



**Rushden Historical Transport Society**  
**Annual General Meetings**  
of the  
**Rushden, Higham & Wellingborough Railway**  
and the  
**Rushden Historical Transport Society**  
**Wednesday 6th December 2017**  
**20:00 hrs (08:00pm)**  
at the  
**Rushden Bowls Club**  
**Northampton Road, Rushden**

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Rushden Historical Transport Society  
Rushden Station, Station Approach, Rushden, Northants, NN10 0AW  
Registered Charity Number: 285535

**Rushden Historical Transport Society**  
**Annual General Meeting**  
**6th December 2017**

**AGENDA**

1. Remembrance of recently deceased members
2. Apologies for Absence
3. Acceptance of the minutes of the 2016 AGM as a true record
4. Matters Arising from the Minutes
5. Chairman's Report
6. Treasurer's Report
7. Bar Committee Report– Chairman
8. Bar Committee Report– Treasurer
9. Resolutions / Presentation in regard of motions
10. Election of non contested officers
11. Election of Committee Members (Ballot)
12. Election of non-contested officers for Bar Committee
13. Election of Bar Committee Members
14. Any Other Business

**Date of Next Annual General Meeting**  
**Wednesday 3rd December 2018**

## **Minutes of the 2016 AGM**

1. Remembrance of recently deceased members.
2. Apologies for absence. The Chairman said that the Secretary was unable to attend due to a family member being hospitalised. Other members unable to attend were :-
3. Acceptance of the Minutes of the A.G.M. held on December 2<sup>nd</sup> 2015
4. Having amended Item 9, Vice Chairman should read "Colin Robinson" the Minutes were accepted.
5. Matters arising from Minutes  
Responding to a query from the floor, the Chairman explained the procedure which had been used for postal voting and added that 7 votes had been cast using this system.  
A member asked why all members were not given the list of nominees and motions beforehand as were the voting members. The Chair explained this had not been considered necessary.
6. Chairman's Report / Presentation of Founder's Trophy  
**Founder's Trophy for Clubman of the Year 2016**  
As our Society moves into its 4<sup>th</sup> decade it is again my privilege to choose the Clubman of the Year.  
I have kept to just one this year and that is Nick Arnold for all his work on the WD gearbox. The Scammel Mechanical Horse, The 5 plank wagon and then getting us out of a problem with the making of a buck-eye gauge.

### **Chairman's Report to the AGM 2016**

We have a lot to cover tonight so I'll keep my verbal report fairly short.

1. Firstly I would like to start by thanking the members of the Main Committee, especially the other 3 officers and the Bar Committee, (not forgetting the bar staff), for their work and commitment over this last year. (It mustn't be forgotten that being on the Main Committee in the view of the Charity Commission you are the Trustees of RHTS and therefore must ensure that the Society is run in accordance with their requirements).

I must express my thanks to Donald Davidson who has stood down from being our president and Catharine Young who is standing down from Secretary. Catharine has done far more than the role of secretary requires but thankfully she is standing to be an ordinary member of the Main Committee.

2. I do try and keep the membership informed of what is going on through my Chairman's Messages in Olde Wheels so I'll just pick out a few here. For the Society 2016 has seen both some rewarding times but also a few upsetting ones. Taking the former first, the Cavalcade was again financially successful which as I have said before is vital for our financial stability. So thanks must go to the small team involved in setting up, which then becomes much larger to deal with the 3 public days and then reduces to just a handful again to pack everything away at the end. Bev Watson has been taking bookings for traders and entertainment for the last 6 months and exhibits for a little less time. Special thanks therefore go to Bev and Shirley who live Cavalcade for getting on for 360 days a year.

Our first advert for 2017 went into the Great Dorset programme and others have recently gone into the rally claiming dates section of national magazines. A number of Railway Running Weekends and Open Weekends were also very successful both in visitor numbers and financially but also for the enjoyment of all those involved in running the event. Some of these, such as the Armed Forces Day, Murder Mystery and the Branch Line in Wartime Weekend involved liaising with other local organisations and these proved very popular. A big thank-you then to all who have been involved in any of our events this year. Some events introduced this year have required pre-booking. These included Fish and Chip Supper, Cream Teas and Driver Experience sessions and there is still one coming up in 10 days which is Breakfast with Santa. Catharine has been heavily involved in the administration of these so thanks to Catharine and others directly participating in these new events.

