

Minutes of KGES meeting number 264 26thOctober 2021

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

Apologies: None

1.0 Minutes of the previous meeting: approved and signed.

2.0 Trust matters.

2.1 The latest version of the constitution produced by Bates Wells was scrutinised at the last trust meeting and the need for a number of revisions identified. These will be collated by **RA** and sent to Bates Wells. **ACTION 264.2.1. RA**

2.1.1 **RM** has submitted comments (attached) on the organisational structure in place at Kempton with reference to KGES and KGET.

2.1.2 The trust have requested an update on the telephone situation. **ACTION 264.2.1.2. MW**

3.1 Potential merger of KGET/KGES. **SF** expressed the view that there is a strong case for merging the trust and the society and proposed that a working group should be set up, with representatives from the trust and the society, to establish how a single organisation could operate. It was thought that the original reasons for the current structure should be considered and that views from the wider membership should be sought. It was pointed out any change would have to be approved at the AGM. **ACTION 264.3.1. SF**

4.0 2022 Steaming calendar.

- **February 19th & 20th** It was agreed that we would not open in February as it would be unlikely that we would be able to run the engine due to maintenance.
- **March 19th & 20th** The Science Show will be the main attraction for March.
- **April 23rd & 24th** either continue the science show or have an opening without a specific theme.
- **May 21st & 22nd** - Power Weekend, model steam engines, stationary engines and boats.
- **June 18th & 19th** (Platinum Jubilee at start of month) Potential Joint event with LMWS. This would be a straightforward opening without any additional attractions. **SF** has had exploratory discussions with Liz Power of LMWS and it was agreed that we should set up a working group to investigate the practicalities. **ACTION 264.4.0. SF**
- **July 16th & 17th** It was agreed that we would not open in July.
- **August 20th & 21st** No additional attraction.
- **September 17th & 18th** - Classic Cars (need to ensure it doesn't clash with OH)
- **October 15th & 16th** - Lego
- **November 19th & 20th** - Christmas at Kempton? Decorations, lighting and possibly craft demonstrations.

4.1 It was felt that it would be premature to publish a full Brochure at this time but that a simple leaflet based on the above would be appropriate, with the caveat that details might change. **ACTION 264.4.1. SF**

4.2 It was noted the final plan for opening needs to be put to the trust for approval. **ACTION 264.4.2. SF**

5.0 Evening steaming event. **SF** proposed that we hold an evening steaming event. Saturday March 12 was considered to be the best date with an engine test run earlier in the day. Food and alcoholic drinks would be available and live music could be considered. David Lawrie has contacted Richmond College with a view to using them as caterers. A working group to pursue this is to be set up. **ACTION 264.5.0. SF**

6.0 Questions arising from reports.

6.1 Treasurer. **JVB** submitted accounts and a spreadsheet showing the results of steaming weekends this year. (attached). He reported Society assets were £4,776.23. The Trust owes the Society £74.77 after £324 was wrongly taken from the Society account by Yespay. This matter is being investigated. **MW** is also investigating the benefits of changing to Paymentsense for processing our card payments. This will also have the benefit that we would be provided with two card payment machines. **ACTION 264.6.1. MW**

6.2.1 Mechanical. **JS** submitted a report (attached), it was agreed that a proposal for restoring the Francis turbine should be put to the trust. **ACTION 264.6.2.1. JS**

(6.2. Mechanical report continued)

6.2.2 It was also agreed that we should proceed with the purchase of a 205L drum of kerosene, a pump and bund kit.

ACTION 264.6.2.2. JS

6.3.1 Health & Safety. MW submitted a report (attached). MW advised that the main issue is still water ingress.

6.3.2 There is a shortage of volunteers able and willing to carry out PAT testing. Several potential candidates have been suggested and these will be approached.

ACTION 264.6.3.2. MW

6.3.3 First aid training. This is being deferred as JS will be unable to take part for a few weeks.

6.4 Electrical. BS submitted a report (attached). MW suggested that we reassess the telephone documentation before signing up to the online tutorials.

