

Minutes of KGES meeting number 262 20th July 2021

Present: Stephen Fielding (Chair), Richard Abbott, John V Barnes, Nick Reynolds, Bill Salkilld, Martin Wicks.

Apologies: John A Burd, Bernard Chorley, Elinor Quick, Jerry Scholefield.

1.0 Minutes of the previous meeting: approved and signed.

2.0 Trust matters.

2.1 NR reported that at the recent KGET AGM Suzie Webb and David Lawrie had been re-appointed as Trustees following the completion of their three year terms in office. The interim appointments of Bernard Chorley and Jerry Scholefield as Trustees had been confirmed and two new Trustees appointed, John Anderson and Martin Wicks. KGET has developed a code of conduct and all Trustees will be asked to sign this.

2.2 RA reiterated his intention to resign as secretary once an appropriate successor has been appointed. He will produce a job specification and participate in a managed handover. **ACTION 262.2.2. RA**

2.3 NR passed on the suggestion from Michael Hamilton that the railway and the museum could be combined to enable a seamless visitor experience but it was not clear if this referred to the trusts or the societies. **MW** expressed the view that this would need a lot of thought and **SF** felt that that it would be good for visitors but problematic for the railway and the museum and that this should be discussed at trust level.

2.4 RA it has been agreed with **Bates Wells** that along with producing new articles of association they will also have a broader look at the society and its interaction with the trust.

3.0 Volunteer Management. **RA** would like to relinquish the role of volunteer coordinator as he feels that it requires a lot of interaction with volunteers which he is not able to do.

3.1 MW suggested that all volunteers, but especially the younger ones, need support and guidance to build their confidence, skills and possibly move on to other things. It was agreed that **SF, RA.** And **MW** should form a working group to take this forward. **ACTION 262.3.1. SF RA MW**

4.0 Disabled access. **SF** is concerned that the wheelchair lift is still not operational. **BS** stated that work is close to completion and will and will contact Alan Staines so see if it can be finished. **ACTION 262.4.0. BS**

4.1 SF recommended that we install an ascending lift on the loading bay, and that this proposal should be put to the Trust for sanctioning, also funding should be sought from grant bodies. The stair lift work should continue as an interim solution. **ACTION 262.4.1. SF**

5.0 Policy for August steaming weekend. The general view and the recommendation from **JS** is that it would be unwise to run the engine at the next steaming weekend and **SF** has updated the website to this effect.

There was also a strong sense amongst the committee that we should not bodge or attempt to rush a repair.

RA to prepare a short update for email to members. **ACTION 262.5.0. RA**

5.1 The issue of tours and masks has to some extent been overshadowed by the problem with No6 engine and It was agreed that decisions on tours and masks should be made by the Covid SubCommittee.

ACTION 262.5.1. CSC

5.2 The decision on to open, stay closed or open as a static display was deferred.

6.0 Questions arising from reports.

6.1 Treasurer: JVB submitted reports (attached). In reply to a question from **Bates Wells JVB** stated that our only assets are cash held in our bank account. **RA** to advise **BW**. **ACTION 262.6.1. RA**

6.1.2 Zoom account it was agreed that **RA** could now close this account as we could use the free version if needed. We should also notify the railway of our intention to do this. **ACTION 262.6.1.2. RA**

6.1.3 RA to submit a claim for screens. **ACTION 262.6.1.3. RA**

6.2 Mechanical JS submitted a report (attached), there were no questions.

6.3 Health & Safety. MW submitted a report (attached). **MW** advised that he was the only volunteer with a current accredited first aid certificate. It was agreed that **SF** and **RA** should prepare a targeted email to volunteers offering first aid training to those who put in a significant amount of attendance, (the cost would be met by the society) **ACTION 262.3. SF RA**

6.4 Electrical. BS submitted a report (attached). One Flambard shade has been installed and one new gallery globe. Progress on the House lights is good with the radio receivers now in stock. Access to the underside of the gallery still needs to be resolved. We need a plan for the fixed wiring test, it was thought inadvisable to ask **TW** to do this. **SF** to ask Historic England for guidance on this and **BS** to investigate other providers. **ACTION 262.6.4. BS SF**

6.5 Membership. RA submitted a report (attached), we have had an inquiry from the first potential junior member (14 years of age). **RA** to email and advise on our rules which are that a junior can come as a member but cannot work without a parent or guardian present. **ACTION 262.6.5. BS**

6.5.1 It was thought that it would be worth looking into ways of enabling juniors to do meaningful work, perhaps by looking at the way other organisations deal with this issue.

