



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1st May 2019** To **31st December 2019**

Charity name: Dean Forest Railway Society

Charity registration number: 1183538

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	<p>The objects of the charity are:</p> <ul style="list-style-type: none">(1) To preserve, restore, develop and operate the Dean Forest Railway;(2) To advance the education of the public in railway history and in particular the preservation and development of the Dean Forest Railway, the former Severn and Wye Joint Railway and other railways in or around the Forest of Dean, including the history of associated canals, plateways and tramways and connected industries;(3) To advance education by training in craft, engineering, business and all other skills pertinent to the maintenance and operation of a heritage railway as the trustees consider appropriate.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	<p>The charity's members undertake voluntary work to operate, restore and develop the Dean Forest Railway. Throughout the period under review, our 'working' volunteers have operated the railway, and training has been provided by our members to newly recruited volunteers, in the necessary skills for operation of the heritage railway.</p> <p>We provide funds for enhancement projects at the railway, where they are in accordance with our charitable purposes. During this period, our main projects have been the construction of a replica Waiting Shelter at Parkend Station, and the completion of the Mark 2 Coaching Stock project, preserving and restoring heritage railway carriages for use by visitors to the railway. We also provided a grant for the repair of a Class 14 locomotive in order to ensure that this class of locomotive, historically used within the Forest of Dean, continued to be available for use at the railway.</p> <p>We continue to publish the quarterly Dean Forest Railway magazine, which includes a mixture of articles educating the readership about current activities at the heritage railway, and on the history of railways in the Forest of Dean.</p> <p>We have raised funds through a number of sources during the period in question, mainly membership subscriptions, a raffle, donations and grants.</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	The Trustees have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.
--	---

Additional information

Policy on grant making	The charity has a specific grant-making policy, which is available to applicants. In summary, the Trustees require projects to be fully costed before we will consider funding them, and require a written explanation of how the project meets with our charitable purposes before it will be considered for funding. Most projects are managed from within the Trustees, but if not procedures are in place for financial management and reporting of each funded project.
Policy on social investment including program related investment	N/A
Contribution made by volunteers	<p>The charity has no paid employees – all of its work and organisation is done by volunteers.</p> <p>The contribution made by volunteers to the charity's work is significant – we estimate over 15,000 hours of voluntary work was provided during the period covered by this report to operate, develop and restore the railway by our volunteers. Their work ranges from that of the Trustees, through fundraising and membership administration, to railway operation, engineering and restoration activities.</p>

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	<p>In addition to the wider work of our members in operating, developing and restoring the Dean Forest Railway during this reporting period, the charity has made some specific achievements which are outlined below:</p> <p>Mark 2 Coaching Stock Project</p> <p>This project, which started with a major appeal prior to the Society (formerly an unincorporated membership organisation) registering for Charitable Status, reached its conclusion during this reporting period, with the entry into service of two ex-British Railways Mark 2 Coaches (M5175 and W5341). M5175 received external restoration and repaint to a very high standard, whilst W5341 was fitted with vacuum braking by external contractors. The entry of these coaches into service ensured that the Dean Forest Railway had sufficient seating capacity for the 2019 operating season on its trains, enabling more members of the public to visit and enjoy the railway. Operating agreements were put into place between the charity and the railway company, ensuring that income is generated to maintain these vehicles in future.</p>
---	--