ACTION 264.6.4. BS

6.5.1 Membership. RA submitted a report (attached), the main issue is the problems with paypal JVB and RA to liaise on this.

ACTION 264.6.5.1. JVB RA

6.5.2 It was agreed that membership fees should be increased from the 1st of January as follows: individual members £16.00, family members £25.00, junior members £6.00 and life members £275.

ACTION 264.6.5.2. RA

6.6 Marketing. SF reported that expenditure to promote October steaming is approximately £60 (Social Media). The general museum advert on Google has cost approximately £20. Further work has been undertaken to improve the merchandise range and graphics for further interpretation/guidebook.

7.0 Disabled access update. SF is strongly in favour of installing a vertical lift located in the loading bay and abandoning the currently installed but non operational wheelchair lift. He reported that a survey has been carried out by a lift supplier. The approximate cost of this would be £26,000 so alternative suppliers need to be identified and quotes obtained. The footprint of a suitable lift has been marked out on the loading bay, such an installation would require approval from historic England and Thames water among others, it would also be highly advisable to confirm the safe weight limit of the loading bay floor. The trustees are investigating funding and this item should go on the agenda of the next trust meeting (RA). BS to update AS.

ACTION 264.7.0. RA BS

8.0 November steaming weekend. RA is willing to act as PIC.

ACTION 264.8.0. RA

9.0 Reports on any other project.

9.1 Telephones Covered under electrical.

10 AOB.

10.1 Christmas buffet, this will be on the 16th December but GC is unlikely to be able to manage refreshments on that day.

10.2 MW proposed that the trust should join NHCVO, the National Council For Voluntary Organisations for a sum of £30.00 per year and this was agreed.

ACTION 264.10.2. MW

10.3 MW also confirmed that we have joined ABTEM, the association of British Transport & Engineering Museums.

10.4 It was agreed that we should donate £25.00 to John Porter's charity, meadow house hospice, it was also agreed that as John had family membership, and in recognition of his contribution to society, his wife should be made an honorary member.

ACTION 264.10.4. JVB RA

10.5 It was agreed that a refreshments area subcommittee should be set up. **ACTION 264.10.5. JVB EQ SF LB MW JB**

10.6 It was agreed that the AGM should be held at the LMWS.

Date of next meeting –Tuesday December 7th time to be confirmed. All members are asked to distribute a brief report on their area before the meeting.

The meeting ended at 12:43

Signed K.G.E.S Chairman Date

Comments from RAY MARIE

KGET Articles of Association - Consultation with solicitors. 15/12/2020

I have re-read the submissions from both Russell-Cooke and Bates-Wells and have some comments which may be useful when you begin your discussions with the latter company. The original version of the Articles for the Trust were drawn up by Nick with Michael so I have copied this note to them. The Articles for the Society were prepared by me advised by Adam Ridley at the time. I am concerned about the solicitors doubts about the KGES.

Russell-Cooke state that the present structure of having the two organisations in parallel is unusual and could cause problems, Bates-Wells say that there are issues regarding the Kempton Great Engines Society. I suspect that these two companies may be more familiar with charitable organisations that handle welfare and social services because far from being unusual many restoration organisations operate just like ours, for example railways like the Ffestiniog and Bluebell. This is because their responsibilities cover a very wide range of specialised technical matters some involving statutory regulations. It would be very difficult for the Trust membership to remain a workable size and manage all the restoration technicalities without the support of responsible, experienced specialists.

The Trust/ Society set-up has other benefits. Thames Water own the listed building and are responsible to Historic England for maintaining it. Previous experience with restoration groups convinced Thames Water that they must have a responsible body to have overall control not merely steam engine enthusiasts. Original members of the Trust had the right credentials and were accepted by the Thames Water board. The newly formed Trust created the KGES. The Society comprises unpaid volunteers, has a written constitution and is "owned" by its members who elect officials at its AGM including delegates to attend Trust meetings (and vice versa) which encourages cooperation at all levels. The "them and us" attitude which has caused rifts in many organisations are avoided.