6.6 Marketing. SF reported that paid adverts had gone out on Facebook and we have had a free mention on Radio Jackie.

7.0 Arts Richmond event. RA submitted a report (attached). **RA** is still waiting for feedback from **AR** who have had the event plan for a few weeks. He plans to send an email to members requesting help for the event. It was agreed that the artists could work on upper levels of the engine and some safe areas of the basement. **MW** to use a contact a Hounslow council with the view to inviting **VIP's**. We could also invite a representative from **TW**, and we might have to request security cover. **ACTION 262.7.0. RA MW**

8.0 Open house London weekend. SF has registered with **OHLW** which is on the 4th and 5th of September. Volunteers will be needed so an email request needs to be sent out. **SF** to contact **TW** to request security cover for the Saturday. **ACTION 260.8.0. SF**

9.0 Reports on any other project.

9.1 Lighting project. Covered under 6.3 above.

10 AOB. It is understood that there is a new **TW** manager at **Kempton**, there were no further details but **BC** is attempting to make contact.

Date of next meeting – **provisionally** Thursday September 2nd 7:00 pm. All members are asked to distribute a brief report on their area before the meeting.

The meeting ended at 12:00

Signed K.G.E.S Chairman Date

KEMPTON GREAT ENGINES SOCIETY

Second Quarter 2021

Society and Trust Accounts at 30/06/2021

At 01.01.2021 the Society owed the Trust	321.21			
	2021 Total	Quarter 1	Quarter 2	Quarter 3
	£	£		
SOCIETY INCOME				
Donations	489.42	417.98	71.44	
Donation of filming expenses	0.00	0.00	0.00	
Membership	72.00	12.00	60.00	
Total Society Income	<u>561.42</u>	<u>429.98</u>	<u>131.44</u>	
SOCIETY EXPENSES				
Post	69.04	69.04	0.00	
Stationery	30.10	30.10	0.00	
Triple News	0.00	0.00	0.00	
Zoom fees	43.17	43.17	0.00	
Refreshments = Costco membership	26.40	26.40	0.00	
Membermojo fees	6.77	6.77	0.00	
Donation to Trust	0.00	0.00	0.00	
Total Society Expenditure	<u>175.48</u>	<u>175.48</u>	<u>0.00</u>	
Society Income - Expenditure	<u>385.94</u>	<u>254.50</u>	<u>131.44</u>	
TRUST INCOME VIA SOCIETY ACCOUNT				
Donations	0.00	0.00	0.00	
Admissions	0.00	0.00	0.00	
Parties & meetings	0.00	0.00	0.00	
Guest Drivers	0.00	0.00	0.00	
Shop Takings	0.00	0.00	0.00	
Refreshment Profit	0.00	0.00	0.00	
Raffle Profit	0.00	0.00	0.00	
Filming	0.00	0.00	0.00	
Total Trust Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
EXPENDITURE FOR TRUST FROM SOCIETY ACCOUNT				
Promotional Costs	0.00	0.00	0.00	
Museum costs	0.00	0.00	0.00	
Volunteer expenses for filming	0.00	0.00	0.00	
Shop purchases	0.00	0.00	0.00	
Telephones	0.00	0.00	0.00	
Credit card charges	53.98	53.98	0.00	
Engineering				
Building & Paint	0.00	0.00	0.00	
Mechanical	0.00	0.00	0.00	
Electrical	0.00	0.00	0.00	
Health & Safety	0.00	0.00	0.00	
Tools	0.00	0.00	0.00	
Miscellaneous	0.00	0.00	0.00	
Railway	0.00	0.00	0.00	
Capex				
Website	0.00	0.00	0.00	
Chair lift	0.00	0.00	0.00	
Logo design & brand	0.00	0.00	0.00	
Foyer	0.00	0.00	0.00	
Tea Bar equipment	0.00	0.00	0.00	
Total Trust Expenditure	<u>53.98</u>	<u>53.98</u>	<u>0.00</u>	
Trust Income - Expenditure	<u>-53.98</u>	<u>-53.98</u>	<u>0.00</u>	
Transfer to Trust account	0.00	0.00	0.00	
The Society owed the Trust on 30/06/2021	267.23			

KEMPTON GREAT ENGINES SOCIETY

Balance sheet as at

30/06/2021

ASSETS	£
Cash and Bank Accounts	
Society account	4201.05
Floats	295.00
Petty cash Society	219.27
Total cash and Bank Accounts	<u>4715.32</u>
Owing to Trust	267.23
Total Society Assets	<u>4448.09</u>

