



## **2021 AGM AGENDA**

### **Reading Society of Model Engineers**

Registered Charity (CIO) 1163244

The Annual General Meeting of the charity will be held at 7.30pm at the RSME Clubhouse, 82 Bath Road, Reading RG30 2BE on Thursday 21<sup>st</sup> October for the following purposes:

1. To accept apologies for absence.
3. To receive and accept the Trustees Annual Report for year ended 31st March 2021
4. To receive and accept the Financial Statements and Accounts for year ended 31st March 2021
5. To elect Trustees
6. To present Presidents Cup
7. To transact any other business as agreed by the Chair.



## **Reading Society of Model Engineers**

**Registered Charity 1163244**

### **Annual Report 2020/2021**

#### **Trustees Report for the year ended 31st March 2021**

The Trustees considered that they had no choice but to cancel or postpone the AGM for 2019/20 as considering the Covid 19 restrictions, it was both impractical and unsafe to hold a face-to-face meeting in the clubhouse.

By law we must submit an Annual Return and accounts not later than 10 months after the end of our financial year. The content of these public documents is set by the Charity Commission. Our submission deadline was 31<sup>st</sup> January 2021.

The Charity Commission in the circumstances accepted our request for an extension to the deadline and for us to submit a Trustees Annual Report for 2019/20 in place of an annual report.

The RSME return is therefore not shown as 'overdue' on the public register of charities.

This report has been prepared in accordance with the Charity Commissions Guidance – Charity reporting and accounting: the essentials November 2016 (CC15d)

#### **2. Summary of the objects of the RSME as set out in its governing documents**

- To promote for the benefit of the inhabitants of Reading and surrounding areas the provision of facilities for recreation or leisure time occupation in the field of model engineering and allied subjects.
- To promote the education of young people aged 12 to 16, on the subjects of basic engineering, modelling skills and miniature railway operation.
- To advance the education of the public in general, in model engineering, and in the building, operation and maintenance of miniature locomotives.

### **3. Activities undertaken by RSME for the public benefit in relation to the objects**

When planning our activities for the year, the trustees always keep in mind the Charity Commission's Public Benefit Guidance and have due regard to it when exercising any powers or duties to which the guidance relates.

Due to COVID 19 restrictions the trustees were unable to organise any activities during 2020/2021

A small group of members worked under covid restrictions to maintain the charities facilities and undertake essential refurbishment works

### **4. Governance and management arrangements**

The Reading Society of Model Engineers is a Registered Charity (Charitable Incorporated Organisation) number 1163244, with liability limited to an amount not exceeding £1 (one pound) per member in event of the winding up of the charity.

The principal governance document is the Constitution dated 2nd July 2015, which was adopted at the General Meeting of the society held on 17<sup>th</sup> September 2015.

### **5. Trustees function and duties**

The trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO.

It is the duty of each charity trustee: to exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be the most likely to further the purposes of the CIO

*'All decisions concerning the charity are taken by all the trustees, acting collectively and as a team.'* (See *'The Essential Trustee' - Charity Commission*)

However, the decisions need not be unanimous, a majority decision is sufficient. Any decision of the trustees is final

### **6. Charity trustees**

The (8) trustees of the CIO currently are:

Ernest Brown      Michael Chalmers      Peter Culham      Jim Cusworth

Peter Harrison (Trustee Secretary)      Stuart Kidd      Nigel Penford

John Billard (Trustee Chair)

## **7. Election of Trustees**

At every Annual General Meeting of the members of the CIO, one third (three at present) of the elected trustees retire from office. The trustees, who retire, are those who have been longest in office. The vacancies so arising will be filled by the decision of the members at the annual general meeting. The trustees retiring by rotation in the 2020/21 AGM are

Stuart Kidd, Nigel Penford and Peter Culham.

Jim Cusworth resigned in September 2021

There are therefore a total of three trustee vacancies at this AGM,

## **8. Appointment of Officers**

### **President**

The President will act as the “figurehead” of the Society.

Les Dawson is our current President.

### **Vice President**

The post of Vice President is awarded to recognise Members who have had a significant impact on the development of the charity. There are currently 2 Vice Presidents, Mike Sinclair and Jim Brown

### **Trustee Secretary**

The Secretary is appointed by the trustees for such time (normally 12 months) as they may think fit. The role of the Secretary is to provide administrative support to the trustees. The post does not have any executive powers.

