

THE DUXFORD RADIO TRUST

England & Wales · Charity number 1169780

Details

Other names DRT

Status Registered

Legal form CIO

Registered 2016-10-19

Register [View on the Charity Commission register](#)

Contact

Address 4 Burgoynes Farm Close
Impington
Cambridge
CB24 9ZU

Phone 01223234563

Email contact@duxfordradio.org

Website www.duxfordradio.org

Activities

Objects: The objects of the CIO are: The advancement of education of the general public, in the history of communications, especially in military conflict and civil emergencies, and the consequent development of the technologies, equipment and techniques as applied to the fields of activity of radio communications, line communications, radio navigation, radar (the process of radio detection and ranging, transponding etc.) and other forms of communications and communications technology as appropriate by means of: (a) the research, documentation, collection, conservation, restoration, preservation and storage of various items of electrical, mechanical, electronic, optical and other military and non-military equipment employing various technologies together with related documents, images and ephemera, in order that they be exhibited and demonstrated to the general public in permanent and/or temporary exhibitions at selected premises and events in the United Kingdom. (b) providing specialist technical knowledge, information, equipment, engineering services, other artefacts and the services of interpretation, explanation and display, to support national, regional and local exhibitions and other similar activities, in order to contribute to, create, establish and maintain a museum or other historic communications exhibits and/or displays open to the general public. (c) providing specialist technical knowledge, information, equipment, artefacts, historic documentation, exhibitions, and support relating to communications as required to: - The general public- Schools and educational establishments- Collectors, restorers, conservators, and users of historic communications equipment- History societies and other groups- Museums- Other history related public and private events and venues, permanent or temporary

Activities: The Duxford Radio Trust researches, records, collects, conserves, restores, interprets, displays and demonstrates examples of historic equipment, technologies, documents and other artifacts related to communications in military conflict and civil emergencies for the education of the public

Classification

- **How:** Provides Services, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage, Armed Forces/emergency Service Efficiency
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Cambridgeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-11-15	£3,218	£1,437	-	-
2023-11-15	£3,299	£3,832	-	-
2022-11-15	£5,734	£3,336	-	-
2021-11-15	£6,094	£4,914	-	-
2020-11-15	£8,217	£13	-	-

Trustees

Name	Role	Appointed
B. F. ROBERTS		2016-10-01
Beryl Irene Pope		2020-02-02
Dr John Richard Moore PhD CEng		2020-02-02
K. W. BALLARD		2016-10-01
PAULINE JOAN HOWES DIP.M MCIM		2020-02-02
Peter Ronald Brown		2022-02-23
R. J. HOWES		2016-10-01
R. L. POPE		2016-10-01

THE DUXFORD RADIO TRUST

England & Wales - Charity number 1169780

Accounts

The Duxford Radio Trust Annual Report 2023 – 2024-final

Registered Charity No. 1169780

The Trustees of the Duxford Radio Trust (DRT) present their annual report for the year 16 November 2023 to 15 November 2024. Accounts for the above period are listed separately. The Duxford Radio Trust was formed in 2016 to take over the assets and activities of the former Duxford Radio Society (DRS). The Trust is privately funded and during 2023-2024 was not in receipt of state grants. DRT also operates a wholly owned subsidiary, Duxford Radio Limited (DRL), a company limited by shares.

1. Summary of DRT Activities November 2022 – November 2023

During 2023-2024 engineering, conservation, restoration and electro-mechanical construction work has continued at the DRT engineering workshop and store. Various items of DRT historic military radio communications and exhibition equipment have been loaned to two local museums.

A significant amount of engineering work has been expended in overhauling and preparing additional radio communications, navigation and radar equipment for future exhibition at Waterbeach Military Heritage Museum (WMHM) including designing and building a target simulator for the 'Monica' tail warning radar used in the RAF Lancaster bombers and overhauling the RAF VHF ground station radio communications equipment which would have been operational at RAF Waterbeach. This will be capable of being demonstrated to the public in full working condition as it would have been during WW2.

DRT trustees have been acting as WMHM volunteers for explainer duties when required and have been demonstrating Morse code and RAF radio communication and navigations equipment to individual visitors and organised groups of visitors to WMHM when the museum was open.

Extensive sorting and re-packing the DRT collection of spare equipment, valves and cathode ray tubes is being carried out and will be an ongoing long-term task. Such components are vital for the maintenance of the operational historic military communications equipment.

A transportable radio communications transmitting and receiving station has been constructed as a wheeled three-tier desk which will enable DRT/DRL to once again demonstrate radio communications in action to the public using both modern commercial equipment and historic military communications equipment. It is hoped to be able to operate this radio station at WMHM in the future, subject to the agreement of WMHM and the Waterbeach site owner. A further quantity of DRT exhibition display units, previously utilised at IWM Duxford, have been overhauled and re-configured to suit the space available at WMHM ready for future installation.

2. DRT Reference and Administrative Information

The Trust is constituted as a Charitable Incorporated Organisation (CIO) and was registered with the Charity Commission on 19 October 2016. Registered Charity No. 1169780, registered in England. The Trust name can be abbreviated to DRT.

The DRT Trustees

Peter Brown	Richard Pope
Richard Howes	John Moore PhD
Brian Roberts	Pauline Howes
Beryl Pope	

There have been no changes of trustees during the period of this report. Trustees are appointed by the continuing Trustees and should number between three and ten competent persons according to the needs of the Trust. During the period under review the Trust had supporters but did not have any formal volunteers, only the above listed Trustees who are officers of the Trust.

Company secretary	Richard Howes
Registered Administrative Office	4 Burgoynes Farm Close Impington Cambridge CB24 9ZU

Email Contact details duxfordradio@gmail.com
Internet Web site www.duxfordradio.org
 <https://sites.google.com/view/new-drt-v5/home>

3. DRT Objectives

The Duxford Radio Trust is a not-for-profit communications, history, and technology foundation, formed in 2016 to take over the assets of the former unincorporated organisation, The Duxford Radio Society, which from 1992 – 2016 had organised the operation of the volunteer radio section at the Imperial War Museums, Duxford, England. From 2016 – 2020 DRT/DRL took over the operation of the IWM Duxford volunteer radio section for IWM, until the site closed for the Covid pandemic. The site was subsequently reorganised by IWM and the radio sections at Duxford and HMS Belfast closed down. DRT was then told by IWM to leave the Duxford Airfield site due to the change of focus of the museum and was told the history of communications, radar and navigation in military conflict was not of interest to IWM.

The primary role of DRT is the education of the public in the field of communications used in military conflict and civil emergencies, and the celebration of the efficiency and effectiveness of the armed forces and the emergency services of the Crown by means of the management and protection of the collection of historic communications equipment, documents, and artefacts for exhibition to the public for the purposes above.