It is important to ensure that the "new" Articles make it clear that the Trust have the ultimate responsibility for the undertaking but acknowledge the essential contribution made by Society members and assign to them the necessary powers including management of the Society itself. Amendments to the Society's articles will be necessary (long over due actually) and should be handled by the Trust working with the Society after we have agreed and adopted our own. We will have to tread carefully here, my experience of introducing amendments to the Railway Society's constitution indicates that Society members will be resistant to change and may resent it. We don't want to cause volunteers to leave, they are a precious asset and becoming increasingly hard to come by, we can't do without them.

KEMPTON GREAT ENGINES SOCIETY						
Fourth Quarter 2021						
Society and Trust Accounts at 22/10/2021						
At 01.01.2021 the Society owed the Trust		321.21				
		2021 Total	Quarter 1	Quarter 2	Quarter 3	Quarter 4
SOCIETY INCOME		£	£			
Donations		714.12	417.98	71.44	150.75	73.95
Donation of filming expenses		0.00	0.00	0.00	0.00	0.00
Membership		468.00	12.00	60.00	342.00	54.00
Total Society Income		1182.12	429.98	131.44	492.75	127.95
SOCIETY EXPENSES						
Post		69.04	69.04	0.00	0.00	0.00
Stationery		30.10	30.10	0.00	0.00	0.00
Triple News		0.00	0.00	0.00	0.00	0.00
Zoom fees		100.73	43.17	0.00	57.56	0.00
Refreshments = Costco membership		26.40	26.40	0.00	0.00	0.00
Miscellaneous		160.00	0.00	0.00	120.00	40.00
Membermojo fees		81.77	6.77	0.00	75.00	0.00
Donation to Trust		0.00	0.00	0.00	0.00	0.00
Total Society Expenditure		468.04	175.48	0.00	252.56	40.00
Society Income - Expenditure		714.08	254.50	131.44	240.19	87.95
TRUST INCOME VIA SOCIETY ACCOUNT						
Donations		0.00	0.00	0.00	0.00	0.00
Admissions		0.00	0.00	0.00	0.00	0.00
Parties & meetings		0.00	0.00	0.00	0.00	0.00
Guest Drivers		0.00	0.00	0.00	0.00	0.00
Shop Takings		0.00	0.00	0.00	0.00	0.00
Refreshment Profit		0.00	0.00	0.00	0.00	0.00
Raffle Profit		0.00	0.00	0.00	0.00	0.00
Filming		0.00	0.00	0.00	0.00	0.00
Total Trust Income		0.00	0.00	0.00	0.00	0.00
EXPENDITURE FOR TRUST FROM SOCIETY ACCOUNT						
Promotional Costs		0.00	0.00	0.00	0.00	0.00
Museum costs		0.00	0.00	0.00	0.00	0.00
Volunteer expenses for filming		0.00	0.00	0.00	0.00	0.00
Shop purchases		0.00	0.00	0.00	0.00	0.00
Telephones		0.00	0.00	0.00	0.00	0.00
Credit card charges		395.98	53.98	0.00	0.00	342.00
Engineering	Building & Paint	0.00	0.00	0.00	0.00	0.00
	Mechanical	0.00	0.00	0.00	0.00	0.00
	Electrical	0.00	0.00	0.00	0.00	0.00
	Health & Safety	0.00	0.00	0.00	0.00	0.00
	Tools	0.00	0.00	0.00	0.00	0.00
	Miscellaneous	0.00	0.00	0.00	0.00	0.00
Railway	Donation	0.00	0.00	0.00	0.00	0.00
Capex	Website	0.00	0.00	0.00	0.00	0.00
	Chair lift	0.00	0.00	0.00	0.00	0.00
	Logo design & brand	0.00	0.00	0.00	0.00	0.00
	Foyer	0.00	0.00	0.00	0.00	0.00
	Tea Bar equipment	0.00	0.00	0.00	0.00	0.00
Total Trust Expenditure		395.98	53.98	0.00	0.00	342.00
Trust Income - Expenditure		-395.98	-53.98	0.00	0.00	-342.00
Transfer to Trust account		0.00	0.00	0.00	0.00	0.00
The Society owed the Trust on	22/10/2021	-74.77				