### **Treasurer**

The trustees may from time to time appoint a Treasurer or Honorary Treasurer

### **Trustee Chair**

The trustees may from time to time appoint a Chair of the trustees.

## **9. Safeguarding of Children and Young People**

It is the policy of the trustees of the RSME that:

The child's welfare is paramount

All children whatever their age, culture, disability, gender, racial origin, religious belief and/or sexual identity, have the right to protection from abuse

All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.

All activities for the 'Young Engineers' are risk assessed.

The RSME Child Protection Code of Practice was reviewed by the trustees in 2019, and two trustees have attended seminars on Child Protection issues at Reading Voluntary Service

Five trustees and three members have been DBS checked.

The Trustees will review the Code of Practice in 2021/22.

## **10. Membership**

The final membership number for 2019/20 was 106 and for 2020/2021 was 63

## **11. Editors report - PROSPECTUS**

Twelve issues of the PROSPECTUS have again been produced this year all just about to schedule. Once more I am very grateful for the regular contributors who without fail produce copy on time.

With the Covid 19 restrictions bearing heavily on RSME it has been essential to keep members informed of an ever-changing situation.

## **12. Financial Statements and Accounts**

### **12.1. Summary of accounts**

- **Receipts and Payments 04/2020 to 03/2021 (CC16a appendix refers)**

Copy attached for member approval.

### **12.2. Accounting Convention and Practices**

The trustees have agreed that the accounts will be prepared on a receipts and payments basis. This is the simpler of the two methods recommended by the Charity Commission.

The coding structure for the income and expenditure reflects Charity Commission recommendations.

The trustees have also kept under review the internal financial controls of the society, against the legal requirements and good practice for a charity, as set out in guidance from the Charity Commissioners.

- All financial documents are retained in the clubhouse.
- Wherever possible BACS is now used for payments.

- New procedures for the provision of floats for Public Running etc and the counting and reconciliation of cash income have been introduced.
- The use of a card terminal is being investigated.

### **12.3. Trustees Remuneration and Benefits**

There was no trustee's remuneration, or other benefits, or expenses paid for the years ended 31/3/2020 and 31/3 /2021. All trustees give their time voluntarily. None of the trustees hold title to any property belonging to the RSME.

### **12.4. Income**

#### **Birthday Parties and Public Running**

The RSME's principal sources of income are through the organisation of Birthday Parties and operation of the miniature railway. Due to Covid 19 restrictions there was no income from these sources. The negative amount of £600 was the refund of party deposits.

#### **Grant Aid**

The club qualified for a Covid 19 government grant for small businesses in the sum of £10,000

#### **Subscriptions**

Subscription income for the year 2020/21 amounted to £995 against £3025 for the accounting year 2019/20.

#### **Subscriptions 2021/2022**

Some members expressed a view that the trustees should reduce or cancel membership subscriptions, to reflect the lack of access they have had to the club's facilities over the past year due to Covid 19 restrictions.

At the time of writing this note - future income remains uncertain.

The trustees wish though to complete the repairs/refurbishment tasks to our facilities whilst the opportunity exists. To do so, the trustees decided to maintain the current membership fees.

Our constitution dictates that our income and property must be applied solely to the promotion of our objects, which include the provision of our facilities.

The trustees are not empowered to apply monies from our balances to reduce the annual fees for membership.

The trustees have delegated authority to the Membership Secretary to approve concessionary subscription rates where applicable.

Last year our main income was membership fees £995 together with the government grant of £10,000. The accounts for 2020/21 show a deficit of £9161

### **12.5. Expenditure**

Thanks to the grant, the trustees decided to use the extended period the clubhouse has been closed to undertake essential refurbishment works.

Thanks, should be placed on record to the small group of members who over the past year have worked under Covid restrictions on the clubhouse and others who have maintained the grounds etc.,

The main items of expenditure (over and above our normal annual running costs of insurances etc) were a rewire of the clubhouse (£7296) and an interior redecoration (£2512) with a refit of the kitchen including a new water heater (which also serves the toilet) The clubhouse loft has been reboarded for safety.

