



LONDON BUS MUSEUM
A LIVING HERITAGE

ANNUAL GENERAL MEETING OF THE LONDON BUS PRESERVATION TRUST LIMITED

SATURDAY 13TH JULY 2019 AT 2PM

Trustees' departmental reports.

SECRETARY

In the year since the previous AGM on 7th July 2018, there have been 6 meetings of the Board of LBPT Ltd (otherwise known as the Council of Management) 2 meetings of the Board of the trading company London Bus Museum Ltd; 6 meetings of the Events Committee; and 5 meetings of the Joint Management Committee with Brooklands Museum Trust.

Confirmation Statements and accounts have been submitted to Companies House for LBPT Ltd ("The Trust"), London Bus Museum Ltd (the trading company, aka "The Shop") and London Bus Preservation & Repair Ltd (which holds the Trust's Trade Plates and undertakes maintenance and repair for vehicles not owned by the Trust), and an annual return has been made to the Charity Commission for LBPT Ltd. Resignation of one Trustee and the co-option of two Trustees have been notified to Companies House, the Charity Commission and the Traffic Commissioner. The resignation of two directors and the Company Secretary of LBML were reported to Companies House, together with the appointment of a replacement Company Secretary.

The Trust's Data Protection Policy and Privacy Statement seem to have settled in well, and insurance has been arranged to protect the Trust in the event of liability under the GDPR Regulations 2018. I am grateful to Robin Warne for his continued administration of insurance matters, including changes to the fleet insurance to ensure that vehicles moving within the museum and around the site, not otherwise covered for road insurance, are insured to take into account a European Court of Justice ruling that offroad vehicles must have third party insurance.

A team from Walton Fire Station visited the museum in October 2018 and made a verbal report at the time. Subsequently, the Trust engaged EFL Fire & Security Ltd to provide a Fire Risk Assessment to replace the one previously in force. Health & Safety Committee have used this to ensure that LBM complies with the latest requirements.

The final outcome of the joint project with LTM in 2017-8 has been the popular exhibit in the Modern Hall displaying the history of moquette upholstery, using examples from the vehicles in the collection. For the "On the Buses" summer event, a guide to the entire collection was produced, containing details and photographs of all the Trust's vehicles, including those on loan. Currently, the loaned collection includes 738J, 4RF4 MLL740, RTs 349I and 4779, trolleybus 1812, and whichever of Tilling TS3A or S454 is available to us at any one time. In addition, RML2760 will return after its refurbishment.

It is likely that a report will have to be submitted to Arts Council England for re-accreditation by April 2021. A fundraising team was authorised by CoM in October 2018, to be led initially by Simon Douglas Lane. With the Andrews Trustees, the Trust continues to look at ways of economically maintaining at least one horsebus in working order to provide rides for the public, with the eventual possibility of at least cosmetic refurbishment of the others to more original condition. In the meantime, Tony Drewitt has provided another horsebus for use on event days.

It was decided following the 2018 AGM that it would be easier for members if Trustees' Reports were available in the members' area of the website prior to each AGM. This has been trialled for 2019, and feedback would be welcome. It is hoped that it will enable the AGM to be shorter, and that members will have the opportunity to prepare questions about the reports beforehand.

Following the resignation on medical advice of Peter Larkham as Secretary after nearly 8 years, he has worked with his successor to try to make the transition as seamless as possible. This has been helped by the transfer, with the help of Giffard Hazle, of secretarial files and recent archive to the museum server, allowing privileged remote access, and also conforming to the Trust's security policy under GDPR.

It remains as usual to thank Rod Lucas and Ian Jackson for the PA system and recording of the meeting; BMT for once again making accommodation available for the AGM and to Creative Events for their arrangement of the room.

Peter Brown (from 27.3.19) and Peter Larkham (to 27.3.19)

MARKETING

I have a dual role as Marketing Director, publicising and promoting the Museum as well as being Event Manager for home events. The roles cross most of the time.

