

OCTOBER 2014

rcts.org.uk

BRANCH LIAISON SECRETARY

Alan Cooke, 60 Hayse Hill, Windsor, SL4 5SZ

Telephone: 01753 869307 ----- e-mail: liaison@rcts.org.uk

54.01 2014 MEMBERS WEEKEND

The Members Weekend and Officers Conference will be held on Friday the 24th October to Sunday the 26th. The venue will be The Queens Hotel, The Promenade, Llandudno. LL30 2UE.

Full details of the weekend's activities appeared in the July RO and this information is also available on the Society's website.

Although bookings have now closed Andy Davies may be able to cater for a small number of late applications.

Andy's contact details are:-

Andy Davies, 34 Victory Park Road, Addlestone, KT15 2AZ

Tel: 01932 855015 or e-mail Andy at:- **officersconference@rcts.org.uk**

Numerous train operators offer extensive discounts on train tickets if booked well in advance and conference delegates should take advantage of these discounted fares.

54.02 OFFICERS' CONFERENCE 2014

The agenda for the Officers' Conference is included as **APPENDIX 54A** to this newsletter. Can all secretaries please ensure that all delegates from their branch committee who are attending the conference receive a copy. Please remember to bring along copies of last year's Officers' Conference minutes.

If anyone has an item for 'Any Other Business' could you please send details in writing to the Society Chairman, W. Gordon Davies, 13 Blackthorn Close, Broughton, Chester, CH4 0PY.

Tel: 01244 520710 e-mail **chairman@rcts.org.uk** or myself (details above) no later than **NOON on Monday 20th October.**

The Branch/Officers' attendance record, **APPENDIX 54B** [to Secretaries and Society Officers] should be completed and passed to myself before the conference. Could you please indicate on the return any member who is attending conference for the very first time?

You can also send your information by post, to my e-mail address or leave a telephone message. This includes any apologies. Contact details above.

Please note that apologies must be tendered prior to the Officers' Conference by **NOON on Thursday 23rd October.** e-mails and my home telephone WILL NOT be accessed after that time. You may leave messages with the hotel reception on 01492 877218 in the event of a late change of plan.

Can each branch please respond to this invitation – it is disappointing to record that in last year's minutes there was no response from three branches. Please let's have a full set of responses this year.

54.03 DIGITAL EQUIPMENT REGISTER

The Society is able to offer insurance cover for the digital projectors held by the branches. These are expensive pieces of kit and no branch wants to have to replace it if the worst should happen. To get your projector and associated PC covered please send full details to me [details above] by the end of November so they can be added to the Society's policy by John Redgate at the end of the year. Also, can you please get in touch if you have replaced or disposed of your projector so that the register can be kept up to date.

54.04 REGIONAL MEETING EXPENSES AND BRANCH RETURNS The Society's financial year ends on 31st October. To assist with the compilation of the year-end report, it would be most helpful if branches could ensure that the branch financial and publications returns are submitted to Bob Ellison Assistant Treasurer Branch Finance by 14th November at the very latest please. This is necessary to allow time for the Society to compile its own VAT return to HMRC which is due at the end of November. The branch returns should include a cheque for any money due to the Society for publication sales and VAT payments.

Expenses for the Regional meetings should be submitted with the October returns. The Society will reimburse expenses for the hiring of the meeting room and for refreshments at lunchtime. Please note that the Society will reimburse expenses for two branch members to attend the meetings but only if their branch has unallocated funds of less than £1,500.

54.05 POSSIBLE BRANCH SPEAKER The LMS Patriot Project – John Hastings-Thomson is a Trustee and Director of this exciting project to create this British Legion endorsed National memorial engine. He has given talks on this project to a couple of branches and is available to do more. The talk is of two hours duration and he would be looking for a donation of £30.

John can be contacted via email – Hastingsthomson@btinternet.com or by phone on 01773 880586 or 07973 283 210.

54.06 BRANCH OFFICERS' DIRECTORY I have now taken over responsibility for compiling the 'Branch and Fixtures Secretaries' and 'Other National Officers' sections of the RO Officers' Directory. The next version is due to be issued with the January 2015 issue. Can all Branch Secretaries please check the July 2014 version to ensure that the information contained is correct and let me know of any changes to keep this document up to date. So, in future all alteration to 'Branch & Fixtures Secretaries' and 'Other National Officers' should be notified to me but all other address, email and telephone amendments for all RO 'Editors' and 'Editorial Representatives' should be notified to Mike Robinson.

54.07 2014 REGIONAL MEETINGS. A summary of this year's meetings is included as **APPENDIX 54C**. You will see that the original contentious issues that led to the setting up of these meetings have been resolved and items for discussion are largely generated by the MC. So does this mean that everyone is happy with the way the RCTS is being run or is there still some input to come. To restore the momentum of the original meetings the MC are considering alternative formats.

You will note under the AOB section that Callum Macleod has decided to stand down as chairman of the Great Western groups. Thank you Callum for your help in this role.

54.08 PHOTOGRAPHIC COLLECTION It has long been society policy to use the income generated from the sale of Society publications to keep the subscription lower than it might normally be as a way of attracting and retaining members to the Society. But in recent years publications have been less frequent leading to peaks and troughs in the income from this source.

An additional source of income had been sales of images from the Photographic Archive by way of the Society website and during the third quarter of 2013 – 14 financial year sales of photographic images generated more income than publications.

So, as a source of income the Photo Archive is becoming more important so when going through the announcements at branch meetings please make sure every one is aware of the Photo Archive, even to the extent of giving it a mention at every meeting.

