

Abingdon and District Model Railway Club

Minutes of the Committee Meeting held on Tuesday 5th Aug 2025 @ 20:00 in the Club Library

1. Opening remarks

Graham welcomed everyone to the meeting and thanked Bill for his efforts and support in the past and expressed his hope that he'll be able to do as well going forward. Steve and Catherine were welcomed to the committee.

2. Trustees present and apologies

- a. Present: Bill Marnane
- b. Apologies: Mike Ryder, Alan Pearce

Following a change to the committee mailing list, Phil will ensure that the Trustees are informed about future committee meetings to which they are welcome to attend if they would like to.

3. Committee Members present and apologies

- a. Present: Graham Hadingham, Trevor Slaughter, Phil Cole, Catherine McNeill, James Barclay, Mark Gregory, Mike Taylor, Steve Usher, John Winchester
- b. Apologies: none

4. Minutes of the previous meeting (8th April)

The minutes of the previous meeting were accepted. Proposer: Trevor, Seconder: James.

a. Matters Arising

b. Continued Actions

- i. July 2: PO Wagon - ongoing.
- ii. Dec 2: Member stock inventory - ongoing
- iii. July 3: Pentre Road discussions – ongoing

Alan is continuing to fix issues, but may not be proactively going out looking for additional support, and members are perhaps unaware of what help is required. This is an issue affecting other layouts too, and has lead Graham to propose that Mark takes on a role of layout coordinator – more in AOB.

Mark will approach Alan to ask for a report for our next meeting so we can obtain a response realistic target for progress

- iv. July 4: Millanford - Transfer to Oxford being arranged. -

Millanford has been transferred to Oxford. James has found some cables recently.

c. **Actions from last meeting**

- i. Sept 8: Policy Documents uploaded to website - ongoing

5. Safety & Safeguarding

No issues reported

6. Policy Reviews

- a. Lone worker policy
- b. Financial Controls
- c. Vulnerable persons
- d. Bullying and Harassment

Chris Nutman had kindly prepared these policies which are needed for the Charity Commission submission. They were circulated ahead of the meeting and we expressed our thanks to Chris for their preparation.

We didn't feel in a position to approve and adopt the policies in this meeting, but we unanimously agreed to adopt them in principle.

ACTION: All to read policies for next meeting

It was felt best to rename the Lone worker policy and integrate it into a more complete 'Site Operation Policy' to include the defibrillator and age restrictions. Our risk assessments are also likely to be incomplete and will need reviewing. This will be carried forward to another meeting.

7. Treasurer's report

Trevor had circulated details ahead of time. Current financial situation - £28,601.56 made up of £7,526.20 in the current account and £21,467.69 in the savings account. £122.33 is owing on the Barclaycard from the recent racking purchase.

Trevor had noticed that a small number of members have left and stopped paying their membership dues.

Following the AGM, the signatories on the bank accounts need to be updated. Trevor will be obtaining the mandates to replace Bill Marnane.

Proposal: Remove Bill; add Graham and Phil as signatories to the bank accounts.

Proposal: Remove Bill; add Phil, John and Graham to Barclaycard

ACTION: Trevor to obtain the appropriate mandates

– currently paying £50/month to clear debt, but would like to know how much is left to pay as he is moving away from the area.

We discussed and felt the remaining amount should be £50 representing 1 further payment.

ACTION: Graham to write confirming the remaining amount.

8. Didcot show 2025

Dominic has the layouts confirmed and Peter has booked the venue and catering (Margo New). Phil is continuing the liaising with Didcot Town Council and Margo. There is concern that we are struggling to confirm traders and societies as there is another large show on the same day to which they are attending. It may be possible to approach traders from the ABRAIL list, but we'd need to know available space to fill.

Next steps are to produce a floor plan, flyers and arrange for the posters to be stuck to the poster boards.

ACTION: Phil to contact Dominic for the floor plan.

ACTION: James to produce flyers based on the poster.

ACTION: Graham to send a notification regarding postering on 6th Sept

9. ABRAIL 2026

ACTION: James to check traders with Shaun. Agreed charge is £8/linear foot/day.

Trevor has 45 layouts confirmed, but expects to lose some. A first draft of the floor plan has been produced

We have agreed that there would be no tombola, and that the raffle would be run similarly to the very successful raffle in 2025. Sue Newport will be asked if she would be prepared to run this again.

James is working out how to run the Control Team, learning from the experience of 2025. Thanks and praises were offered to Alex for his support. James requested that a specific room in the College was assigned to the Control team for the duration of ABRAIL.

First aid cover – James and Naomi will continue to provide cover even after their relocation to Preston.

Catherine suggested that we could approach the likes of Harwell and other local companies/organisations for inclusion in the Show Guide. We will investigate this further.

ACTION: Trevor to schedule an exhibition sub-committee meeting in September.

We all felt we need to ensure that the membership is kept informed of progress for ABRAIL and to bring more members of the club involved in the show.

10. A.O.B.

a. Appointment of additional contact person for the Charity Commission

Proposal: Add Graham as the Chairman to the Charity Commission contacts. This could be seen as one of the responsibilities of the Chairman going forward.

ACTION: Trevor to re-add Chris temporarily to enable the 2024-25 accounts to be uploaded.

b. Roles & Responsibilities

i. Graham would like to build brief descriptions of Chair, Secretary, Treasurer and Membership Secretary

ii. Other members of the committee are being asked to take on some specific responsibilities

1. Mark – Layout coordinator - ensuring that the club layouts are properly supported and the members are aware of their state. We should have layouts at

all stages of their lifecycle from inception to retirement. We discussed whether all should be available for exhibiting, and whether we should have a “library” of layouts ready to be exhibited.

2. Mike – Liaison with Chris Maycock for Site maintenance issues
3. Catherine – Young members – developing and encouraging as they will be the future of the hobby and club.
The High Wycombe club had recently asked a question via the CMRA which suggested they had a successful young members group. Contact will be made to see what we can learn from them.
4. Steve – Demonstrations and Workshops – building on what had been tried in the past with kit building etc.

c. East Street Wharf

Dominic had approached the EM Society to sell, but had had no interest. He proposes taking it home for storage in his garage and to have it available to take to exhibitions. Members will need to gain experience operating.

d. Response Tree

Following discussion of the Site Operations Policy we considered whether it was known who should be contacted in the event of any issue at the club, and where to assemble in the event of a fire etc. This needs further consideration.

e. Defibrillator

We are now registered on the database. James will be added to the records, taking on the responsibility for regularly checking the device.

f. Gate Access

There had recently been a problem reported with the electronic gate and Peter had been asked to provide the numbers to add in to the system.

ACTION: Phil will collate and send to FS Mackenzie.

g. N Gauge project

Trevor is proposing a large N Gauge layout for the club as Didcot is not felt to be at the right standard. Trevor has baseboards which were specially built for a layout in the Pentre Road cabin which are being stored currently and he is prepared to donate for the new layout, enabling a more realistic representation of Didcot and allowing for prototypical operations. We were interested in the proposal which Trevor will now develop with Mark and bring forward to a future committee meeting.

ACTION: Trevor to develop the proposal

Next meetings:

- Tues 14th October 2025
- Tues 13th January 2026

Meeting closed: 21:45