

Westonzoyland Engine Trust Annual Report

2019-2020

Annual General Meeting

held via zoom on

22nd November 2020 at 2.00pm

from Westonzoyland Pumping Station, Hoopers Lane, Westonzoyland
Near Bridgwater, TA7 0LS, Somerset

1. Apologies for absence

Apologies were received from:

Noel Donnelly
Edward Florey
Derek & Sandra Hallett
Geoff Harding
Harold Mead
Stephen Miles
Robert Musgrave
John Penny
Jerry & Hannah Raehse-Felstead
John Roscow

Total in attendance at the meeting was 15. The meeting was chaired by Andy Carter.

2. The minutes of the 2019 AGM

Accepted. Proposer: Andy Carter; Seconder: Iain Miles.

3. Matters Arising

Jason apologised that the letter had not yet been sent to Mr Horsington.

4. Chairman's Report (Andy Carter)

Hello and welcome to the first WZLET virtual AGM!

I think it comes as no surprise that this year has been unprecedented in the history of the Trust, with the Museum remaining closed to the public for most of the year, although we did manage to get in our usual New Year's Day steaming which did exceptionally well before the whole world went to pot.

Before all this, there were a number of improvements being carried out around the site: the large steam gauges from Watchet have been mounted in the roof, Harold has made some nice timber boxing to conceal the water pipes by the Crossley, the large Ruston diesel which has sat in the car park for years has now gone to a new home and of course there has been the never ending work of the gardening brigade to keep the site looking spick and span.

Looking on the bright side, the enforced shutdown has allowed us to get a multitude of jobs done on site which could have been problematic if we'd had to work around our normal Sunday openings and other events: the rewiring and new lighting in the main hall has been completed, the Marshall boiler has returned from its overhaul and is now back in the boiler cabin, though yet to be used in anger due to the current situation, while Nigel and co. Have been busy with repairs to the leaning loo and the building of a new ashpan and patio for the

Marshall! Dawsons steeplejacks returned earlier in the summer to fit the new stainless steel cover to the main chimney and not to be outdone, the Marshall chimney was equipped with its own hydraulically operated self-raising chimney cap!

On the acquisitions side, we have been lucky in obtaining another steam engine to exhibit, this one a former generator from Clarks factory so not only a 'local' engine but one which with the original slate switchboard could form a highly attractive and relevant exhibit. Of course this does mean we now need to seriously consider expanding our site and buildings!

The big story (at least 12m by 6m!) is the successful funding and purchase of the new railway stock shed which is in the process of going up. This will not only allow us to keep and maintain our railway equipment in the dry but free up valuable space in the engine house as well as allowing railway-related displays to take place in a suitable location.

Of course, the current situation has put the brakes on our 40th anniversary celebrations and forced the cancellation of SOTL, our main fundraising event of the year. However despite this, and thanks to the various support measures that have been put in place, we are in a very good position financially as I expect Jason will detail in his report.

Finally, although we haven't been as busy as we would have liked this year, I'd like to thank all those working behind the scenes to keep the Museum looking tidy and improving the buildings and displays ready for the eventual reopening.

Report accepted. Proposer: Iain Miles, Seconder: Mary Miles.

5. Treasurer's Report (Jason Keswick)

The new financial year started well, a successful Halloween event brought that much needed cash in just before the long winter. Things were looking very promising for 2020 the 40th Anniversary of the Trust when New Year's Day Steam Up was one of, if not the most successful New Years Day ever held.

Unfortunately this success was short lived, with the impact of the Covid-19 outbreak here in the UK starting to affect our plans for events from Easter onwards. Unfortunately it very quickly became aware the Museum would have to shut and remain closed. Initially it was hoped this would be short lived but once the country went into lockdown and the weeks came and went, re-opening prospects went out of the window for 2020. With the decision due to current lock down measures to not hold New Year's Day 2021, the Museum will have been closed to the Public for 15 months by the time we plan to re-open at Easter.

Despite the obvious financial implications of being closed for such a long period, I am pleased to report that thanks to the efforts of the Trust and the support that has been given to Museums we have been able to come through the financial year with very little overall impact. At the beginning of the lock down the Government announced grants to Business that are rateable and benefit from

rate relief. Initially that didn't include Charity rate relief, however this was later changed and as such the Museum received a grant of £10,000. Following this various funding opportunities came available. The Trust applied to Arts Council England for a CoronaVirus support Grant that covered the Museum's fixed costs for 6 months. This paid for our insurance, electricity, telephone/broadband bill, EPOS system and proportional amounts on yearly costs such as fire certificates, lighting conductor tests etc. It was also able to cover costs that we had already been committed to that were critical to the safety of the Museum which included works to cap the main brick chimney. This was paid pre-dominantly up front, with a small proportion claimed at the end of the 6 month period. These grants, along with a reduced expenditure on site due to lack of public opening and reduced volunteer input have meant that we have been financially stable.

