

Minutes of KGES meeting number 259 held via Zoom on 23rd March 2021

Present: Stephen Fielding (Chair), Richard Abbott, John V Barnes, Bernard Chorley, Elinor Quick, Nick Reynolds, Bill Salkilld, Jerry Scholefield, Martin Wicks.

1.0 Appointment of Deputy Secretary – Proposed Ellie Quick. This was agreed unanimously.

2.0 Creation of a working group to review Covid precautions. It was agreed that the working group should consist of:

Stephen Fielding – Chair
John Barnes – as Museum Manager representing Front of house
Martin Wicks – Health & Safety
Ellie Quick – Refreshments.

A date for the first meeting is to be set by **SF** who will send out invitations. A request was made for meetings to be after 4.30pm to enable EQ to attend.

ACTION 259.2. SF

3.0 Review of major projects & expenditure (Estimate attached)

3.1 Refreshment Area, It was agreed to defer a decision on this until 2022.

3.2 Foyer, It was also agreed to defer a decision on the foyer until 2022.

3.3 Museum Lighting, **BS** said that providing he could have sufficient helpers particularly with the access platform 25% to 30% of this project could be completed so a budget of £9,000 would suffice. **BS** and **JS** agreed to discuss this further.

ACTION 259.3.3. BS JS

3.4 New interpretation Material, **MW** suggested that an initial sum of £3,000 would be needed to engage with a software company and acquire licenses so that a start on the preparation of interpretation materials can be made using existing hardware. **MW** recommended that we take out annual licences so that there would be full IT support and it would enable easier upgrades or expansion as and if required. This was agreed.

ACTION 259.3.4. MW

3.4.1 To enable the project to progress for the planned opening in June we might need a new PC and Monitor for a third interactive terminal at a cost of £2,000. This was agreed.

ACTION 259.3.4.1. MW

3.4.2 Booklet: It was agreed that the booklet would be in the form of the existing guide produced by **RA** but extended to include basic information and stopping off points. This would be tested before the June opening and would be handed out to all visitors entering the museum. A more detailed book would then be prepared for sale in the shop.

Action 259.3.4.2. SF MW

3.5 Replacement volunteer cabin: it was thought that the cabin could have a couple more years useful life and is seeing little use at the moment due to covid regulations. A decision on replacement should be kept under review and be informed by railway plans and possible access to the old boiler house.

ACTION 259.3.5. review in 6 months ALL

3.6 Gardening: It was agreed that some small planting and siting of industrial artifacts would tidy up the site and make it more welcoming to visitors. A budget of £250 was agreed.

3.7 Toilet Refurbishment: there was a lot of discussion on moving around the toilet facilities and the need to provide child friendly facilities eg a lower sink. There are proposals to convert existing gents to volunteers only (as not covid safe), change the ladies to gents and the disabled toilet to ladies. It was agreed that this should be discussed by the **Covid Working Group** and this group to liaise with the railway who are currently applying for a grant from the Heathrow Community Fund.

ACTION 259.3.7. CWG

3.8 New site signs – BC advised that the estimate for mid quality aluminum signs is now £2,800 including vat and delivery if purchased through Red Kite who have agreed to waive their commission. This was agreed but **BC** said that he will see if they obtained at a lower cost elsewhere.

Action 259.3.8. BC

3.9 Scalpings: This would be put on hold until car parking arrangements have been clarified.

3.10 IT upgrade: This was agreed

ACTION 259.10. BC

3.11 Tidy Scrap Heap: **RA** to contact the contractor who cleared the previous scrap heap, it's likely that the value of the metal will cover the cost of removal.

ACTION 259.11. RA

3.11.1 TW Scrap Bin: the museum used to have access to this. **SF** agreed to ask them if that was still available for us to use.

ACTION 259.11.1. SF

3.11.2 It was suggested that we no longer had a scrap heap but there was still a need to store items no longer required prior to disposal. A fenced off area was proposed, site to be identified.

ACTION 259.11.2. RA

4. AOB

4.1 BC advised that TW had ordered 30 entry cards for museum volunteers, although welcome this is obviously not enough and it is expected that a further supply will follow.

4.2 It is understood that Shannon at TW is no longer in office. We are waiting to find out who has replaced her.

4.3 SF has advised TW of our intention to allow access to volunteers from 29th March, once this is confirmed **SF** will inform volunteers via the membermojo system, (**RA** to provide **SF** with access details.)

ACTION 259.4.3. RA SF

4.4 Refreshments during 2021 opening: the possibility of using a mobile refreshments provider will be discussed further by the covid working group.

ACTION 259.4.4. CWG

4.5 NR asked if any enquiries had come in for filming. RA said that there had been two but reccys would not be allowed until volunteers are back in and could be no filming until we reopen, June at the earliest.

Date of next meeting – Tuesday 20th April 10am. All members are asked to distribute a brief report on their area before the meeting.

