**Board Meeting held on Zoom at 1.30pm on Tuesday 27th July 2021**

1. **Chairman’s Remark** The Chairman welcomed everybody and particularly Kelvyn Hulme.
2. **Present** B Dotson (Chairman), E Buckley, K Greenwood, B Lewis, J New, E Rattray, A Renfrew.

**In attendance** G S Casey (Membership Secretary), K Hulme (Journal Editor), G Nichols (Librarian, Company Secretary),

1. **Minutes of the Board Meeting held on 6th May 2021**
	1. Agreed unanimously as an accurate record. Outstanding Actions carried forward not covered under agenda items

**1018/13** BD *Glamorgan* & *Haverhill* Nameplates ex-Shildon currently with Martin Green. KRM approached & awaiting reply from David Postle –no progress.

**0619/1** BD spoken with C Jenkins’ widow to recover SLS property - ongoing

**0919/6** BD Progress discussions re *Orion* with BLS at KWVR – ongoing when Covid allows

**0919/7** BD Follow up on Geo Hudson re-dedication ceremony at Scrayingham - ongoing

**0221/4** GN Prepare a detailed paper on the constitution and accounting for an SLS Heritage Charitable Trust – ongoing.

**0521/3** GC Prepare 2020 Journal Index by 1 July 2021 – due for completion 1 August

**0521/4** BD/ER Donation of £100 to Denver Light Railway – A Walton had received with thanks

**0521/5** JN Investigate Ian Clark use of 34SP server for Zoom email address - ongoing

1. **Matters arising from above meetings, not elsewhere on the Agenda**
	1. None
2. **Reports from Officers**
	1. Promotions & Publicity Officer, including Webmaster – report received and noted.
		1. The Board meeting accepted the recommendations made in the report:
			1. SLS would not attend future major events (London Forum of Railway Modelling, Warley);
			2. The promotion budget should purchase regular, repeat, advertising;
			3. Centres should be encouraged and supported to represent SLS in local one day shows provided sales cover a reasonable proportion of stand cost.
		2. The Board confirmed the policy of offering free Journals as long as they were less than two years old. JN confirmed he would be recycling the boxes of 2018 and 2019 Journals he was storing.
		3. The Board noted that JN would be stepping down from this role in 12 months time and should therefore consider a successor or other arrangements for the role.
	2. IT Report
		1. BD/JN reported progress with our contractor (C Truswell) on re-design of the web-site using Wordpress. It was noted that shortly the site would need to be populated with copy under the various headings. **Action 0721/1** JN to co-ordinate approach to relevant officers as CT requires.
		2. The Board noted that while CT was prepared to maintain the web-site on at-cost-basis, there was also a need for a successor webmaster from the SLS who would be responsible for the content and updating.
		3. ER confirmed that fees payable to 34SP for web-hosting which had been met by JN on an expenses basis could now be sent direct to the Treasurer.
	3. Journal Editor – report received and noted.
		1. The Board thanked John New for stepping into the breach as Journal Editor for the last three and a half years.
		2. JN reported that he would be travelling north during August and would arrange for reviewed books to be transferred directly or indirectly via GC to GN. **Action 0721/2** KH/JN/GN to agree responsibility for identifying copies from publishers for review relevant to the SLS membership and to identify appropriate reviewers.
		3. JN had the Editor’s SLS Journal set which he would discuss with KH handover or return to the Library. A discussion ensued on archiving of the Journal copy: The prime archive was the printed page. Bruce Nathan had passed over some files but they only covered the copy not the pictures. BD confirmed he had retained copy as had JN. It was believed that Spectrum had retained pdf images of the Journal. No decision was reached on whether this material should be left with Spectrum or held by the SLS.
		4. The print run information (currently 575) in the report was noted and endorsed. The Board noted that complimentary copies now constituted 10% of the print run (details in the SLS Jan 2021 database).
	4. Librarian report received and noted.
		1. Library relocation is addressed under Item 8.
	5. General Secretary – report received and noted.
		1. BD reported on his attempt to reach Moretonhampstead on 24 July for the Bidder memorial dedication. Due to congestion on the M5, his arrival was 45 minutes after the event had finished!
		2. EB reported that he had received a copy of the Asset Register from Mike Blease and a large number of digital images from Martin Green. He had not had time yet to examine them in detail.
		3. EB had asked the Treasurer for clarification of the IT assets included in the Balance Sheet. ER noted that the accounts identified £700 of SLS IT assets which had not been written off. This was believed to include the Membership Secretary computer on which personal details were held. KG stated that there had been a policy of writing off IT assets after 3 years. It was noted that there were IT assets (computers and video projectors) held by Centres which had been bought with SLS funds.