With the impact on our public openings and lock down over, we began re-introducing volunteers to the site. Although the Trust needed to be cautious over spending we could get on with general site maintenance, cutting the grass etc. However with no public on site a good project would be welcome to lift moral! As lockdown was announced earlier in the year, a funding bid I had spent hours preparing was thrown out due to the situation. With 50% of the funding in place for the new Locomotive & Rolling Stock Shed we needed to find a new funding source. Luckily the Garfield Weston Foundation were still accepting applications and their only additional requirement was to confirm in the bid how CoronaVirus would affect the implementation of the project. An application was submitted in July, with an outcome not due until October. However in August the Trust was informed it had been awarded the Grant for £10,000 and this completed the funding to get on with the project. In September the main steel frame building was purchased and the concrete base cast.

The Trust was also offered a Bellis & Morcom generating set from the Clarks factory, currently in private ownership. An appeal was set up and along with donations from members, Somerset Industrial Archaeological Society and an anonymous donor, this purchase is due to be completed soon (in the next financial year).

We also received the funds from Historic England to commission a ground investigation of the pumping station buildings.

It should be noted that we have upgraded our accounting system to Quickbooks. An online accounting system with direct open banking link to our Lloyds accounts, Paypal account etc. This new system will make accounting a much quicker exercise, it has however thrown up an issue which I am struggling to source in the numbers, nothing untoward but I believe a refund has been counted twice. This will of course be rectified asap.

Those that submit receipts for refund, although I am happy to have them in hard copy, the new system stores all receipts digitally so if you are able to scan them

in or even photograph them and email them to me that would save me time doing the same. I can also deal with them much quicker.

Report accepted. Proposer: Andy Carter; Seconder: Chris Britten.

6. Secretary's Report (Mary Miles)

None.

7 Chief Engineer's Report (Ian Gilliam)

The New Year steaming went well.

The boiler shed had been redesigned and the Marshall reconnected back up. The Ruston has now left the site, though there were still some parts to be collected. These were ready to go.

Iain Miles thanked Nigel Webber for putting down the slabs in front of the Marshall, which had improved the firing floor considerably. Bill Jewell and Nigel had built a brick ashpan with steel doors and this will facilitate cleaning out, and hopefully prevent the firebars from overheating.

Report accepted. Proposer: Jason Keswick, Seconder: Iain Miles.

8 Promotions Report (Alan Davies)

For our 2020 season, to celebrate the 40th Anniversary of the Charity, the Trust published a four section, three-fold promotional leaflet (A4 plus one-third). Steaming dates and admission prices were given as previously, and again, special events were highlighted in red. However, these never got to be fully circulated for the reason given below.

The Museum didn't open at the start of the 2020 season due to a national lockdown for Covid-19 and has remained closed throughout the year. Because of this, in the 2019-20 year, which commenced on 1st October, we only steamed on three days, these being Sunday 7th October (92 visitors); Saturday 27th October 2019 (Halloween) (88 visitors); and Wednesday New Year's Day 2020 (195 visitors), a total of 375. Based on these three steaming days, our new financial year got off to a very good start.

New Year's Day was the best on record with 195 visitors including children and members. I took part in a live interview for Radio Somerset.

To recap, in 2018 we steamed on Halloween, Wednesday 31st October. This was our first Halloween steaming and we charged £10 for children and £5 adults/concessions, having looked at prices for other museums/attractions. Children took home a 'goodies' bag. That year we had 35 visitors, far less than we had hoped for. For Halloween 2019, we took a completely different approach, holding the event on the Sunday before, namely 27th October. Our charging structure was changed to £5 a head (whether adult, concession, or child) and

pumpkin carving was free, as were children under 5. We also produced a timetable of events, so visitors knew where to be and when. Including advanced online sales, numbers were 88 including 17 children, so a considerable improvement on the year before and the event was a great success. Hot food was provided by Ethics Street Pizza and proved very popular.

On steaming days, we presently charge £8 adult, £7 concession (children 15 and under free). Admission is free on non-steam days and for the Heritage Open Day in September. On these days, we rely on visitor donations.

