

Minutes of KGES meeting number 266 18th January 2022

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

1.0 Minutes of the previous meeting: approved and signed.

2.0 Events 2022 & Sub-Committee Report (SF).

2.1 An Evening at the Museum

The committee has decided to hold an evening steaming event on Friday the 11th March. The charge will be £25 for a buffet and a glass of fizz. **MW** is applying for a temporary event alcohol licence so we can run a cash bar. **MW** is also investigating hiring a jazz band for £500 to 600.

ACTION 266.2.1. SF MW

2.2 March event with LMWS

The following weekend is the first steaming event of the year and a joint event with the LMWS has been agreed. A bus shuttle service between the two museums is planned, details to be finalised, also joint ticketing is being discussed. Further details should be available at the next meeting. The railway would be independently ticketed as normal.

ACTION 266.2.2. SF

2.3 Subsequent events

The science show, originally planned for March will now be held on the 18th and 19th June. Currently April has no event and May will be the power weekend, boats, traction and stationary engines.

2.4 HKWR Events (BC) No special events have been planned for March. The Easter egg hunt will be on the 17th April, recruitment day 7th May. Jubilee event on the 5th June, details still to be decided. Superheroes day on the 10th July. Outdoor railway event (71/4" gauge) 20th and 21st August. There are no plans for September but October 1st and 2nd will be promoted as a rail enthusiasts day. The season ends on the November 19th and 20th with Santa specials on December 10th 11th 17th and 18th.

3.1 Potential Merger of KGES & KGET.

John Anderson has now given talks to the Tuesday and the Thursday teams. The proposals were generally well received by both teams so the proposal, with some slight amendments in response to points raised during the two briefings, now needs to be put to the wider membership and it was agreed that the proposal should go out with the other AGM documents. **JA** has also agreed to attend the AGM in February to lead a Q&A session and then there will need to be an EGM around six weeks later to put the matter to the vote. Further discussions need to take place to establish details, for example, how members and volunteers would fit in to the new organisation, what membership fees and voting rights would be. In conclusion, members of the committee present agreed that we should recommend the merger to the wider membership.

ACTION 266.3.1. JA SF BS and RA

4.0 AGM 2022. The inspired hub at Hampton has been booked for the event on the 18th February from 18:30 for 50 attendees although the number attending is normally around 40. **BS** and **RA** are working together on communications with members. An agenda, based on previous years was agreed and a copy will be distributed to the committee for final approval.

ACTION 266.4.0. BS and RA

4.1 The unexamined accounts submitted by **JVB** and attached were approved by the committee. These will be sent out with the pre AGM paperwork.

ACTION 266.4.1. BS and RA

4.2 SF will write and present the chairman's report, a copy of which will be included in the AGM minutes.

ACTION 266.4.2. SF

4.3 SF to ask **David Lawrie** to present a short report on liaison with **TW**

ACTION 266.4.3. SF and DL

4.4 BC to ask **Colin Clode** if he is prepared to make a short presentation on behalf of the railway

ACTION 266.4.4. BC and CC

4.5 It was agreed that the mail/email notification for the AGM needs to include details of the trust proposal to merge the society and the trust and that this would be prefaced by an explanation from **SF** and a recommendation from the committee that this proposal should be accepted.

ACTION 266.4.5. SF BS and RA

4.6 Report from the trust. It was decided that this key item on the agenda, to be presented by **John Anderson**, would be left to last. It should include an outline of the merger proposal then invite questions from the floor.

4.7 It was agreed that, subject to government guidance at the time, we should make a strong recommendation that members attending the AGM should wear face coverings.

ACTION 266.4.7. BS and RA

5.0 Trust matters. The main issue, already covered in these minutes, is the merger proposal. Also mentioned was that one trustee is leaving and that an advertisement is about to go out for a trust company secretary.

ACTION 266.5.0. RA

6.0 Questions arising from reports.

6.1 Treasurer. JVB submitted reports (attached). The first attachment shows transactions from the Society account for 2021. At the end of the year Society assets were £2850.72 plus £110.77 owed to the Society by the Trust. We have still been unable to recover £431.98 credit card fees wrongly taken from the Society account by Yespay. The second attachment is the report for the AGM, for approval by the committee. The figures are presented in such a way that the credit card fees are shown. Unlike in previous years transactions from the Trust account will not be presented because the Society and Trust accounts are now separated.

6.2 Membership. RA submitted a report (attached), there were no questions arising from this.

6.3 Mechanical. JS submitted a report (attached) and covered several items not addressed in the report. The first was to highlight the excellent work carried out by Alan Rowell in restoring the aquaria. The committee wished to compliment him and thank him for this efforts. The second was to talk about the problems with the new pinion and the efforts to remove enough metal to provide some clearance without creating excessive play. He also mentioned that a valve push rod had been bent at some point during recent work and described the plans to rectify this. Extra work involved in all of this might delay progress but the engine should be ready for the next steaming. It was agreed that we should order a cabinet to store PPE.

