



The Downs
Light Railway
Trust

Preserving the world's oldest private miniature railway



Annual Report

2015 to 2016

90th Anniversary Year of the Downs Light Railway



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The latest version of this document is available in electronic format at www.DLRTrust.btck.co.uk, where an enquiry can also be made to register for notifications of amendments. No printed copies are available.

Cover Photo. The children, volunteer staff, and operating Trustees of the Downs Light Railway with locomotive James Boyd.



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The Trust

The Downs Light Railway Trust is a charitable organisation that preserves the Downs Light Railway, a private nine and a half inch gauge miniature railway. Situated within the private grounds of The Downs Malvern, the Downs Light Railway has existed since 1925 and now stands to be the world's oldest private miniature railway.

Following a major restoration of the railway during the 1970s, the Trust was formed in 1983 to preserve its historical heritage, while ensuring that it actively maintains its educational role with young children.

The Trustees' Annual Report

The Downs Light Railway's Trustees are pleased to present their Annual Report (TAR) and Accounts for 2011 to 2012, as required by the Charities (Accounts and Reports) Regulations 2008. This report complies with the Charities Act 2011, and follows the Charities Statement of Recommended Practice (SORP).

Report prepared on behalf of the Trustees

Dated: 14 May 2016

Report approved on behalf of the Trustees

Dated: 14/5/16

Charity Contact

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Section 1 - Reference & Administration

Charity Name

Down's Light Railway Trust

Charity Number

513882

Address

Down's Light Railway Trust
C/O The Downs Malvern
Brockhill Road
Colwall
Near Malvern
Worcestershire
WR13 6EY

Telephone: +44 (0) 1684 544100

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Honorary President

Mr G T E Cadbury MA

Trustees

		<i>Operating</i>	<i>Account signatory</i>
Chairman:	Mr T S Nall		✓
Vice-Chairman:	Mr N Dodson BA (Hons)		
Administration:	Mr T E Pennock BEng (Hons), cfs(g), MIET	✓	✓
	Mr C M Fincken		✓
	Mr P M Keef		
	Mr P A Smith	✓	✓



Independent Financial Auditor / Advisor

The Trust does not currently have an Independent Financial Auditor/Advisor.

The Trust's gross income for this financial year did not exceed £25,000. The charity is not required to have its accounts independently examined or audited.

Independent Boiler Inspector / Advisor

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D J Wothers Inspection Services
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South Littleton
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Section 2 - Structure, governance and management

Governing Document

The Down's Light Railway Trust is constituted as a charitable trust, registered with the Charity Commission on the 12 May 1983. It is governed by a deed of trust dated the 10 February 1983.

Structure

The Trust comprises of its Board of Trustees, Honorary Members and Volunteers. The Trustees are responsible for the general control and management of the charity, while its Honorary Members and Volunteers provide support and assistance.

Board of Trustees

The Board consists of no less than three (3), but not exceeding eight (8) Trustees. The Board includes a Chairperson and a Treasurer. In addition to these official posts, the Board includes a correspondent to the Charity Commission, and the sub-group of Operating Trustees who deal with the local day-to-day decisions and running of the Down's Light Railway. The Trustees give their time freely and receive no remuneration or other financial benefits as part of this charity. The Trustees are required to meet at least twice a year for a meeting. All capital expenditure, appointing of personnel and development are made when unanimous agreement of all Trustees has been reached.

Appointing new Trustees

In selecting new Trustees, the Board seeks to identify people by virtue of their stature and skills meeting the needs and interests of the Trust. Potential Trustees are ratified by the Board and, with unanimous agreement, are invited to attend a Trust Meeting where consideration is made with regard to the person's eligibility, personal competence, knowledge and skills. New Trustees are required to sign a memorandum of appointment sealing their acceptance to act as a Trustee.

Induction of new Trustees

Following appointment, new Trustees are introduced to their new role. Copies of the Trust's Deed, minutes to the previous three Trust Meetings, and relevant policy and procedures adopted by the Trust are provided as a minimum.

Honorary Members

From time-to-time Honorary Members are appointed to fulfil the role of Secretary and/or Treasurer. Additionally, retiring Trustees are encouraged to become Honorary Members, this also includes presidential status. Except for the secretarial and treasury duties, if appointed, Honorary Members do not hold the responsibilities and powers of a Trustee.

