

## **The Unconfirmed Minutes of the RMES Committee held at Rainsbrook on Friday 6<sup>th</sup> June 2025 at 7 pm**

### **1.0 Present:**

R D Thomas (Chairman)	A T McGeechan (Vice-chairman)	S Byatt (Treasurer)
H C Brewer (Secretary)	J Dakin	P Hancock P J Hart M Morgan

### **1.1 Apologies for absence:**

None – all committee members were present.

### **2.0 Minutes of previous meeting**

The minutes of the 18<sup>th</sup> April 2025 committee were accepted with one change – 8.3 (CS2 Roof), this action should have been against Mike Morgan (not Vice-chairman). The minutes were then agreed and signed by the Chairman and Secretary as a true record.

### **3.0 Matters Arising**

There were no matters arising from the above minutes other than the action reviewed below. All other actions have either been completed or form part of the agenda for this meeting.

The following actions were reviewed – 5.3, 5.4, 5.5, 6.8 and 8.4. Action 5.3 (Asset Register) was removed from the minutes as closed. For 5.4 see minute 6.1.1 below. Action 8.4 ((Platform 1 re-laying) was removed as job completed. All other actions have been added for discussion under their appropriate headings.

### **4.0 Correspondence**

#### **4.1 *Hornby Magazine insertion***

An offer for advertising in this magazine with national coverage had been received. It was felt that we were better off advertising locally the Rugby Observer and Advertiser being mentioned. As part of the discussion it was also suggested we try the club section of Model Engineer for our public runnings.

**Action: Phil Hart (Local) / Secretary (ME)**

There had been no postal correspondence. Email correspondence had also been dealt with by committee circulation prior to the meeting and included on the agenda as appropriate.

### **4.2 Membership Applications / Approvals**

#### **4.2.1 Ann Thomas**

Associate membership issued – sign off at this meeting.

#### **4.2.2 Brian Taylor**

Full membership issued – sign off at this meeting.

#### **4.2.3 Benjamin Culling**

Full membership issued – sign off at this meeting.

#### **4.2.4 Dawn Culling**

Associate membership issued – sign off at this meeting.

#### **4.2.5 Daniel Culling**

Junior membership issued – sign off at this meeting.

#### **4.2.6 Millie Culling**

Junior membership issued – sign off at this meeting.

- 4.2.7 Corinna Bevan  
Associate membership issued – sign off at this meeting.
- 4.2.8 Simon Harlock  
Reviewed and accepted following 3 month trial membership.
- 4.2.9 Oscar Harlock  
As above.
- 4.2.10 David Scott  
Application for country membership accepted.
- 4.2.11 Lily Scott  
Application for associate membership accepted.
- 4.2.12 Sarah Thomas  
Sarah is Ralph's wife - application for associate membership accepted.

**Action: Secretary (All the above)**

At this point in time membership stands at 150 inclusive of all classes.

### **4.3 General Items for Discussion**

- 4.3.1 Key Requests  
Key requests were agreed for Dave Penney (main & side gates, clubhouse and signal box) and Mike Morgan (new RT carriage shed). It was also agreed that all committee members should have a key to the Rainsbrook Building. These will cost £5 each.

**Action: Vice-chairman**

- 4.3.2 Broadband / phone offer  
The proposed offer was considered and it was felt that £33 per month was too expensive for the use it would get. The provider is to be informed that we were looking at no more than £10/£12 for this and could live with a lower up/down speed.

**Action: Secretary**

- 4.3.3 Jobs List  
This was re-visited and Phil was asked to re-circulate the spreadsheet to committee. It was agreed that committee members' are to feedback estimated cost and priority to Phil Hart so these can be added to the spreadsheet ready for the next meeting.

**Action: ALL**

- 4.3.4 GDPR Policy  
A member had questioned the legality of our 'Shortlist' circulated to members with respect to GDPR. Our policy on this was re-visited and it was felt that this was adequately covered in our policy under 6 – 'Processing Members Personal Data'. Consent is dealt with on Application forms for new members and refreshed annually on the subscription renewal form. However the wording on these is to be re-visited to see if it can be improved. A note on the 'Shortlist' is also to be added to warn members not to disclose the contents to anyone outside of the society.

**Action: Secretary**

- 4.3.5 Raffle Prize requests  
These were approved for both Bacco and Abbots Farm Junior School each will receive the standard 4 tickets. For future raffle requests locally it was agreed a circulation to committee for any objections was sufficient.