ACTION 266.6.3. JS

6.4 Electrical. BS submitted a report (attached). **BS** pointed out that there has been little progress since the last report. The main problem is the lack of volunteers, **MW, JS, SF** and **JVB** offered help with the house light modifications and this was gratefully accepted. Programming the key fobs will be carried out so that different groups of lights can be switched independently.

ACTION 266.6.4. BS

6.5 Archive. SF Mentioned that the high humidity in the archive office has now been reduced from about 91% to 55% which is well within acceptable limits. Electrical heaters and wiring need to be modified to improve safety.

ACTION 266.6.5. BS

6.6 Health & Safety. MW submitted a report (attached). There were no questions arising from this.

7.0 AOB.

7.1 It was agreed that the museum could host a launch of BBC journalist Nick Higham's new book "The Mercenary River" a history of London's water supply, at a date in May to be agreed. There will be a similar event held at Kew. This could be for volunteers or be opened up to the public, we could also stock copies of the book. **ACTION 266.7.1. SF**

7.2 SF reported that a meeting with TW is planned for this month which will include a viewing of the boiler house.

ACTION 266.7.2. SF

7.3 Kirsty has agreed to provide security for steaming days and open house and will look into extending this to railway opening Sundays.

7.4 Gate passes. Volunteers details are with TW, Cards are with **SF**, they will be issued once activated by TW

7.5 JVB asked for a budget amounts for publicity and merchandise.

ACTION 266.7.5. SF JB

7.6 It was agreed that a simple leaflet would be produced giving museum and railway opening times and that more copies of the self guided tour are needed.

ACTION 266.7.6. SF

7.7 There has been no progress on car parking.

7.8 Banner ropes need to be checked.

ACTION 266.7.8. JS

Date of next meeting –Tuesday February 15th 10:00 in the crew room. All members are asked to distribute a brief report on their area before the meeting.

The meeting ended at 12:07

Signed K.G.E.S Chairman Date

KEMPTON GREAT ENGINES SOCIETY

Fourth Quarter 2021

Society and Trust Accounts at

31/12/2021

At 01.01.2021 the Society owed the Trust

	321.21 2021 Total £	Quarter 1 £	Quarter 2	Quarter 3	Quarter 4
SOCIETY INCOME					
Donations	1327.87	417.98	71.44	150.75	687.70
Donation of filming expenses	0.00	0.00	0.00	0.00	0.00
Membership	2142.00	12.00	60.00	342.00	1728.00
Total Society Income	3469.87	429.98	131.44	492.75	2415.70
SOCIETY EXPENSES					
Post	100.72	0.00	69.04	0.00	31.68
Stationery	34.44	30.10	0.00	0.00	4.34
Triple News	0.00	0.00	0.00	0.00	0.00
Zoom fees	100.73	0.00	43.17	57.56	0.00
Miscellaneous	83.90	26.40	0.00	0.00	57.50
Volunteer expenses	180.00	0.00	0.00	120.00	60.00
Christmas lunch	446.12	0.00	0.00	0.00	446.12
Membermojo fees	124.62	6.77	0.00	75.00	42.85
Donation to Trust	3500.00	0.00	0.00	0.00	3500.00
Total Society Expenditure	4570.53	175.48	0.00	252.56	4142.49
Society Income - Expenditure	-1100.66	254.50	131.44	240.19	-1726.79
TRUST INCOME VIA SOCIETY ACCOUNT					0.00
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	431.98	53.98	0.00	0.00	378.00
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	431.98	53.98	0.00	0.00	378.00
Trust Income - Expenditure	-431.98	-53.98	0.00	0.00	-378.00
Transfer to Trust account	0.00	0.00	0.00	0.00	0.00
The Society owed the Trust on 31/12/2021	-110.77				

KEMPTON GREAT ENGINES SOCIETY

Balance sheet as at

31/12/2021

ASSETS

	£
Cash and Bank Accounts	
Society account	2394.30
Floats	295.00
Petty cash Society	161.42
Total cash and Bank Accounts	2850.72
Trust owes to Society	110.77
Total Society Assets	2961.49