And if you have not looked at the Archive yet, go and give it a visit.

54.09 2014 BRANCH RECRUITMENT INITIATIVE Despite two recruitment special introductory membership rates the take-up by new members has been a little disappointing this year. Currently, on 30th September it is 101 compared with 112 in 2013. Recruitment by the branches is on a par though with 61 so far compared with 59 up to the end of September in 2013. This time more branches have gone out there and recruited but even so seven branches were not able to attract a single new member. For those of you that have not been able to do so, please make every effort for the **2015 BRANCH RECRUITMENT INITIATIVE**. The Society needs everyone to pull together for the benefit of all.

The branch with the greatest number of new recruits will be announced at the Officers Conference on 26th October.

54.10 2015 SUBSCRIPTION RATES In case a reminder is required about the subscription rates for 2015, they are: --

The 'standard' rate, which includes a printed RO, remains at £26.

The 'digital' rate, which includes an electronic RO only, remains at £21.

The 'introductory' rate for new members for the **2015 BRANCH RECRUITMENT INITIATIVE** will be £15. This rate applies for membership either for the digital or printed RO. Please mark all applications form with '**2015 BRANCH RECRUITMENT INITIATIVE**'.

By taking out a Direct Debit members can save £1 on the standard and digital rates making them £25 and £20. Will branch chairmen please encourage all our members to renew their membership by taking out **Direct Debit**.

54.11 SOCIETY CLOTHING The Society clothing range will, as usual, be available to purchase at the Members' Weekend in Llandudno. The range includes fleeces, polo shirts and, new for this year, rugby shirts. All are made from quality material in our house style, navy blue with the Society logo embroidered on the front.

The RCTS fleece is particularly good for keeping warm on draughty platforms, and also features zipped pockets to keep your belongings safe, while the polo shirts are great in warmer weather or for branch meetings. The stylish new Rugby shirt is warm and hardwearing but lightweight. All items are available in Medium, Large and Extra Large, with polo shirts at £16 while fleeces and rugby shirts are £30.

The full range will be available for purchase. However, you can pre-order by emailing your requirements to clothing@rcts.org.uk or by phoning David or Sally Goddard on 0118 988 8581.

54.12 RCTS PUBLICATIONS - BRANCH STOCKS As a result of our Sales and Despatch Officer, Mike Robertson, stepping down from his post we have had to arrange an alternative system for the storage and distribution of our publications. Accordingly Messrs. Book Law of Nottingham will in future handle our distribution system. Our stock moved to their premises on 16th September and they will now dispatch all orders on our behalf.

Those who order books for branch stocks and exhibition sales stands please note that any orders should now be sent to Peter Fortune, 3 Sycamore Tree Close, Radyr, Cardiff CF15 8RT. He will process your order and arrange dispatch via Book Law. A revised 'Branch Order Form - Publications' (Issue 5) is attached to this newsletter as **APPENDIX 54D**.

54.13 SOCIETY INSURANCE POLICY As this Newsletter was being finalised I received a revised version of the Society's insurance policy. It has minor amendments to the version supplied earlier this year but I have included it in case a copy is required in a hurry and the earlier version has been misplaced. The policy is attached as **APPENDIX 54E**.

54.14 ANNUAL GENERAL MEETING & MEMBERS WEEKENDS

		DATE	BRANCH	VENUE	HOTEL
	MW	Friday 24 th October to Sunday 26 th October	John Day & his Team	Llandudno	Queens Hotel
2015	AGM	Saturday 18 th April	One day Event organised by the MC	Coventry	The Welcome Centre
	MW	Friday 23 th October to Sunday 25 th October	John Day & his Team	Cheltenham	Thistle Golden Valley Hotel

Further details will be published in the RO, Newsletters and on the website nearer the event.

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

Alan Cooke
Branch Liaison Secretary

3rd October 2014



2014 OFFICERS' CONFERENCE

**Sunday 26th October 2014 at 9.15
The Queen's Hotel
The Promenade
Llandudno
LL30 2LE**

Telephone No: 01492 877218

A G E N D A

- | | |
|---|-----------------------|
| 1. Opening of Conference by Society Chairman | Gordon Davies |
| 2. Apologies for Absence | Alan Cooke |
| 3. Confirmation of Year 2013 Minutes
(Previously Circulated as Newsletter 51xtra – May 2014) | Gordon Davies |
| 4. Matters Arising not covered by the Agenda | Gordon Davies |
| 5. The Railway Observer
5.1 Page Suite
5.2 RO Index | Mike Robinson |
| 6. Website --- Web 4 Project | David Kelso |
| 7. Publications sub-committee | Gordon Davies |
| 8. Development sub-committee | Eric Palmer |
| 9. Society Finance. | Reg Wood |
| 10. Library sub-committee | David Pick |
| 11. Date & venue for 2015 Officers' Conference | Irene Rabbitts |
| 12. Any other competent business (Previously Notified) | Gordon Davies |

**A Tea & Coffee break will take place approximately
half-way through the conference.**

APPENDIX 54B



OFFICERS' CONFERENCE LLANDUDNO 2014

Branch/Officer Attendance at Officers' Conference

BRANCH LIAISON SECRETARY

Alan Cooke, 60 Hayse Hill, Windsor, SL4 5SZ

Telephone: 01753 869307 ----- e-mail: liaison@rcts.org.uk

The Branch/Officers' attendance record should be completed and passed to Gordon Davies before or at conference or send your information to his e-mail address. This includes any apologies.

Please note that apologies must be tendered prior to the Officers' Conference by **NOON on Thursday 23rd October.** e-mails and my home number WILL NOT be actioned after that time, as I will not have access to those facilities. You may leave messages with the hotel reception on 01492 877218 in the event of a late change of plan.

