

Minutes of RDRPS Committee Meeting 3 May 2023

Attendees: James West (JW) Allan Jones (AJ) Colin Fitzpatrick (CF)

Anne Fitzpatrick (AF).

Gavin Chandler (GC) and Paul Gunning (PG) sent their apologies for being unable to attend.

Subject	Notes	Action By
Minutes from previous meeting	The minutes of the 4 th April Committee meeting were approved, subject to a minor amendment.	
Health and Safety	JW reported that the ORR are increasingly concerned about falls from height on Heritage Railways. We need to consider issuing advice or providing training.	
Chairman's Report	Discussion on most items raised is recorded under Matters Arising. JW reported that the Alford Railway have confirmed that they want to purchase our spare flat-bottomed rail. We are to organise transport at their cost.	
Secretary's Report	AJ reported that the MWG have: replaced the rotten fencing at the back of the engine shed; almost finished repairing doors on the MK2s; cleaned the roadside face of the MK2s; dismantled and stored the coffee bar, and; fixed a wastepipe leak in the kitchen.	
Treasurer's Report	CF still does not have access to the Society's bank account, as the Bank has lost our application. A new application is now being made. AJ will send the new Expenditure Authorisation procedure to volunteers through HOPS. AJ will arrange with the HOPS administrator for CF to have permission to make full use of the HOPS email system. CF tabled a set of Year End Accounts and these were discussed. Concerns were raised about the intentions of DRC with regard to making a donation to the Society's funds, and this will be further discussed at the next meeting.	CF AJ
Membership and Volunteers	AF reported that we have gained one new member. It was agreed that the subscription renewal reminder letter will now be sent (together with QM) to all members along with a request that Life Members consider making a donation. AF will explore how we might make membership of the Society more attractive. JW will contact the webmaster to get the links on the website corrected.	AF AF JW
2022 AGM follow-up	JW promised to finish drafting responses to the additional questions raised at the last AGM, and then send them to Trustees for approval.	JW
Matters arising	2023 Programme – The service is now underway, with healthy passenger numbers on some days. It was reported that the poor response to requests for availability may be due to some volunteers not getting the HOPS emails. For the next roster period (June and July) AJ will send out additional emails to key staff telling them that the expression of availability window is open in HOPS. Publicity – AJ outlined the work that he and Chris Milburn are doing to publicise services. The draft Flyer was approved and AJ will arrange the printing of 500 copies. Catering – CF and AF volunteered to run the cream tea trial on 28 th May. AF offered to provide a tea/coffee service from the station during the Steam Taster Day on 18 th June and this was accepted with thanks. Theft from layby – The Police have asked the Heritage Railway Association to warn their members to be on the look-out for anyone	AJ AJ CF AF

	<p>trying to sell the equipment that was stolen from us. DRC are making a claim on their insurance. DRC are being provided with the details they need to purchase replacements. Assistance is being sought with the choice of scaffolding tower to buy. DRC plan to make one container at the layby into a highly secure store for expensive equipment. It was agreed that from now on all new equipment purchased must be photographed and the serial number recorded.</p> <p>Record of 2022 Santa train service – AJ is close to completing this, but has been unable to obtain details of some catering purchases. JW will check whether he has records of this.</p> <p>Training of Guards – AJ reported that he had put the first two trainees through their Induction, Personal Track Safety and Introduction to Train Guard courses. They will now shadow qualified Guards during their turns over the summer, with the hope that they can be assessed, passed and be ready to do turns by November. Training of a third trainee is due to start next month.</p> <p>Track repairs to mainline: Nothing can be done until we acquire new equipment, but it is hoped that we can carry out the necessary repairs over the summer.</p> <p>Riverside Halt trackwork: JW confirmed agreement with Bo’ness to obtain a right-hand point in return for them getting a left-hand point from us. Once the point has been acquired we will seek Alastair Connell’s help to install it.</p> <p>Riverside Halt platform - renewal of planning permission: DRC has informed us that the architects are now actively progressing the renewal.</p> <p>Bridge of Bennie project: Nothing to report.</p> <p>Revision of SMS – Competence Management: The provisional date for the sub-committee to meet to review the draft is Monday 15th May.</p> <p>Birkenbaud Crossing: Once JW has reviewed the Consultation Document, DRC will send it to ORR for comment / advice.</p> <p>Management study: No progress to report.</p> <p>Project Guidance Document: PG continues to work on this.</p> <p>Queens Messenger: GC’s draft was approved. AF will now send this out to members with the subscription renewal reminder. It was agreed that each Trustee should submit material to GC for the next issue.</p> <p>LNWR Picnic Saloon project – AJ reported that Bill Halliday had responded to our letter (in which we agreed to let them re-start) by seeking to modify some of the conditions we sought to impose. AJ will copy Bill’s response to all Trustees with a request for them to promptly provide him with comments (if any) so that we can keep the momentum going.</p> <p>Estate’s proposal to re-route the Deeside Way at Milton: Nothing further has been heard from the Estate.</p>	<p>AJ</p> <p>JW</p> <p>JW</p> <p>All</p> <p>AJ</p> <p>All</p>
Any Other Business	<p>JW expressed his concern about the level of abuse and bad-mouthing directed at him by some volunteers. It was agreed that abuse and disrespect of fellow volunteers is coming from various sides and this must stop.</p> <p>JW reported concerns from one volunteer about the way he had been rostered. Rostering rules have now been established that should avoid this happening in future.</p>	
Date of next meeting	6.30pm Thursday 1 st June May at Milton	