Appointing of Honorary Members

Appointments are made with unanimous agreement of the Board of Trustees.



Induction of new Honorary Members

Secretaries and Treasurers undergo a handover period with their predecessors. Copies of the Trust's Deed, minutes to the previous three Trust Meetings, and relevant policy and procedures adopted by the Trust are provided as a minimum.

Retiring Trustees do not require any induction.

Volunteers

Volunteers assist the Operating Trustees in the day-to-day operation and support of running the railway where required.

Invitation of Volunteers

Individuals usually approach the Operating Trustee to express their willingness to volunteer their services. These individuals are assessed by the Operating Trustees on a case-by-case basis. If unanimous agreement of the Operating Trustees is reached, Volunteers will be invited to help. Volunteers involved in a supervisory capacity with the Children, will undergo additional scrutiny by The Downs.

Induction of Volunteers

Volunteers are explained the structure of the Trust, and their role, responsibility and limitations as volunteers.

Risk Management

The Trustees have assessed the risks facing the charity, and have drawn up a risk management policy. The management outlines the Trust's strategy, and illustrates a risk matrix to identify the major risks by area of activity, the nature of those risks, the likelihood of the risks happening, and the measures taken to manage them. The Trustees annually review this policy. The Trustees are satisfied that the necessary systems are in place, or arrangements have been made to manage the risks identified.

The Downs Malvern provides the Trustees with the necessary insurance cover. Additionally on behalf of The Downs Malvern, Malvern College carries out Criminal Records Bureau (CRB) checks for all adults working with the children.

Relationship with related parties

The Trust operates in partnership with The Downs Malvern (The Downs Malvern, College Preparatory School, registered charity number 1120616). The Trust's area of activity, people of benefit and asset holding are associated with this organisation.



Section 3 – Objectives and Activities

Summary of Objectives

The Trustees shall ensure the continuance operation and maintenance of the nine and a half inch gauge Down's Light Railway for the purpose of educating young people in mechanical and operational skills, and providing a constructional medium in mechanical, electrical and civil engineering, and workshop practice for general educational purposes.

Summary of Activities

- Maintenance and upkeep of the railway, locomotives, carriages, equipment and buildings.
- Provision of funding for the running of the railway and the Trust's activities.
- Provision of teaching resources for The Down's Malvern to assist with their Saturday morning extra-curricular hobbies, and for other organisations, to educate children in railway engineering and operation.
- Supporting events within The Down's Malvern community (such as open days, Downian Society Day) and within the local village community in support of other charitable organisations, where opportunities exist to further the education of the children.
- Supporting the historical preservation of nine and a half inch gauge miniature railways.



Picture 1 - James Boyd in steam at the Down's for the first time since 2010



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Section 4 – Achievements and Performance

Summary

The reporting year saw James Boyd return to the railway following a four year restoration effort. Five children qualified during the period in steam locomotive operation. Preparation continued from the previous year for the planned earthworks, which were executed during the latter end of the period. Preparations for relaying the track work begun at the end of the period, enabling the children to develop their constructional mediums with the railway affords.

James Boyd Restoration

In May 2015, James Boyd was transported back to the Downs and reunited with its tender. The tender components were stripped down and serviced by the children ready for the inaugural steam trials ahead of the recertification. In June, the independent inspector performed the steam test on the boiler and recommended the locomotive returned to operational service.



Picture 2 - The children confidently hone their driving skills ahead of formal assessment

The locomotive ran for the first time in support of the Downs Malvern's Downian Society Day on 20 June 2015, where three children were successfully passed out and qualified to operate the locomotive for train hauling.

The locomotive formally ran to support the Downs Malvern's open day in October and their Bonfire Night party in the November. In total five children are qualified to operate this locomotive and teach the other children.

Earth Works

By mid-June 2015, the Trust had received £19,800 including tax relief of donations towards the restoration. The Estates Department of Malvern College took responsibility for the project management. In September, following refinements to the statement of work and requotes, the project was given the green light. The Trust committed £21,156 to the overall project. In October 2015, the track work was dismantled and removed from the cuttings. The earth works commenced soon after and completed in December 2015.



Picture 3 - Completed earthworks on the eastside of the tunnel

During the preparation activities for relaying the track work, the site was given time to settle. With some heavy rainfalls, several slips of the unsupported cutting banks and redirection of spring water occurred. At the close of the reporting period, the Trust is awaits rectification works to be completed by Malvern College before the track is re-laid down and through the tunnel.