Please indicate any member who is attending Conference for the very first time.

BRANCH.....

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RCTS -- SUMMARY OF 2014 REGIONAL MEETINGS

	EMNESH	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MC COMMENTS
PREVIOUS ACTION POINTS and OTHER TOPICS					
EXHIBITIONS	HSD has stood down from exhibitions leaving just NEA & EMD as the only branches in the area attending them.	TVY said het they planned to attend the Banbury Model Railway Exhibition this year.			
NAMEPLATES	Members of the MC are in contact with members of SFD regarding the issue of nameplates held by local members.				
BRANCH FINANCES	At the recent AGM of SFD the members agreed to an increase in entrance donations which should improve the future finances of the branch.				
AFTERNOON MEETINGS	There has been variable results from the branches; NEA has stopped them due to poor attendance, EMD, SCT, SFD & WRD report satisfactory attendance while HSD after initial poor results are going to make another attempt.				

RCTS -- SUMMARY OF 2014 REGIONAL MEETINGS

	EMNESH	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MC COMMENTS
BRANCH COMMUNICATION	WRD send out a monthly newsletter by email which is also available on the branch page on the website. Both WRD and EMD have links with local heritage railways, in EMD's case there are six in their area.			DK urged all branches to set up an e-mail distribution list to improve communication between the branch committee and local membership to enable notice of meetings and speakers to be passed on.	
ITEM 11 OF THE 2013 MEETING			Comments about SSX were agreed as incorrect and withdrawn from the minutes.		
ITEM 15 OF THE 2013 MEETING.			Steve Ollive said that if any branches had concerns about the documents required for Life Membership then they should contact him directly.		
BT POLICE			Peter Wilson stated that BTP were quoting an 03 number instead of the one on the current membership card.		The number for the BTP as shown on the current membership card is correct and should be used to report any incidents
BRANCH OFFICERS' HANDBOOK		It was noted that the Branch Officers' Handbook was available online in the Members' Section of the RCTS website.	A preference was expressed for this to be updated 'as required; rather than at fixed intervals.		

RCTS -- SUMMARY OF 2014 REGIONAL MEETINGS

	EMNESH	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MC COMMENTS
PAYMENT BY CREDIT & DEBIT CARD,				The meeting was told that David Goddard was working on a process for paying by mobile phone. It was hoped to have this in place by the 2014 Warley show.	This process is virtually complete. Customers will in future be able to purchase items and pay for them at national exhibitions by credit card
E-MAIL ADDRESSES		When emails are sent to a group the email should be sent to the originator and copied to the group as a Bcc. This avoids the risk of email addresses being compromised.			
NEW SOCIETY WEBSITE				DK reported on the reasons for the development of the new site with the launch set for 2015.	
NEW SOCIETY ARCHIVE		Callum Macleod offered to carry out a health and safety audit before the move is finalised.	ARW reported on progress with the new Society Library at Leatherhead.	DK updates on progress with the new Society Archive at Leatherhead.	

RCTS -- SUMMARY OF 2014 REGIONAL MEETINGS

	EMNESH	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MC COMMENTS
BRANCH NEWS					
CAMBRIDGE				Quite a successful year, average attendance 25 to 30, the Branch has a new person responsible for sales which hopefully will help boost finances, the Branch seems financially stable.	
HITCHIN				The Branch had another fairly successful year, although the attendance for the evening meetings in Hitchin has dropped slightly. We again attended seven exhibitions including the two national ones for the Society at Alexandra Palace & Peterborough. Our Newsletter continues to be well received and is distributed prior to each meeting.	
IPSWICH				The Branch has seen a good increase in attendance this year, under the leadership of a new enthusiastic Chairman and is expecting to attend about twelve exhibitions which includes fairs and swapmeets. John Day still is the driving force for the Branch in obtaining speakers and	

RCTS -- SUMMARY OF 2014 REGIONAL MEETINGS

	EMNESH	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MC COMMENTS
MILTON KEYNES				Currently meeting numbers are reducing slightly, the Branch is trialling a winter break instead of the usual summer one. One problem with this Branch is that most of the committee are still working making too many daytime options unavailable, but they have trying joint meetings with Northampton Branch. These have been very successful with seventy members & visitors attending one of the meetings. The plan is to again attend the regular three exhibitions in the coming year.	
PETERBOROUGH				Meeting attendances here average fifteen, the Branch has a poor committee with majority of the work falling just two or three members. It is hoped a new Chairman can be found as the current one is suffering an illness. There is enough cash available to cope, primarily because they have a very inexpensive meeting venue.	
NORTHAMPTON				Now have fortnightly meetings held in four different locations with regular outings during the summer months, average meeting attendances are 40 for evening meetings and often fifty plus depending on the subject and the speaker.	

06/10/2014

RCTS -- SUMMARY OF 2014 REGIONAL MEETINGS

	EMNESH	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MC COMMENTS
WATFORD				Branch attendance has increased to a thirty average during the past year, one thing the Branch is trying is to get members to know each other better. They meet regularly for a meal before meetings at the local pub with all members invited and regularly get twelve attending plus that months speaker. They now also have a regular Newsletter distributed via email, as from September 2014 they will be moving to a new venue not to far from Watford Junction.	