	KEMPTON GREAT ENGINES SOCIETY		
	Balance sheet as at	22/10/2021	
ASSETS		£	
Cash and Bank Accounts			
Society account		4294.49	
Floats		295.00	
Petty cash Society		111.97	
Total cash and Bank Accounts		4701.46	
Owing to Trust		-74.77	
Total Society Assets		4776.23	

KEMPTON GREAT ENGINES TRUST						
Fourth Quarter 2021						
Accounts handled by Society at 22.10.21						
		2021 Total	Quarter 1	Quarter 2	Quarter 3	Quarter 4
TRUST INCOME VIA SOCIETY TREASURER including via Society account						
Donations		98.56	20.00	10.15	31.61	36.80
Admissions		12588.00	0.00	2593.00	7222.00	2773.00
Parties & meetings		0.00	0.00	0.00	0.00	0.00
Guest Drivers		160.00	0.00	0.00	160.00	0.00
Shop Takings		1585.40	0.00	348.69	976.51	260.20
Refreshment Profit		1562.70	0.00	114.05	1163.65	285.00
Raffle Profit		0.00	0.00	0.00	0.00	0.00
Filming		5675.00	0.00	5475.00	200.00	0.00
COVID lost income claim		2500.00	0.00	2500.00	0.00	0.00
Sale of scrap		-192.40	0.00	18.00	29.60	-240.00
		0.00	0.00	0.00	0.00	0.00
Total Trust Income		23977.26	20.00	11058.89	9783.37	3115.00
EXPENDITURE FOR TRUST BY SOCIETY TREASURER including via Society account						
Promotional Costs		4733.42	4169.99	167.72	326.67	69.04
Museum costs		3198.46	416.07	1585.27	1812.36	-615.24
Clothing		202.38	0.00	0.00	202.38	0.00
Gardening		667.26	0.00	667.26	0.00	0.00
Volunteer expenses for filming		0.00	0.00	0.00	0.00	0.00
Shop purchases		2651.76	0.00	1045.42	397.38	1208.96
Refreshment purchases		736.44	0.00	97.95	490.86	147.63
Volunteer social		226.26	0.00	0.00	226.26	0.00
Bank charges		80.00	32.00	16.00	24.00	8.00
Telephones		3213.15	1735.14	0.00	904.46	573.55
Credit card charges		901.34	80.97	220.28	169.35	430.74
Rent		875.00	437.50	437.50	0.00	0.00
Public liability insurance		1241.28	455.44	113.86	549.60	122.38
Engineering	Building & Paint	675.55	0.00	321.62	319.76	34.17
	Mechanical	9895.76	4432.03	957.75	2305.97	2200.01
	Electrical	1328.18	36.24	545.12	413.95	332.87
	Health & Safety	2362.86	55.68	1122.20	1100.13	84.85
	Tools	414.58	0.00	84.29	330.29	0.00
	Miscellaneous	94.63	0.00	51.83	42.80	0.00
Railway	Donation	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
Capex	Website	1743.00	1323.00	0.00	420.00	0.00
	Chair lift	0.00	0.00	0.00	0.00	0.00
	Legal fees	11157.00	6180.00	0.00	4377.60	599.40
	Engine cameras	128.00	0.00	0.00	128.00	0.00
	Interactive displays	6588.93	2100.00	4129.12	359.81	0.00
	Lighting project	4068.07	0.00	2570.36	1463.09	34.62
	Tea Bar equipment	6856.88	0.00	98.40	3821.36	2937.12
Total Trust Expenditure		64040.19	22105.98	13580.03	20186.08	8168.10
Trust Income - Expenditure		-40062.93	-22085.98	-2521.14	-10402.71	-5053.10
Transferred from deposit account		40296.75				
Transferred to deposit account		580.85				