EXPENDITURE FOR TRUST BY SOCIETY TREASURER including via Society account

Promotional Costs		4337.71	4169.99	167.72
Museum costs		2001.34	416.07	1585.27
Gardening		667.26	0.00	667.26
Volunteer expenses for filming		0.00	0.00	0.00
Shop purchases		1045.42	0.00	1045.42
Refreshment purchases		97.95	0.00	97.95
Bank charges		48.00	32.00	16.00
Telephones		1735.14	1735.14	0.00
Credit card charges		301.25	80.97	220.28
Rent		875.00	437.50	437.50
Public liability insurance		569.30	455.44	113.86
Engineering	Building & Paint	321.62	0.00	321.62
	Mechanical	5389.78	4432.03	957.75
	Electrical	581.36	36.24	545.12
	Health & Safety	1177.88	55.68	1122.20
	Tools	84.29	0.00	84.29
	Miscellaneous	51.83	0.00	51.83
Railway	Donation	0.00	0.00	0.00
		0.00	0.00	0.00
Capex	Website	1323.00	1323.00	0.00
	Chair lift	0.00	0.00	0.00
	Legal fees	6180.00	6180.00	0.00
	Interactive displays	6229.12	2100.00	4129.12
	Lighting project	2570.36	0.00	2570.36
	Tea Bar equipment	98.40	0.00	98.40
Total Trust Expenditure		<u>35686.01</u>	<u>22105.98</u>	<u>13580.03</u>
		-	-	
Trust Income - Expenditure		<u>24607.12</u>	<u>22085.98</u>	<u>-2521.14</u>
Transferred from deposit account		24585.14		

MECHANICAL NOTES FOR THE KGES COMMITTEE MEETING OF 20/7/2021

Prior to our (No.6) test run 17th June, the following faults were found:-

- 1) The fresh water separating tank was empty and failed to fill. When the auto valve was freed-off it overfilled. One of the control modules was found to be at fault – settings were adjusted to allow a slow fill. Replacement control module required.
- 2) Both pumps by the separating tank wouldn't rotate and found to have seized pump bearings – once freed-off they performed without fault.
- 3) The Condensate cooling tank pump was also seized but works after freeing-off.

The following work was carried out after the June steaming weekend:-

- 1) The LP & IP active ram seals were letting by and at the end of their adjustment. The IP was given one additional layer of braided leather packing. The LP packing was found to be rotting and was all extracted and the slot cleaned. Vertical grained hardwood blocks were placed in the base to save on packing material, followed by three layers of braided leather packing. Both performed satisfactorily during the July steaming Saturday, but may need further adjustment.
- 2) Extensive work was carried out unblocking & cleaning the ram drain pipework, above & below the ram floor.
- 3) In the boiler house, the "T" piece for the boiler feed water & additive line was taken to Tadley Engineering Ltd to have a new, threaded ½" BSP stud, welded to the additive valve. This was carried out by a coded welder and a test certificate for Magnetic Particle Inspection and Hydrostatic Pressure Test was issued. The item was re-fitted to the boiler in time for the July steaming but the (modified) additive tube is still to be fitted.
- 4) The Boiler house sump pump failed and has been replaced.

On Saturday 17th July, a steam leak was noticed in the steam supply line to the cylinder jackets of No.6. This was "managed" but got worse during the day and steam to the jackets was closed-off for the last run of the day. Towards the end of the day the floor panel was raised and cladding removed to reveal a substantial rust hole in the "omega" shaped expansion section. The section was removed and the steam supply line capped-off. Heating the HP cylinder would be unaffected but the IP would be heated by steam let in via the starting valve for the Sunday morning. The LP cylinder was thought to be warm enough from the previous day's steaming.

On Sunday 18th, No.6 started without problems but one valve was 'clacking' from the start. After 20 mins a heavier, repetitive noise was heard by the IP cam box and the run was stopped. Inspection seemed to show a loose cam section for the inlet valve but a more thorough inspection will be carried out next Thursday.

No.6 Vacuum operation was poor over the weekend and generally failed to get better than 15" mercury. No external fault was found so more detailed investigation is required.

Kempton Steam Museum

Health and Safety Report *for* KGES Committee Meeting 20th July 2021

Martin Wicks, 19th July 2021

1. Issues and Incidents

A steam leak was identified below the HP Steam receiver on No. 6. Although apparently minor it was investigated in case it became worse and a hazard to visitors. As described in the Mechanical Report remedial action was taken.