RCTS -- SUMMARY OF 2014 REGIONAL MEETINGS

	EMNESH	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MC COMMENTS
NEW TOPICS					
REGIONAL MEETINGS GROUPINGS	All the branches concerned were happy with the current grouping.	The grouping of the Great Western Regional Meeting was considered to be about right. It was suggested that other regional meetings adopt a name relevant to the area they represent.	All the branches concerned were happy with the current grouping.	All the branches concerned were happy with the current grouping. except there was a query as to whether the Windsor & Maidenhead Branch should be added to this grouping.	All the groups are happy with the present groupings so no changes need to be made.
RECRUITMENT	The digital RO was considered to be helping with recruiting new members. Recruiting new younger members was considered to be difficult. A strategy outlined by Tony Skinner floated the idea that encouragement by way of generating a real interest in railways (hands on etc.) for younger people would be likely to foster a life-long interest in the industry leading to a real possibility of their joining a society, such as the RCTS, later in their lives or careers. Visits to railway depots and installations were seen as an attraction for new members although H&S legislation made this difficult. EMD and NEA said that they were	The South Wales branch has set up a Yahoo group (RCTS_South_Wales) to advertise meetings, visits and report on local events, something that other branches might consider doing. Branches have been advertising the special offer at meetings and exhibitions although the take up has been less than last year. The next opportunity to promote membership will be in September when the 16 month offer commences. Good advertising was considered essential. Improving the society image for younger members in the RO and on the website would help spread the appeal of the society. Reaching out to other local groups should be considered. When TV had a speaker on Railway Art they invited the local art group with some success. Could the project group looking at the website investigate introducing a RCTS Mobile App	The numbers attending meetings was seen as important rather than just concentrate on recruitment figures. Young railway enthusiasts would prefer a digital format and interactive applications such as rail forums where they can directly contribute.	Eric Palmer suggested to ways of approaching this subject to visitors and pointing the benefits of being a member. Last year Hitchin Branch achieved twelve new members, what does it take for other Branches to do as well? It was suggested we should advertise the special offers more at Branch meetings and exhibitions! The person signing guests in at the door of Branch meetings should either talk to visitors themselves or point out to other Branch committee members who the visitors are, for someone to go and talk to them. This again, it was felt needed to be addressed at Branch meetings and exhibitions, one way way, at exhibitions & events, was to target children with parent with a free magazine, the RO or other railway magazine to attract conversion then with the parent. But, ideas were limited as we all seemed to trying to achieve this, as to the younger element of membership again	There are no 'magic bullets' here but a number of ideas here that need to be be worked up and expanded. In these challenging times for recruitment all ideas are welcome in the most important challenge that faces the Society. 06/10/2014
			7 of 12		

RCTS -- SUMMARY OF 2014 REGIONAL MEETINGS

	EMNESH	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MC COMMENTS
RO REPORTING BY TOC	This would mean a major re-organisation of the way in which the RO is assembled so is not considered to be worthwhile.	This was considered a good idea although there could be editorial problems. Where TOCs operate in a particular area, like Arriva Trains Wales and ScotRail this would not be difficult. Where TOCs operate over long distances, like CrossCountry it would not be so easy. Perhaps the answer would be to report by TOC in a given area.	Reporting by TOC may prove very difficult in an area served by several TOCs but equally it was recognised that geographical reporting can lead to duplication. Some attendees felt that some of the operational reporting was excessively detailed and there was a general feeling that 'infrastructure and 'special traffic' should be considered for reporting on as stand-alone categories	The was considered to be less practical than the current system; it could lead to duplication and too much overlap.	This idea will not be pursued with such a large thumbs down.

RCTS -- SUMMARY OF 2014 REGIONAL MEETINGS

	EMNESH	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MC COMMENTS
BRANCH REPORTING ON THE WEBSITE.	SCT & HSD do not have any meeting reports on the website. HSD enquired about the process. NEA realized that they had to alter their method would be and would be doing so. SFD, WRD & EMD are fully in tune with the process required. A general comment was that the website needs to be input friendly.	Several branches add meeting reports to the web but not all. Should a training session be organised to encourage more branches to update their web pages? Although not represented at the meeting WoE had commented that 'The branch internet officer does this and it works fine' despite the fact that there are no meeting reports or dates on their webpage.	A number of branch members were involved in compiling these and submitting them to the website. Everyone was clear of the options available to get the reports in place.	The new website development should make it much easier for branches to put their own reports directly on the Society website, although this could present some problems, such as editing, at present Steve Batty edits all the reports that go into the RO, and the web reports are reviewed but not edited by the webmaster. With the development of the new website this may make direct entry practical but possibly without an editing facility or word restriction. One solution maybe to to have different Branch members reporting for the RO & the website. If Branches were able to manage their web pages it would make it possible to inform members of any change to fixtures or venues that may have to be changed at the last minute. It was also noted that for this reason it is important for Branches to have the email addresses of its members	It is disappointing that after so many years a number of branches still have problems in getting their fixture reports on the Society website. Those that are still having problems are urged to contact the Webmaster for assistance so there is complete Society coverage.

RCTS -- SUMMARY OF 2014 REGIONAL MEETINGS

	EMNESH	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MC COMMENTS
HELPING NEIGHBORING BRANCHES WITH BOOK DONATIONS etc.,	New Society publications do not sell - PSC need to be aware. Second hand books sell well but not anything costing more than £10.	he Bristol Branch assisted in the setting up of the South Wales Branch. The South Wales branch has been running for seven years and from an initial attendance of 20 this is now up to an averaging of 40. The branches represented at the meeting are self sufficient but would be willing to help other branches if required. SWL has managed to sell surplus books on eBay, something that other branches might consider doing.	Surrey currently have a joint list with Windsor & Maidenhead with an agreed formula from crediting both branches. A suggestion was made that a central listing on the Society website could boost sales.	Those Branches that have second hand books etc. for sale at exhibitions seemed in agreement that if a neighbouring Branch need help, some of these articles could be borrowed by the neighbouring Branch and if sold this could be on a 50 – 50 basis.	It is encouraging to see some co-operation between branches but there are clear advantages in more co-operation to the benefit of all.

