

**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 25<sup>th</sup> July 2009 at Wharf Station, Tywyn.

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

Apologies for absence received from A J Coulls and G Haulfryn Williams (Curatorial Advisor)

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

157    Minutes of the meeting held 22/03/09 accepted and signed.

158    Matters Arising.

- a    Min. 137a - "Curator's tales" had been successful during Victorian Week 2008. Copy of text had been forwarded to [Curator@ngrm.org](mailto:Curator@ngrm.org) for potential re-use. New text to be used in 2009. (Post meeting note – 22 people attended the 2009 Victorian Week performances and text has again been forwarded to [Curator@ngrm.org](mailto:Curator@ngrm.org) for potential re-use when opportunity / resources permit).
- b    Min. 137b – Corris mail wagon is now at Corris on a season long loan and is being stored under cover.
- c    Min 139 - The treasurer had received and paid an invoice from the T.R.Co, for catering at the "blessing of the Awdry Cross" event.
- d    Min. 156c – DHN investigation a Poster Board; cork board or A Frame, to publicise events. Quote also to be obtained from Sign-a-rama (Post meeting note – quote from Sign-a-rama rejected).

ACTION DHN

159. Appointment of new Trustee.

Following resignation of G. Boyd Hope, it was proposed by DHN; seconded by TE and agreed that Malcolm Phillips be invited to become a TRPS co-opted Trustee. (Post meeting note – Malcolm has accepted the invitation).

160. Confirmation of appointment of Curatorial Advisor.

G Haulfryn – Williams had indicated his wish to step down as Curatorial Advisor. With Brian and Anthony as Trustees, we have professional expertise on board. It was proposed by TE; seconded by BO and agreed that A Coulls be appointed as Curatorial Advisor, subject to checking with Carol Whitaker (CyMAL) that this did not create a “conflict of interest”. . (Post meeting note – Anthony’s appointment has been confirmed).

161. Treasurer’s report.

Treasurer’s report was tabled. Issues raised by our auditor are being addressed by DN and RMW.

As 2008 income was less than£10k, we do not need to submit accounts to the Charity Commissioners (our Annual Report will suffice). However, we still need audited accounts for accreditation purposes. The bank reconciliation has identified a possible error, which is being investigated. For the second year running we have been asked to submit a tax return. A second Gold account is being set up to gain a higher rate of interest.

ACTIONS RMW

The domain name and website fee has been paid. We are still awaiting a correct VAT invoice for the weighbridge slate. An invoice of £140 for the Friends leaflet is to be paid. The Trustees confirmed that an order should be placed for a replacement interpretive sign at the Abergynolwyn point.

ACTION IPE

162. Annual Report 2008-9.

Minor comments on the draft circulated by DHN were made. It was proposed by DHN; seconded by IPE and agreed to adopt the report, subject to examination of the accounts.

163. Winter opening hours 2009/10

Last winter, one application for an out of season visit was accommodated. Trustees confirmed that if no train service was operating, the museum would be closed except by prior appointment.

164 Budget for this year and next

A budget (“Spending Plan”) is required for this year and next, for accreditation purposes if not for our own fiscal purposes. Our regular outgoings / fixed costs and subscriptions can be readily identified.

ACTION RMW

Our spending plans include replacement lighting; alterations to the fire exit and purchase of tarpaulins. Trustees were asked to consider whether there was anything else.

ACTION All

165. Forward Plan.

Minor comments on the draft circulated by DHN were made. It was proposed by BO; seconded by IPE and agreed to adopt the Forward Plan.

166. Emergency Plan.

Drafting is in progress; aim to circulate it in mid September.

ACTION CKT

167. Accreditation.

A review / update of the Attendant's Handbook is in progress.

ACTION CKT

A Documentation Plan is also required.

ACTION DHN

The Trustees authorised the Chairman of Trustees to sign off museum working documents on our behalf.

Accession numbers are to be applied to our exhibits, but we have been unable to get the suggested materials. BO uses white Humbrol paint where the items are large enough.