 **Action 0721/3** EB Approach Martin Green for information on historical IT Register.

 **Action 0721/4** ER Confer with previous Treasurer to identify the IT assets in the Balance Sheet.

* + 1. EB reported on the approach by Mr Bowry who was compiling a directory of railway clubs. The report was noted with the caveat that the information being collated was already available online and therefore this directory was unlikely to be commercially viable.
	1. Company Secretary – no matters to report.
	2. Membership Secretary – report received and noted.
		1. The Board noted that 50 members had joined under the 110 Initiative and that currently 14 members were going to be written off.
		2. **The Board agreed** that members joining on or after 25 September 2021 should be offered a provisional membership to the 31 December 2022 for a subscription of £15. This would be offered to applicants on the Vintage Trains special on 25 September who applied on the day. The Junior Membership subscription to remain unchanged at £10 pa.
	3. Stephenson Photograph Collection Custodian – report received and noted.
		1. KG reported the receipt from the HMRS of 295 overseas images in digital form and contact prints.
		2. KG had received two books using SLS prints which would be passed to the Librarian in due course.
	4. Publications Panel – report received and noted.
	5. Heritage Officer – report received and noted.
		1. Stephenson nameplates currently with NRM Shildon to be moved to Tyne & Wear. No response had been received from NRM in respect of timetable and arrangements for removal and transfer.
		2. The final inspection certificates for Orion had been received by BD who would copy them to the General Secretary and A Walton.
		3. The current boiler certificate expires in October 2022 – the work associated with the 10 year heavy overhaul had been discussed with A Walton who had estimated the cost of mechanical remedial work and replacements at approximately £2,000.
	6. Zoom Committee – report received and noted
		1. EB reported that he would be away for the next scheduled Zoom meeting on 15th September. It was hoped that Ian Clark would be able to administrate the Zoom attendance list for this meeting.
		2. The Board endorsed the Zoom presentations as an ongoing facet of SLS Membership and a frequency of 3 or 4 such presentations per annum would be adequate in addition to Centre meetings.
		3. **The Board agreed** that KH would join the Zoom sub-committee.
		4. GN reported that he had retained recordings of the Zoom presentations – the Board noted that there could be copyright issues if these were considered to be published. A private YouTube channel was one possibility. Matter referred to the Zoom sub-committee for consideration and recommendations.
		5. KG noted Adrian Shooter’s involvement with the Isle of Wight trains conversion and noting he was an SLS Vice-President, would he be prepared to make a presentation to the SLS – noted.
	7. Vintage Trains Special 25th September 2021
		1. Vintage Trains (VT) of Tyseley, Birmingham ‘SLS Special’ to take place Saturday 25 September 2021. There is a special SLS coach for reservations made before 1 August. BD reported continuing problems in communication and particularly confirmation of verbal assurances. The web-site was still not available and telephone contact rarely made so there would need to be flexibility in applying the 1 August cut-off. No revision had yet been made to the booking requirement for 2 tickets in the light of abolition of social distancing requirements.
		2. BD had in hand a presentation package of sample SLS Journal, “Cam” type brochure and Membership Application. However he had been unable to get from VT information on the current level of bookings or whether VT would place the package on each seat at Tyseley or access by SLS to Tyseley.
		3. Currently it was believed there were only 4 SLS bookings. The precedent of other tour operators should be reflected in VT arrangements allowing for single bookings which would be more attractive to SLS members. However the lack of VT information was disappointing and frustrating.
		4. **The Board agreed** that the SLS should pay for BD to have overnight accommodation if necessary.
1. **General Treasurer**
	1. The report was received and noted. The Board agreed that the Treasurer should realise £10k gilt securities to cover 2021 cash flow. This would leave a balance of £213k in gilts.
	2. **The Board agreed** that, having already approved the accounts, they could be filed with Companies House forthwith to meet the legal deadline. They would then be presented to the AGM on 30th September. **Action 0721/5** ER File the 2020 Accounts with Companies House as soon as practicable.
	3. The Board noted that the Treasurer and General Secretary would investigate alternative Independent Examiner/Reporting Accountant as soon as Covid restrictions allow.
	4. The implications of a change of registered office were noted:
		1. Existing publications with registered office address current at publication would not be changed;
		2. The web-site, Membership Application forms and formal letter template up-dated on implementation of new address when Companies House are informed;
		3. Advance notice to be posted in the Journal/Newsletter to all members;
		4. SPC lists computer files to be changed before issue to enquirers.
2. **Library Relocation**
	1. BD had circulated a comprehensive report on discussions to date which had so far produced no likely solutions. The building at Medstead was not a viable option and the alternative site at Ropley was a new build with possible planning issues and timescales. Contact with various railway bodies had produced useful discussions but no concrete leads.
	2. GN reported discussions with the owner of Chew Valley Bookbinders who was looking to retire in early 2022. The building was of a suitable size and preliminary discussions were encouraging. At this stage it was not clear whether he was looking to sell, lease or rent and clearance of equipment would take some months.
	3. BD confirmed there was a comprehensive specification available to review against possible properties.
	4. GN expressed his view that any accessible location in the triangle London, Birmingham and Bristol would be acceptable.
3. **Administrative updates.**
	1. General Data Protection Regulation – GC reported that no successor legislation to the EU GDPR had been enacted.
	2. Membership Additions– update list J929 and J930 additions approved.
	3. Appointment of Data Controller and IT Officer – no progress.
	4. Vacancies on Board – under the revised Bye Laws there are vacancies for 2 members willing to stand who could be co-opted by the Board.
4. **Future Annual General Meetings**
	1. EB reported that an exhibition in the upstairs area at Kidderminster Railway Museum meant that the earliest we could be accommodated was Thursday 30th September 2021. This had been booked and it appeared there could be a Diesel Gala commencing that day. This would increase pressure on car parking space but would be an attraction for those travelling to the AGM.
	2. GN confirmed that proxy arrangements would apply under our Articles of Association and the Board hoped there would be a high level of engagement as in 2020. **Action 0721/6** EB/GN/KH to co-ordinate preparation, printing and despatch of AGM package.
	3. AR reported that it was intended to centre the 2022 AGM activities on Crewe and following a site visit, a May date and activities programme would be proposed by the Manchester Centre**.**
5. **SLS Heritage Trust Proposal**
	1. Awaiting paper from GN
6. **Any Other Business**
	1. There were no matters of other business.
7. **Date and Venue of Next Board Meeting**