The Trust conducts research into the causes, needs, evolution, history of application and technical implementation of all types of communications used in military conflict and civil emergencies. The Trust collects, conserves, restores, records, maintains in working order (where practicable), a reference collection of historic equipment, technologies, documents, and other artefacts related to communications in military conflict and civil emergencies.

The Trust fulfils its public education obligations by using its equipment and document collection together with the accumulated knowledge and experience of the trustees and supporters to provide the materials for public exhibitions/demonstrations of historic radio communications, navigation, and radar artefacts.

The Trust fulfils its public education obligations by supporting independent work of other third parties in research, documentation, collection, conservation, restoration and exhibition of historic communications artefacts by providing support, materials and information from its internal collection and human knowledge/experience base. The Trust also fulfils its public education obligations by publishing the *Duxford Radio* journal three times per annum containing articles on specific historic equipment or communication related techniques. Copies of the Duxford Radio Journal are archived in Cambridge University Library. A newsletter is circulated to supporters by email from time to time.

The Trust has a wholly owned subsidiary, Duxford Radio Limited, formed on the advice of the Charity Commission, to conduct any activities which, under UK charity law, are not considered wholly and exclusively for the public benefit, such as the Radio Amateur transmitting station. The limited company name can be abbreviated to DRL and is company number 10762055, registered in England, a company limited by Shares.

The DRL activities include the ownership and operation of the special exhibition Amateur Radio communications station and associated equipment (when operational), and any trading activities necessary on behalf of the DRT parent charity etc. In the past the Trust partly fulfilled its public education obligations by its DRL subsidiary owning and operating the licensed permanent exhibition radio transmitting and receiving station at IWM Duxford. While the IWM radio station has now been removed, however the core DRT registered radio call sign G0PZJ has been retained for future use and an appropriate Notice of Variation (NOV) exhibition radio call sign obtained from OFCOM to operate from Waterbeach Military Heritage Museum in the future as GB0WMM.

The DRT collection of Allied Forces communications equipment consists, in many cases, of complete working communications systems, (as opposed to the more common museum approach of a fragmented collection of individual objects obtained by the receipt of random donations). However, the unique feature of the DRT collection is not just the historical and technical significance of the items held, but the specialist ability of displaying and explaining the operational, working historic radio, navigation, and radar systems equipment to the public, visually supported by educational graphics panels.

The DRL Directors currently are Richard Howes, and John Moore. The Company Secretary is Richard Howes. The Health and Safety Manager for both DRT and DRL is Peter Brown and the Treasurer for both is John Moore. The Supporter Liaison Secretary and Data Controller is Brian Roberts.

Both the Trust and DRL have reviewed and continued with the same banking facilities which were created in 2016-2017.

4. Summary of objectives contained in revised DRT Constitution V8a dated 21 October 2020

The objects of the CIO:-

The advancement of education of the general public, in the history of communications in military conflict and civil emergencies, and the consequent development of the technologies, equipment and techniques as applied to the related fields of activity of radio communications, line communications, radio navigation, radar (the process of radio detection and ranging, transponding etc.) and other forms of communications and communications technology as appropriate by means of:-

(a) the research, documentation, collection, conservation, restoration, preservation, and storage of various items of electrical, mechanical, electronic, optical, and other military and non-military equipment employing various technologies together with related documents, images and ephemera, in order that they be exhibited and demonstrated to the general public in permanent and/or temporary exhibitions at selected locations in the United Kingdom.

(b) providing specialist technical knowledge, information, equipment, engineering services, other artefacts and the services of interpretation, explanation, and display, to support national, regional, and local exhibitions and other similar activities, in order to create, establish and maintain a museum or other historic communications exhibits and/or displays open to the general public.

(c) providing specialist technical knowledge, information, equipment, artefacts, historic documentation, exhibitions, and support relating to communications as required for:-

- The general public
- Schools and educational/training groups and establishments
- Collectors, restorers, conservators, and users of historic communications equipment
- History societies and other groups
- Museums
- Other public and private events and venues, permanent or temporary

5. Activities, Performance and Public Benefit

The Trust was formed on 15 November 2015 and became a registered charity on 19 October 2016.

During the period under review, DRT/DRL has been actively supporting the Trustees of the Waterbeach Military Heritage Museum and also the management of both the Pye History Trust and the Cambridge Museum of Technology Trust in respect of exhibiting the history of communications to the public.

6. Subscriptions and Donations Received

Supporter donated subscriptions and various other donations of funds have been received from private individuals in the UK for the express purpose of supporting the operation of DRT and maintaining and storing the DRT equipment collections. Various other non-restricted financial donations and donations of storage racking, equipment, documents, and electronic, and electro-mechanical components have been received from private individuals and from organisations in the electronics industry. The Trust is most grateful for these donations. The Trust is registered for Gift Aid recovery on subscriptions and financial donations.

7. Heritage Assets

The collection of historic communications equipment and documents owned by the Trust, which currently date from the approximate period 1916 – 2024 is considered by the Trustees to qualify to be treated as Heritage Assets. Throughout this reporting period the Trustees have continued to conserve, restore, maintain, research, catalogue, and assess the present-day market value of these heritage assets in accordance with SORP FRS102. The cataloguing and valuation process was severely arrested by the pandemic and the move away from IWM Duxford, but is again ongoing.

The individual value of such items is estimated by researching the average selling price actually achieved at public auction and public on-line auction and by applying the knowledge, experience, and judgement of the Trustees as to the historical significance, scarcity, desirability, utility and condition of each item. The Trust has purchased Spectrum approved museum cataloguing software in order to begin to migrate the internal collection recording database to the British Museum Spectrum standard.

8. Other Information

The Trust has maintained appropriate product and public liability insurance for DRL activities via the Radio Society of Great Britain (RSGB) radio club group policy and for DRT activities via a separate insurance policy using the same insurance brokers as the RSGB. The workshop fire extinguishers are inspected and maintained on a two-year schedule by a third-party specialist supplier.

The suite of replacement operating policies and risk assessments have been maintained appropriate to the changed circumstances and locations of DRT/DRL engineering and exhibition facilities.