**Action: Secretary**

- 4.3.6 Disposition of donated items  
It was agreed to sell both the Wood chipper and Generator on EBay. The Flymo and Barrow we will keep. Lionel will be asked to do the selling.

**Action: Chairman**

**5.0 Treasurers Report****5.1 Report on income and expenditure from 1<sup>st</sup> January 2025 to 31<sup>st</sup> May 2025**

Income	£33,350.85	
Expenditure		£21,585.45

**Liquid Assets 31st May 2025:**

Current Account	£795.91	
Deposit Account	£27,355.54	(£64 set aside for loans, £11,980 set aside for new loco frame, £10,000 set aside for 5" steaming bay)
Petty Cash	£1,274.57	(Floats + Petty Cash)
<b>Total</b>	<b>£29,426.02</b>	(from £29,385.79 in April)

**Recent Income includes:**

Standing Orders	£90.00
Steam fund	£10.00
Subs	£145.00
Parties	£300.00
Public running	£2,560.96
Refreshments	£708.92
Clothing	£45.00
Donations	£92.17
Easy Fundraising	£37.05
Tiny trains books	£6.00
Shares	£2.00

**Recent Expenditure includes:**

Electricity EDF	£300.00
Water bill	£0.00
Rates	£125.62
Ground level signals	£124.75
Ground level track laying	£115.20
Paving	£97.32
Electrical repairs to new building	£80.07
Mower fuel	£63.59
Diesel	£346.20
Coal	£62.70
Refreshments supplies	£749.21
Clothing	£55.80
Loan repayment	£2,000.00

Criccieth Castle running total	£6,333.82
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Total spend on new building	£67,987.61
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John Groom legacy / Steam fund remaining	£102.93
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The treasurer talked through the main items of income (Public running, refreshments & parties) and expenditure (Café supplies, Diesel & electricity). Supplies for refreshments were needed as we lost £100 of ice creams due to a power fault. This has since been sorted. This prompted discussion on supplies – are we selling the right things – are we selling too low? The current list of supplies and charges are to be sought for next meeting. Phil Hart will then work with the Gill to review the prices and increase where appropriate.

**Action: Treasurer / Phil Hart**

**5.2** *Loan repayments*

The payment to NAME has been made (£2k) the other outstanding loans (£2.5k) are not due payment until the autumn.

**Action: Treasurer**

**5.3** *Possible Funding*

The chairman, along with Vice-chairman and secretary had attended a local 'Funding Fair'. Having talked to several funding organisations we most fitted in with the 'Heritage Lottery Fund'. They would sponsor projects such as our bridges their payments range from £10k up to £250k. We would have to make a submission and lean heavily on the heritage angle, it was suggested we style the bridges on the old 'Black Bridge' locally. We also discussed making the main station bridge smaller and moving it closer to the current crossing gates. Using ramps rather than steps and making it wider for pushchairs and prams, this would mean a deviation to our planning consent. A sub-committee on this is to be formed as we need to 'get it right'.

**Action: Chairman**

**5.4** *Request for expenditure*

The meeting agreed to pay the invoice for welding the superheaters for the Scot. However the meeting was reminded that any expenditure in future over £100 should be authorised by the committee first, not spent then claimed.

**Action: Treasurer**

## **6.0 Buildings and Grounds**

**6.1** *New Building*

**6.1.1** Electrical

It was reported that the new cable and equipment were now all connected up and working. A new plate was being made to fit on the workshop end of the installation. Once this was in place it would be ready for inspection/certification.

**6.1.2** Certification & sign off

Once we have the electrical certificate we can complete sign off with RBC.

**Action: Chairman**

**6.1.3** Canopy

A proposal had been put forward by the building team to build the canopy in 3 stages starting with the north side this year. It had all been costed at around £5k total with the first stage costing circa £2k. After discussion some committee members felt that this expenditure should wait until we have paid off our loans on the building and built up the contingency fund again. The project will be added to the jobs list and reviewed alongside all other proposed projects.

**Action: Phil Hart**

**6.2** *Water leak*

This appears to be on the old station water points. An enquiry to see if we can get someone with water leak detection equipment to find this for us is to be made.

**Action: Vice-chairman**

**6.3** *Green Maintenance*

Phil Hart reported that they were keeping up with the mowing and strimming and that Greg had now planted the wild flower area. Weed killing had been done round the tracks and this continues to be monitored.

**Action: Phil Hart**

There is a possibility of another ride-on mower becoming available – this is being followed up.

