

## Minutes of RDRPS Committee Meeting held by Zoom 7 February 2022

### Attendees:

Trustees	James West	(JW)
	Alexander Wilkie	(AW)
	Alec Glennie	(AG)
	Allan Jones	(AJ)
	Neville Browne	(NB)
Co-opted	Paul Gunning	(PG)
	Ben Fawkes	(BF)
	Bill Halliday	(BH)
	Tony Holman	(TH)

Subject	Notes	Action By
Minutes from previous meeting	Approved. It was agreed that the minutes should be posted on the notice board in the Mess Room and on the website.	AJ
Health and Safety	Nothing significant to report	
Chairman's Report	<p>JW and NB have drafted three documents, including a revised Code of Conduct, an Anti-Bullying etc Policy, and a policy on how the RDRPS Committee should work together. Re the Code of Conduct BH recommended that someone independent of the Railway be involved in disciplinary matters. It was agreed to amend the Code to permit the Trustees to involve an independent assessor if they think it necessary to ensure fairness. AJ asked that the Code stress the need for the person who is alleged to have misbehaved to be told of the complaint and invited to respond. Committee members should submit any further comments on the three draft documents to NB, and he will revise them and bring them back to the Committee for approval.</p> <p>It was agreed that members will be notified of the new Code of Conduct and Anti-Bullying etc Policy and will be encouraged to read them.</p> <p>Alistair Connell, the Railway's ICP for trackwork is visiting 20-21st Feb, principally to supervise the installation of two points at West Lodge. JW will send out an email to volunteers inviting them to attend and help with the work. It had been hoped that Alistair would do a track inspection, but this will not now be possible, because he cannot get the equipment. However, Alistair has agreed to arrange for another qualified person to do a track inspection at a later date.</p> <p>Several skips of waste material have been removed from West Lodge, and others and a scrap container will go shortly.</p>	<p>NB</p> <p>JW</p>
Vice-Chairman's Report	<p>Still no response from Ferryhill to our efforts to establish what we own, and to pay for them storing it. AW will try to arrange another meeting with them.</p> <p>The membership form is being revised.</p> <p>The application to renew the planning permission for Riverside Halt is under preparation.</p>	AW
Secretary's Report	Nothing to report	
Treasurer's Report	<p>Bank balance is £30,524.36. AG will provide JW with accounts to enable him to prepare the VAT return. The VAT return software package being assessed by DRC seems suitable for our use, and is low-cost, so it is likely that we will purchase the licence.</p> <p>AG wants to make a start on compiling the Asset Register once the weather improves.</p>	AG

	AJ asked if McIntosh Plant Hire had responded to our payment plan offer. JW explained that the offer had not been sent to McIntosh Plant Hire because of other issues that had emerged re McIntosh. It was agreed that a letter will be sent to McIntosh Plant Hire setting out the payment plan that the Committee approved at its 7th December meeting.	JW
2021 AGM and matters arising	The draft minutes will be revised to show that the approved motion on management of the Society includes Bill Halliday's original motion. It was agreed that a sub-committee comprising JW, AW, BH and Chris Milburn will draw up ToR for the study into the control and management of the Society. AJ asked that it be wide-ranging and not just focus on whether the Society should become an SCIO. The proposed 'open meeting' with members was discussed, with some Committee members suggesting that a series of meetings with the various interest groups might be more productive than one big meeting. It was agreed that BF with help from TH and NB will prepare a list of objectives for the meeting(s).	AJ JW to arrange  BF
Communication with volunteers and members	It was agreed that BH will draft newsletters to go to volunteers (and possibly members eventually) telling them of the Committee's plans and inviting comment, ideas, suggestions etc. The newsletters will go out through HOPS. BF has volunteered to take the lead in producing a digital Queen's Messenger.	BH  BF
Forward Planning / Projects	<b>5-Year Plan</b> Following the request for ideas at January's Committee meeting, BH had submitted a draft Action Plan, and AJ had suggested a structure for the 5-Year Plan. Committee members were asked to comment on BH's Action Plan and to submit ideas on what the 5-Year Plan should contain. <b>Riverside Halt</b> Work is progressing well, but there is much more to do. <b>Birkenbaud Crossing</b> AJ, AW and Dave Allan are trying to progress this by working up the preferred option of a UWC (User worked crossing) whilst keeping alive two other alternative options. AJ has drafted a RA for the UWC. JW will try and find the RA that was previously submitted to the ORR. There is to be a HOPS seminar on UWCs on 1st March – open to all. <b>Bridge of Bennie Project</b> It was agreed that PG should call a meeting of the BoB sub-committee to consider his report, and prepare a final report for submission to the main Committee.	     AJ, AW, Dave A  JW
Membership and Volunteers	NB and AG have been working to improve the accuracy and completeness of the membership list. Revenue from membership fees and donations is about £2,100 per year, not including Gift Aid uplift. NB proposed that for the 2022/23 year only we tolerate late payment of membership fees, due to it being only a short time since members paid their 2021 fees.	
SMS review	AJ reported that he was unable to trace many of the documents referred to in the current SMS. Bob Kelley has agreed to help him prepare the new SMS.	AJ
Matters Arising	<b>Building maintenance – the Old Shop</b> The MWG will prepare an inventory of the contents of the Old Shop, with a view to disposing all the junk. AW suggested that tools could be kept in the container next to the engine shed.	MWG

	<p>JW reminded everyone that all work plans and work progress reports should be copied to him, so that he knows what is going on, and can plan properly. AJ suggested that this reporting be done through HOPS, making it accessible to everyone involved. AW will investigate this.</p> <p><b>Plans for the 2022 season</b></p> <p>JW reported that the timetable for 2022 was close to being finalised. Services will start on 27 March (Mothering Sunday) and will continue through the summer – mostly steam services on Sundays but with some diesel services on Saturdays in the peak. The cream tea service will be revived. Bon Accord's birthday on 1st May will be celebrated. There is to be a Members BBQ on July 22nd. There will be special event at Halloween, and a Murder Mystery event. There will be a Training Day before the start of services.</p>	<p>All work gang leaders</p> <p>AW</p>
AOB	<p><b>Repair of diesel shunter D2094</b></p> <p>It was agreed that this is a priority. The bearing blocks (not the loco itself) will have to be sent away for repair. JW indicated that it is DRC's responsibility to fund the repair.</p>	
Date of next meeting	<p>Monday 14th March at 1900 on Zoom. The next meeting of the RDRPS Trustees with the DRC Directors will be on Monday 11th April.</p>	