



Trustees' Annual Report for the period

Period start date			Period end date				
Day	Month	Year	Day	Month	Year		
From	01	01	2019	To	31	12	2019

Section A

Reference and administration details

Charity name

The Archive of Microcars

Other names charity is known by

The Register of Unusual Microcars

Registered charity number (if any)

1177304

Charity's principal address

2 Ridlands Grove

Limpsfield Chart, Oxted

Surrey

Postcode

RH8 0ST

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chris Thomas	Chairman/Secretary/Treasurer/Archivist		
2	Jean Hammond			
3	Malcolm Parker	Web site Administrator		
4	Malcolm Dudley	Register database Manager		
5				
6				
7				
8				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointment

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

In this our second year we started to address the communication problems between the trustees by changing the email server and seeking out new trustees to replace the trustee who had resigned (Alastair Lauchland) and the upcoming retirement of the first annual trustee change (Jean Hammond).

We have found it very difficult to appoint a replacement Treasurer/Trustee and the Chairman is the acting Treasurer until a new treasurer can be appointed.

The Trustee who resigned (Alastair Lauchland) continued to manage the Register database on a temporary basis and this was transferred over to Malcolm Dudley during the period covered by this report.

Two new Trustees were identified during the period covered by this report, who would start at the beginning of 2020.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The major objective of the charity is to provide educational material to the world at large on the subject of Microcars.

To do this, our first task has been to rehouse and preserve an archive of documents and images, that have been collected or donated, to the Register of Unusual Microcars, which now forms part of the Archive of Microcars. To achieve this a new archive store building has been constructed to comply with National Archive standards and was officially opened on 29 July 2019 and the documents were moved into the building in October 2019.

The second objective is to make the archive material available to the world at large through a process of cataloguing, scanning and uploading onto a new web site. This process has started with the auditing and filing of the archive material. A small team meet once a week to undertake this process.

To install the building, furnish it and move the documents into their new home was only possible once the required donated funds, research and planning, had been received and fulfilled.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We are fulfilling part of our core objective by publishing a quarterly magazine, which has been produced in-house for the last 36 years. This document satisfies one segment of the target audience we seek to accommodate. The others will develop as funds become available.

Journalist access to the archive has been made available when requested, and information has been provided to owners who have registered their cars with the Register of Unusual Microcars. Due to the location of the archive at present, public access is not possible.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

To allow internet access to the archive documents we will need a new web site that can handle the access requirements safely and securely. This will require a data specific computer system that will allow for full cataloguing of the documents and their content. This will require further funding to achieve.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Many of the documents, images and records that have been collected by the Register of Unusual Microcars over the previous 36 years along with the administration have been incorporated into the charity, along with the change of name and jurisdiction that the charity needs to comply with, have been harmonised. We have encountered a few governmental departments who have been reluctant to register our new name and status, and we continue to work towards achieving the changes needed.

The program of phased work priorities and the raising of donations to support the program has settled into a pattern with regular donors being found. However, like all charities we wish for more donations to be made available to us as this will speed up our work.

We have found two new trustees who fit our profile and they will take up the post at the beginning of 2020.

The new Archive building has been installed and the documents moved into the new secure location. The internal environment has been tested and stabilised. This secures the future of the documents.

Section E

Financial review

Brief statement of the charity's policy on reserves

The policy is the charity will only spend the cash reserves that it has to fulfil the work highlighted in the business plan. It does not intend to borrow funds.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main income over the last 36 years has been the subscriptions to the inhouse magazine, Rumcar News. This has now been supplemented by donations and other fund-raising activities.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

J. D. Curl

JOSEPH DAVID CURL

SECRETARY

20 - 9 - 2020

C. P. Thomas

CHRISTOPHER PHILIP THOMAS

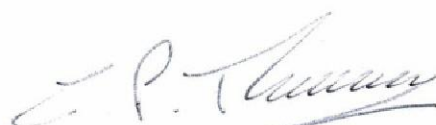
CHAIRMAN & TREASURER

The Archive of Microcars

Charity Number **1177304**

Year end accounts for 2019

Description	Income	Expenditure	Totals
Total cash funds at 1 January 2019			£20,915.00
Donations and fundraising	£6,392.00		
Magazine subscriptions	£3,547.00		
Magazine back issues and book sales	£248.00		
Vehicle registration fees	£56.00		
Bank interest	£46.00		
Income Total	£10,289.00		£31,204.00
Magazine printing and distribution		£2,478.00	
Utility and rent		£1.00	
Website		£52.00	
FBHVC subscription		£33.00	
Building construction		£18,321.00	
Expenditure Total		£20,885.00	£10,319.00
Total cash funds at 31 December 2019			£10,319.00


20-9-20