Southeast Communities Rail Partnership CIC

Minutes of 71st Meeting of the Board of Southeast Communities Rail Partnership CIC Held on Mon 11th Dec 2023 at Lewes Town Hall

1.**Present**: Tim Barkley Chair, Kevin Boorman, Tim Sparrow, James Abbott, Trevor Field, Fiona Morton, Paul Goddard

2. **Apologies**- Cllr Bob Lanzer, Philip Ayers, Mike Goodman

3. **Notes of previous meeting** of 25th Sept 2023 were accepted.

4. **Matters arising**. The updated annual accounts 2022-2023 were circulated.

5. **Chief Executive report.**
The Board thanked Fiona for her report and noted progress.
The board accepted the CEOs recommendations in relation to staffing matters.

6, **Finance**.
6.1 Budget Principles. The Board thanked Philip and the team for their input and noted this report.

6.2 Management Accounts 2023/2024. The expected loss has been mitigated by the second instalment of Cross Country core funding payment. SCRP now on course to maintain a small surplus. The report was noted.

6.3 Fundraising and Grants update.

Funds have progressed for Battle and Bishopstone community rooms.

A Town Explores a Book at St Leonard's Warrior Square, two grants obtained. Event planned for Easter. Kevin is mentoring this project.

Integrated Sustainable Transport Fund (CRN). A further two bids have been successful – Bike Marking Crime prevention Project and Try a Train and a Reading Bus with Optalis

Outstanding: Ccif applications to Your Station Your Community & SWR Ccif. Both Education based, Motability Fund (CRN group application)

The teams hard work in putting these bids together at short notice was appreciated by the Board. Report was noted.

7. Governance/Projects

7.1 Strategic and Management Risk. Comments from Mike Goodman were circulated. Board remained concerned about the financial risks associated with level funding. It was agreed that Risk 1 should be red but to show the mitigation measures, with the red colour it should indicated if the risk was reduced from 20 (very high) to 16 (high) for example.

Action: Fiona, Tim B & Mike to add numerical values to inherent risk and residual risk levels.

Updates were noted.

7.2 Strategic and Management Risk Mitigation Measures

The Board approved the following delegation/authorities below:

1.CEO & Deputy CEO & Finance Director to submit project funding bids, Risk 1
2.CEO to recruit staff to vacancies within the approved structure of the SCRP. Risk 3
3.CEO to make overtime payments to staff where these can be managed within the approved SCRP budget. Risk 3

7.3 Marketing & Communications Update. Board noted the update and approved the following actions:

1. Paul and Kevin continue to provide marketing and communications support to SCRP staff.
2. The development of interactive maps requires specialist designers. It is recommended that we continue to source a designer and to get quotes to carry out the work. (there is no budget for this at present)

3. Paul and Andy continue to develop working relationship with GTR while also looking at relationships with other TOCs.

7.4 Business Plan Review.. There are so many uncertainties at present it will not be possible to draft a fully costed plan. SCRP remains committed to filling in some of the "gaps" in community rail provision, and we need to adjust to take in the change from commuting to leisure travel.

   Action: Tim S to update the plan for the next Board meeting.

7.5 TFSE. State of the Region Report has been circulated to Directors. The recommendations should flow into ESCC Local Transport Plan 4 which is currently out for consultation.

7.6 Review of SCRP Policies. Ongoing. Action: Fiona to update staff contracts to reflect Andy's role as Senior Line Officer.

8. **Updates from Directors**.

Battle Station Masters House. James reported opening ceremony will take place on 23rd Feb. Huw Merriman MP & Rail Minister, Steve White CEO of Southeastern, Lord Sir Peter Hendy and Battle Town Council will be the star guests. Kevin and Paul are co-ordinating the communications strategy.

FOBS hosted visit from Farnborough North Residents Association .

Southwick Station Community Garden no group ready to take on lease as yet.

ESCC Local Transport Plan is out for consultation. Action: Fiona to collate views and reply on behalf of SCRP.

Kevin Boorman reminded everyone that he has now retired from Hastings Borough Council. Attended CRN conference. Felt it would have been better if it was better structured.

Tim B. Business Plan meeting with GTR went well. GTR drop in events was a good opportunity for networking.

SWR Community Rail Conference was well attended with a platform for community rail officers to showcase their work.

CRN. Useful discission with Jools Townsend re core funding. Invited Dan Coles to visit soon. He has been invited to opening of Battle Station Master's House in Feb.

9**. Forward Programme for SCRP CIC***.*

> 31st Jan 2024 Board & SAB
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> 18th April 2024 Board Lewes office
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> 17th July 2024 Board and SAB (Venues to be confirmed)
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> 7th October 2024 Board and AGM Lewes Office
>
> 21st January 2025 Board and SAB (Venues to be confirmed)

11. **AOB Election** of Director Paul Goddard

Proposed by Tim Sparrow

Seconded by James Abbott.

The Board thanked Paul for all his hard work on the Uckfield- East Grinstead & Oxted Line and welcomed him to the Board.

Actions: Trevor to contact companies House, Fiona to update the website.

Next meeting 31st Jan 10 30 Board Meeting in Lewes Office Lunch provided followed by SAB at County Hall St Annes Cres Lewes