DRT/DRL have declared the following formal operating policies:-

1. Health and Safety Policy
2. Complaints Policy
3. Data Protection & Privacy Policy
4. Code of Conduct Policy
5. Safeguarding Policy
6. Volunteering Policy
7. Equal Opportunities Policy
8. Media & Social Networking Policy
9. Radiological Protection Policy (ionizing & non-ionizing)
10. Portable Appliance Testing (PAT) Policy
11. Emergency Procedure/Emergency Evacuation Policy (workshop & store)
12. Infectious Diseases Policy (replaces original Covid-19 policy)
13. Interim Collections Policy (acquisitions & disposals)
14. OFCOM EMF Compliance Policy (draft only as radio station not in regular use)
15. Briefing policy and process for visitors to storage site and workshop

DRT/DRL have conducted the following formal Risk Assessments/Procedures:-

- | | |
|---|---------------------------|
| 1. Overall operation at DRT/DRL Workshop and Store | updated |
| 2. Activities in DRT/DRL 32 ft workshop | updated |
| 3. Activities in DRT/DRL storage containers | updated |
| 4. Activities in remaining IWM Duxford storage container | updated |
| 5.1. Manual Handling of equipment | ex Duxford to be modified |
| 5.2. Operation of Temporary DRT/DRL radio Station | created |
| 6. Equipment Storage and Handling | ex Duxford to be modified |
| 7. Control of Substances Hazardous to Health (COSHH) | ex Duxford to be modified |
| 8. Infectious diseases (inc.COVID-19, Influenza, Norovirus etc) | updated |
| 9. Working at height | created draft v1 |
| 10. Visitor Access to DRT Facility | created v1a |
| 11. Visitor to DRT facility Briefing Document | created |
| All ex-Duxford operating procedures | to be modified |
| Event/exhibition planning procedure | created draft v1 |

NOTES:-

Items listed above as 'to be modified' were in operation at IWM Duxford and are being adapted or updated. Other risk assessments will be performed when required for a specific event or activity.

The Trust has continued to operate the wholly owned subsidiary company, Duxford Radio Limited (DRL), for any activities which are not considered by the Charity Commission to be wholly and exclusively for the public benefit. DRL is registered with HMRC for corporation tax. DRL is registered with the Information Commissioners Office (ICO) to hold personal data on supporting individuals for approved purposes subject to their express agreement.

DRT has registered with HMRC for the Gift Aid system and maintains a public Internet website www.duxfordradio.org or <https://sites.google.com/view/new-drt-v5/home> to communicate information to the general public about DRT/DRL activities in interpreting and exhibiting the history, application, and technology of communications in military conflict and civil emergencies.

The DRT historical-technical journal *Duxford Radio* is archived in the Cambridge University Library.

9. Statement of Conformance to Public Benefit Requirements

The Trustees have had regard for the guidance on public benefit issued by the Charity Commission from time to time and contained within documents PB1, PB2 and PB3 and have acted accordingly.

The Trust has supported the general public, organised groups, local museums and individuals with exhibition equipment, historical and technical information both directly and indirectly via exhibition, publications, web site and email communication.

10. Additional Information

The Trustees and Directors are most grateful for the activity, support and assistance given by the supporters of the former IWM Duxford Radio Section and also by the current local and distant supporters and donors.

No DRT Trustee or DRL Director received any personal benefit or remuneration or expenses from the Trust or DRL Ltd, **only** re-imbusement of agreed personal expenditure on specific purchases made on behalf of, or for, DRT/DRL where appropriate.

End DRT Trustees Report 2023-2024 report December 2024 final

Duxford Radio Trust Group and Charity Balance Sheet As of 31 October 2024

	Group	Charity
Fixed Assets (Note 1)		
Office Equipment Etc	12,585.00	12,278.00
Current Assets		
Cash at Bank and in hand	7,337.00	6,423.00
Shares (Note 2)	0	100.00
<hr/>		
Total Current Assets	19,922.00	18,801.00
Creditors : Amounts Falling due within 1 year	0	4.00
<hr/>		
Total assets less current liabilities	19,922.00	18,280.00
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Combined Total Income DRT and DRL		4,724.00
Combined Total Expenditure DRT and DRL		4,114.00
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Note 1 Heritage Assets

Work continues to estimate the value of the collection of historic military communications artefacts and documents (see Trustees Report). The value to date is estimated as £110,000 to £150,000, and the work is on-going.

Note 2

100 £1 shares in Duxford Radio Ltd wholly owned by Duxford Radio Trust.

THE DUXFORD RADIO TRUST

England & Wales - Charity number 1169780

Accounts

The Duxford Radio Trust Annual Report 2022 – 2023-Final

Registered Charity No. 1169780

The Trustees of the Duxford Radio Trust (DRT) present their annual report for the year 16 November 2022 to 15 November 2023. Accounts for the above period are listed separately. The Duxford Radio Trust was formed in 2016 to take over the assets and activities of the former Duxford Radio Society (DRS). DRT has a wholly owned subsidiary, Duxford Radio Limited (DRL), a company limited by shares. The Trust is privately funded and during 2022-2023 was not in receipt of state grants.

1. Summary of DRT Activities November 2022 – November 2023

In 2022-2023 the DRT trustees and DRL directors resumed discussing and administering the affairs of the charity by regular face-to-face gatherings plus email, telephone conversations and WhatsApp text messages. Engineering, conservation, and restoration work has continued at the DRT store and engineering workshop. DRT exhibition and other equipment has been loaned to two local museums.

Following closure of the IWM radio section DRT has been working to clear the contents of a 40-foot storage shipping container full of spare equipment, components and racking remaining at IWM Duxford. However, access to this container has been limited by the collapse of an internal IWM access road, requiring the DRT equipment to be manually man-handled slowly away from the container. Some other items from previously aborted joint DRT/IWM projects remain on loan to IWM in other IWM buildings. These will be recovered in due course as DRT storage capacity permits.

The small replica of the Avro Lancaster Wireless Operator crew position has been loaned to the Waterbeach Military Heritage Museum, (WMHM) as a working exhibit, along with working examples of the Gee and LORAN navigation systems dating from WW2 and DRT trustees are acting as WMHM volunteers for explainer duties when required. DRT Trustees have begun demonstrating Morse code and radio communication to visitors and organised groups of visitors to WMHM.

Suitable other venues for DRT/DRL to resume presentations and exhibitions for the education of the public, and particularly of school children and Army/RAF Cadets, in the history and technology of radio communications in military conflict and civil emergencies continue to be under active research, investigation, and discussion.

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The DRT Trustees

Peter Brown	Richard Pope
Richard Howes	John Moore
Brian Roberts	Pauline Howes
Beryl Pope	

During this period, trustee Kenneth Ballard died. Ken was one of the original DRT trustees. The Trust is grateful to have received the benefit of his activities and expertise since inception.

There have been no other changes of trustees during the period of this report. Trustees are appointed by the continuing Trustees and should number between three and ten competent persons according to the needs of the Trust. During the period under review the Trust had supporters but did not have any formal volunteers, only the above listed Trustees who are officers of the Trust.

Company secretary Richard Howes

Registered Administrative Office 4 Burgoynes Farm Close
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Email Contact details duxfordradio@gmail.com
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3. DRT Objectives

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The primary role of DRT is the education of the public in communications used in military conflict and civil emergencies, and the celebration of the efficiency and effectiveness of the armed forces and the emergency services of the Crown by means of the management and protection of the collection of historic communications equipment, documents, and artefacts for exhibition to the public for the purposes above.

