



Reading Society of Model Engineers

Registered Charity 1163244

Annual Report 2021/2022

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

President's Report

2. The last year has been a busy one for RSME. Wednesday Warriors have continued their good work maintaining the track and buildings. This includes an extension to the ground level carriage shed to allow longer trains to be run. The site remains very nice and cared for because of the work off the parks and gardens team. This has not been helped by the recent very dry weather, but the recovery has been good so far. Boiler testing has continued and its always good to see plenty of engines on our track especially Southern ones!
3. I was very sorry to hear about the burglaries that have plagued us since June. This has caused much worry and additional work for the members and particularly the trustees. But the good news is that the culprits have been caught following some good work by the local police and our members. Meanwhile work continues to improve our security as far as we can. This includes cladding our club house and this looks really good so far.

4. Our public running has produced record results, and this again is all down to the work of the usual a few members. The same applies to the private parties which are always well run. In June we held a national LittleLEC event that was very successful and had a good write-up in MODEL ENGINEER magazine. A visit of Santa before Christmas must have been the best for miles around looking at the smiles of all the children. Wonderful. We have a lot to be proud of.
5. Keeping things running so smoothly has been down to those dedicated members spending hours and days at our club doing all those jobs seen and unseen. I won't mention names, but they deserve all our support and thanks for what they do.
6. It gave me great pleasure to be invited to be your president but after some eighteen years I have finally decided that it is time to retire from this post. Its up to the AGM to choose my successor and I give them my very best wishes for the future of our RSME.

Les Dawson

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.

A small group of members have 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 17th 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 (7) trustees of the CIO currently are:

Ernest Brown Michael Chalmers Peter Culham Stuart Kidd (Secretary to the Trustees) Nigel Penford Stephen Millward John Billard (Trustee Chair) Miriam Venn

*Peter Harrison resigned during the year following his move away from the area

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 at the 2021/22 AGM are

John Billard Jim Brown and Mick Chalmers.

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

Miriam Venn’s appointment as a Trustee ends at this AGM

8. Appointment of Officers

President

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

Les Dawson is our current President.

Les Dawson after over 18 years of service as our President, has decided to resign from the position.

The post of President will be held by a member of long standing and be well respected within the club. The President acts as a figurehead of the RSME. The President does not have a vote at Trustee meetings.

The President will serve for a period of three years, or earlier if the holder wishes to renounce the position. This may be extended with the agreement of members.

Nominations for the post of President are now being sought. Should there be more than one suitable candidate, an election will be held at the RSME Annual General Meeting on 27th October 2022.

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 2022/23.

10. Membership

The final membership number for 2020/21 was 63 and for 2021/2022 was 84.

11. Communications

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.

I am pleased that PROSPECTUS continues to be featured regularly in the club notes in MODEL ENGINEER and thanks are due to the editors and Geoff Thoresby.

Contributions have reduced in recent months but as before I would welcome all items including some non-railway topics from time to time reflecting the wide interests that I know exist among the membership. The series of workshop articles have been well received as has development work on the club site

Electronic posting has a vital role and I would like to thank Stuart Kidd and Stephen Millward for their help in the distribution to the membership including sorting out some frustrating software problems and posting out a number of hard copies. These copies are now to be produced in-house.

Please keep the contributions coming in. Editor permitting almost any subject may be acceptable to suit our intelligent readership.

RSME has a website at www.readingsmes.co.uk which was very difficult to find by an internet search. Changes to the website settings now mean the website can be easily found, however little progress has been made on developing the content. The website is work in progress and really need someone who either knows how to develop the website or is keen to learn.

12. Financial Statements and Accounts

12.1. Summary of accounts

- Receipts and Payments 04/2021 to 03/2022

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 card terminals has been introduced successfully.

12.3. Trustees Remuneration and Benefits

There was no trustee's remuneration, or other benefits, or expenses paid for the years ended 31/3/2021 and 31/3 /2022. 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 for year ended 31/03/2021. The negative amount of £600 was the refund of party deposits. Income for the year ended 31/03/2022 was Birthday Parties £5340 and Public Running £5054.