Picture 4 - The children learning how to cut plastic sleepers

Relaying the Track Work

January 2016 saw the children get back involved with the restoration effort. Raw material consisting of plastic strips and fixings were purchased.

The children across both Saturday morning hobbies rotated around a number of interrelated activities. The track panels that had been submerged in earth and water were fettled by one group of children. The plastic strips were measured, marked and cut to sleeper size by second group of children. Cut sleepers were measured and drilled, then assembled with rail clips and fixings by a third group of children. The previously used fish plates were fettled and cleaned up by a forth group of children.

Once this preparation activity was underway, the sleepers were assembled to the reconditioned track panels.



Picture 5 - Refurbishing fishplates



Picture 6 - Completed sleeper



Picture 7 - Refurbishing track panels

To rebuild the main turnout (points) onto Brock Meadow, two existing track panels were removed from the mainline 14 lb/yrd section in Hoyland Down. To compensate for the missing panels, some lighter 12 lb/yrd section was reused. To complete the cross-over, the new 6 lb/yrd turnout was fitted.

Over a number of weekends, special track joins were welded to bridge between five different track sections. These joins were then fitted by the children. By March 2016, the main element of the Hoyland Down yard was completed and successfully tested.

In readiness for Bonfire Night, the Irish lower-quadrant semaphore was erected. This signal guards Hoyland Down terminus when the railway is in full operation. The signal was dismantled in 2010 and has been a restoration side project for the children since.

The children's involvement in the track work restoration has brought together a number of disciplines, from workshop activities to civil engineering. The children have been able to apply academic skills such as mathematics, history and geology into their railway activities. Everything has been brought together with their team working and leadership development.



Picture 8 - After five years, the Irish lower quadrant semaphore signal is erected after a full refurbishment

Volunteer Support

Throughout the reporting period, the Trust has been supported by five regular volunteers who have provided support to the Saturday morning hobbies and activities that are outside the scope of the children's abilities. Without their support, the railway would not be able to function at the established tempo.

Preservation Activities

During the reporting period, substantial work was carried out to install electricity into the ISO Container. Containers are well renowned for sweating in humid conditions. In order to maintain the preservation of the locomotives it was necessary to install dehumidification.

To support the relaying of the railway, carriage No.7 was brought out of storage for refurbishment. Carriage No.7 was withdrawn in the late 2000s due to a number of faults. This carriage body was completely stripped and re-fabricated. A new set of bogies were fitted.



Picture 9 - Cutting up Carriage No.7



Picture 10 - Carriage No.7 reconstructed



Picture 11 - New track joints take shape



Section 5 – Financial Review

Statement of Financial Activity	01/04/2015	TO	31/03/2016	
	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£	£
Income				
Charitable Donations	1,058.36	6,033.09	7,091.45	14,933.93
Charitable Funding	2,151.30	-	2,151.30	100.00
Claimed Tax Relief	1,187.57	-	1,187.57	2,453.41
Charitable Sales	79.50	-	79.50	-
Total Income	4,476.73	6,033.09	10,509.82	17,487.34
Expenditure				
Equipment and Consumables	135.00	2,033.90	2,168.90	-
Repairs	2,434.09	-	2,434.09	-
Maintenance and Upkeep	900.00	20,256.00	21,156.00	500.64
Statutory Testing / Inspection	160.00	-	160.00	-
Publicity	-	-	-	-
Charity Governance	-	-	-	-
Total Expenditure	3,629.09	22,289.90	25,918.99	500.64
Net movement of funds	847.64	- 16,256.81	- 15,409.17	16,986.70
<i>Reconciliation of funds</i>				
Total funds brought forward	4,566.07	3,000.00	24,552.77	7,566.07
Total Funds carried forward	5,413.71	- 13,256.81	9,143.60	24,552.77



Balance Sheet

01/04/2015

TO

31/03/2016

		Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
		£	£	£	£
Current Assets					
Cash in hand	Note 2	1,789.54	7,340.00	9,129.54	24,538.71
Debtors	Note 3			0.00	1,171.30
Liabilities	Note 4				
Creditors falling due within 12 months				610.12	1,969.42
Total Assets less Liabilities				8,519.42	23,740.59
	Represented by:				
	Unrestricted Funds			1,179.42	20,740.59
	Restricted Funds		Note 5	7,340.00	3,000.00
Total Charity Funds				8,519.42	23,740.59

