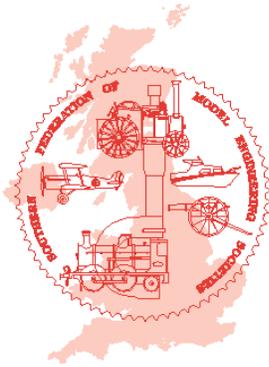


Minutes signed following acceptance by the delegates.

by: *Bob Polley*

Date: *13<sup>th</sup> March 2021*



# **SOUTHERN FEDERATION**

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of

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# **MODEL ENGINEERING SOCIETIES**

*Formed from the Federation established in 1970 by Model Engineers for Model Engineers  
A Company Limited by Guarantee in England & Wales: No. 9002737  
[www.sfmes.co.uk](http://www.sfmes.co.uk)*

## **Minutes of the Annual General Meeting** **held on Saturday 14<sup>th</sup> March 2020.**

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### **Venue.**

The venue for the meeting was STEAM – the museum of the Great Western Railway, Fire Fly Avenue, Swindon.

Secretary's Note: These minutes summarise the proceedings of the meeting and reproduce individual Officer's reports verbatim as Annexes.

In a new format for the AGM, the awards for the Southern Federation Trophy and Polly Model Engineering Prize were made before the start of the formal business of the AGM.

### **Attendance.**

#### **Officers of Southern Federation of Model Engineering Societies**

Brent Hudson (President), Ivan Hurst (Vice President), Bob Polley (Chairman), Peter Squire (Secretary), Mike Chrisp (Vice-Chairman and Awards), Bob Walker (Safety), Paul Naylor (Membership)

#### **Delegates from Member societies**

The following 28 Societies were represented: -

Association of 16mm Modellers, Bournemouth & District SME, Bracknell Railway Society, Brent House Railway, Bristol SME, City of Oxford SME, City of Sunderland MES, Crowborough Loco Society, Docklands & East London MES, Frimley & Ascot Locomotive Club, G Scale Society, Harlington Loco Society, Hereford SME, High Wycombe MEC, Hilton Light Railway, Kinver SME, North London SME, North Wilts MES, Malden & District SMEE, North London SME, Pinewood Miniature Railway, Romford MEC, Reading SME, Southampton SME, Stroud SME, Sutton Coldfield MES, Wye Valley Railway Society, York City & District SME

In total, 40 delegates (including SFMES Officers) attended.

## **Guests**

There were 17 guests among the assembled company from Hereford SME and Eastleigh Young Engineers, for the award of the Junior Trophy.

Andy and Jane Clark from Polly Model Engineering and Tony Wood from Walker Midgley Insurance Brokers were present at the invitation of the Officers.

**Note on Attendance Data:** - Attendance information has been taken from the Signing-in Book. it is not possible to guarantee that every delegate who attended had signed in.

The meeting started at 2.00 pm.

## **Introductory Remarks.**

The Secretary opened the meeting by welcoming the delegates and thanking them for their attendance.

He reminded delegates that the Articles of the Southern Federation (Incorporated 2014) required that no business shall be transacted at any general meeting unless a quorum is present and that a quorum is ten members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting, or one quarter of the total number of Affiliated Organisations at the time, whichever is the smaller. The authorised representative of a member organisation shall be counted in the quorum.

He confirmed that a quorum was present and as the Articles require that General meetings shall be chaired by the person who has been appointed to chair meetings of the Officers, Bob Polley would be Chairman for the proceedings.

## **Receive and record apologies for absence.**

The Secretary confirmed that apologies had been received from the following Member societies:

Cambrian Model Engineers, Eastleigh Young Engineers, Echills Wood Railway, Kirklees MBC, Luscombe Valley Railway, North Norfolk Model Engineers, Rugeley Power Station MES, The Gauge 3 Society, West Huntspill MES

Apologies for absence had been received from Martin Baker SFMES Treasurer and IT Manager and David Mayall, Boiler Registrar.

## **Review of and matters arising from the minutes of the 2017-18 AGM.**

The Secretary reported that there had been no matters raised or clarifications sought by Members on the draft minutes of the Annual General Meeting held on 23<sup>rd</sup> March 2019.

