

ANNUAL REPORT 2020-21



PORT DOCK STATION RAILWAY TRUST

FOUNDATION

The Trust was established in 2013 to assume ownership of the collections held by the National Railway Museum as a means of increasing protection of these collections.

TRUSTEES

The Trust continues to be constituted with four trustees -

Peter James Cahalan

Jeremy Richard Browne

Franklin John Hussey

Graham Frank Vincent (retired 1st April 2021)

- The Trust agreed to continue with three Trustees until a suitable replacement could be secured.

CONTACTS

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Jeremy Browne

Trustee

PROCESS

GIFT / LOAN

In accordance with

- A memorandum of understanding between the Trust and the National Railway Museum Inc., and
- The Rules of the National Railway Museum Inc.

defined “Collection Items” of the Museum are to be gifted to the Trust, which in turn will loan them back to the Museum for display and maintenance.

Collection items may consist of more than one element – for example..

- Table ware
- Photographic collections

For practical purposes, this process is being conducted in a number of blocks.

LOAN TERMINATION

A Loan Agreement between the two parties allows for a loan to be terminated with appropriate notice. Such a termination would lead to the Trust having to de-accession the item.

A process has been developed between the two parties for this to be undertaken orderly.

Should the Museum decide, for whatever reason, that an item on loan is no longer required it advises the Trust it wishes to terminate the loan. The Trust will de-accession the item and normally, engage the Museum to sell/dispose of the item on the Trust’s behalf. Transfer to other similar organisations taking precedence over other methods of disposal.

DUE DILIGENCE

The Trustees meet as required and maintain a Plant Ledger of the items gifted to it. A sample on-site audit is conducted annually, checking the existence of selected items and noting the condition and storage conditions of the items.

ADMINISTRATION

TRUST MEETINGS

Due to Covid restrictions, the Trust met 'out of session' on 9 July 2020
The Trust met on 12 October 2020 and 11 January 2021

A meeting was held with the History Trust of SA on 14 April 2021

SAMPLE AUDIT

An Audit was carried out on 10 February 2021. This audit focused on the collections of locomotive number and builders' plates. The audit was excellent.

The opportunity was taken to review archive storage with the museum Curator.

CONTACT WITH THE MUSEUM

The Museum was closed for a number of weeks in accordance with the requirements of the State Government in the battle against the pandemic. However contact was maintained with the Museum Board and Management and in particular the state of the Museum's finances was discussed.

FINANCE

The Trust holds a small cash holding. The balance at 30 June 2021 was \$1167.84

WORST CASE SCENARIO PLANNING

The meeting with the History Trust of SA in April 2021 focused on this issue. A further meeting will develop a more formal position.

ELECTRONIC TRANSFER OF COLLECTION ITEMS

It was agreed that future Deeds of Gift would be in electronic format.

TRUSTEES

Founding Trustee Graham Vincent retired on 1st April 2021. The Trust acknowledges the extensive work done by Graham, in particular with the recording of Trust activities and the initial establishment of documents.

GIFTS / LOANS

There were no new Gifts during the year. Consequently the Plant Ledger is unchanged from 2020.