

**RDRPS COMMITTEE: 25 JUNE 2014
MINUTES**

1. Welcome, any apologies.

Present: Frank Grant; Richard Hamlet; Dave Pearson; Sandra Pearson; Jon Tyler; Bob Kelley.

Apology. Dave Cowie.

200 Club

374 Angus Pelham-Burn

375 James Milburn

258 K Graham

2. Minutes of May meeting, actions, matters arising.

The gazebo has been delivered. The structure has suffered some wear and tear, some junction points being held together with tape, and the support frame is therefore not suitable during a public event. Frank is to ask Harvey if the gazebo is to be returned.

Minutes of the May meeting were accepted, proposed Dave Pearson, Seconded Richard Hamlet.

3. Check in: Good things happening; Not so good things happening.

All Charters are going extremely well, and are well received by charterers.

School charters in particular are extremely good in terms of potential for revisits by families of attendees.

Salmon is proving to be an attraction and a major asset.

However -

We are very short of volunteers, considering the programme and timetable. There are conflicting messages regarding the effective employment of volunteers.

4. Finance.

£13000 in bank currently, with around £11600 uncommitted. Committed funds are for ballast and the station building

Net income is £6600. Gift aid is still to come, which should be around £1000.

Online banking - card security tokens have been ordered and one has appeared. The bank has indicated verbally that John Hopkins is no longer a signatory.

- *Expenditure updates, especially for HLF.*

Oldmeldrum. £1800 has been spent so far this year. The completion certificate will not be possible until a retaining wall is built to the rear of the building. A contractor is the preferred option for this phase, and Frank is looking for a price, roughly estimated at £5000- £6000. A cost estimate to completion of the building itself is being progressed, with £750 set aside to completion.

- *Preparation of an application for 'European Funding for Community Projects 2014-2020'.*

RDRPS should bid for all outstanding work, which would result in a bid for all the extension works to completion westward. Long term, we should apply for European funding to cover a feasibility study for extension of the line eastward.

A project meeting is needed to discuss new Bridge of Bennie.

5. Membership and Volunteers

- *Update on training and examinations for volunteers.*

We have people ready to be passed out as guard and diesel driver. We query whether Wednesday trains are viable, in terms of volunteer utilisation.

- *The authorisation of those visiting from other Heritage Railways - evidence of experience etc.*
- Clarification is to be requested regarding criteria for authorisation of visiting staff.

An updated staff qualification matrix is needed (as displayed in the Bothy), including one-man operation qualification.

6. Health & Safety

This discussion resulted from some recent occurrences on the railway.

- *Responsibilities.*

The person in charge should have his or her team or working group in view during train or vehicle movements.

Safety briefings or "tool-box talks" need to include specific instructions to individuals.

- *Use and Completion of Incident Reports.*

In the case of an incident during operational movements, the guard should investigate and initiate an Incident Report. This is signed off by a DRC Director. Volunteers need to know lessons from incidents, and an improvement to the system could be that incident reports be "desensitised" by removal of individuals' names and the learning points of the story circulated for volunteers.

Incident reports should not be used for individual blame, but could be used for disciplinary action under other arrangements if necessary, following incident review.

7. Bothy

- Additional pigeon holes in the bothy. Current pigeon holes simply need labelling. One is needed for PW defects.
- The state of the office (it's a shambles). We need a ppe store, as this now clutters the office.
- The holding of an electronic copy of all RDRPS forms on the office computer would be an improvement.

8. AOCB

- Model railway exhibition 25/26 October. A display stand is to be purchased for use in such recruitment opportunities.
- James Rule, a new RDRPS member will give us stories about his railway experiences for QM. Jimmy was a steam driver and fireman on the Deeside line in the latter days of steam.
- Queen's Messenger - can an electronic archive be set up of all QMs to date?
- LOLA certification is being progressed for the Sanderson FLT.
- Vegetation has been cut back to some extent along the track.
- 200 Club - 50% of RDRPS members are 200 Club members. Small expenditure, with a return of around £600 per year. Is it worth it? Dave will confirm the worth of the 200 Club.
- Catering volunteers are always needed, and Sandra has had some success in getting volunteers.

R Kelley
2 July 2014