Grant Aid

The club qualified for a Covid 19 government grant for small businesses in the sum of £10,000 in the year ended 31/03/2021.

Subscriptions

Subscription income for the year 2021/22 amounted to £2570 against £995 for the accounting year 2020/2021.

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.) included the balance of the costs for the rewire - £1824, hand drier for toilet £426, a new gazebo - £357, 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

As at 31/03/2022 there were no liabilities outstanding.

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 £54,684, of which £5122 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 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, £39,684, has been provisionally allocated by the trustees against the following projects:

-External painting	£5000
- Raised track extension – restricted funds	£5000
- Raised track extension	£20,000
- Clubroom external cladding	£3500
- Internal alarm system	£1500
-Unallocated	£4,684

12.9. Gift Aid

The RSME has registered with the HMRC for Gift Aid.

A claim will be made in 2022/23.

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

Reading Society of Model Engineers

Receipts and payments accounts

CC16a

For the period
from

01/04/2021

to

31/03/2022

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						
VOLUNTARY RECEIPTS	Small Donations (Gift Aid)	421			421	10032
	Gift Aid Donations	99			99	528
	Donations Other	521			521	97
FUND RAISING TRADING	Birthday Parties	5340			5340	-600
	Santa Specials	2810			2810	0
	Other Income	200			200	0
CHARITABLE TRADING	Refreshments	725			725	0
	Subscriptions	2570			2570	995
	Public Running	5054			5054	0
	Members Activities	0			0	0
OTHER RECEIPTS	Bank Interest	4	1		4	66
Sub total (Gross Income)		17744	1	0	17745	11118
A2 Asset and investment sales						
	SALE OF FIXED ASETS	0			0	0
	SALE OF INVESTMENTS	0			0	0
Sub total;		0	0	0	0	0
Total Receipts		17744	1	0	17745	11118
A3 Payments						
FUND RAISING TRADING						
	BIRTHDAY PARTIES	83			83	0
	SANTA SPECIALS	1730			1730	0
	OTHER EVENTS	434			434	0
CHARITABLE ACTIVITIES						
	REFRESHMENTS	708			708	13
	YOUNG ENGINEERS	0			0	0
	GOVERNANCE COSTS	0			0	0
	MEMBERS ACTIVITIES	0			0	0
	CLUBHOUSE	3311			3311	10477
	ELECTRICITY	700			700	492
	INSURANCES	1036			1036	5917
	RENT AND RATES	1011			1011	1012
	PRINTING/ STATIONERY COMMS	1350			1350	435
	RAISED TRACK	470			470	442
	GROUND LEVEL	1245			1245	322
	LOCO AND TRUCK MAINTENACE	1429			1429	0
	GROUPS MAINTENANCE	401			401	864
	WORKSHOP AND STORAGE	10			10	27
	CONSUMABLES	1305			1305	0
					0	
Sub total;		15224	0	0	15224	19999
A2 Asset and investment purchases						
	Raised Track project	0			0	0
	Purchase of assets	1167			1167	279
	Purchase Of investments	0			0	0
Sub total;		1167	0	0	1167	279
Total Payments		16391	0	0	16391	20278
Net of receipts/(payments)		1354	1	0	1354	-9161
A5 Transfers between funds		0	0	0	0	0
A6 Cash funds last year end		48209	5121	0	53330	62491
Cash funds this year end		49562	5122	0	54684	53330

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

		Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
B1 Cash funds	Cash in hand	205		
	Barclays Bank current accounts	7292		
	Barclays Bank deposit accounts	42065	5122	
		49562	5122	0

		Fund to which asset belongs	Cost (optional)	Current value (optional)
B2 Other monetary assets	NIL			

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

		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	1700	
	Workshop equipment	Unrestricted	1800	
	Office equipment	Unrestricted	250	
	Ground and raised track infrastructure	Unrestricted	27650	
	Gardening equipment	Unrestricted	3500	
	Miniature railway rolling stock	Unrestricted	25600	
	Model railways and models	Unrestricted	7500	
	Gazebos	Unrestricted	1250	

		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				

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

Signature

Print name

Date of approval

Stuart Kidd
Trustee

Stuart Kidd
Stuart Kidd

27/10/22