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The Trust fulfils its public education obligations by using its equipment and document collection together with the accumulated knowledge and experience of the trustees and supporters to provide the materials for public exhibitions/demonstrations of historic radio communications, navigation, and radar artefacts.

The Trust fulfils its public education obligations by supporting independent work of other third parties in research, documentation, collection, conservation, restoration and exhibition of historic communications artefacts by providing support, materials and information from its internal collection and human knowledge/experience base. The Trust also fulfils its public education obligations by publishing the *Duxford Radio* journal three times per annum containing articles on specific historic equipment or communication related techniques. Copies of the Duxford Radio Journal are archived in Cambridge University Library. A newsletter is circulated to supporters by email from time to time.

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In the past the Trust has also fulfilled its public education obligations by its DRL subsidiary owning and operating a licensed permanent exhibition radio transmitting and receiving station at IWM Duxford. The IWM radio station is now closed down; however, the core DRT registered radio call sign has been retained for future use and an appropriate Notice of Variation (NOV) exhibition radio call sign obtained from OFCOM to operate from Waterbeach Military Heritage Museum in the future.

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The Trust has reviewed and continued with the same banking facilities which were created in 2016-2017.

4. Summary of objectives contained in revised DRT Constitution V8a dated 21 October 2020

The objects of the CIO:-

The advancement of education of the general public, in the history of communications in military conflict and civil emergencies, and the consequent development of the technologies, equipment and techniques as applied to the related fields of activity of radio communications, line communications, radio navigation, radar (the process of radio detection and ranging, transponding etc.) and other forms of communications and communications technology as appropriate by means of:

(a) the research, documentation, collection, conservation, restoration, preservation, and storage of various items of electrical, mechanical, electronic, optical, and other military and non-military equipment employing various technologies together with related documents, images and ephemera, in order that they be exhibited and demonstrated to the general public in permanent and/or temporary exhibitions at selected locations in the United Kingdom.

(b) providing specialist technical knowledge, information, equipment, engineering services, other artefacts and the services of interpretation, explanation, and display, to support national, regional, and local exhibitions and other similar activities, in order to create, establish and maintain a museum or other historic communications exhibits and/or displays open to the general public.

(c) providing specialist technical knowledge, information, equipment, artefacts, historic documentation, exhibitions, and support relating to communications as required to:

- The public
- Schools and educational establishments
- Collectors, restorers, conservators, and users of historic communications equipment
- History societies and other groups
- Museums
- Other public and private events and venues, permanent or temporary

5. Activities, Performance and Public Benefit

The Trust was formed on 15 November 2015 and became a registered charity on 19 October 2016.

During the period under review, DRT has been actively supporting the Trustees of the Waterbeach Military Heritage Museum and also the management of both the Pye History Trust and the Cambridge Museum of Technology Trust in respect of exhibiting the history of communications to the public.

6. Subscriptions and Donations Received

Supporters subscriptions and various donations of funds have been received from private individuals in the UK for the express purpose of supporting the operation of DRT and maintaining and storing the DRT equipment collections. Various other non-restricted financial donations and donations of storage racking, equipment, documents, and electronic, and electro-mechanical components have been received from private individuals and from organisations in the electronics industry. The Trust is most grateful for these donations. The Trust is registered for Gift Aid recovery on subscriptions and donations.

7. Heritage Assets

The collection of historic communications equipment and documents owned by the Trust, which currently date from the approximate period 1916 – 2024 is considered by the Trustees to qualify to be treated as Heritage Assets. Throughout this reporting period the Trustees have continued to conserve, restore, maintain, research, catalogue, and assess the present-day market value of these heritage assets in accordance with SORP FRS102. The cataloguing and valuation process was arrested by the pandemic but is again ongoing.

The individual value of such items is estimated by researching the average selling price achieved at public auction and public on-line auction and by applying the knowledge, experience, and judgement of the Trustees as to the historical significance, scarcity, desirability, utility and condition of each item. The Trust has purchased Spectrum approved museum cataloguing software in order to begin to migrate the internal collection recording database to the British Museum Spectrum standard.

8. Other Information

The Trust has maintained appropriate product and public liability insurance for DRL activities via the RSGB group policy and for DRT activities via a separate insurance policy. The suite of replacement operating policies and risk assessments have been maintained appropriate to the changed circumstances and locations of DRT/DRL engineering and exhibition facilities.

The Trust has the following formal operating policies in operation:-

1. Health and Safety Policy
2. Complaints Policy
3. Data Protection & Privacy Policy
4. Code of Conduct Policy
5. Safeguarding Policy
6. Volunteering Policy
7. Equal Opportunities Policy
8. Media & Social Networking Policy
9. Radiological Protection Policy (ionizing & non-ionizing)
10. Portable Appliance Testing (PAT) Policy
11. Emergency Procedure/Emergency Evacuation Policy
12. Infectious Diseases Policy (replaces original Covid-19 policy)
13. Interim Collections Policy (acquisitions & disposals)
14. OFCOM EMF Compliance Policy (draft only as radio station temporarily closed down)
15. Briefing policy and process for visitors to storage site and workshop

The Trust has continued to operate the wholly owned subsidiary company, Duxford Radio Limited (DRL), for any activities which are not considered by the Charity Commission to be wholly and exclusively for the public benefit. DRL is registered with HMRC for corporation tax. DRL is registered with the Information Commissioners Office (ICO) to hold personal data on supporting individuals for approved purposes subject to their express agreement.

DRT has registered with HMRC for the Gift Aid system and maintains a public Internet website www.duxfordradio.org to communicate information to the general public about the history, application, and technology of communications in military conflict and civil emergencies.

The DRT historical-technical journal entitled *Duxford Radio* has reached issue 93 and is archived in the Cambridge University Library.

9. Statement of Conformance to Public Benefit Requirements

The Trustees have had regard for the guidance on public benefit issued by the Charity Commission from time to time and contained within documents PB1, PB2 and PB3 and have acted accordingly.

The Trust has supported the general public, organised groups, local museums and individuals with exhibition equipment, historical and technical information both directly and indirectly via exhibition, publications, email and web site.

10. Additional Information

The Trustees and Directors are most grateful for the activity, support and assistance given by the supporters of the former IWM Duxford Radio Section and also local and distant supporters and donors.

No DRT Trustee or DRL Director received any personal benefit or remuneration or expenses from the Trust or DRL Ltd, only re-imbusement of agreed expenditure on specific purchases made on behalf of DRT/DRL.

