



The Downs
Light Railway
Trust

Preserving the world's oldest private miniature railway



Annual Report

2013 to 2014



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Cover Photo. Shows the DLR running for the school's bonfire night in November 2013, the first running since the rework effort of Hoyland kicked off in 2011.



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Forward

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: 8 NOV 2014

Report approved on behalf of the Trustees

Dated: 8/11/14.

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Section 1 - Reference & Administration

Charity Name

Downs Light Railway Trust

Charity Number

513882

Address

Downs Light Railway Trust
C/O The Downs Malvern
Brockhill Road
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Worcestershire
WR13 6EY

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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 | | ✓ |
| Administration: | Mr T E Pennock BEng (Hons), cfs(g), MIET | ✓ | ✓ |
| | Mr N Dodson BA (Hons) | | |
| | Mr C M Fincken | | ✓ |
| | Mr P M Keef | | |
| | Mr P A Smith | ✓ | ✓ |



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Section 2 - Structure, governance and management

Governing Document

The Downs 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 Downs 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 Downs 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 Downs Malvern to assist with their Saturday morning extra-curricular hobbies, and for other organisations, to educate children aged between 7-13 years in railway engineering and operation.
- Supporting events within The Downs Malvern community (such as open days, Downian Society Day) and within the local village community in support of other charitable organisations.
- Supporting the historical preservation of nine and a half inch gauge miniature railways.



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Section 4 – Achievements and Performance

Summary

The reporting year has seen some significant advances on the restoration efforts at Hoyland Down and with the charity sustainment. However, all events were overshadowed by the unforeseen removal of the insurance by the school. This unprecedented situation meant that the Trustees had to pause all activities while the insurance cover was reinstated. Other than the external overhaul of James Boyd, the DLR has remained dormant from December 2013 to the end of the reporting period.

Preservation and Educational Activity

The core preservation activity has focused around the continued rework of Hoyland Down and the first running of the railway for over a year.

ISO Container

A number of former pupils within the age group of 16-18 years returned to the railway to complete the welding fabrication of the track sections for the ISO container. The railway hobbies, consisting of pupils within the school, completed the painting of the track sections and the assembly of the track work. Once completed, the locomotives were relocated to secure and more environmentally safe conditions of the ISO container.



Figure 1 – Locomotive and tenders safely stored in their new temporary home.



Figure 2 – The first carriage to arrive in the Hoyland Down station since the rework activity started.

Reconnection of the sheds within the station

Effort has been devoted to completing the track work between the sheds and the station. This activity incorporated a significant amount of ballasting moving to correctly level between the two sections. The main point lever was reinstalled and effort started to rebuild the partially demolished station wall. The children were able to perform a number of tests using carriages, and finally by an end-to-end run using the locomotive Tim.

With the track work between the sheds and the station completed, the main chassis of Brock was able to be relocated from the workshop to the safe environment of the ISO container.

A small team of children completed the repainting the Hoyland Down home signal components ready for reassembly.

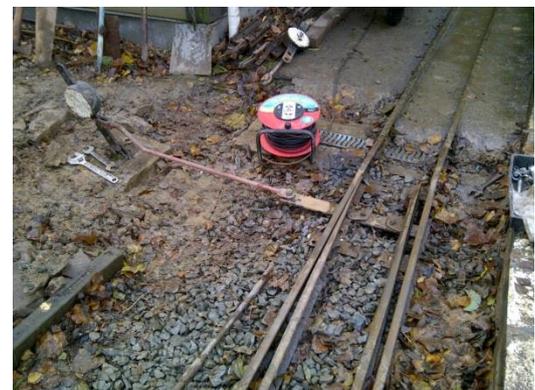


Figure 3 – The point lever is installed.



Bonfire Party

In the November, the railway was opened for passenger rides in support of the school's bonfire night party.

The children were able to run the railway in a passenger carrying role for the first time. Each child had the opportunity to drive, guard and manage the platform throughout the evening.



Figure 4 – First train service runs between the platform and the ISO container for the school's bonfire night.



Figure 5 – The boiler fittings completed ready for inspection and testing.

James Boyd Overhaul

The overhaul for James Boyd has continued with the complete reassembly of the locomotive, less the boiler. The regulator assembly and fittings on the boiler were completed ready for inspection and hydraulic testing by the boiler inspector.

Public Liability Insurance

During development discussions with the governing body of Downs Malvern College Preparatory School (1120616) in December 2013, the Trust was informed that the railway had no insurance. The absence of insurance was brought to light after the Royal Sun and Alliance requested a liability survey in order to reinstate the policies.