Meeting ended at 10.50am

Signed K.G.E.S Chairman Date

KGET Estimates 2021

					Estimate	Updated Estimate	Paid/Received @ 28 Feb	Balance
Income								
Steaming Weekends June to November (6)								
Admissions, Donations, Shop & Driver Experience (approx 50% of 2019 amount pro rata)					10,500.00	10,500.00	20.00	10,480.00
Refreshments (Due to uncertainty of what may be possible)					0.00	0.00	0.00	0.00
Subtotal					10,500.00	10,500.00	20.00	10,480.00
Filming					0.00	0.00	0.00	0.00
Interest					5.00	5.00	0.00	5.00
Total					10,500.00	10,500.00	20.00	10,485.00
Expenditure								
Fixed Costs								
Thames Water Rent					875.00	875.00	437.50	437.50
Liability Insurance (assumes significant premium increase on renewal)					1,565.54	1,565.54	227.72	1,337.82
Pressure Systems (Boiler, Compressed Air) & Lifting Equipment etc. Inspections					1,700.00	1,700.00	0.00	1,700.00
Bank Charges					96.00	96.00	16.00	80.00
Card Charges					323.88	323.88	26.99	296.89
Internet & Phone					3,428.00	3,428.00	0.00	3,428.00
Subtotal					7,988.42	7,988.42	708.21	7,280.21
Publicity & Marketing								
Red Kite (Sign Designs etc.)					3,900.00	3,900.00	3,900.00	0.00
New Website (Wintersweb) includes Railway Website					1,173.00	1,173.00	1,173.00	0.00
Online Promotions etc.					1,400.00	1,400.00	269.99	1,130.01
Subtotal					6,473.00	6,473.00	5,342.99	1,130.01
General Museum Costs					2,300.00	2,300.00	20.29	2,279.71
Legal Expenses for Review and Updating of Trust Constitution					9,000.00	9,000.00	3,360.00	5,640.00
Health & Safety (including Covid 19 related supplies)					800.00	800.00	0.00	800.00
Engineering (Mechanical)								
Pinion Gear (reversed engineered) with new drive key + transport					4,000.00	2,750.00	2,220.00	530.00
Cam Follower Springs + transport					325.00	318.00	318.00	0.00
¾" drive Whitworth Socket Set (King Dick)					710.00	710.00	0.00	710.00
Stepladders 6, 8 & 12 step industrial					370.00	370.00	0.00	370.00
Lifting gear – 2000kg strops to match singles					85.00	85.00	0.00	85.00
Adjustable spreader bar – 2000kg					230.00	230.00	0.00	230.00
Small tube bender (oil tubes) – hand operated					130.00	130.00	0.00	130.00
Hand Tools – complete review to include electric drills, angle grinders, adjustable spanners, screwdrivers, pliers etc.					1,800.00	1,800.00	0.00	1,800.00
Rechargeable LED Work lamps					60.00	60.00	0.00	60.00
Boiler house repair – weld new valve to steam supply "T" piece					85.00	85.00	0.00	85.00
Pressure gauge for boiler chemical supply					220.00	220.00	0.00	220.00
Solenoid cut-off valve for barring engine steam supply + switch gear & cables					550.00	550.00	0.00	550.00
PPE cabinet with glass panelled doors					560.00	560.00	0.00	560.00
PPE items – chain mail / rubber composite gloves, goggles GP gloves etc					260.00	260.00	0.00	260.00
Paints, solvents, brushes & abrasives					760.00	760.00	0.00	760.00
Gasket material					160.00	160.00	0.00	160.00
Total					10,305.00	9,048.00	2,538.00	6,510.00
Engineering (Electrical) (General Supplies and Minor Projects)					1,000.00	1,000.00	0.00	1,000.00
Total Operating Expenses (Does include some items to be identified as Capital in final accounts)					37,866.42	36,609.42	11,969.49	24,639.93
Additional / Major Projects								
	Timescale for Completion	Total Cost	Joint with Railway	% Complete in 2021	Estimate for 2021			
Refreshment Area (Future plans need reassessment?)		15,000.00		20.00	3,000.00	3,000.00	0.00	3,000.00
Foyer		5,000.00	N	20.00	1,000.00	1,000.00	0.00	1,000.00
Museum Lighting (plus upgrade to centre basement emergency lighting)		30,000.00	N	40.00	12,000.00	12,000.00	0.00	12,000.00
New Interpretation Material (Interactive terminals (5), New Visitor Guide & New Signs)	2 Months	13,000.00	N	100.00	13,000.00	13,000.00	0.00	13,000.00
Replacement Volunteer Cabin	3 Months	15,000.00	100.00	100.00	15,000.00	15,000.00	0.00	15,000.00
Gardening (Flower displays outside Museum)	2 months	250.00	N	100.00	250.00	250.00	0.00	250.00
Toilet refurbishment (a wash and brush up) ready for opening to the public – plaster, paint, replace fascia board etc. Gents becomes volunteers only, ladies becomes gents and disabled becomes ladies & disabled).	1 Month	500.00	Y	100.00	500.00	500.00	0.00	500.00
New site signs based on Red Kite designs (front gate, triangle bend, car park and pedestrian routes. All in aluminium.	2 Months	1,200.00	Y	100.00	1,200.00	1,200.00	0.00	1,200.00
Scalplings to level extended car park (subject to TfL agreement) – 3*20 ton lorry loads.	?	900.00	Y	50.00	450.00	450.00	0.00	450.00
New file server (16TB Synology) and ethernet switches. Allows remote access to files, document version control, photo library etc. Our existing servers are near the end of their life but would be used as backup servers.	1 Month	1,000.00		100.00	1,000.00	1,000.00	0.00	1,000.00
Tidy scrap heap under A316. Skip hire?	1 Month	300.00	Y	100.00	300.00	300.00	0.00	300.00
Total					47,700.00	47,700.00	0.00	47,700.00
Total Expenditure					85,566.42	84,309.42	11,969.49	72,339.93
Total Income over Expenditure					-75,066.42	-73,809.42	-11,949.49	-61,854.93

Balance (CAF Bank & Held by Society), allowing for end of year adjustments in 2020						
	01/01/2021				123,292.05	Actual
	28/02/2021				111,342.56	Actual
	31/12/2021				49,482.63	Estimated
Reserve Policy						
Operating Reserve					15,000.00	
Capital Reserve					30,000.00	
Total					45,000.00	
Estimated Unrestricted Funds at 31/12/2021						
					4,482.63	