LBM EVENTS HIGHLIGHTS:

TRANSPORTFEST 2018 – THE LEYLAND STORY (21.10.18)

- 1822 visitors; over 50 vehicles on display; 2 Horse Buses running together; bookable Bus Tours to Ripley, Esher, Walton Bridge and Hampton Court; roving taxi (we are members of the London Vintage Taxi Association); Collection of vintage Leyland Trojan cars; Traders' and LBM Market; LBM Workshop Tours; Children's attractions; Exhibitions curated by LBM, the Leyland Society, Hawker Group, Trojan Museum Trust and the Trojan Owners Club; A bus company's team photograph – two rows of uniformed workers and three buses behind them

SPRING GATHERING 2019 (07.04.19)

- 2993 visitors; over 120 vehicles on display or in service; 11 vintage taxis in a separate display in Motoring Village; 6 bookable Bus Tours to Chobham, Esher, Hampton Station and Laleham; LBM Workshop Tours; exhibition centring on RTs and RFs, curated by LBM; 49 traders on 61 pitches beside LBM shops; over 80 LBM volunteers on the day and dozens in the previous weeks and even months; One vehicle owner chuffed that the preservation work on his vehicle, far from finished, was selected to be displayed in the Paddock

LBM PUBLICITY & PROMOTION

- Bright red gazebo, with display table and tablecloth purchased and used at LBM events and external events at which LBM has a presence; A1 vinyl posters displayed in free standing clipboard frames; 15000 copies of LBM's Three Event Flyers distributed throughout the year; 2500 A5 "On the Buses" leaflets distributed; Press Releases circulated to broadcast and print media in South East issued prior to all LBM events, BBC Surrey responding with item on forthcoming "On the Buses" event; advertisements for LBM events placed in "Buses", "Bus & Coach Preservation" and "Woking News & Mail"; guide to LBM appeared in "Visit Guildford" and "Events in Guildford & Surrey in June 2019"; articles relating to LBM appeared in "The Sunday Telegraph", "Coach & Bus Week", "Your Elmbridge" and "Classic Cars"

One further role I take on is that of Duty Manager at LBM on Mondays.

Deryck Fill

EDUCATION

Visits of schools and families to the Museum

- About 15,000 children and young people visit the museum each year and the good news is that many of the children in school groups come again with their parents. The school groups are mainly from Years 1 and 2 and they tend to come during the lunch hour due to the scheduling of the Brooklands Museum. We are not always able to give these groups our best attention at lunch times when the number of stewards on duty is small, but the stewards do their best.
- We were visited by a group of young people aged 16 and 17 in July 2018 sent by the National Citizen Service under the title of “Challenge”. This group set up QRs for us and helped get a Billy the Bus game going for us. There has not been a “Challenge” group for 2019 but we are hopeful of receiving one for 2020.
- Free activity games for children (e.g find the Minions, Billy the Bus and Christmas and Easter hunts) are proving to be very popular and the children love receiving free badges as a prize. They also like to receive old style bus tickets and see the old £sd money on display.
- Curatorial section and Bob have set up a box with tickets and memorabilia which stewards can use to teach visitors especially children.
- The Children’s’ Corner is very popular among visitors and has expanded to include a play table with a double-sided road map and many model buses and cars for children to play with. There are also children’s’ books for children to read, a bus jigsaw and pictures to colour. The attraction has to be moveable due to our need to move vehicles from time to time.
- We had considered acquiring an Education Bus and also extending the mezzanine floor to have a fixed Education area, but these are not proceeding at the moment due to a lack of volunteers to man them each day.

Visits to Schools

- Simon Douglas Lane and Bob Bailey take a bus out to schools about 4 times a year and this is well received as part of student learning about transport. We would like to do more trips out. Are there any extra bus drivers and volunteers who can talk to the students so that we can do more trips? If so, Bob will encourage more schools to receive us.
- A risk assessment has been drawn up for visits to schools and for children visiting the museum.

Outside talks

- Paul Raven-Hill heads this up and he is helped by other members of the Education Committee from time to time. There is now computer equipment and memorabilia available for this.
- We have done about 4 outside talks during the last year. These raise profile for the Museum.