## **Acceptance of the minutes of the 2017-18 AGM.**

The Chairman proposed acceptance of the minutes of the Annual General Meeting held on 23<sup>rd</sup> March 2019 at Wolverhampton & District MES.

The proposal was seconded by Hereford SME and adopted by a show of hands in support.

## **Chairman's report.**

The Chairman presented his report which is recorded in full in Annex A

There were no immediate questions arising from his report.

## **Acceptance of the Chairman's report.**

The Chairman proposed acceptance of his report by the delegates.

The proposal was seconded by Reading SME and adopted by a show of hands in support.

## **Treasurer's report**

In the absence of the Treasurer, the Secretary referred to the Annual Report and Financial Statements for the 12-month period ending 30<sup>th</sup> September 2019 referenced in the AGM calling notice, highlighting and explaining key points of the document. Copies of the Annual Report were made available to delegates in the room.

He gave an overview of the changes in income, expenditure and profit for period ending 30<sup>th</sup> September 2019 compared to the previous 12 months.

Of note was the reduction in Corporation Tax since registration of the company as having mutual trading status. This had resulted in a reduction in payments to HMRC from £1,609 in 2016 to £12 for 2018 and £16 for the year under review.

The Treasurer reminded the delegates that at the 2015 IGM, the company had exercised its right of exemption from audit under section 477 of the Companies Act 2006. The accounts therefore did not require to be formally adopted by the Members, but for openness and transparency with the members, independent examiners had been appointed.

He thanked Robert Kirchner and Norman Rogers for their thorough work once again as examiners of the accounts.

## **Independent Examiner's report on the accounts**

The Secretary read out the Independent Examiner's statement for the accounts of the Southern Federation of Model Engineering Societies for the year ending 30<sup>th</sup> September 2019, as prepared by Robert Kirchner and Norman Rogers.

In their signed report, the Independent Examiners stated:

*"The Treasurer provided us with access to financial records for 2018/2019 including the income and expenditure transactions categorized by type, the Statement of Accounts/trial Balance,*

*suppliers' invoices paid and bank statements. The records were checked for accuracy and completeness.*

*It is our opinion that the corrected accounts appear to accurately represent the financial activities of the Southern Federation of Model Engineering Societies for the financial year ending 30<sup>th</sup> September 2019."*

Robert Kirchner also made and signed the following statement:

*"In addition to the above I have examined the Balance Sheet as of 30<sup>th</sup> September 2019 and the related statements of income, retained earnings and cash flows for the year then ended. I am of the opinion that together they present fairly the financial position of the Southern Federation of Model Engineering Societies as of 30<sup>th</sup> September 2019."*

### **Acceptance of Independent Examiners report**

The Secretary proposed acceptance by the delegates of the Independent Examiner's Report.

The proposal was seconded by Harlington Locomotive Society and adopted by a show of hands in support.

### **Appointment of Independent Examiners for 2020 accounts.**

With no nominations or offers received this matter was left in abeyance.

### **Safety Officer's report**

The Safety Officer presented his report which is recorded in full in Annex C.

Following his report, the Chairman asked the Secretary to update the meeting on current progress with the new guidance document to replace HSG216.

The Secretary reported that there had been a change in representation from HSE, but the momentum had been recovered and positive actions and words from HSE gave a good chance that they would endorse the new guidance.

Subject to any final comments from HSE, the document was ready for printing and distribution. It was hoped that the final document would be permitted to carry the HSE logo, which would be a great success for the hobby.

### **Boiler Registrar's report**

In the absence of the Boiler Registrar due to health concerns, the Secretary read the pre-prepared report which is recorded in full in Annex D.

### **Appointment of Officers**

The Secretary reminded the delegates that the Southern Federation's Articles of Association require that at each annual general meeting all the Officers must retire from office but may stand for re-election.

Nominations for 2020-21 were included in The Report of Officers dated 1<sup>st</sup> March 2020 which had been made available to all member societies. He summarised the nominations in the report.

He then invited the delegates to adopt the resolution that the individuals whose names are given in sections 4 and 5 of the Report of Officers dated 1<sup>st</sup> March 2020, be appointed as a Director of the Company from this date until the next Annual General Meeting unless previously disqualified or removed from office under Article 38.