UNEXAMINED

Kempton Great Engines Society¹

Accounts for the year ending 31st December 2021

Income & expenditure	<u>2021</u>	<u>2020</u>
Income:		
Subscriptions	2142.00	990.00
Donations	1327.87	1602.00
Owed by Trust	110.77	0.00
Carried forward from last year	321.21	0.00
Donation of filming expenses	<u>0.00</u>	<u>424.44</u>
	<u>3901.85</u>	<u>3016.44</u>
Expenditure:		
Stationery & postage	135.16	228.01
Christmas & AGM refreshments	446.12	3.00
Triple News	0.00	228.00
Donation to the Trust	3500.00	4000.00
Membership and other fees	225.35	208.93
Credit card fees for Trust ²	431.98	0.00
Miscellaneous	<u>263.90</u>	<u>259.30</u>
	<u>5002.51</u>	<u>4927.24</u>
Net income	<u>-1100.66</u>	<u>-1910.80</u>
Balance Sheet		
Current account	2394.30	3889.09
Petty cash	456.42	494.27
Owed by KGET	<u>110.77</u>	<u>-321.21</u>
	<u>2961.49</u>	<u>4062.15</u>

Notes 1 In the past, Trust income and expenditure handled by the Society Treasurer was processed through the Society bank account. At the beginning of 2021 the decision was taken to separate Trust and Society transactions and the Society Treasurer was given access to the Trust accounts.

2 Before separation of the Society and Trust accounts credit card fees were taken from the Society account. We have so far been unable to reclaim fees taken in error from the Society account by the credit card provider.

J V Barnes, Honorary Treasurer

Date: 18/01/2022

Examiner's Signature:

Date:

Kempton Steam Museum

Membership Secretary Report for KGES Committee Meeting 18th January 2022

Author: Richard Abbott

Date: 16th January 2022

1. MEMBERSHIP MANAGEMENT

1.1 *Membership numbers summary – 2022*

- ◆ As at **31st December** there had been **86** membership renewals and **12** new applications giving a total of **138** memberships (-33 vly), representing a total of **190** individual members (-58 vly).
- ◆ Gross income stands at **£2,090.30** comprised of **£1,494.00** for memberships and **£596.30** for donations. Net income after deduction of Stripe fees of **£33.83** stands at **£2,056.47**.

For a detailed analysis of membership numbers see the last page.

1.2. *KGES membership renewals for 2022*

The initial email prompting members to renew went out on 14th November to 118 memberships. The written prompt went out on 23rd November to 22 members, these being those who do not have email, have requested not to be contacted by email, have not provided us with any contact preferences, or who have specifically asked not to do their membership renewals on-line.

A follow up email went out on 11th December to 67 members. No further written prompts have been sent out.

Final reminders, both email and written, will go out in early to mid-March. These will advise the recipients that their memberships will expire at the end of March and if they do not renew these then they will not receive any further contact from us.

1.3. *membermojo*

membermojo has been configured with the new KGES membership fees for 2022 and the website has also been updated to reflect the new pricing.

The paper membership application forms have also been updated with the new pricing. I have removed all old forms from the museum and will ensure new ones are present by March.

The form that the website links to is still the one with the old pricing, also the definition for family membership remains incorrect on the website. Both need correcting.

1.4. *KGES member communication*

I provided a write up and pictures of the Arts Richmond event and also made some suggestions for other content but have not heard anything back.

If Triple News is no longer going to be produced then a discussion is needed on how we communicate with our membership on a reasonably regular basis.

2. OTHER PROJECTS

2.1 *Volunteer communication*

The special edition volunteers news-brief containing the message from John Anderson went out by email early in January to the museum supporters distribution list. As this was an important message printed copies were also posted to the people on this list, a total of 50 letters.

I believe that John anticipates sending out further messages and I will send these as and when he wishes them to be sent.

The monthly Single News volunteer news-brief will also be continued, these also go to the museum supporters distribution list.

2.2 *Volunteer recruitment*

A potential new volunteer, Tom Wedd, visited the museum on Thursday 6th January. Martin and I spent time talking to him and I showed him around and introduced him to the volunteers who were on site. He sounded very keen and expressed an interest in carrying out customer facing roles, such as front desk or giving guided tours. He will attend on one of the March steaming weekend days and I suggest that he shadows the front desk.

2.3 *Location hire*

There are currently no upcoming location hire prospects.

The location hire reference documentation is still missing from the museum website volunteer area.

2.4 *KGES AGM for 2021*

I have prepared the required email distribution list for the invitations and supporting material in membermojo, 161 emails are required. These need to go out at latest 28 days prior to the date of the AGM (i.e. by 25th January) so I need the material that needs to be sent by then.

The mail merge has also been prepared so that written communication can be sent to those members that cannot or do not wish to use email communication, this will need 23 letters. These will need to go out a few days before the 25th to allow for postage time so I need the printed material before then.

Following a planning session carried out by Bill and I on 4th January a plan for preparing for and executing the AGM was developed. This plan has been set up in an on-line collaboration and task management tool called Trello. This specifies all of the required tasks, their target dates and details on the logistics required. If anyone would like to access this please let me know and I will provide you with access.