2. Ongoing

1. Water Ingress – no progress to report.
2. First Aid: Martin Wicks has recently successfully completed a course on “Emergency First Aid at Work” with the British Red Cross and has a certificate valid until July 2024. The continuing validity of other First Aid training needs to be confirmed and if necessary additional people may need to undertake further training. There should always be at least one accredited First Aider present when the Museum is open to the public or engineering activities are being undertaken.
3. Safety Chains for Open Days: Some of the red and white plastic chains have become brittle and prone to breaking. These will be removed and replaced.

Electrical report 19/07/2021

Completed

Visitor wireless access point

Ladies toilets reconfiguration

In progress

The archive office network wiring the network is now working reliably but the wiring needs to be tidied up, not urgent.

Action with BS

Triple house lighting project.

Action with JAB and BS.

Unchanged since the last report

Fixed electrical installation test.

Action with BS

MAR diagnostic lights

Action with BS

Wheelchair lift

Action with BS and AS

NI CAD battery

This is a long term project to decommission the battery and prepare it as an exhibit.

Action DW

Railway workshop (Hounslow hall)

Not started.

Gallery emergency lighting

The proposal is to replace the existing computer UPS with a purpose built system, it is believed that Martin Wicks has a quote for a suitable system. **BS** to check with **MW**.

Action BS

Emergency light under the turbine floor

It is proposed that a central battery system should be purchased to supply all of the existing lights. More investigation is needed.

Action JB BS

Permanent supply for the small lathe.

As there are no spare ways on the fuse board the plan is to install a supplementary fuse board. This will also enable separation of the MAR and foyer circuits.

Action JB

Bill Salkild 19/07/2021

Kempton Steam Museum

Membership Secretary Report for KGES Committee Meeting 20th July 2021

Author: Richard Abbott

Date: 17th July 2021

1. MEMBERSHIP MANAGEMENT

1.1 *Membership numbers summary – 2021*

- ◆ As at 30th June there had been 115 membership renewals and 13 new applications giving a total of 164 memberships (-6 vly), representing a total of 239 individual members (-3 vly).
- ◆ Gross income stands at £2,378.96 comprised of £642.00 for memberships and £1,736.96 for donations. Net income after deduction of PayPal fees of £56.56 stands at £2,322.40.

There are two active volunteers who are not KGES members.

The KGES PayPal account remains locked despite my having provided all of the requested information to them and in breach of their commitment to respond in two to four days. I will continue to try to get this matter resolved. There is currently £270.98 in the account.

The only way to make online membership payments and donations is currently by bank transfer and a number of recent new members have paid in this way. I only get confirmation that these payments have been made once the monthly bank statements arrive. I cannot wait this long to confirm back to members that a payment has been received and am doing this blind. I am very unhappy about this and would like to ask again that we move the KGES bank account online.

1.2. *KGES member communication*

We need to provide another update to our members to provide feedback on how the re-opening is going and what the dates and operating arrangements are going forward. I will draft something up that can go out early in August. This will need to include another written communication and offline booking form for those members who are not on-line, something I failed to do for July.

2. OTHER PROJECTS

2.1 *Volunteer co-ordination*

My attempts to clarify who was prepared to do what with respect to the non engine operating roles at the July steaming weekend did not result in much response. I would suggest that the last communication was asking for too much (July, August, Arts Richmond, open weekend) and possibly put people off. Going forward I propose to only ask for support for one event at a time.

A volunteers news-brief will be produced early in July.

2.2 Location hire

The 36XP photo-shoot went well and has earned us £500. Feedback from the volunteers who supported this raised a few key issues as follows:

- ◆ Having two of the three volunteers outside (one at the front gate and one helping them to park) left just one available at times to manage those inside. This was not enough for a group of this size and nature of event. It was noted filming events usually have a 'floor manager' or 'location manager' who helps provide attendee support and management but that for an event of this nature this was missing, leaving it down to volunteers to manage the attendees.
- ◆ The models used at the event were seen to indulge in risky behaviours such as jumping, climbing on things or lifting heavy items to pose with.
- ◆ Due to only having a single volunteer within the museum a call from the pedestrian gate was missed and the attendee had to do the long walk down to the main entrance. David Seager partly recovered the situation by giving this attendee a lift from the entrance gate to the museum.