In June we worked with Rushden Museum and Rockingham Forest Trust from Stanwick Lakes to put on an event called Trading Places. This involved school visits to the Station where the children looked at the different local trades that existed within the Town at the beginning of the 20<sup>th</sup> Century, how the items that shops sold have changed and evening walks between the 2 museums were organised on 2 consecutive Fridays with tales of crimes that had taken place along the walk's route. A blacksmith with forge and anvil gave demonstrations in the platform compound during the school visits and the Railway running day.

There has also been an increase in school and group visits to the Museum and Railway as well as others arranging to take afternoon tea in the Buffet Carriage. So again, a big thank-you to all who have given up their time, so that these can take place.

3. Having now been on the Station site for over 30 years and our activities expanding we decided that it was time to assess the suitability and level of our insurance cover. Having met 2 other providers of suitable insurance and received their assessments it was decided that we should remain with the one we have been with for a number of years. John Holdem-Eyles has very much taken the lead in this and as a consequence of a thorough assessment by the insurance company, a number of things were high-lighted that required us to make a number of changes to the policies covering our practices. An example that was pointed out to us was that if we didn't have the chimneys swept by a certificated chimney sweep the consequence would be that if there was a chimney fire and damage was caused we wouldn't be in a position to make a claim.

We are now having to look closely at all the electrics on the site as they need to be checked by an electrician with suitable certification otherwise we won't have any insurance cover if something happens due to an electrical fault. It therefore becomes imperative that once everything has been checked and a certificate received no changes or additions can be made unless it is done by an electrician who can provide the appropriate certificate.

4. To cover the eventuality that I have missed anyone out I would like to thank the following:- (Which are in no particular order).

- Those members that maintain the buildings and site
- Those that restore or maintain aspects of our railway rolling stock
- Those that keep the railway permanent way in order
- The many that are needed to run a train service
- Organisers and helpers who produce the added attractions for our themed weekends
- The Museum Management Group and their helpers
- Delph and Vicky and their team in the Buffet Carriage
- Sandra and helpers who serve in the shop plus
- The members who look after the various road vehicles

If I have missed you out tonight I apologise, but hopefully I will have included you in my reports in Olde Wheels.

5. I mentioned at the beginning that there were some instances that in my words were 'upsetting'. These occurrences were mainly between 2 or 3 members and this last year we seem to have had more than usual, spread out through the year. The issues are such that they don't bring the Society into disrepute and therefore don't come under the recommendation included in the constitution. So that we can deal with similar situations in future the Committee formed a working group led by Gwen Walpole to produce a Grievance Policy on which we will be voting later.

6. I do need to bring you up to date where we are in respect of the Goods Shed Site. We are still in discussions with the County Council but at the end of October a new hurdle has been placed in front of us which unless it can be removed or lowered may possibly mean that our hopes of purchasing the Shed and Yard will be dashed. This obviously we don't want to happen but we are also very aware that we mustn't put the Society into possible financial risk.

7. We are working hard to get the material together to re-submit our planning application early in the new year for our other ongoing project to extend the railway track to Queensway in Higham Ferrers so that hopefully we will be in a position to start work before March.

8. Plans for next year's events are well advanced although I understand a few tweaks are still needed. We do hope to include an evening early in 2017 of previously unseen railway films. Keep an eye on our website and Olde Wheels for more information (Date, Time, Venue)

9. Finally; not all of the voluntary work involves heavy labour. There is something for everyone to lend a hand with. Over the past year we have at times found ourselves being quite stretched to have the numbers needed to run trains or even to cover a weekday booking.

Our constitution includes our main objective:- ***'To advance the education of the public in the history of transport and to provide a museum for the public exhibition of vehicles and transport related artefacts of historic interest'***.

How could you help in 2017?

I thank you in anticipation.