Saturday 13th November 2021 at the Aston Court Hotel, Derby commencing at 12.45 pm.

The Meeting closed at 17.00

**ACTION LIST**

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| 1018/13 | BD | 2 SLS nameplates ex-Shildon at KRM |
| 0619/1 | BD | Contact C Jenkins’ widow re papers |
| 0919/6 | BD | Progress discussions re *Orion* with BLS |
| 0919/7 | BD | Follow up on Geo Hudson re-dedication ceremony at Scrayingham |
| 0221/4 | GN | Prepare a detailed paper on the constitution and accounting for an SLS Heritage Charitable Trust.  |
| 0521/3 | GC | Prepare 2020 Journal Index by 1 July 2021 |
| 0521/5 | JN | Investigate Ian Clark use of 34SP server for Zoom email address |
| 0721/1 | JN | Co-ordinate approach to relevant officers for web-site content as CT requires |
| 0721/2 | KH/JN/GN  | Agree responsibility for identifying copies from publishers for review relevant to the SLS membership and appropriate reviewers. |
| 0721/3 | EB | Approach Martin Green for information on historical IT Register. |
| 0721/4 | ER | Confer with previous Treasurer to identify the IT assets in the Balance Sheet. |
| 0721/5 | ER | File the 2020 Accounts with Companies House as soon as practicable |
| 0721/6 | EB/GN/KH | Co-ordinate preparation, printing and despatch of AGM package. |