Work/expenditure planned for this year (2021/22) includes balance of the costs for the rewire, reboarding of the station footbridge, hand drier for toilet, and completing the kitchen including fridge and work tops. A new battery charger for GL track loco lift has been purchased. Consideration is being given to the purchase of a defibrillator.

### **12.6. Liabilities**

At 31/03/2020, the final payment for the clubhouse re-wire, estimated at £1824 remained outstanding. This has now been paid in full.

### **12.7. Unrestricted and restricted funds**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor when funds are raised for particular purposes.

### **12.8. Trustees' policy on Reserves**

At the end of the financial year the accumulated funds amounted to £53,330, of which £5121 were restricted funds (available only for the raised track extension project).

The Trustees, as part of their Reserves Policy, have agreed to aim to hold at least £10,000 and no more than £15,000 in unallocated reserves at the year

end. These funds are held in order to meet any unforeseen expenditure that may occur, for example track and locomotive repairs. The balance of the cash held at the bank, £38,000, has been provisionally allocated by the trustees against following projects:

-

-Refurbishment of Clubroom and Kitchen	£1000
-External painting	£5000
-Complete renewal of Clubroom electrics	£2000
-Raised track extension – restricted funds	£5000
-Raised track extension	£20,000
-Unallocated	£5000

### **12.9. Gift Aid**

The RSME has registered with the HMRC for Gift Aid.

Records are being kept of significant donations, a claim will be made in 2021/22 (rules prohibit claims for small donations in first 12 months).

### **12.10. Grants**

The organisation does not have a grant making policy to either external organisations or individuals.

The trustees will support members should they wish to organise a Fund-raising event for a locally based charity, using the club's facilities on not more than one occasion in a year

Jim Brown

Stuart Kidd





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Reading Society of Model Engineers

No (if any)  
116324

CC16a

## Receipts and payments accounts

For the period from	Period start date 4/1/2020	To	Period end date 3/31/2021
------------------------	-------------------------------	----	------------------------------

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations (Non Gift Aid)	10,032	-	-	10,032	918
Gift Aid Donations	528	-	-	528	-
Small Donations (Gift Aid)	97	-	-	97	864
Birthday Parties	- 600	-	-	- 600	5,780
subscriptions	995	-	-	995	3,025
Public running	-	-	-	-	7,990
Santa and refreshments	-	-	-	-	4,348
Bank interest	59	7	-	66	198
<b>Sub total (Gross income for AR)</b>	<b>11,111</b>	<b>7</b>	<b>-</b>	<b>11,118</b>	<b>23,123</b>
<b>A2 Asset and investment sales, (see table).</b>					
none	nil	nil	nil	nil	nil
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>11,111</b>	<b>7</b>	<b>nil</b>	<b>11,118</b>	<b>23,122</b>
<b>A3 Payments</b>					
clubhouse	10,477	-	-	10,477	455
electricity	492	-	-	492	1,475
insurances	5,917	-	-	5,917	871
rent and rates	1,012	-	-	1,012	915
grounds maintenance	864	-	-	864	872
raised track	442	-	-	442	2,731
refreshments	13	-	-	13	1,218
print, stationery and governance costs	435	-	-	435	489
ground level track	322	-	-	322	1,976
young engineers	-	-	-	-	124
workshop and consumables	27	-	-	27	530
loco and truck maintenance	-	-	-	-	927
members activities	-	-	-	-	178
birthdays	-	-	-	-	192
santa specials	-	-	-	-	2,008
<b>Sub total</b>	<b>20,001</b>	<b>-</b>	<b>-</b>	<b>20,001</b>	<b>14,961</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	279	nil	nil		nil
<b>Sub total</b>	<b>279</b>	<b>-</b>	<b>-</b>	<b>279</b>	<b>3,459</b>
<b>Total payments</b>	<b>20,280</b>	<b>-</b>	<b>-</b>	<b>20,280</b>	<b>18,420</b>
<b>Net of receipts/(payments)</b>	<b>- 9,169</b>	<b>7</b>	<b>-</b>	<b>- 9,162</b>	<b>4,702</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>57,377</b>	<b>5,114</b>	<b>-</b>	<b>62,491</b>	<b>57,788</b>
<b>Cash funds this year end</b>	<b>48,208</b>	<b>5,121</b>	<b>-</b>	<b>53,330</b>	<b>62,490</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash in hand	205	nil	nil
	Bank current accounts	4,942	nil	nil
	Bank deposit accountnts	48,209	5,121	nil
	<b>Total cash funds</b>	<b>53,356</b>	<b>5,121</b>	<b>nil</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	#VALUE!
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	none	-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	none		-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Clubroom and associated buildings	Unrestricted	-	-
	Clubroom equipment	unrestricted	1,700	-
	Workshop equipment	unrestricted	1,800	-
	Office equipment	unrestricted	250	-
	Ground and raised track infrastructure	unrestricted	27,650	-
	Gardening equipment	unrestricted	3,500	-
	Miniature railway rolling stock	unrestricted	25,600	-
	Model railways and models	unrestricted	7,500	-
	Gazebos	unrestricted	1,250	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None	none	none	none
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Stuart Kidd		