John Sugars

## **7. Treasurers Report**

This year has been another good year for the society, seeing its net worth increase by just under £38000. This is considerably down on last year but when adjusted for the exceptional donation of £100k is a lot closer. Again, our investment in maintaining and increasing our assets was just under £10000 higher than last year. These assets are our route to generating increased income streams in the future, so in summary we are growing our net worth, updating and improving our assets and at the same time maintaining our profitability.

When adjusted for the 100k donation The General Society increased its income by just over £4000 but for the second year in succession memberships have been dropping by over 10%. Other donations across the society remained steady but events and train charter income more than doubled. The shop has remained steady in terms of turnover and profitability. The buffet carriage has performed worse than last year in terms of turnover, £3000 less, but in terms of profitability it has maintained its good performance of last year and is still showing at 53%. The bar had a good year and increased its revenues by over £9000 but its net profit dropped by £4000. This was partly due to an investment in refurbishing the bar, writing off a bad debt but the most significant contribution is £5000 in additional wages.

Cavalcade – Ticket sales were slightly down this year but Stalls and Trade stands made up for the difference. Bar Sales and Donations were also down meaning the event generated £5000 less income than last year. Ground and equipment hire was nearly £2000 more expensive again this year but despite this other costs were controlled well, meaning the overall profit was around £44,000, just £3000 down on last year. This does highlight the importance of the cavalcade to the society as without this profit the other enterprising activities would not be able to sustain the general running costs.

We have seen the benefits of forward planning across a number of the departments, seeing significant upgrading to some of our rolling stock and the museum. As already mentioned this is helping to preserve our assets and making sure they are around for many future generations to enjoy. I'm keen for this to continue as the benefits are clear to the Society.

The society continues to grow and with this growth comes change and responsibility. That responsibility lies not just with the committees but with all the membership.

## **8. Bar Committee Report**

On behalf of the Bar Committee I would like to start by thanking all of our bar staff for their hard work throughout the year. Thanks go not only to those that have served behind the bar Annaliese, Barb, Vikki, Ruth, Claire and Simone but also those working more 'behind the scenes' namely Simon, Ann and Fiona. Further thanks go to Fiona who stepped in to take over the cleaning of the bar/ carriage at weekends when Ann had to relinquish that part of her role due to other commitments. Ruth has recently left us for pastures new.

My thanks also go to those members of the bar committee who have helped behind the bar, often at short notice, when we have been short-staffed due to illness etc.

We are about to start recruiting for more staff, therefore if you know of anyone that might be interested in working (mainly Friday evening/weekend work at the moment) please get in touch with me or another member of the bar committee asap.

As you will have noticed redecoration of the bar area was carried out at the start of the year and work on the skittles end of the bar coach has been started. Redecoration of the other half of the coach and new carpeting in the bar will hopefully be commissioned this year.

Again we had a very successful Cavalcade and Beer Festival this year. This year we held the Sausage 'n' Cider Festival over 2 days rather than 1. This didn't dilute takings as we had record cider sales on both days! Thanks go to everyone who served on the bars/wash up areas at these events and those that helped out during other busy periods behind the bar at events at the station e.g. 40's weekend/ Armed Forces day etc.

Finally I would like to thank all members of the bar committee for their input into the running of the bar whilst they have been on the committee. Assuming I am elected onto the committee this year, I look forward to working with the new committee over the next year

Richard

A question was put to the treasurer of the Bar Committee concerning a bad debt of £1000 shown in the Bar accounts. Mr Clipston explained that they had been asked to order some real ales for a beer festival at a local public house. Although invoices have been presented no money has yet been received.



## **8 .Changes to the Constitution**

**8.1 Disposal of Property.** The meeting agreed that the Constitution section 3.5 should have the following words added. “.....the Society can also dispose of by sale, any land or property no longer required”

**8.2 Grievance/behaviour policy.** There was some discussion re the proposed Grievance/behaviour policy. It was generally felt that as members had not been able to read the policy prior to the meeting they were not informed enough to vote on it. There being no copy available at the meeting it was agreed a policy was needed. Details of this policy to be notified to members through “Olde Wheels” and officially adopted at the next A.G.M.

