Friends Board meeting 10.07.26. Online

Decisions, Actions and key discussions

In attendance.	Allison Cosgrove (AC) Chair
	Damian Smith (DS) Treasurer
	Jill Tiernan (JTi)
	Iain Gould (IG)
	Chris Gee (GC),
	Richard Morris (RM)
	James O'Ryan (JO'R) Secretary
Apologies	Jon Tomlinson (JTo)
	Mark Chung (MC)
	Pete Myers (PM)

Also in attendance, Trevor Huntington (TS) Health and Safety

1. Conflicts. DT is now a board member for the Property Co

2. Minutes of 13.03.26 agreed. Actions review.

2.1) TH has compiled the H&S report and will share with the board. Closed.

2.2) JOR has arranged the H&S meeting today. Closed

2.3) Action DS to share form for conflicts of interest to inform a standing register. JOR has this to circulate to the Board.

2.4) Note to DevCO that all future coaches must drop off and pick up at the Sidings, due to safely concerns. AC will progress with PM

2.5) Request that Northern prohibit coaches accessing the station carpark due to safety concerns associated with the lack of space. AC will progress.

3. Matters arising; A discussion took place on RM's paper on' Friends what we are' and how this now fits in with John Tomlinson's paper on the future direction for Friends. The objects within the articles stand. There was also a short discussion with on collaboration and some of the differences with the Development Company. The discussion then moved on to scheduling and train capacity and some of the challenges there.

4. Discussion took place on unit 8M and the costs and facilities thereof. There had been a request from the landlord for an annual rent. This was felt to be excessive, and the board asked DS to enter the inter negotiations with the landlord with authority to agree costs within limits.

5. Health and safety. TH talked through the policy and approach. He discussed his paper which was agreed as a practical approach. The need for volunteers to understand what the approach of Friends in an easily digestible format was acknowledged. Friends is not an employer.

JTi, as Volunteers Director, will work with TH on a new way forward, based upon the paper. Friends must be able to comply with its own policy and for that policy to recognise the risk to volunteers and the public relating to Friends activities. Some specific risk assessments will be necessary, as will a risk assessment for friends at general activities. There needs to be a culture of safety and a policy that will allow us to adhere to our obligations, the law and to enable compliance check as well as being proportionate.

The board complemented TH on his work to date. Action. TH and JTi to draw up a short H&S paper for volunteers to understand.

6. AC LED a discussion on notes of appreciation, and how to acknowledge members who have died. After the discussion, the board agreed that it would be appropriate for an entry on the website. RM will talk to Chris Wooff about how we might achieve this. There was also a short discussion on how the board might update members on board activity. it was agreed that a short section twice a year in Friends on Track would be a good way to achieve this JOR and AC will work together.

7. DS Led a discussion on the operations of the Property Company as he has recently become a board member. Further collaboration across the LSCA is the direction of travel. There have been some recent changes to the to the personnel and the board of the Property Company, which is expanding having previously had only three members. Discussion took place on how the buildings across the lSCA are maintained. The leases are in various stages of their life cycles. An assessment of the situation is underway.

8. JOR spoke about data management and the collaboration within the LSCA. The data management structure is being set up using the trust's SharePoint capability. In order to ensure that we handle data properly all our e-mail communication and data management must migrate to the organisation e-mail and data management capabilities. It was suggested that a project paper and trading need analysis were necessary.

9. AC noted that she has requested Don Jary to join the Friends board. This was acknowledged as a positive move.

10. The meeting closed at 11:45.

Actions

1) JOR to share form for conflicts of interest, to inform a standing register with the Board.

2) Note to DevCO that all future coaches must drop off and pick up at the Sidings, due to safely concerns. AC will progress with PM

3) Request that Northern prohibit coaches accessing the station carpark due to safety concerns associated with the lack of space. AC will progress.

4) DS to enter into negotiations with the landlord of unit 8M on future costs.

5) TH and JTi to draw up a short paper on Health and Safety for volunteers to understand and to begin to develop the necessary risk assessments.

6) RM to talk to Chris Wooff about notes of appreciation appearing on Friends website.

7) JOR to arrange for Board meeting minutes to be published on the Friends website via Chris Wooff.

8 JOR and AC to draw up a six-monthly update from the board, to appear in Friends on track.

Decisions.

1) Notes of appreciation will be placed upon the Friends website following the death of a member.

James O'Ryan

Secretary

13 July 2026