

# Annual Report

2009 to 2010



## The Downs Light Railway Trust

Registered Charity No. 513882

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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 College Preparatory, 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.

### This Annual Report

The Downs Light Railway's Trustees are pleased to present their Annual Report for 2009 to 2010, as required by the Charities (Accounts and Reports) Regulations 2008. This report complies with the Charities Act 1993, as amended by the Charities Act 2005, and follows the Charities Statement of Recommended Practice (SORP).

Report prepared on behalf of the Trustees

Dated: 24 April 2010

Annual Report approved on behalf of the Trustees

Dated: 24 April 2010

### Charity Contact

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## Section 1 - Reference & Administration

### Charity Name

The Downs Light Railway Trust

### Charity Number

513882

### Address

The Downs Light Railway Trust  
C/O The Downs Malvern College Preparatory School  
Brockhill Road  
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### Trustees

		<i>Operating</i>	<i>Account signatory</i>
Chairman:	Mr T S Nall		✓
Administration:	Mr T E Pennock BEng (Hons), MIET	✓	✓
	Mr G T E Cadbury MA		
	Mr N Dodson <sup>1</sup> BA (Hons)		
	Mr C M Fincken		✓
	Mr P M Keef		
	Mr P A Smith	✓	✓

### Independent Financial Auditor / Advisor

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<sup>1</sup> Appointed as a Trustee on the 21 November 2009.



### **Independent Boiler Inspector / Advisor**

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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 Trust. 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 personal, 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 by 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 College Preparatory School provides the Trustees with the necessary insurance cover. Additionally, the school 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 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 College Preparatory 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 College Preparatory community (such as open days, Old Downians Day, Commemoration) 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 Downs Light Railway Trust has continued to finance the operation, maintenance and preservation of the Downs Light Railway for the reported period. Throughout the year, 73 Children have directly taken part on the railway as part of The Downs Malvern College Preparatory School's extra-curricular activities. The railway has run for the school's open days, the memorial service for the late J I C Boyd, the school's Merger Celebrations Day, and the Vintage and Veteran Car Club.

### Educational Activity



Figure 1 – The children undertake civil engineering

73 pupils from the school have attended the Trust's Saturday morning hobbies. During these hobbies, the children have learnt the basics of railway operation; such as correctly operating points, manoeuvring carriages safely, lubricating wheel bearings, learning how to guard trains, etcetera. The children have all experienced preparing the locomotives for use and driving both types. Two Children have passed out as qualified drivers on the Steam Locomotives, bringing the current number up to five (5) pupils within the school.

The children have developed their mechanical engineering skills by taking part in the dismantling of the locomotive *Brock* in preparation for its boiler replacement. The children have been involved with carrying out various corrective maintenance tasks on the locomotive *James Boyd*. The Hoyland Down railway signal has been dismantled, fettled, and cleaned in preparation for a repainting. The main areas of work by the children have been the reconstruction and strengthening of the railway embankments, along with the clearing of the railway's storm drains that have caused significant flooding.

### Preservation Activity

The Trust continues to ensure the preservation of the Downs Light Railway. The main part of the reported year has been spent resolving major water problems resulting from the July 2007 major floods. The Trust installed new drains in the field adjacent to Hoyland Down, in an attempt to take a significant amount standing of water from the terminus that overflowed down the railway line. The new drainage was a significant success, taking water from the springs (one of which was found under the turntable pit) away from the railway. The drain under the tunnel, which became blocked, was cleared and the surface water on the track drained.



Figure 2 – Flooding through the Tunnel.

The track bed has consequently been affected with a considerable increase in mud and organic matter within the track ballast. With the degradation of the track fixings, this will be one of the concentrated preservation activities of the Trust for the immediate future.

The Trust continues to look after the Great Northern Atlantic locomotive *George*. Financial provisions have been allocated to commission a new boiler, to replace the existing life-expired boiler for the locomotive *Brock*.



Figure 3 – James Boyd running across the new line.

A new section of the Downs Light Railway was laid in the April to May 2009, following several years of preparation. The new section of track loosely follows a deviated route that was abandoned in 1928. With two additional points to integrate the new section in with the current layout, the trains can run continuously around Brock Meadow. This new dimension to the railway has increased the potential with running community events. The work was carried out by Alan Keef Limited, and commissioned on behalf of the Trust by the Downs School.

### Involvement with the local community

The Downs Light Railway has run for the School on various occasions. Trains have been made available to support Open Days, the Old Downians Day, and the School's Guy Fawkes Fireworks evening. With the merging of the Downs School and Malvern College Preparatory, the railway ran with all four locomotives for the ceremony.

The Trust was saddened to lose a most prominent and significant Trustee – J I C Boyd. A memorial service was held in the Colwall Village, and the railway ran following the service.

During the summer, the Vintage and Veteran Car Club held an event at the school on Brock Meadow. The Downs Light Railway was asked to run for the event, and intern ran two trains for the day.

At the close of 2009, Malvern College attended the Independent Schools Exhibition in London. To support the Preparatory, the Trust provided the locomotive *Brock* for exhibit alongside the College stand for the three day event.



Figure 4 – A regular train running around Brock Meadow.



## Section 5 – Financial Review

### Summary

The Trust took £5317 in as income, and spent £1236 for essential inspections and general running costs. The Trust therefore fell under the Charity Commission's £10,000 threshold as a minor charity.