RCTS -- SUMMARY OF 2014 REGIONAL MEETINGS

	EMNESH	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MC COMMENTS
ANY OTHER BUSINESS	EMD pay their speakers in advance while all the others paid at the conclusion of the meeting.	The chairman reported that he is soon to retire and is likely to move back to Scotland and so a new chairman will be required next year.	The current publicity leaflet was criticised as having a mismatch of red shades on the front and inside pages and some branches had been omitted from the list.		The publicity leaflet is due to be revised and this will be dealt with by the DSC
	NEA stated that overnight accommodation for speaker should be of an adequate standard.		A request was made that branches are given prior warning of special offers on society publications.		
	There was much discussion about the branch AGM and how important it was as a mean of informing the membership and also a way of recruiting new committee members, Format of the AGM was also discussed.		Criticism was made of poorly cropped images in the RO and those across a double page spread that results in a staple through the middle of the image itself.		Criticism of RO images can be discussed with the RO Editor at the Officers Conference in October.
	An enquiry was made about the Society's use of Twitter. The reply being that it did not generate much traffic.		A request for clarity was made regarding what was the current version of the Society Publications order form.		
	Comments were made about the images in the RO only being from a 'chosen few'.		Reg Wood requested feedback from Branches as to how useful portable Credit Card machines would be in order to transact sales of publications and similar items. He said that such devices linked to mobile phones are now becoming more affordable.		It is entirely up to the editor as to which pictures appear in the RO.

RCTS -- SUMMARY OF 2014 REGIONAL MEETINGS

	EMNESH	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MC COMMENTS
	All were in agreement about the usefulness of the Regional Meetings and wanted them to continue.		Reg Wood urged all Branches to maximise the amount of VAT they could reclaim by ensuring VAT receipts were submitted for as many purchases as possible. This included petrol receipts for car journeys made on Society business and claiming back an appropriate amount of the total receipt value.		The MC is considering an alternative format to next year's RMs



BRANCH ORDER FORM - PUBLICATIONS

To order additional publications for branch and exhibition sales, send your order either by post or e-mail to,

Peter Fortune, 3 Sycamore Tree Close, Radyr, Cardiff CF15 8RT.
Or e-mail to **pubsales@rcts.org.uk**.

Any queries please contact **07767 205850**

BRANCH
ORDERED BY
DELIVERY ADDRESS
POST CODE
TELEPHONE NUMBER

TITLE	QUANTITY	TITLE	QUANTITY
BR Standards Vol. 1		Western Change	
BR Standards Vol. 2		Plymouth's Railways in the 1930's	
BR Standards Vol. 3		The Railways of Keynsham	
BR Standards Vol. 5		Highland Railway Vol. 2	
		Shildon - Newport in Retrospect	
Stanier Class 5 Vol. 1			
Raising Steam on the LMS			
L&NWR Locomotive Names		Great Northern Loco History Vol. 1	
Locos of the L&NWR Southern Div.		Great Northern Loco History Vol. 2	
Hughes & Stanier 2-6-0s		Great Northern Loco History Vol. 3A	
LMS Jubilee 4-6-0 (second edition)			
Locos of the LNER Part 10A			
Locos of the LNER Part 11			
Armstrong Whitworth - A Pioneer of World Diesel Traction			
		Railway Observer Easibinder	

ENDORSEMENT

Policy: HU PI6 1713843 (75)



INSURANCE DETAILS

Period of Insurance:	Continuous cover from 01 January 2014 until the policy is cancelled.
Underwritten by:	Hiscox Underwriting Limited on behalf of the insurers listed for each section of the policy
General terms and conditions wording :	6253 WD-PIP-UK-GTC(6b) The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below
Property definitions wording:	6472 WD-PIP-UK-PD(2) Property definitions apply to the Property sections of this policy in conjunction with the specific wording detailed in each section below
Payment Method :	Payment by Monthly Direct Debit
Endorsement Effective:	25 September 2014

INSURED DETAILS

Insured :	Officers, Committee and Members fttb of Railway Correspondence & Travel Society
Address :	7 Frieth Road MARLOW SL7 2QT
Additional Insureds :	There are no Additional Insureds on this policy.
Business :	Railway Enthusiast Society

PREMIUM DETAILS

Revised Annual Premium :	£ 1,792.45	Revised Annual Tax :	£ 107.55	Total :	£ 1,900.00
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2012-2014



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Outstanding Insurer Claims
Team of the Year 2013

PUBLIC AND PRODUCTS LIABILITY

Section wording : 6130 WD-PIP-UK-GL(4)
Insurer: Hiscox Insurance Company Limited
Limit of indemnity: £ 2,000,000
Limit Applies to : Each claim with defence costs paid in addition other than for pollution and for products to which a single aggregate policy limit including defence costs applies.
Excess: £ 250
Excess Applies to : each agreed claim for property damage only
Geographical Limits : European Union
Applicable Courts : European Union

Special limits (included within and not in addition to the overall limit/amount insured above)

Court attendance compensation - employees (per day)	£ 100
Court attendance compensation - directors (per day)	£ 250

Additional cover (in addition to the overall limit/amount insured above)

Court attendance compensation: in total	£ 10,000 in the aggregate
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Special limits (included within and not in addition to the overall limit/amount insured above)

Criminal defence costs	£ 100,000 in the aggregate
Pollution defence costs	£ 100,000 in the aggregate

What is not Covered

Claims first brought in the USA are NOT covered

Endorsements

179.1 Sub contractors public liability endorsement
324.0 Manual work away exclusion - General liability

EMPLOYERS LIABILITY

Section wording : 6129 WD-PIP-UK-EL(5)
Insurer: Hiscox Insurance Company Limited
Limit of indemnity: £ 10,000,000
Limit Applies to : All claims and their defence costs which arise from the same accident or event
Geographical Limits : Worldwide
Applicable Courts : England, Scotland, Wales, Northern Ireland, the Isle of Man and the Channel Islands.