The Chairman asked for a show of hands in support of the following appointments to serve as Officers of the company for 2020-21.

Bob Polley (Chairman), Martin Baker (Treasurer and IT Manager), Mike Chrisp (Awards), David Mayall (Boiler Registrar), Bob Walker (Safety), Paul Naylor (Membership), Mr. David Goyder (Newsletter Editor)

He noted that Peter Squire was standing down from the role of Secretary.

The vote in support for the appointments was unanimous.

Mike Chrisp gave a vote of thanks to Peter Squire for his contribution to the Southern Federation during his time as Secretary. This was supported with a round of applause from the delegates.

### **Replies to questions received from Members.**

The Secretary confirmed that no formal questions on the management of the Southern Federation had been received from Member societies and reminded delegates that there was opportunity for open discussion in the General Meeting scheduled to follow the AGM.

### **2019 Rallies, Exhibitions and events**

The Vice President updated the delegates with information regarding the calendar of events to be attended by the Southern Federation during 2020 and the Southern Federation Rally/Australian Association of Live Steamers Shield.

The report is recorded in full in Annex E.

On conclusion of the presentation, Bob Polley thanked everyone for their attendance and involvement and closed the meeting.

He asked Tony Wood to make his presentation on Insurance matters, which would be followed by a short break with the delegates to re-convene for the Future Strategy Workshop as soon as possible after Tony's presentation.

## **Annex A: Chairman's report**

Ladies and gentlemen, those of you regularly attending the SF AGM will remember that in the past I have likened the SF to a swan putting great effort into paddling under the surface of the water so as to be calm and serene above. Well, nothing has changed. Your committee members have worked both individually and collectively to ensure that our hobby can continue to be enjoyed by all of us. I will quote one example, this being the work done to produce a replacement guidance document that will replace HSG216, a document to give guidance on the best practice for the construction and running of miniature railways. This document is nearing the point of being accepted by the HSE. The usual work of organising boiler seminars, events and rallies, the newsletter, the website, the young model engineer's competition and much more besides, as well as attending exhibitions has continued unabated.

The SF committee which has met formally 4 times in the past 12 months has, besides it's normal work and discussions, spent a great deal of time discussing the future of the SF and this has culminated in the strategy workshop that is forming part of this meeting. This workshop is the chance for you, as delegates representing your clubs, to give your views and thoughts on the future of the SF and thus to assist the committee in forming appropriate policies.

Committee members have kept in touch with each other, clubs and their members by phone, emails and attending exhibitions with the SF stand. Of special note as regards communications has been the return of DG as newsletter editor. The fostering of relations and working with other organisations involved with our hobby has continued.

This report has outlined the general work of the SF, more detail on specific matters will be dealt with in other committee reports.

In conclusion, I hope you will join me in thanking the committee for working tirelessly to ensure the smooth running of our hobby but will add that any input by "fresh blood", either joining the committee or helping committee in any way, would be greatly appreciated.

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## **Annex B: Treasurer's report**

The Annual Report, Financial Statements and presentation referred to by the Treasurer are available to Members in the Governance section of the website [www.sfmcs.co.uk](http://www.sfmcs.co.uk)

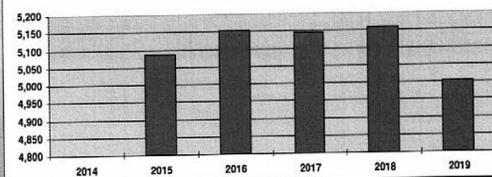


# SFMES

## Treasurer's Report Year ending 30 Sep 2019



MEMBERS' SUBSCRIPTIONS

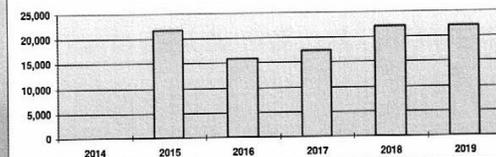


## Introduction

- ◆ High level overview of 2018 - 2019
- ◆ Income and Expenditure
- ◆ Looking back and forward
- ◆ Thanks to those who have helped