**8.3 Subscription fees.** The Chairman explained that the cost of the Olde Wheels magazine had increased mainly because of postage costs and rather than increasing subscriptions overall it was suggested that an additional fee should be applied to those members who receive their magazine by post. This would not apply to members who collect their magazine from the Station or those who have their magazines delivered by hand or electronically.

The meeting agreed that the following phrase should be added to section 5.1.5. of the Constitution “For those members wishing to receive by post copies of the Society magazine, an additional fee set at the A.G.M. will be charged”. The fee for 2017 will be £2.50.

### **8.4 Restructure of the Society.**

The Chairman explained that the workload on the main committee had increased over recent years. It was therefore necessary to reorganise the management of the Society in line with Charity Commission guidelines to create a more efficient management team.

The meeting agreed that the committee proposals should be presented at the 2017 A.G.M.

**9.** Election of non-contested officers main committee and bar committee. Results shown below.

**10.** Election of members of main committee and bar committee. Results shown below.

## **Main Committee**

### **Officers**

**President:** Mr Roger Walpole

**Chairman:** Mr John Sugars

**Vice Chairman:** Mr Colin Robinson

**Treasurer:** Mr Bill Toyer

**Secretary:** TBA

**Membership Secretary:** Mr Trevor Pritchard

### **Members**

Mr David Chambers; Mr John Holdom–Eyles; Mr Bev Watson; Mr Paul Sells;  
Mr David Floyd; Mrs Catharine Young; Mr Mick Carlile; Mrs Gwen Walpole; Mr  
Jim Wheeler; Mr Peter Dines.

## **Bar Committee**

### **Officers**

**Chairman:** Mr Richard Cole

**Secretary :** TBA

**Treasurer :**Mr David Clipston

### **Members**

Mr Pete Newman; Mr Bev Watson; Mr Trevor Pritchard; Mr Tony Board; Mr  
John Hynes; Mr Craig McCormack; Mr Mick Carlile.

**11.** Any other business. - None.

**12.** Next meeting date arranged for December 6<sup>th</sup> 2017.

Meeting closed at 21.15hrs.

## **Nominations for 2018 Committees**

### **RHTS Main Committee**

Vice Chairman Colin Robinson.

Treasurer Bill Toyer

Secretary John Holdom– Eyles

Membership Secretary Trevor Pritchard

### **Committee Members**

Dave Stuttle

Bev Watson

David Chambers

David Floyd

James Wheeler

Andy Loveridge

Paul Sells

Peter Dines

Sandra Edwards

Mick Carlile

Adrian Dickerson

Catharine Young

### **Bar Committee Officers**

Chairman Richard Cole

Treasurer David Clipston

Secretary Dave Stuttle

### **Bar Committee Members**

Andrew Whitehead

Mick Carlile

Paul Coles

Ryan Love

Peter Newman

Tony Board

Trevor Pritchard

Jason Pittaway

Bev Watson

John Hynes

*Note: There will be a secret ballot for the Main & Committee Ordinary members.*

### Election addresses of nominees for election to RHTS Main Committee 2018

**Bill Toyer (691)** To continue to help progress the Society.

**Bev Watson (285)** i) To continue to try and improve the annual Cavalcade as I have done for the past years and hopefully produce a succession of record years as we did in the 1990's and 3 times this decade. ii) Continue to source/fabricate parts for the bus "651" in its restoration. iii) Assist in the smooth running of the bar and its functions.

**David Chambers (253)** To build on what has already been archived.

**Dave Stuttle (408)** To help the Society achievements aim and preserve the heritage of the railway for future generations.

**David Floyd (850)** During the past year I have contributed a lot of time and energy to the railway, the museum and preparing the Goods Shed for the model weekend, which I also organised. should like to remain on the committee to preserve and improve the future of RHTS.

**James Wheeler (1057)** I welcome the chances proposed for the trustees committee. If elected I will use my experience in research and project development to support the work of the trustees committee, and to ensure the continued healthy growth of RHTS as a charity working on behalf of its members and contributing to the life of the local community.

**Andy Loveridge (104)** To improve communications around the Society.

**Paul Sells (749)** As a current member of the main committee I wish to carry on serving the Society and grow into one of the areas best visitor attractions.

**Peter Dines (195)** As a current member of the main committee I wish to carry on serving the Society and help grow into one of the areas best attractions.