	<p>Parkend Waiting Shelter This project, undertaken by Society Members, reconstructed a wooden waiting shelter which once stood on the Up Platform at Parkend Station. The original shelter was demolished in 1929, and our volunteers have built an accurate replica. This was largely completed by the end of 2019, with only small details left to fit during 2020. The project was funded by donations and a grant from the Summerfield Charitable Trust. This reconstruction means that Parkend station now has all the main buildings in place which were extant when services ended, enabling the public to experience Parkend station as it was in 1929.</p> <p>Volunteer Accommodation Coach During this reporting period, interior fit-out was completed on our new Volunteer Accommodation Coach, to provide Volunteers with comfortable, fit-for-purpose overnight accommodation at the railway. However, the project has been set back due to unexpected requirements to repair track in the siding on which the coach will be located. This work was started during 2019, and it is anticipated that the coach will be installed and brought into use during 2020.</p> <p>Uskmouth No. 1 Restoration In preparation for the Society's 50th anniversary since its original formation in 1970, work has commenced to restore the railway's first locomotive, Peckett 'Uskmouth 1' to steam, using funds previously raised for its restoration. Volunteers completed the dismantling of the locomotive during 2019, ready for boiler inspection and formulation of a complete restoration plan during 2020.</p> <p>Wye Valley Track Recovery Project During this reporting period, we have partnered with Greenways (a charity concerned with development of cycling routes) to progress the next phase of the recovery of redundant track, which has been gifted to the Society, from the Wye Valley line near Chepstow. The major activity undertaken by our volunteers was vegetation clearance, prior to track recovery during 2020.</p> <p>Other Achievements During the period under review, we also launched a number of new fundraising initiatives, including our Regular Saver scheme, EasyFundraising, and Amazon Smile. We have also continued to produce the Dean Forest Railway Magazine, and developed it during 2019 into a regular, 48 page full colour quarterly magazine.</p>
--	---

Additional information

Achievements against objectives set	<p>The main objectives for 2019 were the completion of the Mark 2 Coach Project, which has been successfully concluded with the entry of both coaches into traffic during 2019.</p> <p>We also aimed to install the accommodation coach and open it to volunteers by the end of 2019. This has not occurred due to unexpected requirements to relay the track on which the vehicle was to stand. However, a plan was developed to complete the work, with a revised target of opening the coach during 2020.</p> <p>We aimed to grow our membership levels, to over 1000 members. During the period under review, membership actually reached 1100, increasing by 12% over the course of the reporting period.</p>
-------------------------------------	--

Performance of fundraising activities against objectives set	Our main fundraising objective was to raise £10,000 via the Annual Raffle. This target was exceeded, with £13,258 being raised during the reporting period.
Investment performance against objectives	N/A

Financial Review

Review of the charity's financial position at the end of the period	<p>This review covers the first reporting period as a registered charity, for the 8 month period to 31st December 2019. Any comparisons given are against the previous 16 months running from January 2018 to April 2019.</p> <p>There was continued strong performance from Membership Subscriptions in the year, as a direct result of the increase in overall number of members.</p> <p>Membership income for the year was £12,339 (compared to £23,543 in 2018). In like-for-like terms, this represents a slight increase from £1,471 per month to £1,542. However; as Membership levels increase, so too does the overall cost of processing them, as well as the production and distribution of the Magazine – which now stands at £4,975 from £5,343 last year. This represents an increase of £334 on a monthly basis.</p> <p>At an overall level, the Society reported a surplus of funds of £28,282 over the 8 months in this period compared to a deficit of £17,139 over 16 months to April 2019. However, May to Dec 2019 did not see any significant expenditure projects occur, instead focussing on the ongoing installation of the new accommodation coach and the entry into service of our new Mark 2 coaches.</p> <p>The DFRS is now attending more shows than before (including the Warley National Model Railway Exhibition), which whilst at present only producing a small increase in revenue is directly supporting the growth of the public image of the Dean Forest Railway brand as a whole.</p> <p>The charity's assets are currently valued at £93,400. £43,000 representing the Mark 2 coaches (TSO M5175 and TSO W5341) purchased as a result of the Mark 2 Carriage Appeal and £37,800 represents the Mark 1 coach (BCK 21267) purchased for Volunteer Accommodation. These are valued on the basis of cost price minus 10% annual depreciation, to a minimum of estimated scrap value.</p> <p>The Society continues to hold a healthy level of cash across both restricted and unrestricted funds, with a new general reserve policy introduced (as detailed below).</p>
Statement explaining the policy for holding reserves stating why they are	A new reserve policy was introduced in 2019 following the incorporation of the DFRS as a CIO; £10,000 of unrestricted income per annum will be set aside into a General Reserve fund, which will be invested when appropriate to provide a long-term source of income through interest

held	received and will also act as a 'last resort' fund, should the need arise.
Amount of reserves held	£10,000 as at 31 st December 2019
Reasons for holding zero reserves	N/A
Details of fund materially in deficit	No funds were materially in deficit
Explanation of any uncertainties about the charity continuing as a going concern	The trustees have no concerns about the charity continuing as a going concern.

