

# SWANAGE RAILWAY – STATEMENT OF RESPONSIBILITIES

## 1. THE SWANAGE RAILWAY TRUST ('SRT')

- The governing body of The Swanage Railway.
- Registered charity with the Charity Commission and a company limited by guarantee registered at Companies House.
- Holds all voting shares in Swanage Railway Company Ltd. ('SRCL') – operating and trading subsidiary.

Specifically responsible for:

1. Advancing the charitable objectives of The Swanage Railway, i.e. to preserve and restore for the public benefit items of historical, architectural, engineering or scientific value in connection with railways and to advance the education of the public in the history and development of railway transportation, always in accordance with its Memorandum and Articles of Association and Charity and Company Law.
2. Protecting the charitable status, asset base and financial operation of the SRT in accordance with charitable organisation best practice, which in turn requires appropriate attention to its investment in SRCL.
3. Determining and issuing the overall objectives, policies and corporate identity of the Railway in accordance with the above. These to be detailed in the document 'Swanage Railway Policies'.
4. Determining policy and practice with regard to the appearance and layout of stations, other visible infrastructure and facilities, and infrastructure-related features, always in conjunction with SRCL and without impinging on SRCL's safety, operational and financial responsibilities.
5. Undertaking fundraising activities (e.g. appeals, raffles\draws, grant-aid applications) primarily to raise money for capital projects.
6. Making capital investments in its fixed assets, primarily but not exclusively being vintage rolling stock, always in conjunction with SRCL which may be required to carry out any approvals procedures and physical works.
7. Recruiting members to the Trust and volunteers for the Railway (both SRT and SRCL).
8. Providing museum, archive, educational and library facilities.
9. Exercising all rights pertaining to the voting shares held in SRCL, including the appointing of directors.
10. Holding leases with Purbeck District Council and Swanage Town Council.
11. Appointing functional groups and committees – currently:
  - a) Functional Groups – Fundraising, Membership & Volunteers, Asset Management and Locomotive & Rolling Stock Facilities.
  - b) Membership Department (matters relating to SRT membership)
  - c) Project Wareham (reconnection of the Swanage branch line with the national rail network) – joint committee with SRCL.
  - d) Finance Advisory Group – joint committee with SRCL.
  - e) Marketing Committee (matters relating to marketing and promotion) – joint committee with SRCL.

- f) Strategic Planning Team - joint committee with SRCL.
- g) Museum & Education Group.
- h) Purbeck Museum, Mining & Mineral Group (PMMMG).

## 2. THE SWANAGE RAILWAY COMPANY LIMITED

- The operating and trading subsidiary of The Swanage Railway Trust (SRT).
- Registered private limited company at Companies House.

Specifically responsible for:

1. Compliance by all involved parties with all Health and Safety legislation.
2. Compliance with Company Law and all other relevant legislation.
3. Holding Light Railway Orders, Transport & Works Order and all other statutory operational requirements.
4. Holding leases with Dorset County Council in respect of land used for operational purposes.
5. Owning fixed assets required for operation use or operating same under formal operational running agreements.
6. Holding operational running agreements (which are enforceable contracts) with owners of locomotives and other rolling stock (SRT and privately owned)
7. Implementation of all train operations in accordance with statutory requirements laid down by Department of Transport, Office of Rail Regulation (ORR) and Her Majesty's Railway Inspectorate (HMRI).
8. Training and competency assessment of operational and maintenance staff.
9. All liaison with ORR.
10. Placing of liability, accident and other insurance covers as required.
11. Recruitment of paid staff and issuing of formal contracts of employment.
12. Management of all staff – whether paid or volunteer- engaged in all Company activities.
13. Contractual arrangements with all paid staff.
14. Maintenance of locomotives and rolling stock as required under the relevant operational running agreements.
15. Maintenance of all land, buildings, stations, permanent way, signalling and telecommunications systems.
16. All retail and catering facilities.
17. Facilities management, e.g. offices and stations.
18. Trading profitably and covenanting the SRT net surpluses whenever its financial position permits in order to avoid paying Corporation Tax.
19. Running of committees jointly with SRT, namely:
  - a) Project Wareham.
  - b) Finance Advisory Group.
  - c) Strategic Planning Team.
  - d) Marketing Committee.