Steam on the Levels

Cancelled

Group/Private Visits

None

Railway Gala

Cancelled

Heritage Open Day

Cancelled

Advertising/promotion undertaken includes:

Steam Heritage Guide

Old Glory Events Guide

Vintage Spirit Events Guide

Peco Publications – Railway Modeller

Grace's Guide – Best of British Engineering 1750-1960s

Radio promotion on BBC Somerset Radio

Thanks to Jason our Webmaster, for keeping our website / social media sites up to date.

Published Articles

Two in 'Narrow Gauge News' published by the Narrow-Gauge Railway Society.

May 2020 regarding a donation of £800 from the Hampshire Narrow Gauge Railway Trust towards the new locomotive and rolling stock shed.

November 2020 about the start made on the new stock shed.

Steaming Dates

Proposed dates and times for 2021 will be made available at the AGM.

General

Thanks go to Harold and Jason for editing and producing 'Condensation' and to all those that have contributed some very interesting and diverse articles.

News for next year

Steam on the Levels will be held on the 15th and 16th May 2021 and will belatedly celebrate 40 years of the Charity, Westonzoyland Engine Trust.

Next year, Heritage Open Days will again run for 10 consecutive days from Friday 10th to Sunday 19th September. Our In-Steam Heritage Open Day will be on Sunday 12th September.

Visitor attendance at steamings for 2019/2020 375

Report accepted. Proposer: Ian Gilliam. Seconder: Andy Carter.

9. Membership Secretary (Jason Keswick)

Membership is now due, if payments for membership can be made by either Standing Order or BACS transfer that would be the fastest way to process, otherwise cheques to be sent to my new address. An updated membership form with details has been distributed by email along with this report. Please either use your membership number (WZ...) or your initial and last name as the payment reference.

Report accepted. Proposer: Alan Davies. Seconder: Allan Westwood.

10. Steam on the Levels (Jason Keswick)

This had already been covered under the Treasurer's Report.

11. Steam Dates for 2021

Last year we had intended 13 steamings – there would have been 14, but for the Government change to the early, May Bank Holiday from Monday 4th to Friday 8th May, a day we decided not to steam on. It is proposed to put in extra steamings this year.

The following are proposed. All dates 11am-4pm unless otherwise marked:-

Easter Monday	5 April
Early Bank Holiday Mon	3 May
SOTL	15-16 May, 10am – 5pm
Spring Bank Holiday Mon	31 May
Sun (Fathers Day)	20 June
Sun	4 July
Sun	1 August
Wed (Mid-Summer)	18 August
Bank Holiday Railway Gala	30 August, 10am – 4pm
Heritage Open Day (steam)	12 Sept
Heritage Open Day (steam)	19 Sept (for discussion)
Sun	3 Oct
Sun (End of Year Steam Up)	17 Oct (half price admission to promote Halloween)
Sun (Halloween)	31 Oct, 4.30pm – 8.30pm
New Year's Day Sat	1 Jan 2022

Alan suggested that we steam on both Heritage Open Day Sundays, 12th and 19th September, not just the first Sunday, this to be discussed with active members. Also, to have an extra steaming on 17th October, charging half-price admission, to promote our Halloween event.

Ian Gilliam pointed out that the schools would be back on Monday 1st November and suggested that it might be better to have the Halloween event on Saturday 30th October instead. Jason said that parents were very keen to get their children out to things – the National Trust and Hestercombe had been busy. The Willows and Wetlands had been overwhelmed last Halloween and had to turn some away. As they finish before we do, an advert there to say to come on to us might bring in extra. Advance bookings might help, as other groups do.

Alan will change the Halloween date to Saturday 30th October and Jason would circulate volunteers with the proposed dates for feedback, though it was appreciated that a decision would be needed soon for publicity.

Ian was concerned about running costs. He thought we had just short of 2 tonnes, but the cost would be going up and it might be sensible to get more in. Jason calculated about 10 bags per steaming, but it would pay to have a trial steam, perhaps later in February so that costs might be projected.

12. Shop Sales (Jason Keswick)

This had been covered in the Treasurer's Report.

13. Accommodation (Jason Keswick)

Crack monitoring had shown that there was still movement. Jason had sent the results to Historic England (HE). Red Rock Geology's investigations (small bore samples, and water table monitoring) had resulted in a final report in September concluding that the settlement had been caused by the raising of the river bank. They had suggested a number of ways in which the problem could be fixed, but all sounded expensive. The Environment Agency (EA) could do what it wished under statutory powers, but they were still liable for any damage caused.