I asked for feedback from Andrew Mason of 36XP but sadly none has been forthcoming.

A full transcript of the comments and recommendations has been created and distributed to the volunteers who assisted and the location hire management group.

Due to current workload I have asked others members of the location hire team to deal with any other enquiries or bookings for the time being but am not aware of any confirmed bookings at this point in time.

2.3 Arts Richmond 'Artist of the Year' event.

Following my meeting with staff from Arts Richmond (AR) I created an initial event plan and sent this to them for comment. A response has been promised but not yet received.

I need to make progress on the detailed arrangements and would welcome feedback on the plan from the committee (the plan has been sent out with this report). In particular I want to agree date/s for the AR staff familiarisation visit and risk assessment. I will also need volunteer support and would like to ask for that soon.

The plan alludes to the possibility of inviting suitable VIPs and dignitaries and it was my intention to ask Linda Roberts for help with this but I now feel it is too late to consider doing this. Note that AR were also talking about this and may have taken steps to offer invitations to people that they consider suitable.

I intend to add one further volunteer role, this being event photographer.

2.4 Rubbish removal

The rubbish site has been concealed by putting Heras fencing around it and fitting covers to the fencing. As soon as I have a bit of time I will contact the company used previously (DPH Clearance) and ask them to come and quote us for removal of what is there.

KGES – Membership Count Analysis

As at: 30 Jun 21

Author: Richard Abbott

Date: 16 Jul 21

Membership Type	2020 start	2020 renewals	2020 new	2020 end	2020 change	2021 renewals	2021 new	2021 total	2020 to 2021 change	2021 as percentage of 2020
Individual	94	74	16	90	-4	75	6	81	-9	90%
Family ¹	53	37	5	42	-11	40	5	45	3	107%
Junior	0	0	0	0	0	0	0	0	0	-
Life ²	32		0	32	0		2	33	0	103%
Honorary	3		2	5	2		0	5	0	100%
TOTALS	182	111	23	169	-13	115	13	164	-6	97%

1. Count is of memberships, not individual members. See below for headcount analysis.

2. One life member has passed away.

Family Membership Type	2020 start	2020 renewals	2020 new	2020 end	2020 change	2021 renewals	2021 new	2021 total	2020 to 2021 change	2021 as percentage of 2020
Prime	53	37	5	42	-11	40	5	45	3	107%
Associate	94	58	15	73	-21	66	9	75	2	103%
TOTALS	147	95	20	115	-32	106	14	120	5	104%
TOTAL HEAD-COUNTS	276	169	38	242	-34	181	22	239	-3	99%

Online / Offline Payments	
Total Payments	86
Offline Payments	21
Percentage Offline	24%

GDPR	
Memberships	164
GDPR not notified *	10
Percentage not notified	6%

*8 life members / 2 honorary members

No email / do not use	
Memberships	164
No email / do not use *	24
Percentage to not email	15%

*12 without / 2 do not use / 10 not notified

Financial Income	
Memberships	£642.00
Donations	£1,736.96
Gross total received	£2,378.96
PayPal fees	-£56.56
Net total received	£2,322.40

Pending	
Memberships	£0.00
Donations	£0.00

Kempton Steam Museum

Arts Richmond 'Artist of the Year' Competition – Event Plan

Author: Richard Abbott

Version: 1

Date: 21st June 2021

Introduction

It has been agreed with Arts Richmond (AR) that they will use the museum as the venue for their 'Artist of the Year' competition on Saturday 28th August.

The artists will attend the museum and choose a location and subject matter for a painting or drawing. They would then have 3 hours 45 minutes to complete their work. At the end of this period the works will be judged, winners selected and awards given out.

We will be able to keep the paintings on display for our next steaming weekend (18th / 19th September) if we so wish. Display boards can be provided for this.

Proposed schedule

- 🕒 0830 – AR staff start to arrive
- 🕒 0930 to 1000 – artists arrive
- 🕒 0930 to 1050 – museum familiarisation for artists
- 🕒 1050 to 1100 – health and safety briefing
- 🕒 1100 to 1115 – artists select location and subject and set-up
- 🕒 1115 – start of competition
- 🕒 1200 to 1300 – VIPs and dignitaries arrive
- 🕒 1500 – end of competition
- 🕒 1500 to 1600 – judging
- 🕒 1600 to 1630 – prize giving
- 🕒 1630 to 1700 – all present leave site
- 🕒 1730 – museum and site closed and secured

