



Minutes of a meeting held at YHA Bristol, 14 Narrow Quay, Bristol
on Saturday, 30th October 2004

Present: Henry Coates Dave Langley (In attendance)
Stephen Draper
John Glover
Ian Jackson
Stefan Mead
Roger Smith (Chairman)
Doug Tompkins
Paul Tucker

1. Apologies for absence

Apologies were received from Darren Shelmerdine and Derek Wright.

2. Minutes of the Previous Meeting

The Minutes of the previous meeting held on 25th September 2004 were approved with the following amendment:-

Page 3, Item 6.1, last sentence, delete: "but a classic video of Class 52's may appear in the meantime".

3. Matters Arising

Page 1 item 3

A new logo had been prepared for the WLA by the web site designer, together with a proposed layout for the home page, for the WLA's new web site. The designs were agreed and further work on the web site would continue. Doug Tompkins and Henry Coates agreed to email articles to Roger Smith, which could be incorporated within the site.

DT/HC/RSS

New design layouts for the Western Courier magazine, Western Lineside and letter heads would be prepared which would help provide a co-ordinated approach for the corporate identity of the WLA.

RSS

It was agreed to help improve the Western Courier magazine, by using a polythene wrapper with the address printed on an insert complete with the new identity and business postage registration.

RSS

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The Western Courier magazine now included a Financial Report by Stefan Mead. It was agreed to follow through the proposal to produce two decent magazines a year, in colour, supplemented by two Western Linesides to keep the membership updated with events. Future Western Courier magazines would be produced for May and October each year (Winter and Summer) and that the Western Linesides produced for January and July each year. The budget for producing the magazines would be £1,000 for the year.

All to note

It was agreed that the new Western Courier could be sold to non-members at a proposed cost of £1.00. Consideration would be given to selling the magazines in the SVR shops, if an agreement could be made.

RSS

Page 2 item 4

The liabilities for the D1013 appeal had now been incorporated within the accounts.

A conservative revaluation for D1062 had been made in the accounts where the locomotive was now valued at £50k.

A new cash-flow forecast for 2005 had been prepared.

Page 2 item 5

Copies of the draft WLA Business Plan had been circulated to all Committee Members. It was agreed that copies of the plan could be provided to WLA members on request and to other stake-holders such as the SVR. Whilst the plan was not for distribution generally, it was agreed that some aspects of the plan, such as aims and objectives, could be made public knowledge on the web site etc.

RSS

Ian Jackson agreed to discuss with the working members the possibility of reinstating a “work book” in order to keep a basic record of work undertaken on the locomotives.

IJ

It was noted that working members from the WLA were directly responsible to the SVR and that all members were expected to “sign on” before work commenced. A copy of the SVR’s Health & Safety Policy would be obtained if available.

RSS

It had been suggested that the SVR help provide training for slinging where crane lifting was concerned. This would be followed up by Roger Smith.

RSS

The SVR’s insurance policy covered the locomotives for up to £200k for locomotives “in traffic” and up to £70k for locomotives “out of traffic”. A £20k excess was payable by the SVR and the cover could be increased if required at the WLA’s cost. It was felt that the cover was reasonable for the time being.

Page 3 item 6

An obituary had been provided for George Russum within the Western Courier. An obituary would be provided for Taff John in the next magazine.

SD

A flyer sheet would be sent to members entitled to Cab rides following the D1013 appeal.

HC

cont’d/.....

Dave Langley agreed to obtain costs for producing a plaque with donor's names engraved upon it.

DL/HC

A resolution would be made at the AGM to apply for Charitable Status. This was subject to finding a person who could help with the application. Henry Coates agreed to check out any implications where VAT is concerned.

HC

Paul Targett had agreed to provide a slide show at the AGM, subject to a projector being made available with a straight slide bar.

HC

It was agreed that the Western Courier magazine should include a map showing the location of the Midland Institute for the October 2005 edition.

SD

Henry Coates agreed to propose dates for the next Committee Meetings, which would be held in February, June, September and October. The June meeting would be held at Bridgnorth or at Sutton Coldfield with the remainder held at the YHA Bristol.

HC

Page 4 item 6

A mail shot would be sent out to non-renewing members to try and encourage their return.

RSS/SD

4. Financial Report

Stefan Mead presented the Profit & Loss Account, Balance Sheet and cash-flow analysis for the 12 months ended 30th September 2004, together with a cash-flow forecast for 2005. Whilst the breakdown had been provided detail, the turnover for the year had reached £38.6k, with Cost of Sales at £24.6k, producing a Gross Profit of £14k. Following administrative expenses at £1k, an Operating Profit of £13k had been made. Had the costs of purchasing D1013 been shown in the P & L, the WLA would have made a small loss of £1.9k.

No provision had been made for any tax liability, as the final figures, including other provisions would still have to be made. Final accounts were anticipated in November 2004.