GROSS INCOME

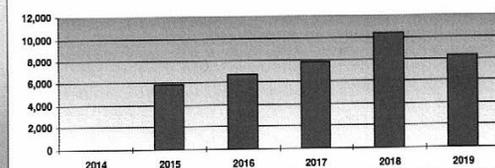


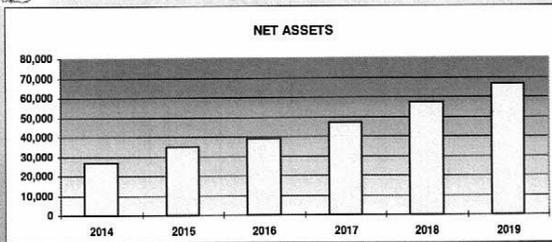
## High level overview of 2018 - 2019

	This year	Last year
◆ Income	£18,176	£22,073
◆ Costs	£11,710	£11,698
◆ Profit	£9,453	£10,426



PROFIT AFTER TAX





## Moving Forward

- ◆ Review uses for surplus funds
- ◆ Establish proper shop for online sales
- ✓ Optional direct ePayment of affiliation fees



## Corporation Tax

This year                      Last year  
**£16**                              **£12**

- ◆ Registered as having mutual trading status



## Treasury Statistics – 2018 / 2019

	This Year	Last Year
Business transactions	408	353
Ledger Postings	352	347
Asset Postings	8	2
Budget Postings	321	313
Payment Postings	358	333
Emails (circa)	120	180
Phone calls (circa) per week	4	5
Hours per week (circa) per week	2	2.5



## Issues

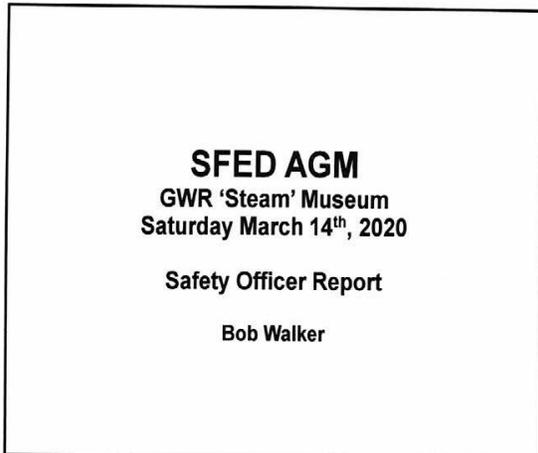
- ◆ Compliance to expenses policy
- ◆ Better tracking of assets and stock
- ◆ Need a #2 for finance admin contingency



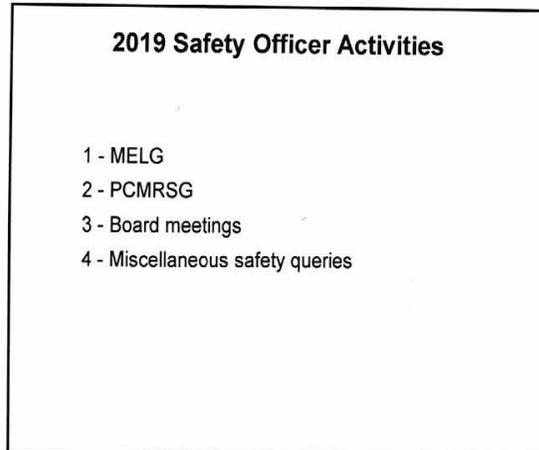
## Thanks to those who have helped

- ◆ Robert Kirchner assisted by Norman Rogers for examination of accounts
- ◆ Peter Squire for assistant with corporate matters
- ✓ Paul Naylor for Membership
- ✓ Rest of committee for excellent support
- ✓ Yourselves for handling your end of our finances