2021 STEAMING WEEKENDS: VISITOR & TRADING ANALYSIS

	26/06/21 Saturday	27/06/21 Sunday	17/07/21 Saturday	18/07/21 Sunday	21/08/21 Saturday	22/08/21 Sunday	18/09/21 Saturday	19/09/21 Sunday	16/10/21 Saturday	17/10/21 Sunday	20/11/21 Saturday	21/11/21 Sunday	Annual Total
VISITORS													
Adults not pre booked	14	18	20	1	18	6	7	11	7	24			126
Conc not pre booked	8	0	2	1	3	15	6	4	11	10			60
Adults no steam				12									12
Concs no steam													0
Free entry	5	6			2	6	3	12	2	2			38
Car & bike visitors							4	24					28
Pre booked adults	79	106	57	44	76	108	67	84	72	114			807
Pre booked concessions	24	15	3	8	30	38	22	23	27	17			207
Total adults paying	125	139	82	66	127	167	106	146	117	165			1240
TOTAL adults	130	145	82	66	129	173	109	158	119	167			1278
Children	41	57	14	16	40	46	28	53	24	42			361
TAKINGS													
Credit card pre event	1006.00	1195.00	597.00	375.00	1030.00	1422.00	868.00	1047.00	963.00	1293.00			9,796.00
Credit card at event	359.49	478.35	211.25	267.65	428.25	289.30	159.25	312.48	367.30	455.05			3,328.37
Door cash	38.00	48.00	90.00	19.00	80.00	155.50	112.00	210.00	142.00	177.00			1071.50
Shop cash	77.00	17.05	44.10	79.50	77.10	147.50	32.85	144.00	93.35	183.30			895.75
													0.00
													0.00
Donations		18.00		8.30		11.30							37.60
													0.00
													0.00
Total	1,480.49	1,756.40	942.35	749.45	1,615.35	2,025.60	1,172.10	1,713.48	1,565.65	2,108.35			15,129.22
EXPENSES													
Shop	118.00	108.00	117.00	84.00	55.00	54.00	96.00	186.00	236.00	240.00			1,294.00
Refund of entry fees				76.00		10.00							0.00
Exhibitor expenses													86.00
Total	118.00	108.00	117.00	160.00	55.00	64.00	96.00	186.00	236.00	240.00			1,380.00
Soc. Donations		19.44		3.05		13.22		32.63		71.95			140.29
													0.00
Soc. membership		30.00				12.00		18.00	38.00	18.00			116.00
Total	1,362.49	1,697.84	825.35	592.50	1,560.35	1,986.82	1,076.10	1,578.11	1,367.65	1,958.30			14,005.51
Profit to Trust	1,362.49	1,648.40	825.35	589.45	1,560.35	1,961.60	1,076.10	1,527.48	1,329.65	1,868.35			13,749.22
Contrib's to Soc.		49.44		3.05		25.22		50.63	38.00	89.95			256.29
TOTAL	1,362.49	1,697.84	825.35	592.50	1,560.35	1,986.82	1,076.10	1,578.11	1,367.65	1,958.30			14,005.51
WEEKEND TOTAL													
Total Paying		264		148		294		252		282		0	1,240
Profit to Trust		3,010.89		1,414.80		3,521.95		2,603.58		3,198.00		0.00	13,749.22
Contrib's to Soc.		49.44		3.05		25.22		50.63		127.95		0.00	256.29
GRAND TOTAL		3,060.33		1,417.85		3,547.17		2,654.21		3,325.95		0.00	14,005.51

MECHANICAL REPORT for the KGES committee meeting of 27/10/2021

MAINTENANCE

1) No.6 Starting – for the last two months the great engine has been reluctant to start at the standard steam pressure of 4 bar and with the cylinder drains fully open. The causes appeared to be:- a) The automatic steam pressure regulator was found to be sluggish in its response which we believe was caused by accidental pressing of the programming buttons.

b) Increased friction of the new packing on the IP & LP ram seals.