Special limits (included within and not in addition to the overall limit/amount insured above)

Court attendance compensation - directors (per day)	£ 250
Court attendance compensation - employees (per day)	£ 100

Additional cover (in addition to the overall limit/amount insured above)

Court attendance compensation: in total	£ 10,000 in the aggregate
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Special limits (included within and not in addition to the overall limit/amount insured above)

Criminal defence costs	£ 100,000 in the aggregate
Terrorism	£ 5,000,000 in the aggregate

PROPERTY - BUILDINGS

Section wording : 6000 WD-PIP-UK-PYB(7)
Insurer: Hiscox Insurance Company Limited
Premises: The Cottage, Russells Garden Centre
 Mill Hill, Baginton
 COVENTRY
 CV8 3AG

Property - Buildings

Item Description	Excess	Amount insured
2 Portacabins	£ 175	£ 14,033

Amount insured: £ 14,033
Limit Applies to : total amount insured
Excess: £ 175
Excess Applies to : each and every loss



Additional cover (in addition to the overall limit/amount insured above)

Removal of debris	£ 25,000 total amount insured
Metered water and fuel	£ 5,000 total amount insured
Trace and access	£ 5,000 total amount insured
Loss prevention costs	£ 25,000 total amount insured
Additions to buildings	£ 20,000 total amount insured
Inadvertent omissions	£ 500,000 total amount insured
Trees, shrubs and plants	£ 25,000 total amount insured

Losses from subsidence

Excess: £ 1,000

PROPERTY - CONTENTS

Section wording : 5996 WD-PIP-UK-PYC(6)
Insurer: Hiscox Insurance Company Limited
Premises: 7 Frieth Road
 MARLOW
 SL7 2QT

Item Description	Excess	Amount insured
Railway relics	£ 175	£ 115,000
Library of books	£ 175	£ 66,568
Computers and associated equipment	£ 175	£ 10,000

Amount insured: £ 191,568
Limit Applies to : total amount insured
Excess: £ 175
Excess Applies to : each and every loss
Geographical Limits : The United Kingdom of Great Britain and Northern Ireland and the Republic of Ireland

Special limits (included within and not in addition to the overall limit/amount insured above)

Contents kept at your home £ 25,000 total amount insured or 10% of amount insured whichever is the less
 Contents temporarily elsewhere including whilst in transit £ 30,000 total amount insured or 10% of amount insured whichever is the less

Additional cover (in addition to the overall limit/amount insured above)

Computer breakdown £ 5,000 total amount insured
 Losses from dishonesty £ 25,000 total amount insured
 Reconstitution of data £ 10,500 total amount insured
 Rent is NOT covered
 Removal of debris £ 25,000 total amount insured
 Money: in the office while open for business or in the office in a locked safe £ 5,000 total amount insured
 Money: in transit £ 2,500 total amount insured
 Money: at all other times £ 1,000 total amount insured
 Money: non-negotiable instruments £ 1,000,000 total amount insured
 Personal effects £ 5,000 total amount insured
 Personal assault: death £ 10,000 per person

Policy: HU PI6 1713843 (75)

Personal assault: total loss, or permanent and total loss of use, of one or more limbs	£ 10,000 per person
Personal assault: total and irrecoverable loss of sight in one or both eyes	£ 10,000 per person
Personal assault: disablement which totally prevents the injured person from carrying out all parts of their usual occupation	£ 100 per week up to a maximum of 104 weeks

Endorsements

270.1 Floating sum insured - Contents

PROPERTY - CONTENTS

Section wording : 5996 WD-PIP-UK-PYC(6)
Insurer: Hiscox Insurance Company Limited
Premises: 382 Carlton Hill
 Carlton
 NOTTINGHAM
 NG4 1JA

Item Description	Excess	Amount insured
Computer & ancillary equipment	£ 175	£ 0
Society publications	£ 175	£ 55,000

Amount insured: £ 55,000
Limit Applies to : total amount insured
Excess: £ 175
Excess Applies to : each and every loss
Geographical Limits : UK and the Republic of Ireland.

Additional cover (in addition to the overall limit/amount insured above)

Money: in the office while open for business or in the office in a locked safe £ 5,000 total amount insured
 Money: in transit £ 2,500 total amount insured
 Money: at all other times £ 1,000 total amount insured
 Money: non-negotiable instruments £ 1,000,000 total amount insured
 Personal effects £ 5,000 total amount insured
 Personal assault: death £ 10,000 per person
 Personal assault: total loss, or permanent and total loss of use, of one or more limbs £ 10,000 per person
 Personal assault: total and irrecoverable loss of sight in one or both eyes £ 10,000 per person
 Personal assault: disablement which totally prevents the injured person from carrying out all parts of their usual occupation £ 100 per week up to a maximum of 104 weeks

Endorsements

- 240.3** Minimum security condition
700.1 Forcible and violent entry or exit endorsement (Contents)