End DRT Trustees 2022-2023 report December 2023 final

Duxford Radio Trust Charity Group Balance Sheet as of 15 November 2023

		Group	Charity
Fixed Assets (Note 1)			
Office Equipment Etc	12,585.00	12,278.00	
Current Assets			
Cash at Bank and in hand		7,582.00	4,898.00
Debtors (Note 2)	0		1,000.00
Shares (Note 3)	0 100.00		
<hr/>			
Total Current Assets	20,167.00	18,276.00	
Creditors : Amounts Falling due within 1 year		4.00	4.00
<hr/>			
Total assets less current liabilities	20,171.00	18,280.00	
<hr/>			
Combined Total Income DRT and DRL			4,064.00
Combined Total Expenditure DRT and DRL			4,215.00
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Note 1 Heritage Assets

Work continues to catalogue and estimate the value of the collection of historic military communications artefacts and documents (see Trustees Report). The value to date is estimated as £125,000 to £175,000, and the work is on-going.

Note 2

Loan of £1,000.00 from Duxford Radio Trust to Duxford Radio Ltd for working capital.

Note 3

100 £1 shares in Duxford Radio Ltd wholly owned by Duxford Radio Trust.

THE DUXFORD RADIO TRUST

England & Wales - Charity number 1169780

Accounts

The Duxford Radio Trust Annual Report 2021 – 2022

Registered Charity No. 1169780

The Trustees of the Duxford Radio Trust (DRT) present their annual report for the year 16 November 2021 to 15 November 2022. Accounts for the above period are listed separately. The Duxford Radio Trust was formed in 2016 to take over the assets and activities of the former Duxford Radio Society (DRS). DRT has a wholly owned subsidiary, Duxford Radio Limited (DRL), a company limited by shares. The Trust is privately funded and during 2021-2022 was not in receipt of state grants.

1. Summary of DRT Activities November 2021 – November 2022

Following the aftermath of the COVID-19 pandemic the DRT trustees/DRL directors resumed discussing and administering the affairs of the charity by regular face-to-face gatherings, email, and telephone conversations. Engineering, conservation and restoration work was resumed.

The year 2021-2022 was a period when the Duxford Radio Trust completed the task of removal of all DRT public exhibition equipment and stored equipment from the South-side of IWM Duxford Airfield where it had been since 1992, occupying 3 IWM buildings and parts of two others. This has left in situ a 40-foot shipping container full of spare equipment and components plus other items on loan to IWM in other IWM buildings. These will be recovered in due course as DRT storage capacity permits.

From November 2021 to August 2022 DRT began moving the ex-IWM Duxford exhibition equipment to the Signals Museum RAF Henlow (SMH) with the co-operation of the RAF and the Signals Museum team. However, in September 2022, after a change of interest/horizons by some members of the Henlow Signals Museum team with respect to the joint museum exhibition content and layout, (previously agreed with the SMH Curator) and the DRT obligations for the education of the public, schools and cadet groups, all DRT equipment was removed from RAF Henlow back into storage.

Suitable venues for DRT/DRL to resume public exhibitions for the education of the public, and particularly of school children and Army/RAF Cadets in the history and technology of radio communications, in military conflict and civil emergencies are once again under research, investigation, and discussion. Some DRT equipment is currently on loan to other local museums.

2. DRT Reference and Administrative Information

The Trust is constituted as a Charitable Incorporated Organisation (CIO) and was registered with the Charity Commission on 19 October 2016. Registered Charity No. 1169780, registered in England. The Trust name can be abbreviated to DRT.

The DRT Trustees

Kenneth Ballard	Peter Brown
Richard Howes	Richard Pope
Brian Roberts	John Moore
Beryl Pope	Pauline Howes

During this period, Peter Hyde and Alfred Fisher resigned as DRT trustees and Peter Brown was appointed a trustee. The Trust is grateful to have received the benefit of their expertise.

There have been no other changes of trustees during the period of this report. Trustees are appointed by the continuing Trustees and should number between three and ten competent persons according to the needs of the Trust. During the period under review the Trust had supporters but did not have any formal volunteers, only the above listed Trustees who are officers of the Trust.

Company secretary Richard Howes

Registered Administrative Office 4 Burgoynes Farm Close
Impington
Cambridge
CB24 9ZU

Email Contact details duxfordradio@gmail.com

Internet Web site www.duxfordradio.org

3. DRT Objectives

The Duxford Radio Trust is a not-for-profit communications, history, and technology foundation, formed in 2016 to take over the assets of a former unincorporated organisation, (Duxford Radio Society, which from 1992 – 2016 had organised the operation of the volunteer radio section at the Imperial War Museums, Duxford, England). From 2016 – 2020 DRT/DRL took over the operation of the IWM Duxford volunteer radio section.

The primary role of DRT is the education of the public in communications used in military conflict and civil emergencies, and the celebration of the efficiency and effectiveness of the armed forces of the Crown and the emergency services of the Crown by means of the management and protection of the collection of historic communications equipment, documents, and artefacts for exhibition to the public for the purposes above.

The Trust conducts research into the causes, needs, evolution, history of application and technical implementation of all types of communications used in military conflict and civil emergencies.

The Trust collects, conserves, restores, records, maintains in working order (where practicable), a reference collection of historic equipment, technologies, documents, and other artefacts related to communications in military conflict and civil emergencies.

The Trust fulfils its public education obligations by using its equipment and document collection together with the accumulated knowledge and experience of the trustees and supporters to provide the materials for public exhibitions of historic radio communications, navigation, and radar artefacts.

The Trust fulfils its public education obligations by supporting independent work of other third parties in research, documentation, collection, conservation, restoration and exhibition of historic communications artefacts by providing support, materials and information from its internal document collection and human knowledge/experience base.

The Trust also fulfils its public education obligations by publishing a journal three times per annum (via DRL), containing articles on specific historic equipment or communication related techniques. Copies of the Duxford Radio Journal are archived in Cambridge University Library. However, during 2021-2022 only two issues were completed and distributed due to the time and effort required to organise and implement the removal of exhibition equipment from Duxford into storage and from storage to RAF Henlow and back into storage. A newsletter continued to be circulated to supporters by email.

In the past the Trust has fulfilled its public education obligations by owning and operating a licensed permanent exhibition radio transmitting station at IWM Duxford. The radio station is currently closed down; however, the OFCOM registered radio call signs have been retained for future use.

The DRT collection of Allied communications equipment consists, in many cases, of complete working communications systems, (as opposed to the more common museum approach of a fragmented collection of individual objects obtained by the receipt of random donations. However, the unique feature of the DRT collection is not just the historical and technical significance of the items held, but the specialist ability of displaying and explaining the operational, working historic radio, navigation, and radar equipment to the public.

The Trust has a wholly owned subsidiary, Duxford Radio Limited, formed on the advice of the Charity Commission, to conduct any activities which, under UK charity law, are not considered wholly and exclusively for the public benefit. The limited company name can be abbreviated to DRL. DRL is company number 10762055, registered in England, a company limited by Shares. The DRL activities include the ownership and operation of the special exhibition Amateur Radio communications station and associated equipment, liaising with supporters who provide financial donations to DRT/DRL, publishing the historical/technical publication titled *Duxford Radio* and any trading activities necessary on behalf of the DRT parent charity etc.