Work Experience

- Bob is in course of arranging a Work Experience week for a school student. Similar students have been to us before. The challenge is to find them enough interesting things to do but we will master this.

Bob Bailey

FUNDRAISING

This is a brief report on what the current position is on fundraising.

- The Council of Management went through the list of possible projects and all but one has been put on the back burner for the time being.
- T357 is the project for which we will be seeking HLF funding and the file on it is huge!
- The cost of the project is estimated at circa £400,000 and we will be applying for £280,000. The £120,000 gap will have to be funded through subscriber donations, crowdfunding and a major effort for attracting funding at our major events, and publicity around the museum with collection points for donations.
- The rules of engagement have changed since our first application and we have to be on the ball before we even start to apply: public engagement, a firm idea of how the restored vehicle will enhance our collection and be enjoyed by the public is but a small introduction to the challenges we will face.
- To this end COM has agreed to provide me with funds to consult external experts in Lottery applications so that when our bid goes in, it is the best it can be. The collation of the necessary information before we even begin to seek professional help is a major task in itself.
- I attended a day seminar in January on how to apply for grants, I am the LBM representative on the South East Museums Forum and attended a meeting in Eastbourne on 18th June: on the 15th July I am attending an Arts Council seminar in London on what is expected of Museums in the future which will have implications when our full accreditation review begins shortly.
- My thanks to all those who are helping me in this venture!

Simon Douglas Lane

HR

1. Membership

- The total has increased to around 900. Our presence on the Brooklands site has played a significant part in this rise
- The new membership database continues to be in development. My thanks go to Giffard Hazle for his work on this important task and the support of the rest of the team; Mike Dolton, Ian Jackson and Peter Osborn
- Our quarterly magazine continues to offer a high standard of content and presentation. My thanks go to Michael Baker, John Norman, Graham Smith and Dawn Stagg
- The electronic monthly newsletter appears in accordance with the objective of publishing a minimum of ten issues per year. Thanks to Ian Jackson and his contributors
- Members' trips in 2018 were not well attended. A new joint initiative with Brooklands Museum will see a wider variety of trips in 2019/20 being offered to Members and Volunteers. My thanks to Adrian Palmer for his commitment to this initiative
- Some issues have arisen with Standing Order LBPT subscription payments which have not been updated and shortfalls have consequently arisen. I am therefore reviewing our use of this method of payment. Direct Debit payments remain the preferred option
- The annual New Year lunch and members' day both saw 100 members and friends in attendance; record numbers for both events in recent years

2. Volunteering

- Numbers of volunteers offering to work in the workshop, as bus crew and in Curatorial have remained healthy with a trickle of new faces joining the teams. Staffing the retail shop has long been a challenge and it is pleasing that we have been able to appoint new staff to support the MD Gerry Job. The front of house staffing continues to be a source of concern. I am most grateful to our faithful band of stewards who have turned up to work in the climatic extremes of Cobham Hall to ensure the Museum is opened to visitors and that income from that source is protected. It is particularly gratifying that often short notice appeals for help result in our being able to open the Museum. We have come very close to it but we not yet had to close because of lack of staff; my grateful thanks to them all
- We have attended two annual Recruitment Fairs at the invitation of Brooklands Museum to some positive effect. We are fortunate to be able to offer discrete engineering and vehicle restoration which seems to be appreciated by some potential Brooklands volunteers. We are starting to attract existing Brooklands volunteers to help out occasionally in LBM
- Succession planning across the organisation is our biggest Human Resources challenge as there are very few people identified as potential replacements for the present incumbents. The 2021 AGM will see at least half of the Trustees retiring from their roles in accordance with our Memorandum and Articles of Association and UK Charity law; if not before should age and health issues catch up with them. Other management roles are likely to become vacant as we hit the tenth anniversary at the London Bus Museum. We shall therefore need to attract a significant amount of new blood to take on the responsibility of securing the continued presence and success of LBM into the next decade

Steve Edmonds

OPERATIONS

- The Museum is gradually gaining more small displays, some interactive, with the assistance of colleagues from our Curatorial Dept.
- All suitable lighting is being converted to LED as this is more economical and also more friendly to exhibits thus reducing fading etc.
- Emergency signage and lighting is in process of being overhauled.
- Comment from our visitors is encouraging and appreciative.
- The Shop has gained the services of Yvette Gower as the new manager and thanks are recorded to her predecessor Richard Jones who has now retired. Under Yvette the shop website is to be overhauled which should substantially increase our already improving sales.