The auto steam regulator has now been re-programmed to reduce the response time (new values TBA) and the response coefficient increased (new values also TBA).

The IP ram packing was found to be tight, particularly on one side and was loosened off partway through Sun 17th.

In addition the steam pressure was increased to 4.5 or 4.75 bar just for starting and on Sun 17th, the engine started first time on all four occasions. For the November steaming, the starting will be tested at the standard pressure of 4.0 bar.

2) No.6 Ram Floor Draining – the water run-off from the air pump seals and ram seals was frequently flooding the ram floor and showering down into the basement. All the drain tubes & pipes have now been systematically checked, unblocked, cleaned and in some sections, replaced. A new tundish has been purchased for the HP ram drains as the original was beyond repair.

3) No.6 Emergency Cut-off - was becoming difficult to 'set'. Examination found a badly rusted spring that has been replaced and the unit now works correctly. However, there appears to be a slow water leak from the top seal so further work is needed.

RESTORATION

1) Work continues on No.7 cam floor oil systems and on the crosshead floor level.

2) Limited investigation has been made to see if the turbine floor emergency generator can be made to rotate. Trust approval is required for the work to continue.

3) De-greasing Solvent. Small items can be cleaned with water soluble solvent in the small de-greasing bath. For larger & fixed items paraffin is used but it is only now available in 5L containers at typical cost of £2.50/L. so can only be purchased in small quantities. Kerosene in 205L drums would cost 99P/L but the first delivery should be a kit that includes a bund (safety leak container) and pump that still comes out slightly cheaper than shop bought paraffin. This would be much more convenient to use for the projected winter work program. Initial cost would be £404.25 delivered incl VAT.

Jbs

Kempton Steam Museum

Health and Safety Report for KGES Committee Meeting 26th October 2021

Martin Wicks, 25th October 2021

1. Issues and Incidents

No incidents to report.

Oil on Turbine Floor

Oil is making its way out of the gulley around No. 9 turbine to create a potential slip hazard. The oil in the gulley should be extracted and the oil level monitored. (It's not obvious where its coming from.)

Portable Appliance Testing, in the context of Health and Safety

Update: John Barnes has offered to help with this.

As a result of limited volunteer resources minimal testing of portable electrical equipment has taken place recently. Some newly acquired and donated/loaned equipment has been checked using the new tester. However, there is a growing number of existing items which are overdue for retesting. With the new tester guiding the user through the process, it is worth considering recruiting volunteers to undertake this task even if they lack specialist electrical knowledge?

2. Ongoing

1. Water Ingress – This continues to be a significant problem. An attempt to alleviate the problem was not successful but did give a greater understanding of the possible cause of the problem. Thames Water have agreed to further investigate and attempt remediation.

2. First Aid: Ellie Quick is a qualified First Aider. Further First Aiders are still required to ensure adequate coverage on volunteer and open days. Lidia Martinez, Jerry Scholefield and Colin Sowman have agreed to undertake First Aid training.

Electrical report for KGES meeting 26/10/2021

Completed since the last report

Ladies toilets reconfiguration.

Tidy wiring to EPOS on refreshment counter.

Purchase new longer extension lead to supply drinks chiller cabinet in refreshments area.

Provision of a temporary light for No 7 LP cylinder.

Jobs In progress

Telephone system

David Seagar has been in negotiation with British Telecom and as a result the telephone bill has been reduced from an average of about £900 a quarter to £575. Negotiations continue with a view to reducing this amount still further.

Subject to committee approval, **DS** as would like to sign up for an online tutorial for the BT Cloud voice system for one year, at a cost of £10 per month. Anyone at Kempton would be able to access this service.

Triple house lighting project: Two house lights have been modified and tested, one is ready to be installed and the other will be kept as a reference for modifying the remainder. Work on this is now moving quickly due to help from the mechanical team.

