

**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 24<sup>th</sup> May 2008 at Wharf Station, Tywyn.

Present (Quorum 3 or more Trustees)  
C K Theobald (Chairman)  
B Owen, Co-opted Trustee  
T Edwards, Co-opted Trustee  
D Newing  
A Coulls  
I P Evans  
R M Whitehouse, Hon Treasurer, in attendance

Apologies for absence from G Boyd Hope and G Haulfryn Williams (Curatorial Advisor)

Distribution – as above plus P Sayers (TRPS Council Minutes Secretary) and W Crowe (Auditor)

Date of next meetings – Sunday 26<sup>th</sup> October at 10.00 in Tywyn and Saturday 7<sup>th</sup> March 2009 at 12.00 in Derby.

100 Minutes of meeting held 23/02/08

Correct spellings as follows;

- In heading Quorum
- In Min. 85 principle
- In Min. 89 Aberliefenni

Minute 96 – the nameplate is “Nutty”.

101 Matters Arising

- a) Min. 84.5; Curator’s tales being progressed for Victorian Week. Working draft circulated at the meeting.
- b) Min. 85; CAF Selector Account; does not tie up money completely. The best rate is for 3 monthly deposits. It was agreed to use this account if it does not take up too much of the Treasurer’s time. Signatories to be K Theobald; R Whitehouse; D Newing and I Evans. Agreed to allocate £15k to the Gold account; £20k into the Selector Account, leaving c.£3k in the cash account.
- c) Min. 85; Annual Report appendix had been re-created. There had been some difficulties transferring documents by email, particularly where boxes had been used in the formatting.
- d) Min. 97; F Stapleton does not have an email address.
- e) Min. 98; B Owen had attended the “archives event” at Caernarvon on 7<sup>th</sup> March.

The National Library of Wales run a "Gathering the jewels" website and it is recommended that we put ourselves on it.

- f) Min. 98; K Foster is taking the Farquhar layout to Northern Ireland in November. Speaker also required to talk of our "Awdry connection". Action DN.
- g) B Fuller wishes to give up her secretarial duties, having taken on other TRPS duties. However, emails can now be accessed remotely. Action CKT  
Incoming mail to be placed in pigeon hole and to be regularly checked by CKT; TE and RMW. Need to avoid the scams we have received in the past.

#### 102. Treasurer's Report and Budget.

Treasurer's report noted. An anonymous donation of £500 and the leaflet grant of £750 had been received. Details for the Gift Aid claim for the period to 31/01/08 had been sent to Bob Morland.

It was agreed to spend £30.73 on Inkjet cartridges; £43.47 on display hooks for use on the temporary displays and £51.57 on the annual fee to provide email and website access to service provider.

Budget to be built up, starting with the fixed (annual recurrent) costs and an estimate for donation income. We also need an estimate for an "English only" leaflet and identify what might be eligible for grants (e.g. wagon covers).

Action ??

#### 103 Museum Wagons.

Maintenance continues; the covered van needs 2 more coats of LTE grey (post meeting these were applied by Tracksiders on 29<sup>th</sup> May).

Corris incline balance wagon; some cuprinol applied (and more was also applied by Tracksiders). It will need wood hardener; A Coulls may be able to access a bulk supply.

Action AC

GW wagon floor needs to be riveted, but can be brushed down.

Wagons to be measured for tarpaulins, as a pre-requisite to getting quotes for covers.

Action DN

#### 104 Wharf south side development.

This is a joint Railway / Museum project. Notice to be provided explaining the "hole" behind the gunpowder store.

Action DN

T.R. rail from the old "sliding siding" is available, although most of the rail will be concreted in to maintain yard access, so only a short length will be laid in "traditional" style.

#### 105. Archives.

A&H Holmes, S Whitehouse and D Mitchell assisted with sorting and provisional cataloguing of previously unsorted items. The archives included some early museum records and records of some acquisitions, but also some items from the museum's collection, which it is intended to accession. There is still one cupboard to clear and sort. This is a joint Railway / Museum archive.

Joy ?? from Telford is going through the papers inherited from A C White and G Boyd Hope and now also some items from M A Howard.

The deeds for Bryn Eglwys have been located and it was agreed to acquire them if the present owner is willing to sell. Action AC

106 Attendants' feedback.

T Edwards provided feedback on behalf of our volunteer attendants. There are 20 that we can call upon.

- a) Several concerns about the building raised (need to remove the spikes on the balcony picket fence; lighting level is too low; doors are warping so difficult to lock).
- b) Felt that the opening times are about right (11-3 in "no trains" period; 10-3 in red timetable; 10-4.30 in blue / green timetable and 9.30-5 in pink timetable). Signs to be re-made on a more permanent basis.

Action ??

- c) Does "Jubilee" need a discrete sign saying children must be supervised / accompanied? Some concern that children also get onto the running plate and about the amount of noise generated!
- d) Request for working block instruments; this is a project awaiting resources and a decision on where to place the second plinth.
- e) Confirmed that the font and size of labels follows the guidelines.
- f) Request for an alternative t.v. programme to relieve the repetition. The original TRPS slide set to be put onto a memory card, with some text.

