-mail to: RCTSOfficers-unsubscribe@yahoogroups.com

Then join (Subscribe) from your new e-mail address as described above.

At present there are over fifty members, some branches being well represented, but no members from FLL, Ipswich, Peterborough, Scotland, Solent, West of England. It would improve communication if each branch committee had at least one member on this e-mail group.

Similar arrangements apply to joining the RCTSLibrary@yahoogroups.com e-mail group

36.16 EXHIBITIONS

Bob Ballard has compiled the annual return for 2009 of the income generated for the society from branches attending exhibitions. Exhibitions generate a good source of income and are an invaluable platform to advertise Society membership and publications. The information (**APPENDIX B**) is published for your information.

36.17 WOLVERTON OPEN DAY.

The Wolverton Works Open Day planned for August the 14th and 15th has been postponed due to ticket sales being much lower than anticipated. It is planned to hold the event sometime in the summer of 2011.

36.18 FORTHCOMING EVENTS FOR YOUR DIARY

ANNUAL GENERAL MEETING & MEMBERS WEEKENDS

		DATE	BRANCH	VENUE	HOTEL
2010	MW	22 nd – 24 th October	Bristol	Swindon	Marriot Hotel
2011	AGM	15 th to 17 th April	North East	Newcastle upon Tyne	Caledonian Hotel
	MW		????		
2012	AGM	tba	Management Committee	tba	
	MW		????		
2013	AGM	tba	Management Committee	tba	
	MW		????		

Further details will be published in the RO, Newsletters and on the website nearer the event. The MC is looking for branches or regional groups to volunteer to host future Members Weekend's. If any branch or group is able to host a Members Weekend please contact myself or any member of the Management Committee.

The information contained in this newsletter is for use of RCTS Officers and Members only and should not be communicated outside the society.

W. Gordon Davies
Branch Liaison Secretary

22nd July 2010

APPENDIX A

BRANCH PROFILES PROGRAMME

Branch	Issue	Photographs to DK	Text to CM
Bristol & District	September 2010	17-08-10	Already received
Cambridge	October 2010	14-09-10	28-09-10
Cheltenham	November 2010	12-10-10	26-10-10
Chichester	December 2010	16-11-10	30-11-10
Croydon & South London	January 2011	14-12-10	28-12-10
East Midlands	February 2011	2 weeks before Press Day	Press Day
Furness, Lakes & Lune	March 2011	2 weeks before Press Day	Press Day
Hitchin	April 2011	2 weeks before Press Day	Press Day
Humberside	May 2011	2 weeks before Press Day	Press Day
Ipswich & District	June 2011	2 weeks before Press Day	Press Day
Lancashire & North West	July 2011	2 weeks before Press Day	Press Day
Merseyside, Chester & North Wales	August 2011	2 weeks before Press Day	Press Day
Milton Keynes	September 2011	2 weeks before Press Day	Press Day
Northampton	October 2011	2 weeks before Press Day	Press Day
North East	November 2011	2 weeks before Press Day	Press Day
Peterborough	December 2011	2 weeks before Press Day	Press Day
Scottish	January 2012	2 weeks before Press Day	Press Day
Sheffield	February 2012	2 weeks before Press Day	Press Day
Solent	March 2012	2 weeks before Press Day	Press Day
South East	April 2012	2 weeks before Press Day	Press Day
South Essex	May 2012	2 weeks before Press Day	Press Day
South Wales / De Cymru	June 2012	2 weeks before Press Day	Press Day
Surrey	July 2012	2 weeks before Press Day	Press Day
Sussex	August 2012	2 weeks before Press Day	Press Day
Thames Valley	September 2012	2 weeks before Press Day	Press Day
Watford	October 2012	2 weeks before Press Day	Press Day
West of England	November 2012	2 weeks before Press Day	Press Day
West Midlands	December 2012	2 weeks before Press Day	Press Day
West Riding	January 2013	2 weeks before Press Day	Press Day
Windsor & Maidenhead	February 2013	2 weeks before Press Day	Press Day

The Press Days (which are published in the *RO*) for each year are determined at the Editorial Conference, normally held at the end of October in the previous year. At present, it is always on a Tuesday, eleven days ahead of the Editorial Date which is the Friday closest to the 8th of each month. David Kelso, however, requires any photographs two weeks earlier. The above dates are the latest by which the material should arrive – earlier submissions would be appreciated (but not two years in advance as has happened with two ‘later’ branches already!)

APPENDIX B

**2008 / 2009 EXHIBITION RETURN
BASED ON BRANCH RETURNS**

BRANCH	Number of Exhibitions Attended		Total cost of stand £	Days	Total Sales £		Society Publications Sold £	
	2009	2008			2009	2008	2009	2008
Bristol *	2	1	30	2	425	297	126	Nil
Cambridge *	NIL	NIL						
Cheltenham *	NIL	1				NIL		NIL
Chichester *	NIL							
Croydon & S. London *	7	7	270	13	2019	1744	799	323
East Midlands *	3	2	-	6	485	372	359	272
Furness, L&L *	NIL	Nil						
Hitchin *	5	3	194	7	1778	597	684	349
Humberside *	6	7	320	13	2828	3364	378	314
Ipswich *	10	8	174	10	1295	808	124	67
Lancs & N. West	NIL	NIL						
Merseyside, C & N.W. *	1	1	81	1	438	386	146	15
Milton Keynes *	3	1	40	3	504	345	39	35
Northampton *	NIL	1				41		11
North East *	12	15	586	24	4333	4208	1307	662
Peterborough *	NIL	NIL						
Scottish *	1	1	301	3	1426	1333	201	94
Sheffield *	NIL	NIL						
South East *	4	4	152	7	1228	1466	104	40
South Essex *	NIL	NIL						
South Wales *	NIL	-						
Solent *	2	1	100	4	1088	111	261	26
Surrey *	4	4	170	7	1002	1467	202	116
Sussex	NIL	NIL						
Thames Valley *	NIL	1				186		30
Watford **	1	2		2				
West of England *	2	2	96	4	1891	937	104	15
West Midlands *	2	2	188	4	3480	2089	2766	1345
Windsor & Maidenhead*	5	1	137	6	689	269	212	Nil
West Riding *	NIL	NIL						
ALEXANDRA PALACE **	1	1	314	2	1086	1194	332	103
PETERBOROUGH ++	1	1	342	2	503	494	19	82
YORK	-	1				1854		351
TOTALS	72	68	Average cost per day £		28400	24867	8163	4735

Key :-

** one attended jointly with Hitchin – details within their figures

++ attended by Hitchin/Peterborough/Cambridge

W. R. Ballard Exhibitions Officer
May 2010