Additional information

The charity's principal sources of funds (including any fundraising)	The charity's principle sources of funds are membership subscriptions (17% of income), annual raffle (18%), coach running fees (23%), and other donations (41%)
Investment policy and objectives including any social investment policy adopted	At present, the Society does not hold any investments. A suitable investment policy will be written and agreed by the Trustees before funds are invested.
A description of the principal risks facing the charity	The Trustees maintain a Risk Register. The principle risks identified are unexpected disasters such as arson of society assets, inability to generate sufficient funding or income, prolonged absence or resignation of key Trustees, and cost escalations or unforeseen expenditure on projects. The Trustees have put in place control measures to manage each of these risks to ensure that the risk to the charity is reduced to an acceptable level.

Structure, Governance and Management

Type of governing document	The governing document is a CIO Association Constitution based on the Charity Commission's model.
How is the charity constituted?	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Up to 12 Trustees are elected by the membership as outlined in the Constitution. The Trustees also have the ability to appoint (co-opt) a further four Trustees in order to fill any identified skills gaps.

Additional information

Policies and procedures adopted for the induction and training of trustees	The charity has no formal policy for the induction and training of trustees, but requirements are met by ad-hoc training arranged as required by the Chair and other trustees.
--	--

<p>The charity's organisational structure and any wider network with which the charity works</p>	<p>The charity is administered by the Trustees, who meet on an approximately monthly basis. Within the Trustees, sub-committees cover subjects such as Fundraising, Volunteering & Publicity, Education etc.</p>
<p>Relationship with any related parties</p>	<p>The charity works closely with Forest of Dean Railway Limited, a not-for-profit company which owns the Dean Forest Railway. The charity is a 'Person with significant control' within the company, as it owns over 25% of the issued shares. We have a Memorandum of Understanding with the company which covers how we work together on delivering the Charity's aims.</p>

Reference and Administrative details

Charity name	Dean Forest Railway Society
Other name the charity uses	DFRS, DFR Society.
Registered charity number	1183538
Charity's principal address	Norchard Station New Mills Forest Road Lydney GL15 4ET

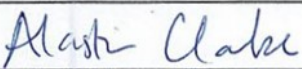

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alastair Clarke	Chair of Trustees		-
2	James Graham	Vice-Chair of Trustees		-
3	Timothy McLennan	Treasurer		-
4	Susan Williams	Honorary Secretary		-
5	Roger Phelps			-
6	Ian Pope			-
7	Adam Williams	Membership Secretary		-
8	Adrian Copley			-
9	Daniel Winter			-
10	David Churton			-
11	Robert Alpin			-
12	Robert Harris	Press Officer		-

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Alastair Clarke	Timothy McLennan
Position (eg Secretary, Chair, etc)	Chair of Trustees	Treasurer
Date	26 th September 2020	



Receipts and payments accounts

CC16a

For the period
from

1st May 2019

To

31st Dec 2019

Section A Receipts and payments

Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £

A1 Receipts

Donations, Legacies and Grants	17,959	25,047	-	43,006	-
Members' subscriptions	12,339	-	-	12,339	-
Interest on deposit accounts	12	22	-	34	-
Coach Hire	2,720	13,600	-	16,320	-
Exhibition Stand sales	602	-	-	602	-
Sub total (Gross income for AR)	33,632	38,669	-	72,301	-

A2 Asset and investment sales, (see table).