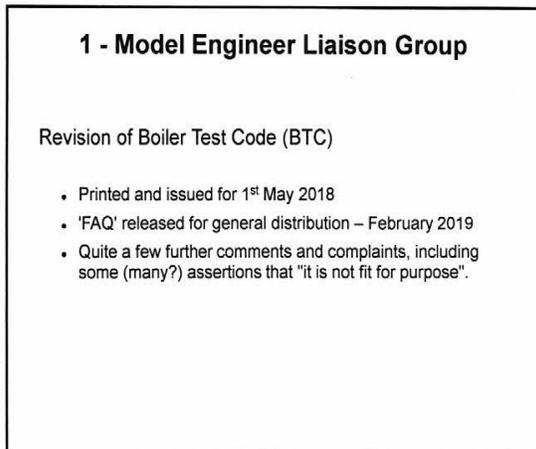
## Annex C: Safety officer's report



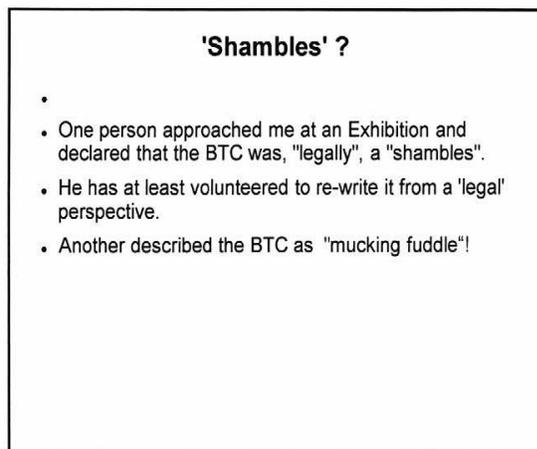
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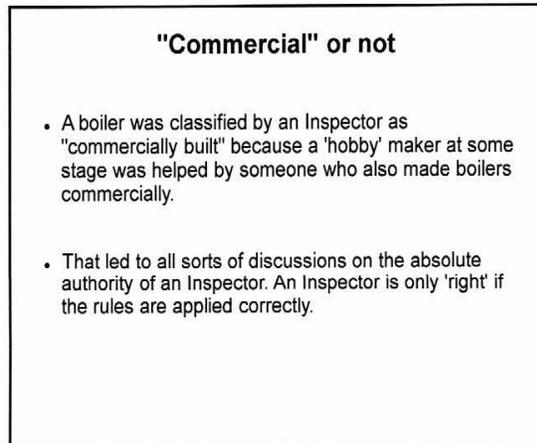
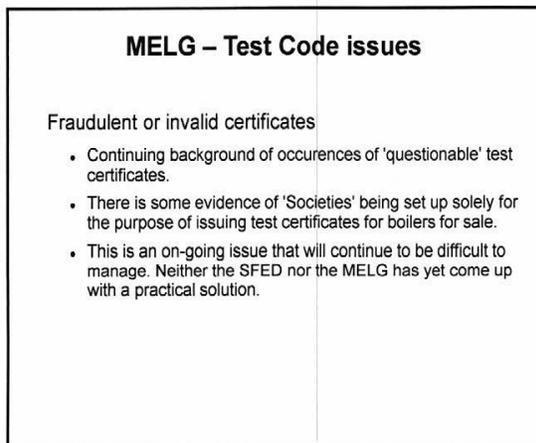
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3



4



## 2 - Passenger Carrying Miniature Railway Safety Group

Peter Squire is the lead contact for the SFED. I expect he will have a review of the year.

The discussion meetings continue to occupy significant time and effort.

7

## 3 - Miscellaneous safety queries

- A number of miscellaneous queries have been dealt with over the year.
- Many of the queries were dealt with by general discussion in the committee – especially where the answer was not clear.

8

## 4 - Board meetings

Meetings of the board were attended – four times a year, at present.

+ this AGM

Preparation for these meetings takes time.

9

## Summary

This has been a brief summary of what a SFED Safety Officer needs to deal with during a year.

In all, it occupies around  $\frac{1}{2}$  – 1 day per week (on average). A single boiler test query can take an hour or so to resolve – when all the references, legislation and test codes have been consulted to give an informed answer.

10

## Finally ...

Having seen this, does anyone want to volunteer?

Any questions / comments ?

11

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## **Annex D: Boiler Registrar's Report**

My report is very mundane compared to the ones from the rest of the committee.