Action DN

- g) We do have a dvd player. Investigate whether it can be rigged up next winter.
- h) Books to be labelled "for reference only" Action ??
- i) There is a long term offer to provide "railway sounds", but as care must be taken not to provide continuous sound, it must be triggered somehow.
- j) Should attendants have a uniform (perhaps a fleece or a stock that all attendants can use).
- k) Should there be a notice of "current events"?

107 Accreditation.

Various documents need to be in place before accreditation can take place. The Forward Plan; Documentation Plan and Acquisition & Disposal Policy to be reviewed by CKT; DN and BO respectively. A draft Disaster Recovery Plan does exist but interfaces with the TR. The Attendants' Handbook provides the Operations Manual, but some enhancement may be necessary. The Trustees agreed to incur necessary secretarial expenses in making copies available (each Trustee, the office and Dolgellau records centre to have a hard copy and soft / back up copies also to be made.

Accession records are on catalyst, but the paper copy needs updating. Action DN

"Object entry forms" cost £53 per 100 from Collections Trust. Agreed to purchase these, but first check whether Barmouth Printers could do it cheaper. Action CKT

The "Object Movement Sheet", designed by B Owen is available.

108 Grant applications.

We have no current applications. Consider whether an application could be made for new signs and / or for tarpaulins. DN had attended an HRA presentation on new HLF procedures. The process for applications under £30k has been simplified, with a guaranteed response time of 2 months.

109 Use and distribution of publicity leaflets.

Leaflets to be taken to Dolgellau and Caernarvon by DN and BO respectively. Bi-lingual leaflets to be used mainly in Wales. Suggestions that they be distributed to members of the Narrow Gauge Railway Society; the Ashover Light Railway Society etc to be deferred, since an English only version would suffice; agreed to get a quote for an English A4 version. Action CKT

110 Liaison with WHR.

WHR had now responded to the comments submitted on our behalf by AC. The WHR display has been mounted as this year's temporary exhibition. Are captions being provided? Action CKT / WM  
Should we use the exhibition to issue a press release; text to be sent to D Mitchell. Action AC

111 Collections Management and acquisitions.

A collection of buttons at Dolgellau to be recovered. Action DN  
Agreed to accession the Banking Engine ticket and Banking Engine pass as CDR016 and CDR017; these are loans from MRFS and it was agreed that the loan period should be a minimum of 5 years. The "Nutty" nameplate had been purchased and accessioned as LBC004. Agreed to accession the Corris wagons and turntable from Gelerts Farm / F Stapleton, but noted there is still a "rubbish wagon" to be collected when it has been traced. Action CKT  
It was also agreed to accession items that had been found in the Dolgellau archives; Manx and WHR train signalling tickets; and FR first class pass and GVT and WHR tickets. Action DN  
The FR's "chief bodger" had offered a Padarn Railway carriage door. It's not clear how this might be displayed, but further information to be sought. Action DN  
Audrey Boston has deposited the Rev T Boston's paperwork with the NRM; this includes some 1960s posters. AC to establish what might be of interest and dispose of the remainder. Action AC  
Noted that the Sheffield; Glos & Warwickshire Railway and Great Central railwayana auctions sometimes have narrow gauge items. Our budget would need to include a "purchase fund" and any purchase must match our objectives (slate / Welsh etc). R&S Whitehouse to monitor what is coming up for sale and willing to represent us. Action RMW  
Noted a member is leaving his membership records and library to through his will. The books would be allocated for the subsidiary collection.

112 Correspondence.

- a) G Boyd Hope's email invited the Trustees to sponsor a print run of leaflets for the Ashover Light Railway Society or place an advert in their journal. Trustees decline to make a grant and deferred a decision on an advert, but agreed to offer a text on the Ashover items in the collection for the Journal. Action ??
- b) W McCanna had pointed out that the cross in the Awdry study, which Wilbert had acquired in Bethlehem, had not been blessed in its new "home". Nigel Adams is willing to do the honours. It would create another opportunity for a press release

and may be an idea for Duncan day.

Action IPE / WM

- c) Steve and Tony Thorpe are re-creating the 4mm scale drawings. It was agreed to allow the drawing of Jubilee to be used in this series, for a modest reproduction fee. Action ??

113 Temporary exhibitions

The 2009 temporary exhibition will be on Bryn Eglwys, arranged by A Holmes. February 2010 is the centenary of Tom Rolt's birth.

114 Other business.

- a) Website – James has secured an almost complete version of the previous website, but there is some doubt about its accuracy and about how some of the information was obtained. Agreed priority is to get some information available and consider the format and design later. The railway biographies produced by B Owen contains a list of exhibits from those railways.
- b) Handrail at the foot of the stairs is on the deficiency list for the building. It was reported that a child had been injured, but there is no entry in the accident book. Attendants to be briefed. Action TE / CKT
- c) Museum report for the TRPS AGM report (September News) to be drafted. Action DN
- d) C White recommends that the Trustees should visit Mark Lock / Nutty at Peterborough. Need to discuss making it more available. Cambrai is not so far away.
- e) Noted that the interpretive sign (recently purchased from Sign-a-rama) at the points on Abergynolwyn was now missing. In addition, the Snowdon track, the slate wagon at the top of the drive and the level crossing gates at Abergynolwyn playground need a sign. RBL Industries would be an alternative supplier.