PROPERTY - PORTABLE EQUIPMENT (UK/IRELAND)

Insurer: Hiscox Insurance Company Limited

Item Description	Excess	Amount insured
Laptops & portable equipment (UK)	£ 250	£ 11,000

Amount insured: £ 11,000

Limit Applies to : total amount insured

Excess: £ 250

Excess Applies to : each and every loss

What is not Covered

PROPERTY - BUSINESS INTERRUPTION

Section wording : 6001 WD-UK-PIP-PYI(7)

Insurer: Hiscox Insurance Company Limited

Premises: 7 Frieth Road
MARLOW
SL7 2QT

Loss of gross profit

Item Description	Excess	Amount insured
Loss of gross profit		£ 50,810

Amount insured: £ 50,810

Limit Applies to : total amount insured

Indemnity period: 12 Months

Outstanding debts

Item Description	Excess	Amount insured
Outstanding debts		£ 25,000

Amount insured: £ 25,000

Policy: HU PI6 1713843 (75)

Limit Applies to : total amount insured

Indemnity period: 12 Months

What is not Covered

Loss of income is NOT covered

Additional expenditure is NOT covered

Endorsements

505.4 Additional covers (BI)

854.2 Under insurance amendment (BI)

PROPERTY - TERRORISM

Section wording : 6243 WD-PIP-UK-PRE(1)

Insurer: Hiscox Insurance Company Limited

Material damage

Amount insured: £ 342,101

Business interruption

Amount insured: £ 50,810

MANAGEMENT LIABILITY - TRUSTEES AND INDIVIDUAL LIABILITY

Section wording : 6787 WD-CAL-UK-TIL(2)

Insurer: Hiscox Insurance Company Limited

Limit of indemnity: £ 100,000

Limit Applies to : in the aggregate including costs

Excess Applies to : each and every claimant including costs

Geographical Limits : Worldwide excluding the USA and Canada

Applicable Courts : Worldwide excluding claims brought in USA/Canada

Endorsements

705.6 Prior and pending litigation date



COMMERCIAL LEGAL PROTECTION (DAS)

Section wording : 5999 WD-PIP-UK-DAS(6.)
Insurer: DAS Legal Expenses Insurance Company Limited
Section limit: £ 100,000

Endorsements

500.1 Commercial legal protection (DAS) - important information

Policy: HU PI6 1713843 (75)

The General Terms of this policy and the terms, conditions and exclusions of the relevant section all apply to this endorsement except as modified below:

Public and products liability: endorsements

Clause	179.1	Sub contractors public liability endorsement
		We will not make any payment for any claim or loss directly or indirectly due to the work of sub-contractors and service providers unless you ensure they all maintain public liability insurance with a limit of not less than £2,000,000 any one occurrence, unlimited in the aggregate.
Clause	324.0	Manual work away exclusion - General liability
		Manual work away from the Insured's premises is excluded

Property - Contents: endorsements

Clause	270.1	Floating sum insured - Contents
		The cover under this section applies to all locations occupied by you for the business and shown in the schedule or notified to and accepted by us . The amount insured is the most we will pay in total for damage to your contents however many locations are affected.

Clause	240.3	Minimum security condition
		We will not make any payment for damage unless the physical security measures at the business premises comply with the following criteria and all devices are put into full and effective operation whenever the premises are closed for business or left unattended: 1. The final exit door is secured by: a. a mortice deadlock conforming to or superior to BS3621; or b. a rim automatic deadlock conforming to or superior to BS3621; or c. a key operated multi-point locking system having at least three locking bolts. 2. Any other external door or internal door providing access to any part of the building not occupied by you, which is not officially designated a fire exit by the local fire authority, is secured by: a. a locking device specified in 1 above; or b. by two key operated security bolts to engage the door frame. 3. Any other external door or internal door which is officially designated a fire exit by the local fire authority is secured by: a. a panic bar locking system incorporating bolts which engage both the head and sill of the door frame; or b. a mortice lock having specific application for emergency exit doors and which is operated from the inside by means of a conventional handle and/or thumb turn mechanism. 4. All ground and basement level opening windows and any upper floor opening windows or skylights accessible from roofs, balconies, fire escapes, canopies, downpipes and other features of the building are: a. secured by means of a key-operated locking device; or b. permanently screwed shut. Please note: (i) The local fire authority must be consulted before you replace or augment the existing locking device fitted to a designated emergency exit door; and (ii) The provisions of specification 4 do not apply to windows or skylights that are protected by means of either: a. fixed round or square section solid steel bars not more than 10 cm apart; or b. fixed expanded metal, weld mesh or wrought ironwork grilles; or c. proprietary collapsible locking gate grilles.

Policy: HU PI6 1713843 (75)

Clause	700.1	Forcible and violent entry or exit endorsement (Contents)
		We will not make any payment for damage by theft or attempted theft unless it involves entry to, or exit from the business premises by forcible and violent means.

Property - Business interruption: endorsements

Clause	505.4	Additional covers (BI)												
		Under What is covered , Additional cover , the maximum we will pay is:												
		<table> <tr> <td>a.</td><td>Office access</td><td>£100,000</td></tr> <tr> <td>b.</td><td>Suppliers</td><td>£100,000</td></tr> <tr> <td>c.</td><td>Public utilities</td><td>£100,000</td></tr> <tr> <td>d.</td><td>Public authority</td><td>£100,000</td></tr> </table>	a.	Office access	£100,000	b.	Suppliers	£100,000	c.	Public utilities	£100,000	d.	Public authority	£100,000
a.	Office access	£100,000												
b.	Suppliers	£100,000												
c.	Public utilities	£100,000												
d.	Public authority	£100,000												
		These are included within and not in addition to the overall amount insured shown in the schedule.												

