

# RDRPS COMMITTEE 19 FEB 2014

## 1. Welcome, apologies.

**Present:** Frank Grant (Chair), Richard Hamlet, Dave Pearson, Sandra Pearson, Jon Tyler.

**Apologies:** Robert Kelley, Dave Cowie.

## 2. Adoption of Minutes of last meeting.

- The minutes were adopted, proposed Dave Pearson, 2nd Frank Grant.

## 3. Actions, matters arising.

- HLF will give us £4000 on receipt of the Station building completion certificate and outstanding purchases receipts. A realistic date for this will be end 2014.
- The GUV has been purchased by the Society for a lump sum price of £4,500 and a letter transferring ownership from James West to the Society has been received.
- For all activities a Risk Assessment must be completed before the activity can be started.

## 4. Check in. Hopes and Fears for 2014.

### **Fears:**

- Lack of new volunteers.
- Keeping present volunteers. An article has been prepared for the Queen's Messenger advertising a 'Volunteer experience' day. **ACTION: DAVE PEARSON to communicate with DRC to determine a suitable date.**
- Advertising not effective. Evening Express?
- Lack of suitable and sufficient volunteers for steam operations, of which there will be more in 2014 than in the previous season.
- Lack of operational staff.
- Lack of training for such staff.

### **Hopes:**

- Get a bogie bolster on site. Note: Access restrictions at EARM means we are now looking at an April delivery at the earliest.
- Morale keeps pace with ambition.

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### 5. Financials.

Audited accounts 2012/13; Update on OSCR returns: Information to members re audited accounts

#### **200 Club – January draw**

1. No. 300 Peter Exell
2. No. 184 Bill Glennie
3. No. 170 Bill Halliday (verbal instruction in place to donate winnings to RDPRS)

#### **200 Club – February draw**

1. No. 406 Peter Cromack
2. No. 185 Martin Knowles
3. No. 362 Charles Brown

As of 19/02/2014, the financial summary for 2013-2014 is:

Opening balance			£24,996
Income	£23,878		
Expenditure		£35,785	
Commitments		£10,214	
Current balance			£2,875

- No invoice yet received for costs and transport of coaches.
- Oldmeldrum: Committed expenditure for completion of toilets and making west end habitable is £3,100.
- OSCR: Return sent 23 January 2014.
- Accounts for 2012/13: **ACTION: R Hamlet to pay auditor John Craig £75.**
- BoS have advised that the signatories mandate form has been returned to John Hopkins for amendment. **ACTION: Frank Grant to 'phone BoS to find out what needs to be amended.**
- The committee agreed that the process for issuing cheques once the authorised bank signatories have been changed to Frank Grant, Richard Hamlet and Jon Tyler will be for Richard to write and sign a cheque, then Frank to counter-sign the cheque. Jon shall be a back-up signatory should there be the urgent requirement to issue a cheque when either Frank or Richard are unavailable.
- Gift Aid: **ACTION: R Hamlet to complete an on-line return asap.**

### **6. Additional to Financials:** Sponsorship, Grant applications

- Grant application for footpath extension for £1,000 from Marr Area Council has been approved and an email sent to confirm acceptance.
- Mary Salmond Trust to be approached for £500 for same purpose.
- The committee approved the distribution of the presented sponsorship letter.

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### 7. Membership and Volunteers

- There has been no increase in membership fee for two years. It was agreed that this should stay the same until other funding is needed. Forms for volunteers and for 200 Club need to be printed at small expense by the local print shop-agreed. Some members are sending in subscriptions now.
- Expansion of the 200 Club - invitations to join will be sent through next edition of Queen's Messenger.
- Website – password protected Members section has been created.
- Volunteers SEE ABOVE. New volunteer Danny Burke civil engineer, started last weekend. The committee thanks the volunteers who have participated in the recent permanent way activities.
- Can RGU etc. be asked to come to the railway? **ACTION: Frank Grant to explore the issue of school visits etc. with a local teacher of technical subjects.**

### 8. Joint Planning:

Station layout; Staffing for functions and normal services using BSO/TSO

- A Joint Plan has been produced by Richard. There is a vital need of co-ordination between work teams and Planner.
- Problems with staffing. Frank is liaising with Chris on this issue. Relief staff are urgently needed.
- 2014 operations and infrastructure plans to be presented to members on 25 at 19:30 in the Douglas Arms Hotel, Banchory.
- RDRPS permanent way activities to be completed prior to 2014 season opening:
  - Replacement of out-of-spec bullhead rail – change out of all four path side rails has been completed. Three out of four rails on road side have been completed. One rail remains to be replaced. This requires the transfer of a longer rail from the layby area.
  - Stepped fishplates – Jon Tyler uplifting fishplates from Auchterarder Friday 21 Feb.
  - Fishplates greasing – ongoing
  - Track inspection – Jon Tyler to submit status report to James West for forwarding onto the Independent Track Inspector.

### 9. Relationships: DRC, FRHT etc.

- Relationships with DRC are good and working very well.
- FRHT relationship. Constitution being rewritten to remove direct relationship in terms of Trustees on that committee as of right. Annual payment of £500 to FRHT was commenced in November last. RDRPS should use this pending change in FRHT constitution as an opportunity to improve relationships.

### 10. 2014 operating issues.

This is properly a DRC matter, but it is believed the SMS needs reference to the Training Programme. **ACTION: Bob Kelley to investigate reference to training needs in SMS.**

### 11. Queen's Messenger.

Since there was no volunteer to edit the QM, Bob Kelley will carry on with assistance from Dave Pearson as necessary. QM Needs updates on planning and what's happening on the railway. Cut-off for content to Bob is 10 March 2014.

**ACTION: Dave Cowie to provide one line update on activities.**

### 12. Committee meetings and AGM - dates and format.

Next meeting Wednesday 19 March.

AGM in first week in October, but relate to school holidays.

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### 13. AOCB

- Volunteers required for deep cleaning of shop and coaches.
- Volunteers asking for training. Courses should be reviewed annually. Courses currently available are 'Induction to Safety Procedures' and 'PTS'. Specialist activity courses to be developed.
- Audited accounts have been added to Archives section of website and members emailed as to location.
- Other railways have appeals to extend line and repair bridges. How do they do this? Probably a stand-alone CHARITABLE company to raise funds - "Three Bridges to Banchory". Explore this and float the idea at the AGM. Explore engineering costs prior to this in order to outline the task and objective.
- Is it possible to hold a public event in Banchory? Banchory Show? British Legion?
- Picnic saloon: Jon Tyler to prepare a draft letter stating that repairs to the picnic saloon with the view to its use as a tea room as soon as joinery work to the station building has been completed, or to that effect. Draft to be issued to committee for approval.
- Classic Car Club visit 27 and 10:00.
- QM – **ACTION: R Hamlet to approach RGU re participation in QM preparation.**

R Hamlet (Treasurer)  
20 February 2014