

Preston and District Model Railway Society

Minutes of the Committee Meeting held on Monday, 17 Jan 2022, at 8.00 p.m.

Present

John Wilson Chairman
Tom Springett Acting Secretary
Carl Bowden Dave Pallant Chris Wilkes

Apologies for absence

John Farnden, Treasurer Andy Joel, Secretary

Minutes of the Previous Meeting

These were agreed to be a correct record

Matters arising

Lighting

In order to improve lighting and to reduce lighting costs, an initial lighting unit is to be installed, subject to there being no objection from the landlord

Action John Farnden, Carl Bowden

Key Audit

It is not known whether Mike Pye has a set. Tom Springett to ask Mike Pye when he sees him next.

Action Tom Springett

Cheque Signature

John Wilson has signed the form authorising an additional signatory. Confirmation of authorisation from the bank is outstanding.

Action John Farnden

Role of Social Media Secretary

It was agreed that Chris Wilkes and Dave Pallant would work together on this. The Committee recognises the excellent work done for the club by Neville Davis over the years. John Wilson asked that the 'robot' access verifier be removed from the web site.

Action Chris Wilkes, Dave Pallant

Insurance Related Documents

1. In order to meet the requirements of the Society's insurers, Tom Springett has assembled a folder containing 'Permanent Documents'. The Committee have adopted its contents. Additional signage is needed to complete the documentation.

Action Tom Springett

2. The 'Signing in Sheet' has been amended to include visitors as well as members and is to be used in future.

Action Tom Springett

PAT (electrical) Tests

Although PAT Testing is not required on the Society's electrical equipment, all equipment should be given a visual inspection and check before use. Carl Bowden informed the Committee that some Exhibition Managers require a PAT certificate as a condition of display, which would have to be provided by the exhibitor.

Smoke Alarm

It was agreed that a smoke alarm will be installed at the top of the stairs.

Action Dave Pallant

Accidents and Incidents since the last committee meeting

1. None were reported
2. The Committee offers many thanks to Bill Taylor for the Quiz and to Dave Winder for the supply of mince pies.

Any other Business

Club Rules

The membership has had sight of the revised Rules for several weeks. The Committee accepts the revisions and recommends its adoption at the EGM to be held on the 7th February. This will be the only item on that agenda, and the EGM can be held in the layout room.

Flooring at Entrance

The committee thanked members who have worked so hard in removing 'unused material' from the entrance area. Chris Wilkes proposed that, as the flooring there was not fully usable, the area was to be fitted with level flooring, to provide a 'vestibule'. This would give much improved access to the stairs. Dave Atkinson might be able to help to sort this matter.

Action Chris Wilkes

Number of Layouts

1. John Wilson agreed that the Society make a donation to the Dementia Society of £250 in memory of Graham Reid, in exchange for unwanted layout items.
2. The committee agreed that unwanted fixed layouts can be retired, after discussion with Phil Grosse. The test track, if still needed, could be moved to a new location.

Action Chris Wilkes, Tom Springett

Auditor

The Society still needed an auditor, but this person could be a club member.

Action Committee members

Banking Arrangements

John Farnden's email outlined the General banking arrangements, which were agreed to be unsatisfactory. The Exhibition banking agreement with Nat West is much more effective and that model could be used for General banking. A discussion with the exhibition manager might prove to be effective.

Action John Farnden

General Finance Position

John Farnden stated that the position was much better, but that four 'periodic' members were in arrears with their subs. This is agreed to be unfair as all other members are paying their subs to maintain the club for the benefit of non-payers. A letter is to be handed to the non-payers.

Action John Farnden

Exhibition Manager

Les Nehrlich has indicated that he wishes to reduce his role as exhibition manager. Chris Wilkes expressed an interest in increasing his involvement in organising the exhibition.

Club Clothing

Tom Springett informed the meeting that the clothing is on order. The invoice could be paid by the exhibition account. Payments for the clothing could be made via the club's new card readers.

Upcoming Events

The EGM is being held on 7th February 2022. The Modelling competition is being held on 14th February 2022. Judges are required

Action John Wilson

Next Meeting

Monday 21st February 2022 in the Committee Room at 8.00 pm