Action JVB/BS/JS

Permanent supply for the small lathe.

Supplementary fuse board now to hand and ready to be installed.

Action JB

Network wiring

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

Action with BS

Heating circulating pump fault, now to be investigated by Trevor Burd

Action JAB

Pending

Gallery emergency lighting

The proposal is to replace the existing computer UPS with a purpose built system, Martin Wicks has a quote for a suitable system and will place this on order.

Action MW

Emergency lights under the turbine floor

It is proposed that a central battery system should be purchased to supply all of the existing lights, **MW** to check requirements and place order if appropriate.

Action MW

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 and project to de commission the battery and prepare it as an exhibit.

Action DW

Railway workshop (Hounslow hall)

Not started.

Unwanted items in basement

Clear unwanted items from basement (items were to be to the “take away” table under the A316.)

Electrical team

New

- Wire boiler house sump pump when available. (One with a built-in switch is being ordered by **JS**).
- Refurbish the wiring on the Railway's movable conveyor/elevator,

Kempton Steam Museum

Membership Secretary Report for KGES Committee Meeting 26th October 2021

Author: Richard Abbott

Date: 24th October 2021

1. MEMBERSHIP MANAGEMENT

1.1 Membership numbers summary – 2021

- ◆ As at 30th September there had been 115 membership renewals and 20 new applications giving a total of 171 memberships (+2 vly), representing a total of 248 individual members (+6 vly).
- ◆ Gross income stands at £2,715.96 comprised of £947.00 for memberships and £1,768.96 for donations. Net income after deduction of PayPal fees of £56.56 stands at £2,659.40.

For a detailed analysis of membership numbers and the money received please see the last page.

Note that this will be the final 2021 report as any new memberships along with renewals taken out from 1st October onwards will count as 2022 memberships.

It is interesting to note that Individual memberships ended up down vly (-7) yet Family memberships ended up higher (+5). This shift in memberships from Individual to Family mirrors the perception that more family groups are visiting the museum. We also gained 1 Junior, 2 Life and 1 Honorary members resulting in a net increase in memberships from 2020 to 2021 of +2 and an increase in members of +6.

1.2. KGES membership renewals for 2022

KGES PayPal account

The KGES PayPal account remains limited and holds £270.98 which we cannot access.

Without an on-line payment method being available membermojo has no visibility that a payment has been made, it only sees a 'promise' to make a payment of a certain amount using a certain method (cheque in post, cheque/cash/card at museum, direct bank transfer). I then have to seek confirmation that this payment is duly made as promised and then confirm this in membermojo to approve the new/renewed membership. This is labour intensive (hopefully there will be 131 renewals coming through) and error prone. There is also a risk that a 'promise' will be made but that the required payment is not then made. I will have to chase up every instance of this (note that we already have two new family membership applications where a promised payment has not been made). It is therefore important to ensure that some form of on-line payment facility is available in membermojo.

I have spoken with PayPal several times and supplied all requested documentation to prove that KGES is a legitimate organisation. However in response they have moved the account from KGES ownership to KGET ownership, probably because they can see that KGET is a registered company with an entry in Companies House to provide proof that it is a legitimate business organisation, unlike KGES which is an unincorporated organisation.

However discussions at the last KGET Trustee meeting indicated that this was not an acceptable solution as the membership payments belong to KGES and not KGET. In light of this HMRC would probably not approve of this money being passed through KGET and even possibly see it as a money laundering channel.

I will contact PayPal once more and advise them that the account must be moved back to being a KGES account and if they are not able to do this then the account must be closed and the £270.98 released to us.

membermojo can also use Stripe to facilitate on-line card payments and Bernard has successfully set up an account for MWBRS to use (they have the same issue with their PayPal account). I therefore propose to set a Stripe account up for KGES so that our members can also make on-line card transactions for renewals and new memberships. This could co-exist with PayPal if by any chance they do allow us to run an account owned by KGES.