The Trust's income is generated from donations made by the general public and a restricted funding from The Downs Malvern College Preparatory. The latter funding varies dependent on the number of children actively involved with the railway during School term time. The funding is established to cover the basic running and mandatory compliance costs for the railway.

The Trust's expenditure primarily covers the statutory boiler inspections, consumable material costs for the running the Saturday morning hobbies for the School, and ongoing maintenance of the railway.

### Income vs. Expenditure

The Trust generated £2144 from unrestricted donations, which was transferred to the unrestricted cash reserves. From this amount, £178 was generated in Gift Aid. The Trust generated £1230 from restricted funding. The Trust spent £1236 on essential maintenance inspections and consumables.

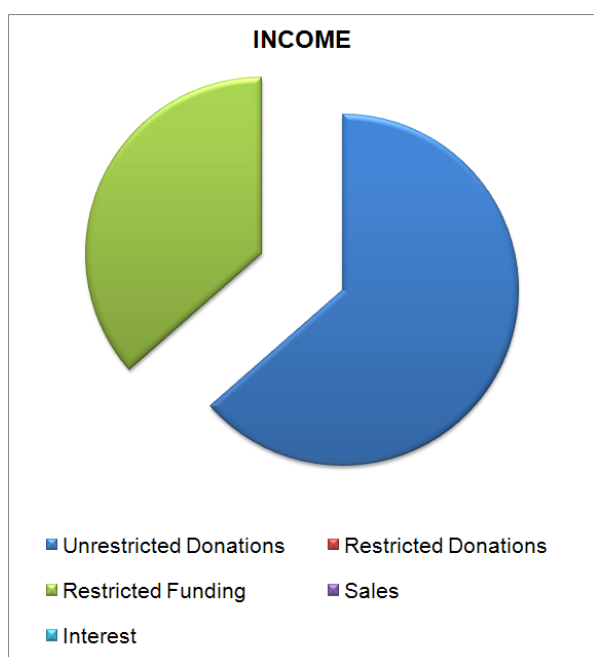


Figure 6 – Annual Income

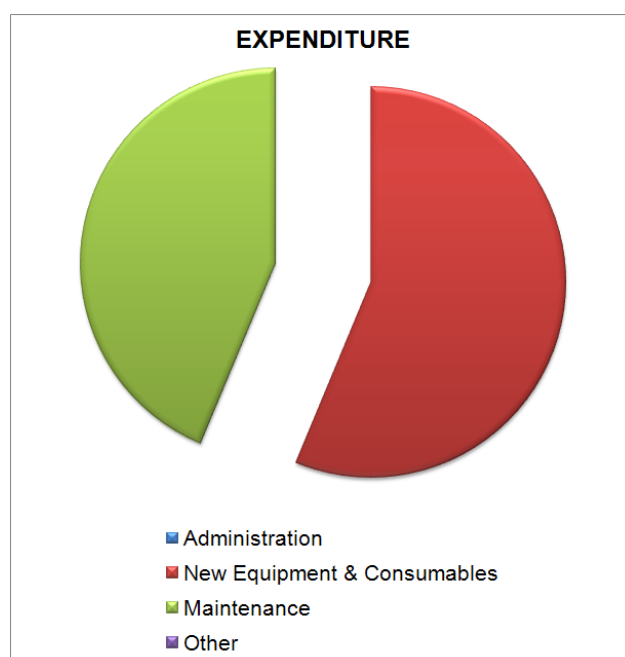


Figure 5 – Annual Expenditure

### Reserves

#### Policy

Cash reserves are built up for new equipment, capital maintenance, insurance, reconstruction, and general upkeep of the railway. Payments are made for all outgoings in connection therewith, and the general expense of carrying on and managing the railway. Reserves are additionally used at the Trustees discretion to further the education of children in the mechanical, electrical and civil engineering skills.



Unrestricted cash reserves are made up from general donations. Restricted cash reserves are donations made to the Trust with set conditions; this is usually to assist for one off projects or appeals.

### **Holding**

The Trust holds £5945 in unrestricted cash reserves.

The Trust holds £1500 in restricted cash reserves.

The Trust holds c£1500 in sellable assets.



## Section 6 - Plans for future periods

The Trust plans 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:

- Commence the commissioning of a new boiler for the locomotive *Brock*. This will involve the drafting of PED<sup>2</sup> approved drawings for the pressure vessel, which is expected to be completed by the summer. It is planned that the construction will commence shortly, with the aim of receiving the new boiler at the end of the next period.
- 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. Rectification work to the locomotive *Brock*'s chassis.
  2. Husbandry tasks and general running maintenance to the locomotive *James Boyd*.
  3. Overhaul of passenger carriage No.2.
  4. Repainting of the Hoyland Down signal, and re-erection of.
  5. General track and line side maintenance.
- Run the railway to support the School's open days, Old Downians Day, and the Colwall Village Fete.
- Commence the initial preparation for an appeal to replace the current Locomotive Shed with a purpose built engineering facility. This will initially involve:
  1. Developing an appeal process.
  2. Identifying, plan and eliminate potential risk.

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<sup>2</sup> PED is the European Pressure Equipment Directive (97/23/EC), which sets out the mandatory design standards required for new pressure equipment.



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