



The Downs
Light Railway
Trust

Preserving the world's oldest private miniature railway



Annual Report

2011 to 2012

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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.

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: 28 July 2012.

Report approved on behalf of the Trustees

Dated: 28 July 2012

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

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	✓	✓



Independent Financial Auditor / Advisor

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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 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 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

During the reporting year, the Downs Light Railway entered a period of inactivity. Struggling support from the school to provide teaching staff placed an unsustainable supervisory burden on the Managing Trustees. The condition of the railway began deteriorating faster than could be managed, and preservation measures had to be taken until the situation was improved. Much of the reporting year has concentrated on the preservation of the Downs Light Railway, with little of one third of the year providing educational benefit to the children.

Preservation Activity

Locomotive Shed

The locomotive shed has since the end 2009 shown significant signs of deterioration. Due to cracked asbestos tiles on the roof, rot ingress was developing and electrical safety concerns were becoming apparent. At a meeting of the Board of Trustees in November 2010, the school was asked to perform a repair to the shed roof so that further damage could be halted. This repair never happened, and the condition of the shed was becoming progressively worse. A marked deterioration was being found on the locomotives. After withdrawing James Boyd from service during the previous reporting year, further deterioration was found, and the locomotive was removed from the railway in March 2011. The shed was officially condemned unsafe for use.



Figure 1 - Demolition of the shed.



Figure 2 - ISO Container

A meeting was held with the Estate Manager of Malvern College, in July 2011, and it was agreed to demolish the shed. As an interim solution the school would allocate one of its ISO containers to replace the locomotive shed. The replacement was planned for August 2011. The progress was delayed by four months due to the need to remove the asbestos materials in a controlled way. The container was put in place during February 2012.

Hoyland Down

With the shorter length of the ISO container to the original shed, two tracks were required to provide sufficient room for the accommodation of the locomotives.

A survey was performed to establish the feasibility of achieving this, and some ground work was require to re-align the track work.



Figure 3 - Earthworks



Figure 4 - New channel drainage

With the track work dismantled by the children during the summer, to prevent damage during the ISO Container move, the remainder of the track work in Hoyland Down was found to have little more than mud under the very top layer of ballast. The point work in particular was found to be falling apart.

To resolve the frequent flooding of the yard and during the six month wait to move the ISO container, the yard in its entirety was scraped with mechanical diggers by approximately six inches. Channel drains were installed at the end of the platform, and around the concrete base of the shed.

At the close of the reporting period, a synthetic membrane was laid to create a barrier between the ballast and the clay, and to provide protection against weed growth.

Brock

In the previous reporting year, drawings for the locomotive Brock were submitted by the draftsman to Lloyds Insurance brokers for approval. This was required since no drawings were known to exist from the original boiler maker. By the close of the reporting period, the drawings had not progressed through the brokers. With Alan Keef Limited acting as an intermediary, the Trust instructed the approval process to cease with Lloyds since no progress had been made. The Royal Sun and Alliance were approached to continue the work. Progress made in the latter month of March showed a significant improvement.



Figure 5 - Laying the synthetic membrane

James Boyd

In the summer of 2011, minor repair work started on the boiler to resolve a regulator fault. The 10-year inspection was brought forward by two years, since the boiler was already removed from the chassis. Significant corrosion was found on the firebox crown, and inside the jacket of the firebox. Ultrasonic testing found several weak areas in the crown that would require further work. The boiler was sent to the original manufacturer for repair, where the welding process caused distortion of the firebox structure. It was decided that it was more economical to scrap the boiler and commence the build of a new one.

Educational Activity

14 pupils from the school have attended the Trust's Saturday morning hobbies during the summer of 2011. During these hobbies, the children prepared the Hoyland Down yard for the shed demolition and receipt of the ISO container.

Volunteers have assisted in the earthworks carried out to Hoyland Down, which included a 15 year-old minor.



Involvement with the local community

The Downs Light Railway ran once during the reported year by the school for the local Member of Parliament.

The Downs Light Railway continues to be of interest to the general public. Where possible, visitors have been shown around the railway. The railway has also received interest from the Stephenson Locomotive Society and the Ten and a Quarter Gauge Society.



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Section 5 – Financial Review

Statement of Financial Activity	01/04/2011	TO	31/03/2012	
	Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£	£
Income				
Voluntary Donations	170.80	-	170.80	1,282.70
Charitable Funding	750.00	-	750.00	1,010.00
Claimed Tax Relief	231.29	-	231.29	177.70
Book Sales	-	-	-	25.00
Purchases	-	-	-	-
Total Income	1,152.09	-	1,152.09	2,495.40
Expenditure				
Equipment and Consumables	-	-	-	189.31
Repairs	-	-	-	-
Maintenance and Upkeep	887.10	-	887.10	-
Statutory Testing / Inspection	-	-	-	80.00
Publicity	247.00	-	247.00	-
Charity Governance	-	-	-	-
Total Expenditure	1,134.10	-	1,134.10	269.31
Net movement of funds	17.99	-	17.99	2,226.09
<i>Reconciliation of funds</i>				
Total funds brought forward	8,403.08	1,500.00	9,698.08	7,471.99
Total Funds carried forward	8,421.07	1,500.00	9,716.07	9,698.08



Balance Sheet

01/04/2011

TO

31/03/2012

		Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Current Assets					
Cash in hand	Note 2	8,216.07	1,500.00	9,716.07	9,698.08
Debtors	Note 3	38.00	-	38.00	205.00
Liabilities					
	Note 4				
Creditors falling due within 12 months		-	-	-	-
Total Assets less Liabilities		8,254.07	1,500.00	9,754.07	9,903.08

Represented by:

Unrestricted Funds		8,254.07	8,403.08
Restricted Funds	Note 5	1,500.00	1,500.00
Total Charity Funds		9,754.07	9,903.08

**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.
Reserves	Reserves are built up to facilitate expenditure in accordance with the general upkeep and non-specific development of the Downs Light Railway. The Trust has no limit on its reserves..

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	2012	2011
	£	£	£	£
HSBC	8,166.07	1,500.00	9,666.07	9,648.08
Petty Cash	50.00	-	50.00	50.00
			9,716.07	9,698.08



Note 3

Debtors

	2012	2011
	£	£
Accrued interest	-	-
Accrued Gift Aid carried over from period	-	-
Accrued Gift Aid during current period	38.00	205.00
	38.00	205.00

Note 4

Creditors

	2012	2011
	£	£
Reimbursements	-	-
	-	-
	-	-

Note 5

Endowment and Restricted Funds

5.1 Funds held

The charity held the following funds at the yearend:

Fund Name	Purpose and Restrictions
B. Fincken	Single specific new project.

5.2 Movement of funds

	Balance BF	Incoming	Outgoing	Balance CF
Fund Name	£	£	£	£
B. Fincken	1,500.00	-	-	1,500.00
	-	-	-	-
	1,500.00	-	-	1,500.00

5.3 Transfer between funds

Reason	To Fund	From Fund	Amount
			£
			-
			-
			-



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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:

- The commissioning of a new boiler for James Boyd and return to service.
- The receipt of approved drawings and 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. The construction of the track work inside the new ISO Container
 2. Re-configuring the track layout of Hoyland Down to match the ISO container, while performing maintenance to the track bed and rail sections.
 3. Rectification work to the locomotive *Brock's* chassis.
 4. The continuation of overhauling of passenger carriage No.2.
 5. The continuation of restoring the Hoyland Down signal, and re-erection of.



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