Alan Davies and Jason had spent a lot of time preparing a letter to the EA, which it was intended would be sent to the Chief Executive the following week, and copied to HE, the Conservation Officer and SIAS. Jason would write it all up for the next Condensation. It was hoped that the EA would come up with remedies, but it was likely to be a slow process. However, an acknowledgement of receipt of the letter should be received from the EA in 10 days. He thought the EA, along with their structural engineers, would want to meet with HE on site for discussions. We would need to keep it in the forefront. As the building was listed Grade 2* and on the Heritage at Risk list it was felt that HE would want to get it sorted as quickly as possible, so that we could go ahead with any works to the building.

Jason thanked Nigel and John Ditchfield for their work on the listing too. It now needed only a new door.

The Small Grant Big Improvement money had been received and so the lighting in the Exhibition Hall was almost complete.

Work on the new Railway Building was well on the way. The main frame was mainly up. The cladding needed to be done – there was a risk from storms if it were not completed, but hopefully it would be done and weatherproofed by Christmas.

Ian Gilliam asked about the railway items from Washford – the narrow gauge ex-peat works items from the Somerset & Dorset Railway Trust. Jason said he was meeting a trustee on the following Friday. Ray West asked if it was the same gauge, which Jason confirmed.

John Trenchard reminded that temporary protection was needed over the Easton & Amos by the shipping container. Jason said he would source some timber, and Ian Gilliam offered some steel purlins, some of which might be put under the new Bellis & Morcom engine to keep it off the ground.

Ray West asked about the possible solutions for the main building. Jason said this might be lie-driving with concrete caps and removing the excess soil, to relieve the stress on the building and stop any further cracking. A fine grout injection to solidify the ground would help. He thought that the EA might take over monitoring, and that they might ask a structural engineer to say if the building could take any more. This might be a cheaper option for them. They might then offer repairs to the crack. However, it would be up to HE to decide if this or any proposed remedies were acceptable or not, and what was appropriate for a 2* Listed building. Ian said that there was a potential loss of earnings for the Trust, as we could not go ahead with any conversion work. This was a further spur to HE, who having spent money on the investigation would want to see the future secured.

Ray West asked about a graph showing the crack, and Jason brought it up on screen, along with photographs. Red Rock Geology had said that there was likely to have been some damage in the past. Iain Miles said that the predecessor of EA had done work c1990 – shaping and minimal raising. However this had not had the impact the recent work had.

Chris Britten asked about servicing the building. Jason said that there was guttering and fascia in stock, but he would need to re-price other items.

14 Accreditation (Alan Davies)

Alan outlined the background. The Trust should have resubmitted in 2017, but the Arts Council were reviewing the whole application system and so had put it on hold. In April 2019, the Trust was advised to re-submit in August, but 6 months notice should have been given and their new system, Grantium, would not be ready until May. As the timescale was too short, an extension was obtained until the end of December. Both he and Jason had done a lot of work on it, and after

overcoming problems online had eventually uploaded on 9th January 2020, as Alan's queries could not be answered beforehand, as the Arts Council was closed over Christmas. It had therefore been the New Year before he could speak to anyone. An acknowledgement had been received, but nothing heard since. He had heard via our Museums Officer that it was all in abeyance until April 2021, but we had not heard this from the Arts Council.

A "Lone Working" policy had been written and all active volunteers must acquaint themselves with this. Compliance is especially important for those who do not have someone at home waiting for them.

15 Collections Group Report/items on loan (John Trenchard)

This was the same as last year.

16 Election of Officers

Jason said that despite the appeal, no nominations had been received before the meeting. All Committee members were willing to stand for re-election. Iain Miles proposed that the current Committee be re-elected en bloc. This was seconded by Ray West and carried nem con.

Officers are:-

Chairman:	Andy Carter
Treasurer:	Jason Keswick
Secretary:	Mary Miles
Promotions:	Alan Davies
Chief Engineer:	Ian Gilliam
Committee Member:	John Trenchard

17. Other non-agenda items

Ray West asked about the availability of the DVDs. Due to Covid-19 these had not been urgent. Jason said that he would forward Ray's Email to Alan to answer. Jason suggested something new, perhaps updating the general DVD. The old ones were of interest as they showed what had been achieved. Ray suggested the trial steam might be a good time to do this, as there would be no public there. Ian Gilliam suggested a live webcam – live steaming streaming!

Ian asked about Wheelers coming out on site. Jason said it was to have been the previous week, but he had wanted the traverser shed cleared first. This had now been done, so it was all ready to go.

There being no other items for discussion, the meeting ended at 4.04pm, with thanks to all those attending for their interest.