	-	-	-	-	-
Sub total	-	-	-	-	-

Total receipts	33,632	38,669	-	72,301	-
-----------------------	---------------	---------------	----------	---------------	----------

A3 Payments

Membership processing fees	113	-	-	113	-
Exhibition stand costs	80	-	-	80	-
Repairs and maintenance	19,846	17,201	-	37,047	-
Printing, stationery and office supplies	4,975	-	-	4,975	-
Advertising and Marketing	1,326	-	-	1,326	-
Subscriptions	214	-	-	214	-
Museum 2% annual contribution	471	-	-	471	-
Postage and freight haulage	2,790	-	-	2,790	-
Costs of generating voluntary payments	630	425	-	1,055	-
Equipment Hire	287	-	-	287	-
Transport expenses	276	-	-	276	-
VAT	-	-	-	-	-
Sub total	26,392	17,626	-	44,018	-

A4 Asset and investment purchases, (see table)

Fuel tanker wagon no. 749676	1	-	-	1	-
Sub total	1	-	-	1	-

Total payments	26,393	17,626	-	44,019	-
-----------------------	---------------	---------------	----------	---------------	----------

Net of receipts/(payments)	7,239	21,043	-	28,282	-
-----------------------------------	--------------	---------------	----------	---------------	----------

A5 Transfers between funds A6

Cash funds last year end	31,641	60,247	-	91,888	-
Cash funds this year end	38,880	81,290	-	120,170	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Accommodation	-	12,947	-
	C&W Shed		22,252	
	Raffle		11,726	
	Uskmouth / Locomotive		20,296	
	Membership	45		
	Reserve	38,835	14,069	-
	Total cash funds	38,880	81,290	-

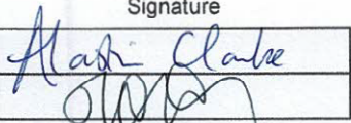
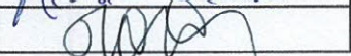
	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	GWR Collett Corridor coach no. 5863		-	4,500
	BR Mark 2 TSO no. M5175	Mark 2 / Carriage	-	19,500
	BR Mark 2a TSO no. W5341	Mark 2 / Carriage	-	23,500
	BR Mark 1 BCK no. 21267	Accommodation	-	37,800
	BR 'Shark' van no. 993901		-	3,000
	Conflat wagon no. 504817		-	1,000
	Fuel tanker wagon no. 48525		-	1,500
	Fuel tanker wagon no. 749676		-	1,500
	BR 20T Brake van no. 955224		-	2,000

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	VAT payment due (Dec 2019)	Unrestricted	337	30 January 2020
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ALASTAIR CLARKE	26/9/2020
	TIMOTHY MCLENNAN	26/9/2020

Dean Forest Railway Society – As a Charitable Incorporated Organisation May 2019 to December 2019 (1183538)

Dean Forest Railway Society (DFRS) became a Charitable Incorporated Organisation in May 2019, and the Trustees have decided to complete a first set of accounts under this status for the 8 months to December 2019.

Confirmation of appointment received of appointment as Independent Examiner on 30 July 2020 see attached email (Appointment confirmation).

I can confirm that I am a qualified accountant (FCCA) and do not have any related parties in connection with DFRS as described under Direction 2 of CC32 – Independent examination of charity accounts.

Independent Examiners Report for Dean Forest Railway Society.

I report to the trustees on my examination of the accounts of DFRS for the 8 months ended 31 December 2019.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Additional note

Since the end of the accounting period (31 December 2019) the COVID19 pandemic has caused a number of issues, with the Dean Forest Railway having to close for a number of months.

There is a going concern issue to take into consideration here with regards DFRS, but due to the way the officers have worked hard to ensure they are compliant with the new social distance regulations, the Dean Forest Railway has been able to reopen, this along with the cash balance in the bank means I do not have any concerns regarding going concern for DFRS.

Signed:



Name: Elaine Bailey

Relevant professional qualification or membership of professional bodies (if any): Association of Chartered Certified Accountants

Address: 38 Clock Tower Road, Longford, Gloucester. GL2 9FP

Date: 25 September 2020