Gerry Job

ROLLING STOCK

It's been another busy year within the workshops and that does not look set to change.

Our crews of bodywork restorers have worked miracles, delving into little known historic facts and successfully launching RF19 the sightseeing RF in its original form. It returned home from the London to Brighton run with a shield and had the honour of actually transporting the Mayor from Crystal Palace to Brighton. In mid-July it will feature along with RT1 in the City of London's annual Cart Marking Ceremony at the Guildhall.

On Members' Day we launched the canteen trailer even replete with some very realistic fake food. Whilst the environmental health regulations do not permit us to prepare or serve food from the trailer it does give a very realistic impression of just what it was like for bus crews when these units were in service.

Our stalwart Dennis was withdrawn from service after the 2018 Lord Mayors Show and is now in the capable hands of one of our skilled joiners for a total refurbishment of the body. Mechanically the only major item needing attention is the radiator which is set for a rebuild in September.

Outside under the public gaze NS 174 continues to move forward with the hand railing now complete and the joiners commencing to make the seating. Meanwhile those on the finishing side have fabricated the front mudguard support brackets and mudguards installed.

Just three days before the end of May T448 rebuilt by Ian Barrett from the bulkhead forward from what seemed to tin lace arrived on a Stathams trailer to be the next major rebuild project. Looking from the nearside front one might think it's nearly finished!

There has certainly been no shortage of works being undertaken in the Mechanical bays. As well as continuous inspections and servicing the dirty hand gangs have rebuilt from scratch a new engine for RF395, fitted a new more modern Hardy Spicer propshaft to the Tilling ST, a new radiator for RF226 and a modernised differential to both RF226 and TD95 and have now commenced a rebuild of an AEC 6 cylinder petrol engine.

In the secure engineers' store, an embarrassment since we moved in with great haste, an ex-Army Quartermaster volunteer has transformed it into somewhere you can actually find what you want. After his holiday he yearns to tackle the workshop storage.

For those wondering where RML2760 is lately, this left us to return to Stagecoach London as some 18 years after its last full overhaul it was becoming very care worn and not what either Stagecoach or LBM wanted to present to the public as the very last London Routemaster. After many meetings it is at 3rd June in the Leyton paint shop being returned to its delivery livery. It has already been mechanically checked and after much searching by LBM volunteers it will return with the correct wheels and tyres. It will then travel to Hants & Dorset Trim to finally return as near to possible to the day it first entered service.

Roger Stagg

TREASURER

The abbreviated trustees' report and accounts were circulated to members with the AGM papers, the report describing the background to the trust and its activities. The full documents will be filed with Companies House and the Charity Commission.

The accounts for the year ended 31 December 2018 show the increase in visitor income and event income arising from the new agreement with Brooklands Museum on sharing visitor entry charges. Against this, income from bus operations and donations fell somewhat. Total income was £260,000 compared with £237,000 the previous year.

Operating expenditure reduced slightly from 2017, when it was unusually high due to some expensive repair works at the Museum. Three major capital purchases were CR16, the ADC chassis and the large fans in the Museum. Each were funded partly by specific donations and partly from the surplus for the year.

A part of the vehicle restoration costs incurred in 2018 (in total £38,000, up from £32,000 in 2017) related to commencement of bodywork repairs to T448, funded by a donation made in an earlier year, expenditure which has continued in the early part of this year. As Roger Stagg reports, the bus is now in our workshop; a proportion of the T448 Fund remains available for the completion of the project. Other major expenditure so far this year includes the magnificent repaint of RF19.

The Trust remains in good heart financially, although further work remains to be done to strengthen income sufficiently to permit the employment of paid staff. The budget for the current year (with no paid staff) shows a break-even position before depreciation.

