



The Downs  
Light Railway  
Trust

Preserving the world's oldest private miniature railway



# Annual Report

2010 to 2011

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# Contents

<b>Contents</b> .....	<b>i</b>
<b>Forward</b> .....	<b>iii</b>
<b>Section 1 - Reference &amp; Administration</b> .....	<b>1</b>
Charity Name .....	1
Charity Number .....	1
Address .....	1
Honorary President .....	1
Trustees .....	1
Independent Financial Auditor / Advisor .....	2
Independent Boiler Inspector / Advisor .....	2
<b>Section 2 - Structure, governance and management</b> .....	<b>3</b>
Governing Document .....	3
Structure .....	3
Board of Trustees .....	3
Honorary Members .....	3
Volunteers .....	4
Risk Management .....	4
Relationship with related parties .....	4
<b>Section 3 – Objectives and Activities</b> .....	<b>5</b>
Summary of Objectives .....	5
Summary of Activities .....	5
<b>Section 4 – Achievements and Performance</b> .....	<b>7</b>
Summary .....	7
Educational Activity .....	7
Preservation Activity .....	7
Involvement with the local community .....	7
<b>Section 5 – Financial Review</b> .....	<b>9</b>
Annual Accounts .....	9
Overview .....	10
Income vs. Expenditure .....	10
Reserves .....	11
Policy .....	11
Holding .....	11
<b>Section 6 - Plans for future periods</b> .....	<b>13</b>
<b>Index, Figures &amp; Tables</b> .....	<b>15</b>



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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: 07 MAY 2011



Annual Report approved on behalf of the Trustees

Dated: 2/may/11.

### 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  
 Colwall  
 Near Malvern  
 Worcestershire  
 WR13 6EY

Telephone: +44 (0) 1684 544100

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### Honorary President

Mr G T E Cadbury MA<sup>1</sup>

### 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 <sup>2</sup>		
	Mr N Dodson BA (Hons)		
	Mr C M Fincken		✓
	Mr P M Keef		
	Mr P A Smith	✓	✓

<sup>1</sup> Appointed as Honorary President on the 6<sup>th</sup> November 2010.

<sup>2</sup> Retired as a Trustee on the 6<sup>th</sup> November 2010.



**Independent Financial Auditor / 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. Due to limited adult supervision, the railway reduced its activities in the latter part of 2010 and early 2011. Despite this, some 65 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 and community events.

### Educational Activity

65 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. While no new drivers have passed out as qualified drivers on the Steam Locomotives, the children have gained exceptional experience with running the preserved locomotive George.

The children have developed their civil engineering skills, by embarking on the relaying of two areas of track and turnouts. They have similarly developed their mechanical engineering skills and workshop practice by working on the overhaul of passenger carriage No.2.

### Preservation Activity

The Downs Light Railway has suffered severe decline over the last twelve months, resulting from both a rapidly deteriorating infrastructure and the declining demographics within the school outside the control of the Trust. Following a reorganisation of rolling stock, and workshop space, the Locomotive Shed was condemned by the Trust at the close of 2010 for health and safety reasons.

In May 2010, the Trust withdrew the locomotive James Boyd from service, after the building conditions from the previous winter had increased the boiler deterioration, causing the steam regulator to leak beyond acceptable limits. It was decided not to place the locomotive up for its annual retest, and therefore its safety certificate expired in June. The locomotive was removed from the Downs Light Railway in March 2011, and is currently undergoing boiler restoration. It is hoped that the restoration work will be complete for the summer of 2011.

The Trust held a final design review at its November meeting, to complete the new boiler drawings for the locomotive Brock. With PED approval obtained early 2011, the boiler construction is set to commence mid-summer.

Following the work carried out by the children, the Irish Lower-Quadrant Semaphore Signal, which guards Hoyland Down, was painted in accordance to the Rail Safety and Standards Board specifications. The signal will be re-erected once the signal post restoration has been completed.

### 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, and most noticeably School's Fireworks evening where George was operated for the entire evening despite the adverse weather. The Trust was unable to support the local community for the School's Old Downian's Day, and the Colwall Rotary Club, due to the unavailability of steam locomotives during the summer.



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## Section 5 – Financial Review

### Annual Accounts

#### Section A - Summary of Annual Accounts

	Beginning	Ending	Income/Deficit This FY	Income/Deficit Last FY
Trust Account	£ 7,421.99	£ 9,648.08	£ 2,226.09	£ 4,080.45
	£ 7,421.99	£ 9,648.08	£ 2,226.09	£ 4,080.45

#### Section B - Statement of Financial Activities

B1 Income	Funding		Gift Aid <sup>1</sup>	Total This FY	Total Last FY
	Voluntary	Restricted			
Donations	£ 1,282.70	£ -	£ 64.00	£ 1,346.70	£ 2,321.43
Services <sup>2</sup>	£ -	£ 1,010.00	£ -	£ 1,010.00	£ 2,750.00
Account Interest	£ -	£ -	£ -	£ -	£ -
Sales	£ 25.00	£ -	£ -	£ 25.00	£ -
				£ 2,381.70	£ 5,071.43
<b>B2 Expenditure</b>	<b>Details</b>			<b>Total This FY</b>	<b>Total Last FY</b>
Administrative				£ -	£ -
Equipment	Consumables, air tools and components			£ 189.31	£ 695.87
Maintenance	Boiler testing			£ 80.00	£ 540.50
Other				£ -	£ -
				£ 269.31	£ 1,236.37