The DRL Directors are Ken Ballard, Richard Howes, and John Moore. The Company Secretary is Richard Howes.

The Health and Safety Manager for both DRT and DRL is Ken Ballard and the Treasurer for both is John Moore. The Supporter Liaison Secretary and Data Controller is Brian Roberts.

The Trust has reviewed and continued with the same banking facilities which were created in 2016-2017.

4. Summary of objectives contained in revised DRT Constitution V8a dated 21 October 2020

The objects of the CIO:-

The advancement of education of the general public, in the history of communications in military conflict and civil emergencies, and the consequent development of the technologies, equipment and techniques as applied to the related fields of activity of radio communications, line communications, radio navigation, radar (the process of radio detection and ranging, transponding etc.) and other forms of communications and communications technology as appropriate by means of:

(a) the research, documentation, collection, conservation, restoration, preservation, and storage of various items of electrical, mechanical, electronic, optical, and other military and non-military equipment employing various technologies together with related documents, images and ephemera, in order that they be exhibited and demonstrated to the general public in permanent and/or temporary exhibitions at selected locations in the United Kingdom.

(b) providing specialist technical knowledge, information, equipment, engineering services, other artefacts and the services of interpretation, explanation, and display, to support national, regional, and local exhibitions and other similar activities, in order to create, establish and maintain a museum or other historic communications exhibits and/or displays open to the general public.

(c) providing specialist technical knowledge, information, equipment, artefacts, historic documentation, exhibitions, and support relating to communications as required to:

- The public
- Schools and educational establishments
- Collectors, restorers, conservators, and users of historic communications equipment
- History societies and other groups
- Museums
- Other public and private events and venues, permanent or temporary

5. Activities, Performance and Public Benefit

The Trust was formed on 15 November 2015 and became a registered charity on 19 October 2016.

During the period under review, DRT has been closely liaising with the Curator of the Signals Museum RAF Henlow (known as SMH). The SMH Curator was also a Trustee of DRT. The plan was to merge the two organisations to form an enlarged group under the registered charity wing of DRT. During 2022, selected items of DRT exhibition equipment were transported to SMH Building 104 RAF Henlow and installed for public display and interaction. However, by September 2022 it was found that the declared interests and horizons of some of the SMH team significantly conflicted with the objectives and public education obligations of DRT and consequently all DRT equipment was withdrawn from Henlow and the plan to merge the two organisations abandoned. The Signals Museum at RAF Henlow is now due to close by June 2024.

6. Donations Received

Various donations of funds have been received from private individuals in the UK for the express purpose of supporting, maintaining, and storing the DRT equipment collections. Various other non-restricted financial donations and donations of storage racking, equipment, documents, and electronic, and electro-mechanical components have been received from private individuals and from organisations in the electronics industry. The Trust is most grateful for these donations.

7. Heritage Assets

The collection of historic communications equipment and documents owned by the Trust, which currently date from the approximate period 1916 – 2020 is considered by the Trustees to qualify to be treated as Heritage Assets. Throughout this reporting period the Trustees have continued to research, catalogue, and assess the present-day market value of these heritage assets in accordance with SORP FRS102. This process was arrested by the pandemic but is approximately 95% complete and the value of the items catalogued to date is estimated in the range £125,000 to £175,000. The individual value of such items is estimated by researching the average selling price achieved at public

auction and public on-line auction and by applying the knowledge, experience, and judgement of the Trustees as to the historical significance, scarcity, desirability, and condition of each item.

8. Other Information

The Trust has appropriate product and public liability insurance for DRT and DRL. During the year a suite of replacement operating policies and risk assessments have been generated appropriate to the changed circumstances and locations of DRT/DRL engineering and exhibition facilities. The Trust has revised or established the following formal operating policies:-

1. Health and Safety Policy
2. Complaints Policy
3. Data Protection & Privacy Policy
4. Code of Conduct Policy
5. Safeguarding Policy
6. Volunteering Policy
7. Equal Opportunities Policy
8. Media & Social Networking Policy
9. Radiological Protection Policy (ionizing & non-ionizing)
10. Portable Appliance Testing (PAT) Policy
11. Emergency Procedure/Emergency Evacuation Policy
12. Infectious Diseases Policy (replaces original Covid-19 policy)
- 13 Interim Collections Policy (acquisitions & disposals)
14. OFCOM EMF Compliance Policy (draft only as radio station closed down)
15. Briefing policy and process for visitors

The Trust has continued to operate the wholly owned subsidiary company, Duxford Radio Limited (DRL), for any activities which are not considered by the Charity Commission to be wholly and exclusively for the public benefit.

DRL is registered with HMRC for corporation tax and has registered with HMRC for the Gift Aid system. DRL is registered with the Information Commissioners Office (ICO) to hold personal data on supporting individuals for approved purposes subject to their express agreement.

DRT maintains a public Internet web site www.duxfordradio.org to communicate information to the general public about the history, application, and technology of communications in military conflict and civil emergencies.

DRL has continued to publish on behalf of The Trust a historical-technical journal entitled *Duxford Radio*. This publication has reached issue 89 and is archived in the Cambridge University Library.

9. Statement of Conformance to Public Benefit Requirements

The Trustees have had regard for the guidance on public benefit issued by the Charity Commission from time to time and contained within documents PB1, PB2 and PB3 and have acted accordingly.

The Trust has supported the general public, organised groups, local museums and individuals with exhibition equipment, historical and technical information both directly and indirectly via its publications, email and web site.

10. Additional Information

The Trustees and Directors are most grateful for the activity, support and assistance given by the former IWM registered volunteers, supporters, donors, and correspondents of the former IWM Duxford Radio Section.

No DRT Trustee or DRL Director received any personal benefit or remuneration or expenses from the Trust or DRL Ltd, only re-imbusement of expenditure on agreed purchases made for DRT/DRL.

Duxford Radio Trust Group and Charity Balance Sheet As of 31 October 2022

	Group	Charity
Fixed Assets (Note 1)		
Office Equipment Etc	12,585.00*	12,278.00
Current Assets		
Cash at Bank and in hand	8,119.00	5,692.00
Debtors (Note 2)	0	1,000.00
Shares (Note 3)	0	100.00
Total Current Assets	20,704.00	19070.00
Creditors : Amounts Falling due within 1 year	257.00	257.00
Total assets less current liabilities	20,447.00	18,813.00
Combined Total Income DRT and DRL		5,984.00
Combined Total Expenditure DRT and DRL		3,571.00

Note 1

Heritage Assets

Work continues to estimate the value of the collection of historic military communications artefacts and documents (see Trustees Report). The value to date is estimated as £125,000 to £175,000, and the work is on-going.

