

Ymddiriedolaeth Amgueddfa Rheilffyrdd Bach Cul
The Narrow Gauge Railway Museum Trust
Wharf Station, Tywyn, Gwynedd, LL36 9EY.
Registered Charity No. 1040128 Registered Museum No. RD 1433

Minutes of Trustees Meeting

Held Saturday 27th September 2009 at Wharf Station, Tywyn.

Present C K Theobald (Chairman)
 D H Newing
 M N Phillips
 B Owen
 R M Whitehouse (Treasurer)
 I P Evans

Apologies for absence received from A J Coulls and A Edwards.

Distribution as above plus S Whitehouse (Council Minutes Secretary) and W Crowe (Auditor)

Malcolm Phillips was welcomed to his first meeting as Trustee.

NOTE – This meeting followed the first open meeting of the friends of the NGRM, when issues raised included;

- Thanks to our wonderful volunteer attendants.
- Thanks for support of working parties. Winter programme will be similar to last year and support is needed.
- Clock in signalling display is not working. It has no narrow gauge provenance, but is accessioned.
- Plans for standard gauge chairs stored in gunpowder store (ex Wharf edge siding).
- Timber boxes being made by Roelof Van de Molen.
- West doors no longer need be designated fire doors. Minor signing alterations needed, but this would provide extra display space.
- Could a booklet of the display panels be produced? Is there a copyright issue?
- Tom Rolt Centenary Exhibition to be launched on his birthday 11/02/2010. Founders Day will be celebrated on 14/05/2010.

180 Minutes of the meeting held 25/07/09 accepted and signed subject to;-

- Tony Edwards to be Anthony Edwards throughout.
- Correct spelling in Min 176 are Campbeltown ... Barnstaple.
- Min 178d to be Becky Sharpe not Debbie.

181 Matters Arising.

a Min. 158d – Poster Board for advertising future museum events to be fixed to access door to lift mechanism, rather than a standalone A frame.

ACTION CKT

b Min. 159 – B Owen steps up to be the new Council nominee Trustee.

c Min 178b - Shared distribution list still to be set up.

182. Treasurer's report.

Treasurer's report was tabled and noted.

183. Budget; Forward Plan and Grants.

For accreditation purposes, we need budget for current and next fiscal year (years ending 31/01/2010 and 31/01/2011). To include items previously discussed and fixed costs;-

£1200 spend on slate blocks for weighbridge.

c.£3000 for lighting improvements.

Further weighbridge costs; the Trustees agreed to spend up to £200 on roof slates in 2010.

c.£2000 on "display development" in 2010 budget. May include some graphics work; display area in lieu of west balcony door; additional nameplate grid for items in new acquisition cabinet (item now nearly complete at Pendre); display for Rolt books (post centenary display).

ISP fixed cost and registration.

Rent to T.R. Co.

I.T. costs of say £800.

Back up power supply.

Provision to match any grants we secure at 50% of estimate; might include;

- additional languages for the interactive display and website (£250). There is an approved list of Welsh translators, so may have to use that list to secure grant, rather than using our own consultants.
- archive cataloguing (possible student placement but not until 2011);
- tarpaulins (trial first and if successful, greater spend in 2011)
- environment management equipment (data logging @ £250). BO to progress grant application.

Action BO

- publications (e.g. an A5 booklet of display material, but not until 2011. We have the artwork as a pdf file and need to check we hold the copyright).

184. Auctions Report

Trustees agreed to enter two bids of £220 each + fees, in forthcoming auctions for a Duffield Bank wagon plate and a Spooner & Co wagon plate. Bids do not cover F.R. items, as we do not wish to be bidding against the F.R.

185 Emergency Plan

For accreditation, we have to declare that we have an Emergency Plan, but not submit it! However, CKT has drafted the document and would circulate it. The biggest risk is water ingress, particularly with the sunken floor. We need to set up a system of inspections (e.g. blocked gutters); tick sheet to be prepared to record this.

Other issues to address – do we need to keep back up tools / materials on site, or can we rely on TR resources? Need to expand the document to include the Gunpowder store. Need to arrange a fire drill.

186. Accreditation.

Attendants handbook being updated (but again does not need to be submitted).
Trustee Induction Plan needed.

187. Working Parties.

Trustees recorded thanks for support of first Saturday working parties, noting that more support will always be welcome. The LNWR wagon has been completed and the next working party will move the next wagon needing attention into the Gunpowder store. Winter programme will be similar to last year on Thursday mornings and support is needed.

Consideration to be given to alternative paint store, as the Gunpowder Store is not ideal.

Aberllefenni incline balance wagon still needs wood hardener. Might be able to get funding for it to be submerged in a tank.

ACTION AJC

188. Wharf “south side” development

Work is on-going.

189 Archives.

The John Rylands Museum declined the J I C Boyd bequest of railway material and the executors have split the material between the TR / FR / Ireland and Isle of Man Societies. DHN has collected our share and is holding it pending sorting (most seems to be copy material rather than originals, used in conjunction with the Wild Swan book plus some personal notes and prints of George Henry and Jubilee in use).

190. Off site locomotives.

Trustees thanked AE for his recent visit to Cambrai at Irchester and noted his report. Irchester is not a registered museum. The engine is stored in a shed that has no electricity and consequently no security system. Concern that there are travellers nearby. However, all boiler fittings have been removed and felt the engine is still better under cover there, since we could not provide covered accommodation in Tywyn.

W McCanna had recently visited Railworld and found out that Railworld is planning to undertake some restoration work. Terms of loan agreement had been checked; agreed that we need to meet Mr Lock & Railworld to discuss; we need to see the business plan and draw up a new agreement.

Action ACW & MNP

191. Collections Management.

Documentation Procedural Manual places a lot of work on our Secretary. MNP to assist with Collections Management process.

ACTION MNP

192. Acquisitions and Disposals.

- a Dolgoch & Abergynolwyn carriage board had been placed on loan by Phil Mason.
- b Two engraved glasses from Lynton & Barnstaple Railway refreshment rooms are due to be delivered tomorrow from Dr J Prideaux.
- c We had been offered a loco shaped collecting box from one of Rev Awdry's churches. Trustees recommended that this offer be rejected.

ACTION DHN

- d Papers and models delivered by P Cottrell / L Garvey are still to be sorted, but correct form has not been completed.

ACTION DHN

- e Offer of a bound set of Railway Magazines from George Conway considered. This would be potentially for our support collection, but do we have room to store it.

ACTION RMW

193. Correspondence.

Offer to help with the website had been received from one of our new Friends; to be referred to ACW. Need to understand what I.T. and admin support can be done remotely and what needs to be done in Tywyn.

ACTION DHN

194. AOB.

- a Noted that TRPS was progressing a "partnership" (not twinning) with a Dutch museum / railway, NGRM Trust welcome to be part of the Partnership.
- b Drew Westerman's work experience meant that progress had been made on entering the Awdry collection onto Catalist. Letter of thanks to be sent.

ACTION DHN

BO has Catalist at home and will finish the task.

ACTION BO

- c Authorised version of letterhead to be issued to all Trustees.

ACTION CKT

The Trustees will next meet at Wharf on Sunday 1st November at 09.30.