**Sandra Edwards (197)** To ensure events are run successfully , professionally as with all aspects of the society.

**Catharine Young (848)** To continue to see the Goods Shed project progress.

**Mick Carlile (252)** Continued development of communications within the Society in an honest and open manner.

**Trevor Pritchard (208)** I have a lot of previous experience at this position and I think I have done a good enough job for you to vote me back in.

**Adrian Dickerson (419)** I feel that as a member of long standing I have the interests of the Society at heart and I can contribute in a positive manner.

**John Holdom-Eyles (774)** To continue the work I have already started to ensure the society develops in the future, safely and within budget.

### Election addresses of nominees for election to RHTS Bar Committee 2018

**Andrew Whitehead (608)** to further and improve the “Bar” experience for members and visitors alike contributing to the furtherance of RHTS as a whole.

**Mick Carlile (252)** Continued development of communication within the Society and furtherance of improvements within the bar area.

**Paul Coles (607)** I feel giving a little help to the Society can be good for the soul, when volunteering as found out when volunteering for the Scouts.

**Ryan Love (1225)** I help out with all the events so I thought I might as well be on the bar committee. So I feel as though I would be very helpful. I can change barrel and stuff at the bar as I used to work behind bars.

**Peter Newman (255)** I have been on the bar committee for sometime and would like to continue, I can help at weekends and call the raffle on Sunday.

**Tony Board (616)** To help with the bar at the events that are run by RHTS.

**Trevor Pritchard (208)** Although I am disabled I have a lot to offer with ideas. I am retired and can give more time than most to the Society.

**Jason Pittaway (864)** Help bar staff when needed and to be able to put my views across.

**Dave Stuttle (408)** I have served on the bar committee previously until work commitments prevented me from attending meetings, I have served as secretary on the bar committee for 2017 and would like to continue in 2018.

**Bev Watson (285)** See main committee details.

**John Hynes (1073)** Music events and bar.

**Dave Clipston (134)** Use last years statement.

**Richard Cole (329)** As last years statement.

## **MOTIONS TO BE PUT TO THE MEETING**

### **Motion 1 Changes in management structure—From the Main Committee**

Implement the Society Management changes as recommended by the main committee working party:

- 1.) The bar will operate as a limited company with a Board of directors.
- 2.) A revamped railway Board will be installed ready for next year's running season.
- 3.) The Goods Shed will be established as a separate limited company with its own Board of directors.

### **Motion 2 Membership Fees— From the Main Committee**

The current rate of membership has been frozen for several years now. The income from membership fees for this year was lower than previous years despite an increase in the number of members. The reduction in income is mainly due to an increase in members reaching the 25 year threshold and becoming life members. In addition there has been an increase in the number of members qualifying for the concessionary rate at age 65.

**Motion:** The committee propose that the AGM approve an increase to the membership subscription to £25.00 for full membership and £16.00 for concessions.

### **Motion 3 - Event prices for members—From A. Whitehead**

All paid up members of RHTS should gain free entry to all RHTS events and reduced prices/tickets for rail / vehicle trips/ merchandise and events such as fish and chip suppers, murder mystery etc.

### **Motion 4—Acceptance of grievance policy—From 2016 AGM**

Implement Grievance policy as proposed at the 2016 AGM (full details in winter 2017 Olde Wheels and 2017 AGM Booklet).

## **Grievance Policy**

At the last AGM it was agreed that a code of conduct be published in this magazine. There has been more than one incident this year which were difficult to resolve, the Committee felt a code of conduct policy should be published. All members and staff will be expected to abide by this code of conduct and where an issue is difficult to resolve to use the guidelines published here.

### **Behaviour and complaints procedure for members**

**Definition: when using the term members this refers to ALL members of the RHTS including those who volunteer. It also includes staff.**

The Rushden Historical Transport Society expects a high standard of conduct, integrity and loyalty from its staff and members. Members should expect the same from the RHTS.

The RHTS aims to create an environment where members, staff and visitors feel valued. Disciplinary and grievance procedures are helpful to the proper and successful functioning of the RHTS and exist to ensure that issues are addressed and all individuals are treated fairly.