Clause	854.2	Under insurance amendment (BI)
		How much we will pay , Under insurance is amended to read as follows:
		If the annualised amount insured is less than 85% of your actual income , or your actual gross profit if applicable, during the 12 months immediately preceding the date of the insured damage or restriction, the amount we pay will be reduced in the same proportion as the under insurance.
		The following is added to the Special definitions for this section :
		Annualised amount insured
		The amount insured divided by the indemnity period multiplied by 12.

Trustees and individual liability (Clubs): endorsements

Clause	705.6	Prior and pending litigation date
		Prior and pending litigation date: as inception

Commercial legal protection: endorsements

Policy: HU PI6 1713843 (75)

Clause	500.1	Commercial legal protection (DAS) - important information DAS Commercial Legal Expenses Company Limited (DAS) provide the cover and manage all claims under this section. In any direct correspondence with DAS, please ensure you provide your Hiscox policy number and the following DAS reference: TS5/4313588.
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Endorsements which apply to whole policy

Clause	25.2	Continuous policy endorsement We agree to give you continuous cover under this policy. To achieve this, all the references in this policy to period of insurance shall be for a continuous period starting with the date in the schedule, until either you or we cancel this policy. However, you must tell us as soon as reasonably practicable if any of the current actual figures exceed the maximum shown in the latest Duty of Disclosure Reminder. - Cancellation clause 5 in the General Terms and Conditions of this policy is replaced by the following: You or we can cancel the policy by giving 30 days' written notice. We will give you a pro rata refund of the premium for the remaining portion of the period for which you have already paid. However, we will not refund any premium under £10. We may also cancel the policy if any premium remains unpaid 21 days after the due date. In such cases we will cancel the policy by giving seven days' notice. Where we cancel the policy for non-payment of premium, cover will cease on the date the premium was due. - In view of the continuous nature of this policy, we may at our discretion amend its premium and/or terms and conditions and we will tell you of our intention to do so. If you are unhappy with our proposed amendments, you will have the option to decline to continue this insurance. We will give you at least 30 days' notice of any changes.
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Clause	440.0	Insurance Premium Tax (IPT) The rate of insurance premium tax applicable to UK insurance business increases from 5% to 6% on 4th January 2011. Therefore, the tax amount shown may change depending upon when we accept your instructions to proceed with cover. If in doubt, please contact us.
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Policy: HU PI6 1713843 (75)

Clause	603.1	Commercial assistance and legal advice helpline This policy gives you access to a legal advice helpline to assist in the day-to-day running of your business. This helpline is available 24 hours a day, 7 days a week and will ensure you have the best advice when your business is facing legal issues at home or abroad on issues such as: • Employment • Prosecutions • Discrimination in the workplace • Health & safety • European law Helpline number: +44 (0)845 2703298 Helpline hours: 24 hours a day, 7 days a week This helpline is provided by DAS Legal Expenses Insurance Company Ltd. as a service for eligible Hiscox policyholders.
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Clause	Data Protection Act By accepting your Policy, you consent to us using the information we may hold about you for the purposes of providing insurance and handling claims, if any, and to process sensitive personal data about you where this is necessary (for example health information or criminal convictions). This may mean we have to give some details to third parties involved in providing insurance cover. These may include insurance carriers, third-party claims adjusters, fraud detection and prevention services, reinsurance companies and insurance regulatory authorities. Where such sensitive personal information relates to anyone other than you, you must obtain the explicit consent of the person to whom the information relates both to the disclosure of such information to us and its use by us as set out above. The information provided will be treated in confidence and in compliance with the Data Protection Act 1998. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected. For training and quality control purposes, telephone calls may be monitored or recorded
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INFORMATION ABOUT US

This policy is underwritten by Hiscox Underwriting Limited on behalf of the insurers listed below.

Name	Hiscox Underwriting Limited
Registered address	1 Great St. Helens London EC3A 6HX United Kingdom
Company registration	Registered in England number 02372789
Status	Authorised and regulated by the Financial Conduct Authority

Insurers

These insurers provide cover as specified in each section of the schedule.

Name	DAS Legal Expenses Insurance Company Limited
Registered address	DAS House, Quay Side, Temple Back Bristol BS1 6NH United Kingdom
Company registration	Registered in England number 00103274
Status	Authorised by the Prudential Regulation Authority and regulated by the Prudential Regulation Authority and the Financial Conduct Authority

Name	Hiscox Insurance Company Limited
Registered address	1 Great St. Helens London EC3A 6HX United Kingdom
Company registration	Registered in England number 00070234
Status	Authorised and regulated by the Prudential Regulation Authority and the Financial Conduct Authority

Complaints procedure

Our aim is to ensure that all aspects of your insurance are dealt with promptly, efficiently and fairly. At all times we are committed to providing you with the highest standard of service. If you have any concerns about your policy or the handling of a claim you should, in the first instance, contact Hiscox customer relations either in writing at:

Hiscox Customer Relations
Hiscox House
Sheepen Place
Colchester
CO3 3XL
United Kingdom

or by telephone on +44 (0)1206 773705 or by email at customer.relations@hiscox.com.

Complaints that cannot be resolved may be referred to the Financial Ombudsman Service or your local Ombudsman. Further details will be provided at the appropriate stage of the complaints process. This complaint procedure is without prejudice to your right to take legal proceedings.

Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme (FSCS). If we cannot meet our obligations you may be entitled to compensation from the scheme. Full details are available at www.fscs.org.uk.