Peter Osborn

Motions to be put to members:

- To adopt the accounts for 2018
- To reappoint John D Kilby & Co as auditors for the coming year.

CURATORIAL

- 1) **Staffing** - Our enthusiastic group of staff, led by Section Manager Ray Thorn, has made much progress during the past year in improving administration and record keeping, with emphasis on recording our collections on the Modes system. Virtually all members have been trained to support that initiative.
- 2) **Accreditation** - In order to meet the challenges that we will face as the time approaches for the review, probably in a year or so, of our present Accredited status, we are seeking independent reviews of our current operations. We have already benefitted from a visit and advice received from the Head of Conservation of Birmingham's Museums Group and are currently planning visits from other independent experts.
- 3) **Museum Displays** - The June "On the Buses" Event has provided the opportunity to review the use of several main floor display areas, as a result of the reduction of the number of vehicles on display. Consequently, new or enhanced displays related to aspects of bus operation in London - staffing, ticketing, advertising and catering, will be developed to give visitors a broader experience. Additional visitor operated displays are under preparation.
- 4) **Involvement in Events** – Several special displays and contributions to programme notes have been prepared during the past year.
- 5) **Donations** - We have continued to receive a wide range of material, some of which has been accepted into our collections, with the rest providing the basis for our significant secondhand sales. Some items, which fall outside our collections policies have been passed to other Accredited Museums. Donors have frequently visited the Museum, allowing us the opportunity to share their memories of transport associations, either their own or their relatives or friends. Two notable donors from the ranks of LBM members were well-known photographer, Alan B Cross who came down from Wigan and presented three significant dumb-iron plates (from LTI, STI and STLI), together with photographs of the buses whilst they still had them attached, and Malcolm Hart, who presented an absolutely superb hand-built 1/16th scale model of ST945. Visitors and members alike will be able to see these exhibits in due course. If any member has any London-bus-related items tucked away in their attic, cellar, garage or den which they (or their loved ones) feel might benefit from a new home, please let Curatorial know!
- 6) **Support for Researchers / Authors** - We enjoy a constant flow of enquiries, either via the Museum website, by letter or by phone. We are generally able to answer or identify a source from which a reply can be obtained.
- 7) **Interaction with Other LBM Sections** - As always, we are pleased with good relationship that we have with our colleagues and would like to take this opportunity to thank them for their support for our activities.
- 8) **Recruitment** - There are still many opportunities for additional volunteers to join our team. We always try and match duties to members' interests and provide friendly and supportive training if necessary. Come and visit us on a Wednesday if you are unsure whether you can help – and we will convince you that you can!

Brian A L Jones

BUS OPERATIONS

As simply a matter of record, the personnel within the current TM department are:

- Bob Ansell – Transport Manager (Operations)
- Alan Eggleton – Transport Manager (Fleet)
- Peter Rodger - Predominantly Crew Allocator but deputises (very readily) for me when I am unavailable.
- Robin Warne - Predominantly oversees all insurance cover issues and vehicle excise matters. He is also a very, almost irreplaceable, source of best-practice legal advice when dealing with road traffic and a variety of other matters.
- Bill Ackroyd - Currently our only Assessor for Driving Assessments of new drivers to LBM and reassessments of existing drivers.
- Rod Lucas - Driver trainer

Hopefully, this list of personnel will increase during the coming year.

As well as continuing the recruiting and training of drivers, I also have some plans for the future regarding ongoing driver performance matters

The Transport Manager (Operations) has set up a Periodic Training Centre under the government's Drivers' Certificate of Professional Competence (DCPC) scheme and undertakes the scheme's training for LBM volunteer drivers, for whom the training is free at source. The qualifications are recognised by The Joint Approvals Unit for Periodic Training (JAUPT), an executive agency of the DVSA. These courses are further sold on to non-volunteer LBM members and members of partner museums or preservation bodies, all at rates which are highly competitive with commercial opposition.

As a result of this, the provision of supplying free courses to our core team of volunteer drivers is currently cost-neutral to LBM.

Bob Ansell