#### Section C - Statement of Assets and Liabilities

Categories	Details	Total This FY	Total Last FY
C1 Cash Funds	Trust Bank Account	£ 9,648.08	£ 7,395.42
	Workshop Cash Float	£ 50.00	£ 50.00
	Restricted donations <sup>3</sup>	-£ 1,500.00	-£ 1,500.00
		£ -	£ -
		£ 8,198.08	£ 5,945.42
C2 Fixed Assets	Books. "Don't Stand up in the Tunnel" <sup>4</sup>	£ 1,475.00	£ 1,500.00
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ 1,475.00	£ 1,500.00
C3 Liabilities		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -

Table 1 – Annual Accounts



Notes on the annual accounts:

1. The total amounts of Gift Aid generated from donations throughout the reporting period. This is claimed back from the Inland Revenue in the next financial year, and is therefore not included in this year's income.
2. Services are specific funding for the Trust to perform its charitable objectives.
3. Restricted donations are those made for specific purposes, and are therefore deducted from the Cash Funds available to the Trust.
4. Estimated value of the assets remaining.

**Overview**

The Trust's income is down from the previous reporting year due to a reduced number of children taking part from the school and an outstanding funding from the school for the spring academic term. The Trust's expenditure is also down due to the reduced locomotive availability and running costs. The Trust's income and expenditure is under the Charity Commission's £10,000 threshold, keeping the organisation within the minor charity category.

**Income vs. Expenditure**

The Trust's income is generated from donations made by the general public and funding from The Downs Malvern College Preparatory. Most specifically, two single donations were made to the sum of £500 and £200, together with a Charity Race Night that generated £421.50.

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

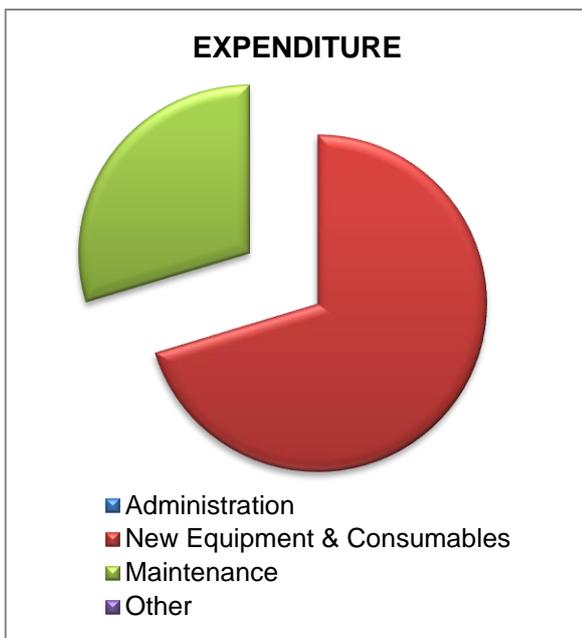


Figure 1 – Annual Expenditure

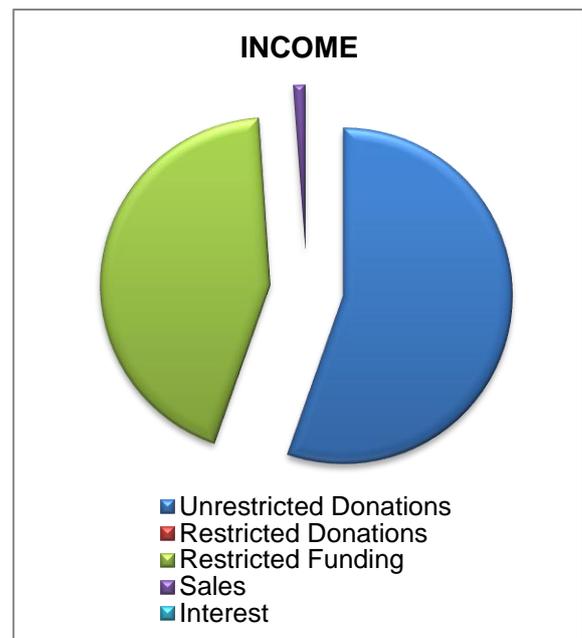


Figure 2 – Annual Income



## 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 £8198 in unrestricted cash reserves.

The Trust holds £1500 in restricted cash reserves.

The Trust holds c£1725 in sellable assets.



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## Section 6 - Plans for future periods

The Trust is currently 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:

- Continue the commissioning of a new boiler for the locomotive Brock.
- 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. The continuation of overhauling of passenger carriage No.2.
  3. The continuation of restoring the Hoyland Down signal, and re-erection of.
  4. General track and line side maintenance.
- Establish a way forwards to replace the condemned Locomotive Shed with a purpose built engineering facility.



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## Index, Figures & Tables

Cadbury, Tim .....	1	Nall, Trevor .....	1
Charities Regulations 2008 .....	iii	Open Days .....	8
Criminal Records Bureau (CRB) .....	4	Pennock, Timothy .....	1
Dodson, Nick .....	1	Pickard, Chris .....	2
Fincken, Christopher .....	1	Preservation .....	7
Honorary Members .....	3	Secretary .....	3
Independent Auditor .....	See Pickard, Chris	Smith, Peter .....	1
Independent Boiler Inspector / Advisor .....	See Wothers, David	Treasurer .....	3
Insurance Cover .....	4	Trust Deed .....	3
James Boyd .....	7	Volunteers .....	4
Keef, Patrick .....	1	Wothers, David .....	2
Figure 1 – Annual Expenditure .....	10		
Figure 2 – Annual Income .....	10		
Table 1 – Annual Accounts .....	9		



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