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Reading Society of Model Engineers

No (if any)  
116324

CC16a

## Receipts and payments accounts

For the period from	Period start date 4/1/2020	To	Period end date 3/31/2021
------------------------	-------------------------------	----	------------------------------

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations (Non Gift Aid)	10,032	-	-	10,032	918
Gift Aid Donations	528	-	-	528	-
Small Donations (Gift Aid)	97	-	-	97	864
Birthday Parties	- 600	-	-	- 600	5,780
subscriptions	995	-	-	995	3,025
Public running	-	-	-	-	7,990
Santa and refreshments	-	-	-	-	4,348
Bank interest	59	7	-	66	198
<b>Sub total (Gross income for AR)</b>	<b>11,111</b>	<b>7</b>	<b>-</b>	<b>11,118</b>	<b>23,123</b>
<b>A2 Asset and investment sales, (see table).</b>					
none	nil	nil	nil	nil	nil
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>11,111</b>	<b>7</b>	<b>nil</b>	<b>11,118</b>	<b>23,122</b>
<b>A3 Payments</b>					
clubhouse	10,477	-	-	10,477	455
electricity	492	-	-	492	1,475
insurances	5,917	-	-	5,917	871
rent and rates	1,012	-	-	1,012	915
grounds maintenance	864	-	-	864	872
raised track	442	-	-	442	2,731
refreshments	13	-	-	13	1,218
print, stationery and governance costs	435	-	-	435	489
ground level track	322	-	-	322	1,976
young engineers	-	-	-	-	124
workshop and consumables	27	-	-	27	530
loco and truck maintenance	-	-	-	-	927
members activities	-	-	-	-	178
birthdays	-	-	-	-	192
santa specials	-	-	-	-	2,008
<b>Sub total</b>	<b>20,001</b>	<b>-</b>	<b>-</b>	<b>20,001</b>	<b>14,961</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	279	nil	nil		nil
<b>Sub total</b>	<b>279</b>	<b>-</b>	<b>-</b>	<b>279</b>	<b>3,459</b>
<b>Total payments</b>	<b>20,280</b>	<b>-</b>	<b>-</b>	<b>20,280</b>	<b>18,420</b>
<b>Net of receipts/(payments)</b>	<b>- 9,169</b>	<b>7</b>	<b>-</b>	<b>- 9,162</b>	<b>4,702</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>57,377</b>	<b>5,114</b>	<b>-</b>	<b>62,491</b>	<b>57,788</b>
<b>Cash funds this year end</b>	<b>48,208</b>	<b>5,121</b>	<b>-</b>	<b>53,330</b>	<b>62,490</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash in hand	205	nil	nil
	Bank current accounts	4,942	nil	nil
	Bank deposit accountnts	48,209	5,121	nil
	Total cash funds	53,356	5,121	nil
	(agree balances with receipts and payments account(s))	Agreement Error	OK	#VALUE!
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	none	-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	none		-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Clubroom and associated buildings	Unrestricted	-	-
	Clubroom equipment	unrestricted	1,700	-
	Workshop equipment	unrestricted	1,800	-
	Office equipment	unrestricted	250	-
	Ground and raised track infrastructure	unrestricted	27,650	-
	Gardening equipment	unrestricted	3,500	-
	Miniature railway rolling stock	unrestricted	25,600	-
	Model railways and models	unrestricted	7,500	-
	Gazebos	unrestricted	1,250	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	None	none	none	none
			-	
			-	
			-	
		-		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	stuart kidd	Stuart Kidd	21/10/2021	