

MERMS Decision and Actions Log

Terminology:

- Complete means the action agreed has been completed.
- Closed means that the action has been reviewed and the action is no longer relevant.
- Cancelled means the item for which there had been an action has been cancelled.
- Ongoing identifies an action that needs review at each Management meeting until it has been completed.

Date	Decisions	Actions	Results
13 May 2020 Management Zoom Meeting	<ol style="list-style-type: none"> 1. Foot fall only in the Park at least until the end of August, during this time the toilets and Buildings will be closed. No vehicles at the Railway. 2. There will be No Events until September 3. 2 people at a time can do general maintenance only at the Woodland Railway keeping the 2m rule 4. Public running of trains probably not likely until next year. 5. Halloween and Christmas Fayre will be the earliest possibility for Public being allowed into the Saw Mill or on the Railway, also the only time MERMS can expect any revenue. 		All complete.

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13 July 2020 EGM	<ol style="list-style-type: none"> 1. The New Constitution was approved 		Published
13 July 2020 AGM	<ol style="list-style-type: none"> 1. All reports were accepted. 2. The Belvedere Room has been booked between 25th March to 31st April to hold our Exhibition next year. 3. Existing officers were re-elected. 		Members advised.
14 October 2020 Management Zoom Meeting	<ol style="list-style-type: none"> 1. A call for a replacement H&S advisor will be issued 2. A process has been identified for passenger carrying during COVID on the GWR. 3. An operating process for the new Sawmill access is needed along with a subsequent risk assessment. 	<ol style="list-style-type: none"> 1. To be included in October Newsletter 2. Awaiting suitable time for implementation. Park to be advised and Risk assessment updated. 3. Fiona Takara to action . 	<ol style="list-style-type: none"> 1. Complete 2. Process to be published in members section of website. 3. Process and RA to be published in members section of website

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5 November 2020 Management Zoom Meeting	<ol style="list-style-type: none"> 1. Member subscription for 2021 shall be increase to £30 and members will be invited to pay an advanced amount to cover 5 years subscriptions. Any subsequent raise in rates would not be applied to advance payments. 2. In the event that the Barrow Centre evening shopping planned for 3-5/12 takes place MERMS will have a sales stall. 3. In accordance with Government guidelines work parties will be suspended until 2/12. Bryan will ensure periodic visits to the GWR . 	Information to be included in November Newsletter.	1.Complete 7/4
10 March 2021	<ol style="list-style-type: none"> 1. Member subscription for 2021 shall increase to £30 and members will be invited to pay an advanced amount to cover 5 years subscriptions. Any subsequent rise in rates would not be applied to advance payments. 2. Andrew will contact the insurance company to negotiate our 21/22 season operations policy costs. 3. We need to budget during coming years for the repayment of the loan from the Friends of `Mt Edgcumbe 4. We need to include in our calendar the Classic Car event of 29 August 2021 5. Mt Edgcumbe Park do not anticipate any Park events before September 2021 but are happy that we should reopen the GWR within Government Guidelines on 4 July 2021. 6. The Sawmill will target completion of the Foyer to be operational by 4 July. 7. Work parties will recommence after 12 April with a maximum of 6 people. 8. The MERMS Management Group with Meet in the GWR on 15 April at 1000 9. A Members Meeting in the GWR will be arranged for 23/5 at 1100. 10. Next Management Zoom Meeting is on 7 April at 1830 	<ol style="list-style-type: none"> 1. Information to go out from Membership Secretary 2. Andrew Scott 3. When funds allow start repayments. 4. Include Classic Car Rally in our event planning 5. Arrange planning to facilitate a 4 July opening event. 6. Fiona to coordinate necessary arrangements. 7. Advise Members 8. None 9. Advise Members 10. Advise Management Group of Zoom link 	<ol style="list-style-type: none"> 1. Complete 7/4 2. Complete 7/4 3. Repayment will start when the account has £1000 surplus 4. Included 5. Complete 6. Complete 7. Complete 7/4 8. Cancelled 7/4 9. Complete 7/4

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7 April 2021	<ol style="list-style-type: none"> 1. Current funds stand at £1900. The Garden Railway has been allocated £500. 2. Park to be contacted concerning Sawmill working and Park events. 3. Cost of update to Sawmill viewing area to be identified. 4. All steam Locomotives must have current certification before July 4th opening. 5. Update operating logging requirements in preparation for restart on 4 July 2021. 6. GWR work parties start on 12/4/2021 and continue on Monday and Thursday each week. 7. An attendance log is to be kept for all for parties. 8. Coffee morning for 21/8/2021 confirmed and booked a Kingsand. 9. AGM date to be arranged following 4 July opening. Date to be confirmed. 10. Next Zoom Meeting - 5 May 2021 1830 	<ol style="list-style-type: none"> 1. 2. Email contact 3. Fiona Takara for next meeting. 4. Bryan Luxford 5. Bryan Luxford & Peter Field 6. Monday Work Party - Bryan Luxford. Thursday work party - Andrew Scott. 7. Bryan Luxford 	<ol style="list-style-type: none"> 1. No Action 2. Completed 8/4/21 3. 5/5 - Provided and will be discussed 4. 5/5 - Arrangements in place. 5. 5/5 - Being prepared. 6. 5/5 - Arranged. 7. 5/5 - Applied. 8. No action 9. 5/5 - Provisionally 27/10 10. 5/5 - Date of 2 June 1700 agreed.