**Action: Treasurer****6.4** *Drainage into cutting*

The vice-chairman reported that a hole will need to be dug on the roadway alongside the cutting to expose the pipe and repair it. This therefore will need to be a winter job when the road is not in use. This is to be added to the jobs list.

**Action: Vice-chairman****6.5** *Car Park field*

The chairman had been in contact with RBC and was told that they were waiting to get the documentation authorised. In the meantime we could carry on using the field.

**Action: Chairman****6.6** *Next Event board*

It was thought that the existing 'A' board that we used to have on Ashlawn Road could be re-purposed. This is to be followed up.

**Action: Mike Morgan****6.7** *Re-use of fence panels*

Many of the existing fence panels have now been removed from the paddock area. The posts have been left and capped with a timber rail with two runs of fencing wire underneath. The aim is then to re-use the panels to complete the fencing around the picnic area by the Rainsbrook Building. It was agreed the fencing should follow the 'Short Route' line to allow the area to be enlarged and made easier to mow. It was suggested we could also re-purpose some of the fencing from the queuing areas on Platform 3. Metalwork for fence posts has been obtained but we will need some more fence posts added to stock.

**Action: Mike Morgan****6.8** *Oxy Propane Equipment (2nd Repeat)*

A request from engineering for oxy-propane heating equipment to improve localised heating of items over gas/air was discussed. This was agreed but will need to come from the engineering budget for tooling.

**Action: Phil Hancock****6.9** *Tractor / Topper incompatibility*

We have been told that the tractor and topper are incompatible due to the tractor not having the required PTO horsepower for the model of Topper we have. Suggestions made for correcting this were far too expensive, so it was agreed we would carry on using as before to cut the more accessible long grass areas.

**6.10** *CS2 Roof replacement*

A new quotation for materials including insulated PVC coated roof panels and fascia has been obtained (£1944). This work needs doing during the better weather so the sooner the better. We will also need to improve the ventilation in the building – grills in the metal doors may be the answer.

**Action: Mike Morgan / Tony Shoobridge****6.11** *Re-purpose old Clubhouse*

The chairman made a proposal to use part of the clubhouse as storage for locos. This would then free up space in CS2 to do work on loco builds etc. and have the advantage of being in close proximity to the workshop and machines. This is to be discussed by engineering.

**Action: Phil Hancock**

**6.12 Large Blue cabinets**

Some large blue cabinets have appeared on site. If these are going to be used for storage then they need sorting and moving from their present position to their final location. The chairman reminded the meeting that any large items such as these should be agreed with committee before being brought on site.

**Action: Phil Hancock / Engineering**

**6.13 Roundhouse project**

The instigator of this project is willing to get an architect to draw up the plans for this and pay for it. However there needs to be more discussion as to what form the final design is as presently it only accommodates steam and we should provision for non-steam.

**Action: Chairman**

**7.0 Elevated Track + Loco's and Rolling Stock****7.1 Signals**

A report from Peter Hill was read out and shows good progress with the posts and signal heads. Continuity problems across rail joints have slowed the job down as all of these are requiring jumper leads. Also the rail ends on the two swing bridges will need isolating, all of this taking longer than was originally envisaged.

**Action: Secretary / Peter Hill**

**7.2 New carriage stock**

The welding of the frames is currently in progress, these will then need painting. Bogies can then be fitted. However we still will need to source a suitable brake system and fit a hand brake to each carriage.

**Action: Phil Hancock / Engineering**

**7.3 Level area in front of Lift Table**

This is to be levelled using the digger when this is next available.

**Action: Chairman / Aubyn Mee**

**8.0 Ground Level Track + Loco's and Rolling Stock****8.1 Club Locos**

It was reported that the Garratt and Shay were serviceable and available. Dr John is having its Saddle Tank welded tomorrow and will probably need a new boiler ticket before it is serviceable again. Cricc is still in pieces to sort out the hydraulic motor problem.

**Action: Phil Hancock / Engineering**

**8.2 Garratt loan agreement**

This has now run out and as members voted at the AGM to keep the loco, this now needs renewing for a further two years. Unless anyone else has taken action (engineering to check) it is proposed to update the agreement and send two copies to PNP for signature (one to be returned to us). We also need to collect the insurance for the loco (£560) half from PNP and the other half from the member sponsor. It also appears PNP did not pay this last year and this also may need to be recovered (Treasurer to confirm).

**Action: Chairman / Secretary / Treasurer**

**8.3 Turntable**

The mechanical work on this is now complete but it requires painting. As we have no painter it was suggested that a call to membership via email for someone to take this on as a project?