Note 2

Loan of £1,000.00 from Duxford Radio Trust to Duxford Radio Ltd for working capital.

Note 3

100 £1 shares in Duxford Radio Ltd wholly owned by Duxford Radio Trust.

* A change to the accounting program automatically rounds up/down to nearest £.

THE DUXFORD RADIO TRUST

England & Wales - Charity number 1169780

Accounts

The Duxford Radio Trust Annual Report 2020 – 2021

Registered Charity No. 1169780

The Trustees of the Duxford Radio Trust (DRT) present their annual report for the year 16 November 2020 to 15 November 2021. Accounts for the above period are listed separately. The Duxford Radio Trust was formed in 2016 to take over the assets and activities of the former Duxford Radio Society (DRS) and has a wholly owned subsidiary, Duxford Radio Limited (DRL), a company limited by shares.

1. Summary of DRT Activities November 2020 – November 2021

During the COVID-19 pandemic period the DRT trustees/DRL directors have continued to discuss and administer the affairs of the charity by suitable means, including face-to-face meetings, email, telephone and Zoom video conferencing.

The year 2020-2021 was a period when the Duxford Radio Trust searched for a new storage and engineering base and a future long term public museum location, due to a change of approach by the Imperial War Museum, closing the Duxford Radio Section in July 2020, which had been successfully operated and supported by DRS/DRT/DRL members since 2009 (operating as IWM volunteers) and forcing DRT/DRL to leave the Duxford site.

Arising from the forced move away from supporting IWM Duxford, the DRT constitution was subsequently revised, widened and submitted to the Charity Commission. Agreement was granted for the changes by the Charity Commission on 11 November 2020. The registered office of DRT has also been changed and is no longer that of IWM Duxford Airfield.

Following an extensive search of storage locations and dialogue with other Cambridgeshire museums, positive discussions with a supportive local landowner regarding a suitable secure storage and engineering base for the DRT collection of heritage assets resulted in a formal agreement.

DRT purchased quantity four-off secure 20 ft shipping containers for equipment storage plus a 32 ft vandal proof site-office container as a workshop and conservation/restoration centre. Work to remove DRT equipment from the Duxford Airfield site was planned to begin as soon as was permitted by the Government Covid-19 pandemic regulations and Health & Safety social distancing considerations.

The removal of DRT equipment from IWM Duxford began in March 2021. The removal of the external radio antennas followed in May 2021, along with the removal of the AA3 MK 7 mobile air defence radar exhibit by contract low-loader lorry. The removal of the individual items of the DRT historic equipment collection, previously located in six separate buildings on the Duxford Airfield South-side site, began in June 2021 and was conducted entirely by the DRT trustees and supporters whose average age is 77 years and whose age range is 67 to 90.

The DRT collection more than filled 4-off fully rack-lined 20ft shipping containers and was completed by December 2021. There remains a 40-foot shipping container full at Duxford plus various DRT items on loan to IWM in other IWM storage buildings. These will be recovered from IWM in due course as DRT storage capacity permits.

Suitable venues to resume public exhibitions for the education of the public, and particularly of school children and Army/RAF Cadets in the history and technology of radio communications, are still under research, investigation, and discussion.

2. Reference and Administrative Information

The Trust is constituted as a Charitable Incorporated Organisation (CIO) and was registered with the Charity Commission on 19 October 2016. Registered Charity No. 1169780, registered in England. The Trust name can be abbreviated to DRT.

The DRT Trustees

Kenneth Ballard
Richard Howes
Brian Roberts
Beryl Pope
Dr. Peter Hyde

Alfred Fisher
Richard Pope
Dr. John Moore
Pauline Howes

The Trust is grateful to receive the benefit of their expertise.

There have been no other changes of trustees during the period of this report. Trustees are appointed by the continuing Trustees and should number between three and ten competent persons according to the needs of the Trust. During the period under review the Trust had supporters but did not have any external volunteers, only the above listed Trustees who are officers of the Trust.

Company secretary Richard Howes

Registered Office 4 Burgoynes Farm Close
Impington
Cambridge
CB24 9ZU

Contact details duxfordradio@gmail.com

Internet Web site www.duxfordradio.org

3. DRT Objectives

The Duxford Radio Trust is a communications history and technology foundation, formed in 2016 to take over the assets of a former unincorporated organisation, (DRS), (which since 1992 had organised the operation of the volunteer radio section at the Imperial War Museums, Duxford, England). The primary role of DRT is the education of the public in communications used in military conflict and civil emergencies, and the celebration of the efficiency and effectiveness of the armed forces of the Crown by means of the management and protection of the collection of historic communications equipment, documents, and artefacts for exhibition to the public for the purposes above.

The Trust conducts research into the causes, needs, evolution, history of application and technical implementation of all types of communications used in military conflict and civil emergencies.

The Trust collects, conserves, restores, records, maintains in working order (where practicable), a reference collection of historic equipment, technologies, documents, and other artefacts related to communications in military conflict and civil emergencies

The Trust fulfils its public education obligations by using its equipment and document collection together with the accumulated knowledge and experience of the trustees and supporters to provide the materials for public exhibitions of historic radio communications, navigation, and radar artefacts.

The Trust fulfils its public education obligations by supporting independent work of other third parties in research, documentation, collection, conservation, and restoration of historic communications artefacts by providing support and information from its internal document and human knowledge base.

The Trust normally also fulfils its public education obligations by publishing (via DRL) a four-monthly journal containing articles on specific historic equipment or communication related techniques. Copies of the Duxford Radio Journal are held in Cambridge University Library. During 2020-2021 only one issue was completed and distributed due to the Covid-19 pandemic and local communications difficulties already reported. A monthly newsletter continued to be circulated to supporters by email.

In the past the Trust has fulfilled its public education obligations by owning and operating a licensed permanent exhibition radio transmitting station at Duxford. The radio station is currently closed down and inoperative, however the registered radio call signs have been retained by DRT for future use.

The DRT collection of Allied communications equipment consists, in many cases, of complete working communications systems, (as opposed to the more common museum approach of a fragmented collection of individual objects obtained by receipt of random donations). The DRT collection is believed to rank in absolute size in the UK, only behind that of the RAF, IWM and Royal Signals. However, the unique DRT feature is not just the historical and technical significance, but the specialist ability of displaying operational historic radar equipment.

The Trust has a wholly owned subsidiary, Duxford Radio Limited (DRL), formed on the advice of the Charity Commission, to conduct any activities which, under UK charity law, are not considered wholly and exclusively for the public benefit. DRL is company number 10762055, registered in England, a company limited by Shares.

The activities include the ownership and operation of the permanent special exhibition Amateur Radio communications station and equipment, liaising with supporters who provide financial donations to DRT/DRL, publishing the historical/technical publication titled *Duxford Radio* and any trading activities necessary on behalf of the DRT parent charity etc. The limited company name can be abbreviated to DRL.