Volunteers and line-managers are encouraged to discuss ordinary, day to day concerns informally. This allows them to be addressed promptly and can stop situations escalating unnecessarily. The Society aims to handle complaints in a way that encourages informal conciliation, is fair and efficient, treats complaints with appropriate seriousness, sympathy and confidentiality, and aims for early resolution. The Rushden Historical Transport Society Behaviour and Grievance Procedure applies to all members and staff.

### **Code of conduct**

RHTS members agree to treat all individuals with a sense of dignity, respect, and worth. Make a personal commitment to be non-judgmental about cultural differences, living conditions and the life-style of each person within the Society. Be courteous and polite in all of their actions. Avoid profane and abusive language and disruptive behaviour that is dangerous to self and others. Abstain from the use of photo, audio or video recording equipment unless given consent. Respect all confidential information. Members are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves staff, members, visitors or any other person. Introduction RHTS also recognise that there may be occasions when members and volunteers have concerns or grievances and this grievance procedure enables individuals to raise grievances more formally. The procedure provides an open and fair way for members and staff issues to be resolved quickly before they fester and become major problems. All complaints should be resolved openly, fairly and quickly to Protect members, Minimise any disruption to all users, Demonstrate the Society's respect to its members, Protect the reputation of the Society.

### **Introduction**

RHTS also recognise that there may be occasions when members and volunteers have concerns or grievances and this grievance procedure enables individuals to raise grievances more formally. The procedure provides an open and fair way for members and staff issues to be resolved quickly before they fester and become major problems.

All complaints should be resolved openly, fairly and quickly to

- Protect members
- Minimise any disruption to all users
- Demonstrate the Society's respect to its members
- Protect the reputation of the Society

### **Informal Discussions.**

In the first instance, if any member has a grievance about their volunteering or a colleague they should discuss it informally, as soon as possible, with their section manager. If the grievance involves the section manager he/she will take the grievance seriously and ensure that everything is done to try and resolve the issue informally.

It is hoped that the majority of concerns will be resolved at this stage.

### **Formal Procedure**

#### **Stage 1**

If a member feels that the matter has not been resolved through informal discussions, they should put the complaint in writing to the section manager.

A meeting will be held between the member and their section manager (*or other appropriate person*) to respond to the complaints raised. The meeting will be an opportunity for the member to explain their complaints and share how they would like them to be addressed. The member has a right to be accompanied to the meeting.

Following the meeting, the section manager (or other appropriate person) will give a written response within 5 days of the meeting outlining how the complaint(s) will be responded to.

If the complaint is against another member and requires further investigation, the section manager (or other appropriate person) will need to carry out further meetings or investigations. In this case, the 5 working days limit above, may need to be extended. The response will follow this meeting and include a reference to the right of appeal.

#### **Stage 2**

If the member feels the issue has still not been resolved satisfactorily, the member must raise the matter, in writing, with the RHTS Main Committee via the Secretary. The Secretary will invite the member to a meeting with a nominated member of the committee, at a mutually agreed time where they can discuss the matter and establish how best to resolve the situation. The Nominee and the member have a right to be accompanied to the meeting.

Following the meeting, the Nominee will give a written response within 5 days of the meeting outlining how the complaint will be responded to.

If the complaint is against another member, or requires further investigation, the Nominee may need to carry out further meetings or investigations. In this case, the 5 working days limit above, may need to be extended. The response will follow this meeting and include a reference to the right of appeal.

### **Right of Appeal**

If the member wishes to appeal against any grievance decision, they must appeal, in writing within 7 days of the decision being communicated to them, to the Chairman of the General Committee. The Chairman will convene an Appeals Sub-committee to hear the appeal and the member will be invited to a meeting with the Appeals Sub-committee. The member will have the right to be accompanied to the appeal meeting.

The Appeals sub-committee's decision will be final.

Note: The appeals sub-committee should consist of at least 1 officer of the Society

1 manager and 1 other person.

### **Written Warnings**

The Appeals Sub-committee may decide to issue a verbal or written warning to anyone involved in the issue. Any member that receives 3 similar warnings within a 3 year period will be expelled from the society and any subs paid will be forfeited.