SM

The cash at bank was £4.4k but it was noted that this did cover the amount of current liabilities and therefore, all expenditure had to be monitored very carefully. The amount of capital expenditure for 2005 was set at £5k

IJ to note

5. Review of WLA Business Plan

The draft WLA Business Plan had previously been distributed and was accepted by the Committee. The mission statement would be changed slightly to reflect that the locomotives would be fit for the main line, "dead in tow". The Committee post "Without Portfolio" would be added and provision would be made to include "Education" as an "Opportunity" within the SWOT analysis and to be set as a Company Objective in order to help assist any future application for lottery funding. It was agreed that we should offer D1013 to help out with the "Big images for little people" events, for 2005.

RSS

The Strategy and Action Plans relating to Objectives were reviewed and updated as follows:-

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5.1 OBJECTIVE: *“To increase membership from 250No. to 500No. by 2007”*

- Strategy:** To increase awareness and raise the profile of the WLA
Action: Ensure new web site created by 2005 *RSS*
Action: New identity to be proposed by web site designer by 2005 (Done)
Action: New design for “Western Courier” to be agreed by 2005 *RSS/SD*
Action: New leaflet/membership form to be designed and issued by 2006 *RSS*
Action: Membership forms to be issued out with every magazine copy *SD*
Action: Consider advertising for new members (SVR News) *RSS*
Action: Develop a “Members Day” for 2005 *ALL*
Action: Consider Depot Open Days for D1062 when available *ALL*
Action: Offer membership with SVR Driver Experience Courses *RSS*
Action: Mailshot previous members *RSS/SD*
Action: At least one Committee Member to attend Diesel Gala and WLA running days to help recruit new members. *ALL*
Action: Committee Members to wear badges on running days etc. *JG*
Action: Advocate D1015 trip from Paddington to SVR with D1013 *RSS*

5.2 OBJECTIVE: *“To complete the restoration of D1062 by the end of 2005*

- Strategy:** To sub-contract preparation works for repaint in May 2005 *IJ*
Action: Preparation work to be finished before July 2005 *IJ*
Action: SVR to be contacted re final paint works before 2005 *RSS*
Strategy: To ensure sufficient funds in place to complete works *SM*
Action: Estimate of final work and costings required *IJ*
Action: Costings to be budgeted or funds raised. *SM/RSS*

5.3 OBJECTIVE: *“To achieve Charity status for the WLA by 2007.”*

- Strategy:** To consider changing the legal position of the Company *HC*
Action: Application form to be filled in during 2006
Action: Legal advice on any implications required during 2006
Action: Proposals to be considered by Committee and at AGM *HC*
Action: Recruit volunteer to help with application

6. Committee Members Reports

6.1 Engineering

Ian Jackson gave a resume on the work being carried out at Bridgnorth. In general it had been a good year, with the brakes working well on D1013 and “B” end engine replaced. Work continued to progress on D1062 with cab refurbishment now due. Hopefully this could be done “in house” but was likely to sub-contracted in Spring if not progressed. Consideration would be given to replacing all the windscreens on D1013 and D1062 as they were now delaminated. Currently, there was some concern at the dwindling number of regular working members.

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For the longer term, it was agreed that the locomotives should be placed under cover but this was subject to availability of land and funds of at least £50k to build a basic shed. An alternative might be to rent accommodation away from the SVR for the winter months such as at Tysley but this could cause travelling problems for working members and logistical problems for spares. At this stage, there was no immediate conclusion to resolving this issue.

Of more immediate concern was “B” end transmission on D1062 which was reported as being noisy when moved and a potential problem with rust and wear on the output bearing assembly. A worse case scenario would be a seized transmission and therefore, the locomotive would be prevented from any main line trips “dead in tow” until the problem was resolved. The options facing the WLA were as follows:-

- a) Leave alone and monitor the transmission with checks on filters and oil analysis.
- b) Overhaul a transmission “in house” over the next 2 to 3 years but with no test bed.
- c) Raise approx. £50k and send a transmission to Voith for repairs and overhaul.

Following a lengthy discussion, it was agreed that we should follow through a lottery grant application bid to finance the repairs at Voith, for which we had already received a quotation. Henry Coates advised that a pre-application for a lottery grant had already been made within the last few days and that we should know within 10 days, whether or not we could proceed. It was agreed that the lottery grant application would fit in well with our project and that realistically, it would be too soon to approach the WLA members with another appeal, so soon, following the appeal to purchase D1013. Henry Coates agreed to fill in the main lottery grant application form and other members would provide information as requested.

HC

A copy of the WLA’s environmental policy would be provided to Henry Coates.

RSS

6.2 Publicity

The publicity report was taken as read. Based on information provided in the latest edition of Western Courier, news articles on D1013 and D1062 would be sent to: Railway Magazine, Rail, Traction, Heritage Railways, Railways Illustrated and John Crane. Efforts would also be made to submit photographs to the editor of SVR News.

DT

6.3 Membership

The membership report was taken as read. The current membership, excluding Honorary Life Members stood at 251No. made up as follows: 210No. Adult; 26No. Family; 14No. Senior Citizens and 1No. Junior. This represented a loss of 9No. members compared to 2003 with 16No. new members and 25No non-renewals.

7. Items for the AGM on 13th November 2004

It was agreed that the membership fees would remain the same and the position of Deputy Chairman would not exist following the AGM.

8. Date of next meetings

Saturday, 13th November 2004 (AGM Birmingham Institute)
2005: TBA by Henry Coates.