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5 May 2021	<ol style="list-style-type: none"> 1. Decision and Action Log reviewed. 2. Asset Register. 3. Sawmill development budget. 4. GWR Platform extension. 5. GWR Documented processes for restart 6. Stall to be booked for toy sale at 1 August event. 7. Funds stand at £1000 after commitments to the station extension and Garden Railway. 8. Next Meeting. 	<ol style="list-style-type: none"> 1. All actions brought up to date. 2. Initial draft for review 3. Proposal received from Jeff Dutt. 4. Cost proposal reviewed and £400 allocated 5. Contact St Edgcumbe Hospice 6. Andrew Scott 7. Information only 8. 2 June 1700 on Zoom 	<ol style="list-style-type: none"> 1. Ongoing- and will be distributed to all members. 2. Fiona Takara to add Sawmill assets and then submit for further review. Asset values to be reviewed. 3. Fiona and Andrew to review and revise. 4. Peter Field to arrange supplies. 5. Ongoing - Bryan Luxford to coordinate and discuss with appropriate members. 6. Confirm Booking 7. None 8. NST to send zoom link
2 June 2021	<p>Actions outstanding from previous meeting:</p> <ol style="list-style-type: none"> 2. Asset Register. 3. Sawmill development budget. 4. GWR Platform Extension 5. GWR Documented processes for restart. 6. Stall booking. <p>Bryan provided an update from the Policy Group and their contribution to arrangements for the restart on 4/7.</p> <p>Next meeting will be held after the work party on 24/6 to finalise restart arrangements.</p>	<ol style="list-style-type: none"> 2. Update in progress. 3. Revision in progress. 4. Scheduled for 4/6 work party. 5. Drafts available for review and update. 6. Confirmed and paid for. 	<ol style="list-style-type: none"> 4. Platform Extension 80% completed on 4/6

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20 July 2021	<p>Actions outstanding: 2 Asset Register. 3 Sawmill development budget. 4 GWR Platform extension. 5 GWR Docs. for restart. 6 Stall booking. 7 Restart on 4/7 postponed.</p> <p>A brief zoom will be held on 3 August at 1830 to review new opening date.</p>	<p>2. Update in progress. 3. Fiona & John to Action. 4. 90% complete. 5. Docs. produced ready to be implemented and a date required to explain format to members. 6. Event postponed but booking and deposit kept for next years event. 7. 25/6 date postponed and decision to open deferred to next meeting.</p>	

Date	Decisions	Actions	Results
<p>AGM - 27 October 2021</p> <p>Held at St Annes Hessenford</p> <p>8 members in attendance and 4 via zoom. Apologies from 5.</p>	<p>Decisions recorded:</p> <ol style="list-style-type: none"> 1. The sad loss of Chairman John Pape, a founder member. 2. N Sylvester-Thorne election as new Chairman. 3. Lady Megan Edgcumbe confirmed as The new Patron.T 4. Placement of of plaque dedicating the exhibition as the Join Pape Sawmill Exhibition. 5. Acceptance of the Financial and Chairman's reports. 6. Officers Andrew Scott, Peter Field and Bryan Luxford to continue in their existing posts. 7. Agreement to accept Peco's offer of layouts for Saw Mill. 8. Carolyn Pape to be offered an Honorary membership. 9. Coffee mornings have been arranged for 19th March & 20th August. 10. Outline planning for participation in the Mt Edgcumbe Christmas Fayre. 	<p>.</p> <ol style="list-style-type: none"> 1. MERMS attendance at the funeral. 2. Membership advised. 3. Membership advised. 4. Membership advised. 5. None 6. None 7. Appropriate arrangements with Peco. 8. Proposal to be sent. 9. Added to Calendar of events. 10. Planning to be confirmed 	
<p>AGM 25 October 2022</p>	<p>Decisions recorded:</p> <ol style="list-style-type: none"> 1. All existing officers confirmed as remaining in post. 2. Acceptance of the Financial and Chairman's reports. 3. The autonomous card payment device will be located in the Sawmill to accept payments 	<p>Items 1 & 2 communicated to the membership via circulation of the AGM Notes.</p>	