Approaching the close of the reporting period, the Trust, the Downs Malvern and Malvern College have collectively worked together to prepare for the liability survey. This preparation included an update to the railway's [Safety Management System](#). The survey was conducted early March 2014, with the operating Trustees, the Downs Malvern and Malvern College. No significant observations were raised. The [Safety Management System](#) was found to be in order, and the concluding report was favourable. A risk control programme was issued by the liability survey team to the School's Bursar at the close of the reporting period. The Trust awaits confirmation that the policies are in place.



Section 5 – Financial Review

| Statement of Financial Activity | 01/04/2013 | TO | 31/03/2014 | |
|--|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| | Unrestricted Funds | Restricted Funds | Total Funds 2014 | Total Funds 2013 |
| | £ | £ | £ | £ |
| Income | | | | |
| Voluntary Donations | - | - | - | 2,000.00 |
| Charitable Funding | 320.00 | - | 320.00 | 860.00 |
| Claimed Tax Relief | - | - | - | - |
| Book Sales | - | - | - | - |
| Purchases | - | - | - | - |
| Total Income | 320.00 | - | 320.00 | 2,860.00 |
| Expenditure | | | | |
| Equipment and Consumables | - | - | - | 5,330.00 |
| Repairs | - | - | - | - |
| Maintenance and Upkeep | - | - | - | - |
| Statutory Testing / Inspection | - | - | - | - |
| Publicity | - | - | - | - |
| Charity Governance | - | - | - | - |
| Total Expenditure | - | - | - | 5,330.00 |
| Net movement of funds | 320.00 | - | 320.00 | - 2,470.00 |
| <i>Reconciliation of funds</i> | | | | |
| Total funds brought forward | 4,246.07 | 3,000.00 | 7,246.07 | 9,716.07 |
| Total Funds carried forward | 4,566.07 | 3,000.00 | 7,566.07 | 7,246.07 |



Balance Sheet

01/04/2013

TO

31/03/2014

| | | Unrestricted Funds | Restricted Funds | Total Funds 2014 | Total Funds 2013 |
|--|--------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| | | £ | £ | £ | £ |
| Current Assets | | | | | |
| Cash in hand | Note 2 | 4,566.07 | 3,000.00 | 7,566.07 | 7,246.07 |
| Debtors | Note 3 | | | 725.00 | 265.00 |
| Liabilities | | | | | |
| | Note 4 | | | | |
| Creditors falling due within 12 months | | | | 985.93 | 807.91 |
| Total Assets less Liabilities | | | | 7,305.14 | 8,318.98 |
| Represented by: | | | | | |
| | | | | 4,305.14 | 5,318.98 |
| | | | | 4,305.14 | 5,318.98 |
| | | | Note 5 | 3,000.00 | 3,000.00 |
| | | | | 3,000.00 | 3,000.00 |
| Total Charity Funds | | | | 7,305.14 | 8,318.98 |



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. |
|------------------------------|--|

| Note 2 | Unrestricted Funds | Restricted Funds | 2014 | 2013 |
|---------------------|---------------------------|-------------------------|-----------------|-----------------|
| Cash in hand | £ | £ | £ | £ |
| HSBC | 4,536.07 | 3,000.00 | 7,536.07 | 7,216.07 |
| Petty Cash | 30.00 | - | 30.00 | 30.00 |
| | | | 7,566.07 | 7,246.07 |

**Note 3****Debtors**

| | 2014 | 2013 |
|---|---------------|---------------|
| | £ | £ |
| Unpaid Invoices | 600.00 | 140.00 |
| Donations | - | - |
| Accrued interest | - | - |
| Accrued Gift Aid carried over from period | 125.00 | 125.00 |
| Accrued Gift Aid during current period | - | - |
| | 725.00 | 265.00 |

Note 4**Creditors**

| | 2014 | 2013 |
|---|---------------|---------------|
| | £ | £ |
| Expansion Account 1 - James Boyd Overhaul | 985.93 | 807.91 |
| | - | - |
| | 985.93 | 807.91 |

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 | Trackbed restoration. |

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 | - | - | 1,500.00 |
| | 3,000.00 | 0.00 | 0.00 | 3,000.00 |



Section 6 - Plans for future periods

The Trust is continues to be faced with some serious infrastructure problems, which are currently outside its control. Nevertheless, 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:

- The completion of overhaul for James Boyd and its return to service.
- Engage the children in the maintenance and repair of the existing assets to further the preservation of the railway, while delivering educational benefit in the various engineering disciplines. Principally this will focus on:
 - 1) Completion of the Hoyland Down terminus rework.
 - 2) Rectification work to the locomotive Brock's chassis.
 - 3) The continuation of overhauling of passenger carriage No.2.
 - 4) The continuation of restoring the Hoyland Down signal, and re-erection of.
- The engagement of the governing Trustees of the school to approve the development and fundraising proposals presented to them.



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| Independent Auditor See Pickard, Chris | Treasurer 3 |
| Independent Boiler Inspector / Advisor See | Trust Deed 3 |
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