

## Minutes of RDRPS Committee Meeting 4 April 2023

**Attendees:** James West (JW) Paul Gunning (PG) Allan Jones (AJ) Colin Fitzpatrick (CF)  
Anne Fitzpatrick (AF).  
Gavin Chandler (GC) sent his apologies for being unable to attend.

Subject	Notes	Action By
Minutes from previous meeting	The minutes of the 27 <sup>th</sup> February Committee meeting were approved.	
Health and Safety	Nothing to report.	
Chairman's Report	<ul style="list-style-type: none"> <li>A break-in at the Lay-by in March resulted in the loss of three expensive power tools. This was reported to the Police. DRC is making a claim on their insurance. It was agreed to invest in key boxes and container padlocks for one, or possibly all, containers. JW will ask DRC to purchase replacement power tools plus a scaffolding tower (to replace one that was stolen in a previous break-in). DRC has now installed CCTV at the Lay-by.</li> <li>Bon Accord passed its boiler test.</li> <li>It was agreed that we should offer Steam Tasters on operating days</li> <li>MWG has replaced a faulty door on the Mk2 BSOT with a fibreglass one that a company in Inverurie made for us. However, there are concerns that the door may not have a long life due to the use of chipboard as a filler. Moreover, the company claims that someone from the railway took the (expensive) mould away, but this seems untrue. They have now agreed to do a thorough search of their premises.</li> </ul>	JW
Secretary's Report	Nothing to report.	
Treasurer's Report	<p>CF still does not have access to the Society's bank account. However, the necessary documents have now been signed and will be sent to the Bank.</p> <p>CF tabled a document setting out the Expenditure Authorisation Procedures agreed at the last meeting. He will append a note on the need to get a VAT receipt when purchases are made. He will then email the document to all volunteers.</p>	CF  CF
Membership and Volunteers	<p>It was agreed that subscription rates will stay unchanged. AF tabled a draft letter to members reminding them that subscriptions are due. JW will provide AF with an electronic copy of the Society letterhead. JW will discuss with GC the plan to have the new issue of Queens Messenger sent out with the reminder letter – before the end of April.</p> <p>JW will contact the webmaster and Dave Allan to get the links on the website corrected.</p>	JW  JW  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	<p><b>2023 Programme</b> – There is now a draft programme, and rostering for the first few months is underway.</p> <p><b>Cream Teas Service trial</b> – this will take place on the 28<sup>th</sup> May service.</p> <p><b>Proposed social get-together with Santa volunteers:</b> The plan now is for this to be part of a 'Refresher Day' on Sunday 23<sup>rd</sup> April (start 10.30). AJ will send out invitations to all volunteers and request them to rsvp so that we can an idea of the numbers to cater for.</p>	AJ

	<p><b>Record of Santa train service 2022:</b> AJ continues to work on this. DRC has been asked to help, as they have the full record of what was purchased.</p> <p><b>Training of Guards:</b> AJ outlined his proposed programme for training three new Guards. This will cover Induction/H&amp;S, PTS (RDRPS Powerpoints) , and Introduction to Train Guard Duties. JW will send AJ copies of the latest PPs for him to use. AJ is drafting a detailed Passenger Train Guard Standard Procedure, which he will copy to all existing Guards for comment.</p> <p><b>Track repairs to mainline:</b> It is hoped to carry these out later in the season.</p> <p><b>Riverside Halt trackwork:</b> JW confirmed that Bo’ness have a right-hand point that they will swop for a left-hand point that we have. JW is working with Dave Allan and Alastair Connell to check that we do have all the parts for a left-hand point.</p> <p>There is work still to be done on the run-round loop and the first take-off point, but we will need to purchase new power tools and ballast.</p> <p><b>Riverside Halt platform - renewal of planning permission:</b> DRC continue to try and get progress on this.</p> <p><b>Bridge of Bennie project:</b> JW suggested that we may need to replace the unsightly Herras fencing, with permanent fencing.</p> <p><b>Revision of SMS – Competence Management:</b> AJ will propose some meeting dates to the members of the sub-committee: JW, AJ, GC and Keith Robertson. AJ indicated his wish to ask Doune Valley Railway, and Keith and Dufftown, for copies of their SMS to help us in revising ours.</p> <p><b>Birkenbaud Crossing:</b> AJ has amended the consultation document in line with the decision at the last DRC/RDRPS meeting to go for the train-crew-worked option, and has sent it to DRC for them to use in their request to the ORR for guidance.</p> <p><b>Management study:</b> The general view is that the scope should be broadened out to consider not just SCIO’s but radically different operating models. The starting point must be an assessment of what are the problems (if any) with the existing set-up. A sub-committee will be needed to undertake such a study, but it must include persons with railway management experience who can take an objective view. JW undertook to once again seek help from the HRA.</p> <p><b>Project Guidance Document:</b> PG continues to work on this.</p> <p><b>Queens Messenger:</b> GC has circulated his first draft, and Trustees should forward their comments to him. The plan is to send this out to members with the subscription renewal reminder.</p> <p><b>LNWR Picnic Saloon project –</b> AJ reported that Bill Halliday had told him that he and a few of his Picnic Saloon colleagues are still seeking our permission for them to re-start work. They want to discuss this with the Trustees. It was agreed that AJ will draft a letter to Bill indicating our agreement for them to re-start, on condition that they:</p> <ul style="list-style-type: none"> <li>• Inform us of the names of the persons in the group, and who is their leader</li> <li>• ensure that all members of the group attend the RDRPS Induction / Health and Safety course, if they have not already done so</li> <li>• submit a costed plan of work to complete the project</li> <li>• indicate how they propose to raise the necessary funds</li> <li>• commit to following appropriate safety standards and doing risk assessments</li> </ul>	<p>AJ</p> <p>JW</p> <p>AJ</p> <p>JW</p> <p>AJ</p> <p>JW</p> <p>PG</p> <p>All</p> <p>AJ</p>
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	<ul style="list-style-type: none"> <li>• make progress reports to the Trustees no less frequently than every two months</li> <li>• obtain a formal agreement with McIntosh Plant Hire on the use of their premises at Echt</li> </ul> <p>AJ will send the draft letter to Trustees for their comment and approval.</p> <p><b>Estate's proposal to re-route the Deeside Way at Milton:</b> It is understood that DRC are trying to get a meeting with the Estate. It may be useful for us to meet with DRC to agree on 'red lines'.</p>	AJ
Any Other Business	<p><b>Police firearms training days at Milton:</b> Up to now we have made no charge for this use of our premises and carriages, but a volunteer has to be present to open up for them, and lock up afterwards. The Police have now sought permission for six more days of training in May and June. It was agreed that we cannot allow this unless the Police agree to make a substantial donation – of around £200 per day.</p> <p><b>Advertising Flyers:</b> AJ reported that tourist businesses were asking if we have flyers, that they can put on display. AJ agreed to prepare one and distribute it to Trustees for approval.</p>	AJ
Date of next meeting	6.30pm Wednesday 3 <sup>rd</sup> May at Milton	