It consists of repeating to you what was basically said last year. Thank you for keeping the Federation, and myself, updated with your pink slips. I have had a few this year going back to when they were first introduced in 2012 and years in between! They are normally found, when a new boiler inspector takes over the job, tucked away in the back of a cupboard or in the bottom of a file box! Do not feel that because they are old they should be binned. They still hold useful information to be put onto our data base. I have had a few enquiries this year asking if I can trace an engine. Normally I can but it all relies on the information I receive from your clubs being complete and up to date. I have currently on file 5,240.

The distribution of the Federations publications is still in my hands. The lack of an order form on our web site is my fault and for that I apologise. I have not got my act together to tell our IT manger what is require. It will happen so, if you do require anything, please contact me direct. Some clubs appear to be having trouble in getting in touch with me and have lost my contact details and go to other committee members for this information. May I take this opportunity to remind you all that my contact details, as well as the rest of the committee's, are on the S Federation web site as well as in the S Federation newsletter. If you leave a message with me on the phone or computer requesting cert books etc. I will get back to you as quickly as possible, providing you leave your details. Please remember I cannot guarantee to fulfil last minute requests for books, because you are doing a boiler test next weekend. This therefore might cause the cancellation of that test session due to postal or time delays, or getting a cheque authorised. Please check you have sufficient certificates prior to boiler test days.

Keep your pressure up and have a good and safe year.

Thank You

David Mayall

Southern Federation Boiler Registrar

9.3.2020

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## **Annex E: Rallies, Exhibitions and Events in 2016**

### **Exhibitions**

With the demise of the Bristol and ME Shows, there are now only three major exhibitions this year.

The first, which has already taken place, was LMEE at Alexandra Palace (AP), on 17th to 19th January. We were there, and as has become the practice our major exhibit was the winner of the Australian Association of Live Steamers (AALS) Award, of which more later.

The remaining two are NMEME at Doncaster, 8<sup>th</sup> to 10<sup>th</sup> May, and MMEE at the Warwickshire Exhibition Centre on 15<sup>th</sup> to 18<sup>th</sup> October. The Federation will be supporting these events. As usual a number of Committee Members will man the stand during this event, giving the opportunity of discussing informally (or formally) topics which are exercising the Membership.

Some documentation will be available, but by pre-ordering for collection societies can save on postage costs.

A word with regard to our Stewards. Their support is much valued, and enables us to maintain and further propagate our value to the hobby. Again, a vote of thanks to those stalwarts.

### **Federation Rally**

The Federation Rally was hosted in 2019 by the Maidstone Society, who were celebrating their 90<sup>th</sup> Anniversary. As usual for Maidstone, it was an excellent day, and their hospitality was superb. (It is worth noting that they will be hosting IMLEC later this year).

The winner of the AALS Award was Les Pritchard, with his fine L & Y Aspinall A Class 0-6-0. As before, Mike Chrisp co-ordinates and leads this activity, for which thanks.

The Reading Society will host this year's Rally on 26<sup>th</sup> September, and we have met with their Trustees for a detailed Q&A session. The meeting was most useful and we look forward to another good day.

We would encourage societies to consider hosting this event in future. Please contact me direct, or any Committee Member. We would be delighted to discuss the implications with them in confidence, and without any commitment on their part at this stage.

### **AGM Venues**

The Federation strategy for the choice of venue for the AGMs is a cycle of North/Central/South, two of these being Societies and the third an "attraction" (although these tend to come with higher costs). This suggested an "attraction" for 2020 and resulted in our being here today.

For **2021**, this strategy suggests that a club should be the venue. As with the Rally if you would like to consider hosting an AGM contact us. Again, in confidence and with no commitment at this stage.

### **Recruitment of New Committee Members/Long Term Strategy**

You have just participated in a workshop to consider/define future strategy for your Federation. The detailed analysis will be published later, and it is not for me to comment here. However, one thing that must be faced is that volunteers will almost certainly be required to implement the results, so I will add my appeal to consider if you can help. You would not necessarily need to become a Committee Member to help if you have a specific expertise that can be utilised. Please contact any Committee member if you wish to discuss the matter further.

I R Hurst,

Issue 1

10<sup>th</sup> March 2020.