KGES – Membership Count Analysis

As at: 31 Dec 21

Author: Richard Abbott

Date: 16 Jan 22

Membership Type	2021 start	2021 renewals	2021 new	2021 end	2021 change	2022 renewals	2022 new	2022 total	2021 to 2022 change	2022 as percentage of 2021
Individual	90	75	8	83	-7	58	4	62	-21	75%
Family ¹	42	40	7	47	5	28	6	34	-13	72%
Junior	0	0	1	1	1	0	0	0	-1	0%
Life ²	32		3	34	2		1	35	1	103%
Honorary	5		1	6	1		1	7	1	117%
TOTALS	169	115	20	171	2	86	12	138	-33	81%

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

2. One life member has passed away.

Family Membership Type	2021 start	2021 renewals	2021 new	2021 end	2021 change	2022 renewals	2022 new	2022 total	2021 to 2022 change	2022 as percentage of 2021
Prime	42	40	7	47	5	28	6	34	-13	72%
Associate	73	66	11	77	4	45	7	52	-25	68%
TOTALS	115	106	18	124	9	73	13	86	-38	69%
TOTAL HEAD-COUNTS	242	181	31	248	6	131	19	190	-58	77%

Online / Offline Payments	
Total Payments	96
Offline Payments	23
Percentage Offline	24%

Financial Income	
Memberships	£1,494.00
Donations	£596.30
Gross total received	£2,090.30
Stripe fees	-£33.83
Net total received	£2,056.47

GDPR	
Memberships	138
GDPR not notified *	10
Percentage not notified	7%

*8 life members / 2 honorary members

Pending	
Memberships	£12.00
Donations	£0.00

No email / do not use	
Memberships	138
No email / do not use *	24
Percentage to not email	17%

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

MECHANICAL NOTES FOR THE KGES COMMITTEE MEETING OF 18/1/2022

Progress on the Winter Works List

- 1) **No.6 Lower gearbox** – The new pinion gear fitted solidly onto the shaft but was found to be tight when meshed with the crown wheel. The contact points are carefully being relieved by filing and lapping but the process is taking longer than expected. Work is progressing 3 days / week.
- 2) **No.6 Emergency Engine Shutdown System** – has been freed of hard water deposits, cleaned up and assembled but still leaks water from the top section. Further work needed.
- 3) **No.6 Steam supply pipework to the cylinder jackets** – no progress yet.
- 4) & 5) **Barring engine steam cut-off and bottom end bearing play** – no progress yet.
- 6) **Under road main steam supply pipework** – BC has emailed D.Bayne of TW with our request to carry out an examination – awaiting reply.
- 7) **Main Steam Supply in the Triple House** – John Barber has arranged a visit from xxx to inspect the drain-pocket flanges (with valves) and quote for replacements.
- 8) **Bearing Oil Supply** – no progress yet
- 9) **Lifting cradle / platform** – no progress yet.
- 10) **Boiler House sump pump** – no progress yet.
- 11) **Turbine floor railings** – dedicated lifting strops ordered.
- 12) **No.6 Bottom end bearing temperature probes** - no progress yet.
- 13) **Oil separator service** – Peter Webb has contacted Alfa Laval and awaits their preferred visit date.
- 14) **Re-evaluation of the engine warm-up procedure** - no progress yet.
- 15) **Turbine Floor standby generator** – the generator itself has been lifted clear to allow inspection & cleaning of the rota.
- 16) **Suction Wells** – initial investigation carried out by SF & MW shows water can continue to flow into the suction wells without the pump running. The butterfly valve appears to be letting-by and needs to be checked.
- 17) **Boiler auto blowdown system** – no progress yet.
- 18) **Barring Engine gear wheel wear** – initial check by JS shows minimal wear on the West engine in the last three to four years. Further measurements are needed to quantify.
- 19) **No.6 Valve Tappet Checking / adjustment** – no progress yet.

jbs

Electrical report for KGES meeting 18-01-2022

Completed since the last report

Nothing to report

Jobs In progress

(NO CHANGE SINCE THE LAST REPORT)

Telephone system

BS to attempt configuration of message for incoming callers and digital displays on extensions via the online portal.

Action with **BS**

Heating circulating pump fault, Part ordered by Trevor Burd

Action **JAB**

Triple house lighting project:

One house light now installed and tested another conversion in progress. Work on this is now progressing 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**

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**

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

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.

Bill Salkilld 13/12/2021

Kempton Steam Museum Health and Safety Report for KGES Committee

Meeting 18th January 2022

Martin Wicks, 16th January 2022

1. Issues and Incidents

1.1 No incidents to report.

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

has agreed to further investigate and attempt remediation.

2. First Aid: 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.

Training has not yet taken place but is still planned.