	WESTONZOYLAND ENGINE TRUST					
	Year Ended 30th September 2020					
	RECEIPTS AND PAYMENTS		2020			2019
	Income from Sales		£ p			£ p
	Entrance		2,695.00			10,568.90
	Entrance Donations		121.15			649.05
	Membership		1,213.99			1,263.00
	Private Visits		390.00			1,980.00
	Talks & Outside Exhibitions		50.00			-
	Tea Rooms		1,053.92			5,635.99
	Cafe Hire		-			250.00
	Pre-Paid Entry (Online)		-			191.44
	Poppy Appeal		-			52.00
	Card Payment		(30.32)			(55.91)
	Other Income					
	Donations		100.40			2,100.43
	Grant Aid		19,505.00			-
	Interest earned		2.16			1.66
	Other Income		-			-
	WZLR Donations		49.20			374.57
	WZLR Building Appeal		13,420.00			1,465.00
	Clarks Bellis Appeal		250.00			
	Gift Aid		2,749.96			-
	Sale of Scrap/Plant		211.20			
	Refunds from Suppliers		617.00			
	Adjustment					(136.01)
	From Shop Sales Account		382.02			1,108.37
			42,780.68			25,448.49
	Payments					
	Membership Costs		439.78			599.94
	Tea Room Expenses		368.29			1,424.87
	Site & General Expenses		4,657.58			5,143.15
	Building Repairs & Improvements		234.01			-
	Engineering & Exhibits Expenses		312.88			269.20
	General Admin		261.17			646.91
	Insurance		3,392.44			4,210.08
	Project Fund Expenses		2,369.31			-
	Promotion		441.53			862.07
	Site Services		1,968.11			1,551.94
	Steam on the Levels		529.73			616.06
	Westonzoyland Light Railway		9,958.04			721.04
	Steam Fuel		-			1,550.00
	Landscaping Project		-			1,015.43
	Marshall Boiler Restoration		2,598.84			8,157.82
	Donations (to other charities)					52.00
			27,531.71			18,610.69
	Surplus / Deficit for year		15,248.97			6,837.80
	BALANCE SHEET AT 30 SEPTEMBER 2020		£ p			£ p
	Field		1,000.00			1,000.00
	Shop stock holding at cost price		822.44			1,155.95
	Cash at Bank		39,591.01			23,391.43
	Float		200.00			200.00
	Assets		41,613.45			25,747.38
	Field fund		1,000.00			1,000.00
	General funds		25,599.77			9,294.23
	Aller Moor Engine Fund		869.60			869.19
	Project Fund		0.04			1,842.22
	Boiler Fund		4,003.97			3,002.22
	Paypal		18.53			0.00
	Sales account		10,121.54			9,739.52
	Funds		41,613.45			25,747.38
	Notes					
	The Trust owns the Pumping Station, which is a non-saleable exhibit and restricted to charitable use on purchase from the Environment Agency.					

WESTONZOYLAND ENGINE TRUST - SALES ACCOUNT
Year Ended 30th September 2019

SHOP SALES	2019		2018	
	£ p	£ p	£ p	£ p
Shop Income		1,369.41		1,615.00
Stock 1st October	1,155.95		1,342.00	
Add:				
Purchases	653.88		320.58	
Less:				
Stock 30th Sep	822.44		1,155.95	
Total Cost Price of new stock sold		987.39		506.63
Net Profit (to RECEIPTS AND PAYMENTS)		382.02		1,108.37

WESTONZOYLAND ENGINE TRUST - STEAM ON THE LEVELS
19th & 20th MAY 2019

INCOME	2020		2019	
	£ p		£ p	
Saturday				
Entrance Fees	-		1,976.00	
Tea Room	-		775.45	
Shop Sales	-		79.12	
Donations	-		23.83	
WZLR Donations	-		61.43	
Sunday				
Entrance Fees	-		2,986.10	
Tea Room	-		925.55	
Shop Sales	-		101.59	
Donations	-		30.70	
WZLR Donations	-		107.90	
General				
Stall Holders	-		95.00	
Parrett Cafe	-		100.00	
Parrett Real Ale & Cider Bar	-		360.00	
5" Gauge Miniature Railway	-		31.00	
Other	-		-	
Exhibitor Entry Fees	22.32		-	
Pre-Paid Entry - PayPal	-		63.00	
Total Income	22.32		7,716.67	
EXPENSES				
Promotion	110.93		60.00	
Toilets	-		300.00	
Coal	-		140.00	
Westonzoyland Carnival Club - Entrance	-		107.00	
Thyer Cafe - Assistance	-		70.00	
Waste Disposal	-		15.00	
Administration Costs (Printing/Stickers/Ticket)	-		167.16	
Hire of Field & Legal - EA	418.80			
Total Expenditure	529.73		859.16	
NET PROFIT (excluding sales costs)	-507.41		6,857.51	