168. Off site locomotives.

Trustees thanked Chris White for his email of 14<sup>th</sup> June. Minor expenditure had been incurred on North Ings locomotives / working parties, but all falling within the Chairman's delegated authority.

The Trustees accepted Chris White's offer to visit "Natty" at Railworld and TE's offer to visit Cambrai at Irchester (GB-H & Dale Coton had recently seen 774 at Statfold). What about Furzebrook wagon?

(Post meeting note – W McCanna has recently visited Railworld and found out that Mark Lock is planning to undertake some restoration work. Terms of loan agreement being checked).

169. I.T. and website.

Agreed to accept Mark Sutherland's offer to help with the NGRM website. The computer server is being relocated within the office. The T.R. website is being overhauled and it was agreed to strip out all NGRM data leaving just an introduction and link to our own website.

ACTION DHN / Tony Sharpe

170. Museum wagons

The wagon at the top of the drive and No. 101 had been repainted. The LNWR wagon has been painted but needs a further coat (planned for June working party).

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

ACTION AJC

Investigations into suitable tarpaulins continues.

ACTION DHN

171. Wharf South side development.

Work on the weigh house continues with the Outdoor Week gang. Concern expressed about appearance of yard, especially from balcony; list of issues to be compiled for either a working party or October Tracksiders.

ACTION TE

172. Grants.

Future grant applications might include additional languages for the interactive display and website; archive cataloguing (possible student placement); tarpaulins and environment management equipment (datalogging).

Our application to CyMAL for a grant towards lighting improvements had been unsuccessful. Steve Thorpe had installed c20 new fluorescent lights on ground floor and has now sourced an LED version. We have 2 circuits and it was suggested that we use one for general lighting and the other for directional panel lighting. Under the lease, lighting remains the responsibility of the T.R. Co., but the Trust has offered to contribute. The chairman was authorised to negotiate a suitable arrangement.

ACTION CKT

173. Archives.

The pre Easter working party deposited more material but the catalogue is still to be updated.

174. Collections Management

Dick France had recorded the J Allen collection of Rolt material; agreed he be invited to take on responsibility for Catalist updating.

ACTION DHN

175. Acquisitions and disposals.

It is proposed to de-accession the Lynton & Barnstable ¼ milepost, which is now in store pending clarification of its provenance.

It was agreed to accession Lynton and Blackmoor Gate refreshment room glass offered by J Prideaux c/o G Haulfryn Williams.

Also c/o/ G Haulfryn Williams, we have been offered 2 photo collections for active use and possible income generation. A decision was deferred pending clarification of how many photos are involved and what work and resources might be required.

176. Auctions Report.

Recent transactions have included a T.R. carriage board (purchased by a TRPS member); some CDRJC timetables (2 of which have been added to RMW's collection); a Cambletown & Machrihanish postcard and a Lynton & Barnstable coat of arms (which sold for £3k!).

177. Correspondence.

None to report.

178. Other Business

- a. Some Trustees expressed concerned that a sales event run as part of the "Have a go" weekend had taken place without their knowledge, particularly as the participants did not stick to the rules agreed and appear to have re-aligned some of our lights.
- b. Shared distribution list to be set up.
- c. BO will shortly be under going an operation. Best wishes were expressed.
- d. Logo – A new logo, drawn by Debbie Sharpe and featuring the Madeley Wood Wheel and locomotive "Dot" was endorsed. On this basis, quotes to be obtained for attendants' fleeces (possible Grant funding).

ACTION CKT

ACTION TE

179. Date(s) of next meeting / arrangements for 27<sup>th</sup> September.

"Friends" meeting starts at 09.30, with Curator's Tales; followed by an open forum at 10.00. The Vintage Train departs at 11.00, which will be followed by an abbreviated Trustees meeting concentrating on accreditation issues.

The Trustees will also meet at Wharf on Sunday 1<sup>st</sup> November at 09.30.