**Action: Secretary**

**8.4 Signal 'switch out'**

All the components for this are ready for installation but other priorities are keeping the signal engineers busy. If a problem signal 4 can be turned away from the track as a temporary fix.

**Action: Secretary / Peter Hill**

**8.5** *Carriages on loan* (Repeat)

The owner of the four carriages in CS1 had offered these for sale to us several months ago. The new committee re-visited this offer and confirmed that we would not wish to purchase these. The reason being is we wish to standardise on the 300 series carriages and we have quite a lot of components (wheels etc.) in stock to enable us to build at least 6 more. The owner needs to be informed and a new agreement reached.

**Action: Chairman**

**8.6** *Member's locos on site*

Several locos are being stored on site without permission being given. As we are so tight on space any loco stored for more than a few days on site needs permission from committee. Our engineering representative is to discuss with those concerned to find out why they have not followed procedure.

**Action: Phil Hancock**

**8.7** *Oil firing vs coal*

A discussion on this took place at Phil Hart's request. Engineering are looking into oil firing for the Baldwin boiler in manufacture. Coal is now expensive, Wildfire works but disintegrates too readily, Polish coal is very smoky and anthracite clinkers badly. We just have to see what is available and do our best!

**8.8** *Ballast*

Members of the track gang were surprised to see a lot of ballast dumped on the track work leading to the Side Store carriage storage. Phil Hancock explained that he had put it there following a fall due to the trip hazard. If this is a safety issue then perhaps it should be concreted? However the ballast is needed elsewhere on the main line so the excess will need to be recovered.

**Action: Track Gang**

**9.0 Events****9.1** *Review of the current public running arrangements*

The chairman gave a review of the feedback he had received from members. He had posed several questions on the new arrangements and showed on screen the answers he had received both positive and negative. Overall it showed that the new arrangements had more positive responses in support of the changed operating procedures.

**9.2** *SEN/SEND Day (29th June)*

Concern was expressed by the meeting that no staffing arrangements had been seen or circulated for this and the date was getting closer. Those involved are to be contacted.

**Action: Chairman**

**9.3** *Photo Club visit (6th July)*

Our safety officer has drawn up a briefing leaflet for this which will be available soon.

**Action: Safety Officer**

**9.4** *Additional Revenue earning events?*

Phil Hart presented a whole raft of ideas for generating more revenue. It was pointed out that this is a hobby which we share with the public from time to time. We are not there to provide rides for the public as a prime objective. We do need to cover our projected expenditure however and the list gets ever longer! Suggestions: Maximise the 12 days we have by running double sessions each time? Go for 4 week periods between events April to October. Run a Halloween event instead of Christmas. Further discussion is needed on this topic.

**Action: Next meeting agenda**

**9.5 Increase our event capacity?**

Intrinsic with the above – extra trains on the raised track. Make sure all carriages are used each event (several are out of service). Good publicity to sell the tickets online.

**9.6 MMEE Stand**

Phil Hancock reported that we had not been given a space at this event and were on the reserved list. This means it is very unlikely that we will be invited to provide a stand. There is a chance that Statfold Barn may put on a similar exhibition next May – this to be followed up.

**Action: Chairman**

**10.0 Safety****10.1 Safety Concerns**

No new safety concerns have been received by the secretary since the last meeting.

**10.2 Speedos on all carriages (Repeat)**

All of the 300 series guards' carriages are now fitted with speedos. The 100 series guards carriages also need to have these fitted (only one has) to complete the job.

**Action: Phil Hancock / Engineering**

**10.3 Update of Operations manual**

The operations manual has been updated and put on the website. An extract of the changes is required so that members can be informed by email what has changed and where to find the updated document.

**Action: Safety Officer / Secretary**

The safety officer has also been looking into the use of mowers etc. on event days. His proposal on this will form part of the safety manual in due course.

**Action: Safety Officer**

**11.0 Any Other Business****11.1 Meeting dates 2025**

These have been agreed as: 25<sup>th</sup> July; 12<sup>th</sup> September; 24<sup>th</sup> October & 12<sup>th</sup> December.

**11.2 Date of next Meeting:**

The next meeting of the RMES Committee is to be held at Rainsbrook on Friday 25<sup>th</sup> July 2025 at 7 pm

The meeting closed at: **22.30**

**12.0 Confirmation of Minutes**

Approved as a true record:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
R D Thomas – Chairman

\_\_\_\_\_  
H C Brewer – Secretary