**Note 1****Accounting policies****Income**

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when: <ol style="list-style-type: none"> 1. The charity becomes entitled to the resources; 2. The Trustees are virtually certain they will receive the resources; and 3. The monetary value can be measured with sufficient reliability.
Incoming resources with related expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Tax repayments on donations and gifts	Incoming resources from tax reclaims are included in the SoFA as tax repayments. The charity submits claims after the end of the financial year for the gifts to which they relate to, and are represented under Debtors section on the balance sheet.
Volunteer help	The value of any volunteer help received is not included in the accounts but is described in the Trustees' Annual Report.

Expenditure and Liabilities

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance costs	Included costs are those incurred as a result of administering the charity in accordance with the statutory requirements of the Charity Commission and constitutional Deed of Trust, providing legal advice to Trustees on governance or constitutional matters.

Assets

Tangible fixed assets	The total value of the charity's tangible fixed assets are not included within the accounts due to the market value annual variations and the level of inaccuracy in calculating depreciation.
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Note 2

Cash in hand	Unrestricted Funds	Restricted Funds	2016	2015
	£	£	£	£
HSBC	1,739.54	7,340.00	9,079.54	24,488.71
Petty Cash	50.00	-	50.00	50.00
			9,129.54	24,538.71



Note 3

Debtors	2016	2015
	£	£
Unpaid Invoices	-	1,171.30
Donations	-	-
Accrued interest	-	-
Accrued unclaimed Gift Aid carried over from previous period	-	-
Accrued unclaimed Gift Aid during current period	0.00	-
	0.00	1,171.30

Note 4

Creditors	2016	2015
	£	£
Sub Account 1 - James Boyd Overhaul	-	1,969.42
Sub Account 2 - School Hobby Operating Budget	604.43	-
Sub Account 3 - Boiler Maintenance Fund	5.69	-
Unpaid Invoices	-	-
	610.12	1,969.42

Note 5

Endowment and Restricted Funds

5.1 Funds held

The charity held the following funds at the year-end:

Fund Name	Purpose and Restrictions
B. Fincken	Single specific new project.
N. Dodson	Track bed restoration.
Boiler Maintenance Fund	Funding for the maintenance and replacement of boilers

5.2 Movement of funds

Fund Name	Balance BF	Incoming	Outgoing	Balance CF
	£	£	£	£
B. Fincken	1,500.00	-	-	1,500.00
N. Dodson	1,500.00	2,033.90	3,533.90	-
Boiler Maintenance Fund	-	5,840.00	-	5,840.00
	3,000.00	2,033.90	3,533.90	7,340.00



Section 6 - Plans for future periods

The next reporting period shall see a large segment of the railway become operational as the restoration effort enters an advanced state. In doing so, the Trust intends to work towards engaging with the wider community in order to expand public benefit and it will continue to meet its charity objectives set out by its Trust Deed for the next reporting period.

Specific activities for the next reporting period will be to:

- Continue the restoration effort through the cutting, tunnel and coppice to reconnect the railway to the track around Brock Meadow. In doing so, furthering the children's education with respect to:
 - (i) Workshop practice
 - (ii) Civil engineering with respect to railway construction
 - (iii) Team working and leadership
- Return Carriage No.2 and Carriage No.7 back into service. In doing so, furthering the children's education with respect to:
 - (i) Workshop practice
 - (ii) Mechanical engineering
- Support the Downs Malvern for their Downian Society Day and any school events. In doing so, furthering the children's education with respect to:
 - (i) Railway operation
 - (ii) Team working and leadership
 - (iii) Charity fundraising
- Pursue the commissioning of a new locomotive boiler for Brock.
- Pursue options for a replacement locomotive to Tim.
- Further engagement with the governing Trustees of the school to support their development plans and opportunities that synergise with the Trust.



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Criminal Records Bureau (CRB)	4	Pennock, Timothy	1
Dodson, Nick	1	Secretary	3
Fincken, Christopher	1	Smith, Peter	1
Honorary Members	3	Treasurer	3
Independent Boiler Inspector / Advisor	See	Trust Deed	3
Wothers, David		Volunteers	4
Insurance Cover	4	Wothers, David	2
Keef, Patrick	1		
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