



MINUTES OF THE G SCALE SOCIETY KENT COMMITTEE MEETING

HELD ON SUNDAY 7th October 2012 at the Kent Wildlife Centre, Tyland Barn.

Present: Andrew Lloyd (Chairman) (AL), Roger Allen (RA), Martin Cook (MC), Martin Piper (MP), John Spann (JS), Jeff Fray, Julia Hudson-Morgan (Secretary)(JH-M)

Item	Detail	Action By
1	Apologies: None	
2	Minutes of the Last Meeting: 24/06/12 Signed as a true record.	NFA
3	<p>Matters Arising: The wording for GER II had not been seen by all members – JS agreed to send out again. Now completed and sent to CD for entry on website MP has been asked to produce an ‘electrical’ write-up/guide.</p> <p>Ongoing work on GER II – thanks to MP for all his hard work. MC advised that with the trailer refurbishment there was no longer room for the boxes of ancillary items/support material. It was noted that the old ‘Welshpool’ station building was with RA for some remedial works. It was proposed and agreed that the building would be adapted and be presented in half relief.</p>	NFA MP ALL RA
4	<p>Treasurers Report (Attached as Appendix A) MC explained the financial report. It was noted that the retained auditor had agreed to undertake this role for the current financial year.</p>	MC Noted
5	<p>Shows/Events <u>Pratts Bottom</u> RA outlined the layouts that are confirmed for this event:-</p> <ul style="list-style-type: none"> • GER II • Surrey Group layout • Playmobile • KGR (trader) • Pendlebury Models (trader) • <p>Due to some refusals it was proposed that the curtains would be drawn on the stage as we were unable to provide a layout/display in this area this year.</p> <p>RA agreed to ask Orpington Club if they would be able to provide an O gauge layout. This has now been confirmed RA confirmed that set up would be from 08 00 onwards.</p>	JHM to ask GA/DA Not available Noted.
6	<p>Forthcoming Events ✓ AGM and Teynham show : 20th January 2013 RA confirmed that he had notified various publications including Surrey & Sussex Groups.</p>	

	<p>Those attending had been notified to the Web master for inclusion on the website:-</p> <ul style="list-style-type: none"> ▶ KGR and Pendlebury Models ▶ GERII, Frank Oakes, CLR, Tram Layout and Klienbach ▶ Adam Adlam would be asked to bring his small layout. ▶ A members stand would be present (only Kent members) <p>Entrance door signs AL has made: Adults £2.50 Children/Concessions £1.00</p> <p>Chairman advised the group of an invitation to Shoeburyness MRC Exhibition in November 2013. (23 – 24th). It was noted this is the same weekend as the Roxwell meet.</p> <p>Provisional attendees: John, Julia and James. To be confirmed. Operators required.</p> <p>NB: MC/EC to produce loading diagram for GER II trailer.</p> <p><u>Meal following Teynham</u> Invited guests – Paul and Terry Felton, Andy (KGR)</p>	Action: MC/EC
7	<p>Membership</p> <p>JH-M advised the meeting that the Kent Group membership was:- 71 Adults, 4 Associates, 8 Honary and 1 junior.</p> <p>It was agreed that a matrix of the Roles and Responsibilities would be produced to aid clarity. It was also hoped that if the responsibilities were clearly defined it would aid new membership of the Committee. <i>(Attached as Appendix B)</i></p>	Noted JH-M completed
8	<p>A.O.B</p> <p>(a) Group advised of the driving days booked at Bredgar and Wormshill for Kent G Scale members. JH-M advised that she had given Charles £10 for our bespoke headboards.</p> <p>(b) RA commented on the website. It was felt that it needed urgent review and updating. GERII entry was required and numerous out of date items should be brought to the attention of the webmaster. JH-M reminded all that it was the Committees responsibility to highlight and provide items regularly.</p> <p>(c) MC advised that storage of the trailer and GER had been the subject of recent concern. A suitable location had now been sourced. Thanks to the Committee member who had managed to resolve this issue.</p>	
10	Date of Next Meeting: tba	JH-M

Appendix B

RESPONSIBILITY MATRIX : KENT G SCALE COMMITTEE

NAME/POSITION	ROLE	RESPONSIBILITIES
Roger Allen	Events & Publicity	Publicise events within the Kent Group area. Liaison with other groups, organisations and publications. Plan exhibits and produce floor plans for indoor events.
ALL Committee	Planning & organisation of indoor events	Defined at planning stage.
John Spann	Manage info @ contact Monitor G Scale Kent website a	Review all external contacts and ensure re-directed to relevant person. Advise CD as required of changes/updates to web site.
Jeff Fray	Railway Timetable	Compile Railway Timetable Contact membership regarding Open Days Liaise with RA and CD
Martin Piper	Technical Advisor Production of Journal Reports	GER II : Electrical expert Produce journal reports as required Contact for West Kingsdown Group
Martin Cook	Group Treasurer GER II Co-ordinator	Product regular Financial statements for Committee Produce Annual Financial Report Produce Annual Accounts for audit Monitor GER II – storage, maintenance etc
Julia Hudson-Morgan	Group Chairman (from 01/01/13) Secretary to the Committee (agreed for period of 6 months from 01/01/13) and then review	Attend Group Leaders Meeting and represent Kent as required. Attend Committee Meetings and produce minutes
Andrew Lloyd	Membership Secretary (from 01/01/13)	Maintain Kent Group membership list Contact new members and issue joining letter/badge/documentation
Charles Darley	Web master Group Photographer	