Membership fees

I would like to propose a small increase in our membership fees based on the fact that these have not been increased for many years and also that our entry fees have increased. The following is proposed:

- ◆ Individual membership – from £12 to £15.
- ◆ Family membership – from £18 to £23.
- ◆ Junior membership – from £5 to £6.
- ◆ Life membership – from £240 to £275.

These fees still compare favourably with London Museum of Water and Steam (Adult - £25, Joint Adult - £40), Crossness (Individual - £20, Family - £40, 16 and 17 - £5) and Twyford Waterworks (£15 per person, £10 for each additional adult at the same address).

We could make this change from 1st January 2022, this would allow us to encourage members to renew their memberships prior to the price increases.

1.3. KGES member communication

The last member communication was sent in August and nothing has been sent since.

Communication will now be needed to encourage members to renew their memberships for 2022. I will draft up suitable messaging and planned dates.

A communication plan is also needed for the AGM but this can probably wait until after Christmas. Hopefully the process will be less labour intensive this year in the assumption that we will be able to hold a physical meeting. Question – are we to hold this at a different venue this year in place of the museum?

I no longer send out the last issue of Triple News in the new member welcome pack as this is now so out of date (Spring 2020).

2. OTHER PROJECTS

2.1 Volunteer communication

Steaming weekend support

Attempts to use email to identify volunteers willing to take on non engine operating roles at the steaming weekends continues to elicit little response and there continues to be reluctance among volunteers to respond to emails asking for support, whether these are from Stephen or myself.

As an example, when I was PIC on the Sunday in September and had sent out the emails asking for support, just six had responded in advance to give confirmation that they would be in attendance. It turned out that we had plenty of support on this day, however if only these six had turned up we would have had a difficult day.

I will try email contact again for the November steaming weekend and am willing to be PIC on the Sunday, however if response rates are no better I suggest that we stop using email next year.

Single news

I will continue to produce these, next issue will be November. Ideas for content are always welcome. Note that the last issue present on the website is February 2021.

2.2 Location hire

I am not aware of any potential location hire coming up.

The guidance documentation that we use in support of location hire is still not present on the website.

2.3 Arts Richmond 'Artist of the Year' event.

This was fully concluded with the removal of the artwork from the museum on Saturday 9th October.

AR asked if they could use Kempton for two future events, a photography day and also an artists day. These would not be competitions but would just allow their members to attend the museum and take photographs (photography day) and draw or paint (artists day). I responded positively but did point out that we normally charge for this usage of the site. Their response did not indicate that this would be a problem.

2.4 Rubbish removal

DPH Clearance have attended the site and removed all of the rubbish. Cost was £240 + VAT.

KGES – Membership Count Analysis

As at: 30 Sep 21

Author: Richard Abbott

Date: 22 Oct 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	8	83	-7	92%
Family ¹	53	37	5	42	-11	40	7	47	5	112%
Junior	0	0	0	0	0	0	1	1	1	-
Life ²	32		0	32	0		3	34	2	106%
Honorary	3		2	5	2		1	6	1	120%
TOTALS	182	111	23	169	-13	115	20	171	2	101%

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	7	47	5	112%
Associate	94	58	15	73	-21	66	11	77	4	105%
TOTALS	147	95	20	115	-32	106	18	124	9	108%
TOTAL HEAD-COUNTS	276	169	38	242	-34	181	31	248	6	102%

Online / Offline Payments	
Total Payments	130
Offline Payments	25
Percentage Offline	19%

GDPR	
Memberships	171
GDPR not notified *	10
Percentage not notified	6%

*8 life members / 2 honorary members

No email / do not use	
Memberships	171
No email / do not use *	24
Percentage to not email	14%

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

Financial Income	
Memberships	£947.00
Donations	£1,768.96
Gross total received	£2,715.96
PayPal fees	-£56.56
Net total received	£2,659.40

Pending	
Memberships	£0.00
Donations	£0.00