Attendance numbers

- Artists and companions – 60 (40 artists and 20 to accompany)
- Arts Richmond personnel (stewards and judges) – 15
- KSM Volunteers – 13 max:
 - Front gate – 1 (from 0830 to 1030, can rotate after 60 minutes, then 1200 to 1300)
 - Group tours – 7 (can be released once tours complete)
 - Front desk – 1

- Refreshments – 1
- Person in charge – 1
- Contingency – 2
- VIPs and dignitaries – 10
- **Max total on site – 98**

Key points agreed

The key points agreed with AR for running this event are as follows:

- ◆ The museum familiarisation would not be a full guided tour but just a walk around to allow the artists to select their locations and subject matter. This is likely to be the most challenging aspect of the event. We would need to take groups around the museum, say seven groups of six, without getting in each others way. We should point out the major items (e.g. turbines, gearbox, pumps, mercury arc rectifiers, crane, barring engines, flywheels, cross-head, etc.) so that the artists know what these components are in case they choose them as subject matter.
- ◆ The groups for the familiarisation tours can be formed and these started as and when the artists arrive. To avoid congestion and conflict the same route will be taken by each group. The tours will be for artists only and will not include any helpers.
- ◆ There will be no pre-defined locations to work from, artists will choose their preferred location on the day on a first come, first served basis. I would look to AR staff to resolve any conflicts over choices of location.
- ◆ Artists will be able to work outside if they so wish but only in the area directly around the museum building and not in any roadways.
- ◆ I will send a floor plan and site plan to AR that they can issue to the artists. AR will inform the artists that some areas of the museum can only be accessed by using steep stairways (some of the artists are elderly). They will also be warned that some areas and surfaces can be dirty.
- ◆ AR will publicise the museum opening dates to the artists and propose to them that they visit us as normal visitors if they wish to get an advance look at the site.
- ◆ Artists will be permitted to bring a helper if they so wish to help then carry their equipment and get set up.
- ◆ Artists can unload their equipment at the front of the museum building before parking their vehicle if they so wish.
- ◆ Artists will register their attendance on entry to the museum in the entrance foyer. They will then proceed to the North side of No 6 where their equipment can be left while they are given the museum familiarisation. The artists will have name badges.
- ◆ We will put plenty of our chairs around the museum for the artists and others to use.
- ◆ The judging will be carried out on the North side of No 6. Tables and chairs will be laid out to facilitate this.
- ◆ I will deliver a short health and safety briefing prior to the start of the competition, at 1050 hrs. This will be done to the North side of No 6.
- ◆ A risk assessment will be carried out prior to the event with both AR and museum staff involved.
- ◆ A familiarisation session will be arranged for the AR staff who will be in attendance.

- ◆ Display boards can be provided for hanging the pictures on for judging and/or for display at the September steaming weekend. These are heavy and it would be best to bring them in on the preceding day (Friday 27th August).
- ◆ If Covid regulations allow we will sell tea, coffee and snacks. AR will issue vouchers to the artists for these purchases and subsequently re-reimburse us for the sales.
- ◆ The artists will also be informed that they can bring their own food if they so wish.
- ◆ We can sell our merchandise at the event.
- ◆ AR will promote the event in local magazines. We will pass them our opening dates and times.
- ◆ We will also promote the event.

For museum consideration / decision / action

- ◆ Could we allow artists to work on upper levels (cross gallery, upper levels of No 7)? It may be something to decide on when we carry out the risk assessment. The basement and crane levels will be out of bounds.
- ◆ There is no requirement to steam No 6 or to rotate No 9, although we could operate the Mercury Arc Rectifiers if an artist wanted to depict these in operation.
- ◆ The main benefit for us is publicity and promotion. AR will promote this on their website and in their newsletters.
- ◆ We should look at VIP and dignitary invitations, perhaps looking for those with connections to the world of art. I would like to ask Linda Roberts for help with this if we do this and AR said that they could assist with this.
- ◆ We will need to inform Thames Water about the event and that we will be opening the museum entry gates with volunteers in attendance.
- ◆ At peak exit time we should again open the museum gates and allow vehicles to exit from these. This would need two volunteers to manage and direct.
- ◆ From my previous work on car parking I believe that if we use the railway parking area to the right, the area immediately to the left and the bays up to the gates to the overflow car park we can accommodate about 50 cars. This might not be adequate and we may need to use the overflow car park. I would suggest that we have a couple of volunteers to assist those arriving on where to go to park. There will be no large vehicles involved.