The DRL Directors are Ken Ballard, Richard Howes, and John Moore. The Company Secretary is Richard Howes.

The Health and Safety Manager for both DRT and DRL is Ken Ballard and the Treasurer for both is John Moore. The Supporter Liaison Secretary and Data Controller is Brian Roberts.

Summary of objectives contained in the revised DRT Constitution V8a dated 21 October 2020

The objects of the CIO:-

The advancement of education of the general public, in the history of communications in military conflict and civil emergencies, and the consequent development of the technologies, equipment and techniques as applied to the related fields of activity of radio communications, line communications, radio navigation, radar (the process of radio detection and ranging, transponding etc.) and other forms of communications and communications technology as appropriate by means of:

(a) the research, documentation, collection, conservation, restoration, preservation, and storage of various items of electrical, mechanical, electronic, optical, and other military and non-military equipment employing various technologies together with related documents, images and ephemera, in order that they be exhibited and demonstrated to the general public in permanent and/or temporary exhibitions at selected locations in the United Kingdom.

(b) providing specialist technical knowledge, information, equipment, engineering services, other artefacts and the services of interpretation, explanation, and display, to support national, regional, and local exhibitions and other similar activities, in order to create, establish and maintain a museum or other historic communications exhibits and/or displays open to the general public.

(c) providing specialist technical knowledge, information, equipment, artefacts, historic documentation, exhibitions, and support relating to communications as required to:

- The public
- Schools and educational establishments
- Collectors, restorers, conservators, and users of historic communications equipment
- History societies and other groups
- Museums
- Other public and private events and venues, permanent or temporary

4. Summary of Activities, Performance and Public Benefit

The Trust was formed on 15 November 2015 and became a registered charity on 19 October 2016.

During the period under review, the trust has been in an emergency survival mode in order to locate, equip and provision suitable storage facilities for the heritage assets of historic electronic equipment in its care and to arrange future public exhibition facilities.

For several years, the trust has shared curatorial staff, trustees, and loan equipment with the Signals Museum RAF Henlow (known as SMH). In the short term, selected items of DRT exhibition equipment have been transported to SMH Building 104 RAF Henlow for public display and interaction.

5. Donations Received

Various donations of funds have been received from private individuals in the UK for the express purpose of supporting, maintaining, and storing the DRT equipment collections. Various other non-restricted financial donations and donations of storage racking, equipment, documents, and electronic, and electro-mechanical components have been received from private individuals and from organisations in the electronics industry. The Trust is most grateful for these donations.

5. Heritage Assets

The collection of historic communications equipment and documents owned by the Trust, which currently date from the approximate period 1916 – 2005 is considered by the Trustees to qualify to be treated as Heritage Assets. Throughout this reporting period the Trustees have continued to research, catalogue, and assess the present-day market value of these heritage assets in accordance with SORP FRS102. This process was arrested by the pandemic but is approximately 95% complete and the value of the items catalogued to date is estimated in the range £125,000 to £168,000.

The individual value of such items is estimated by researching the average selling price achieved at public auction and public on-line auction and by applying the knowledge, experience, and judgement of the Trustees as to the historical significance, scarcity, desirability, and condition of each item.

6. Other Information

The Trust has reviewed and continued with the same banking facilities which were created in 2016-2017. New operating policies and risk assessments will be generated appropriate to the changed circumstances and separate locations of DRT/DRL engineering and exhibition facilities. The trust has registered with HMRC for the Gift Aid system.

The Trust has continued to operate the wholly owned subsidiary company, Duxford Radio Limited (DRL), for any activities which are not considered by the Charity Commission to be wholly and exclusively for the public benefit. DRL is registered with HMRC for corporation tax and with the Information Commissioners Office to hold personal data on supporting individuals for approved purposes.

DRT maintains a public Internet web site www.duxfordradio.org to communicate information to the general public about the history, application, and technology of communications in military conflict and civil emergencies.

DRL has continued to publish on behalf of The Trust a historical-technical journal entitled *Duxford Radio*. This publication has reached issue 88 and is archived in the Cambridge University Library.

7. Statement of Conformance to Public Benefit Requirements

The Trustees have had regard for the guidance on public benefit issued by the Charity Commission from time to time and contained within documents PB1, PB2 and PB3 and have acted accordingly.

The Trust has supported the general public and individuals with historical and technical information both direct and via its publications and web site and at the Signals Museum RAF Henlow.

8. Additional Information

The Trustees and Directors are most grateful for the activity, support and assistance given by the former IWM registered volunteers, supporters, donors, and correspondents of the former IWM Duxford Radio Section.

No DRT Trustee or DRL Director received any personal benefit or remuneration or expenses from the Trust or the DRL Company during the period of this report.

The DRT Trustees 2020-2021 report 27-08-2022

Date: 16/11/2021
Time: 17:20:15

Duxford Radio Trust
Balance Sheet

Page: 1

From: Month 12, October 2021
To: Month 12, October 2021

Chart of Accounts:

Default Layout of Accounts [PARTIAL]

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Plant and Machinery	0.00	12,083.00	
Office Equipment	0.00	73.52	
Furniture and Fixtures	81.24	1,061.88	
			81.24
			13,218.40
Current Assets			
Deposits and Cash	33.11	55.12	
Bank Account	0.00	3,103.33	
			33.11
			3,158.45
Current Liabilities			
Bank Account	592.71	0.00	
			592.71
			0.00
Current Assets less Current Liabilities:			(559.60)
Total Assets less Current Liabilities:			(478.36)
Long Term Liabilities			
Creditors : Long Term	0.00	(1,000.00)	
			0.00
			(1,000.00)
Total Assets less Total Liabilities:			(478.36)
Capital & Reserves			
Reserves	0.00	14,124.38	
P & L Account	(559.60)	2,190.59	
			(559.60)
			16,314.97

THE DUXFORD RADIO TRUST

England & Wales - Charity number 1169780

Accounts

The Duxford Radio Trust Annual Report 2019 – 2020

Registered Charity No. 1169780 Report filed 12-09-2021

The Trustees of the Duxford Radio Trust (DRT) present their annual report for the year 16 November 2019 to 15 November 2020. Accounts for the above period are listed separately. The Duxford Radio Trust was formed in 2016 to take over the assets and activities of the former Duxford Radio Society (DRS) and has a wholly owned subsidiary, Duxford Radio Limited (DRL), a company limited by shares.

1. Summary of DRT Activities November 2019 – November 2020

During the 2020 COVID-19 pandemic the DRT trustees/DRL directors have continued to discuss and administer the affairs of the charity by suitable means, including some face-to-face meetings, email, telephone and Zoom video conferencing.

In common with most organisations, the year 2019-2020 has been a time of turmoil, disruption, and disappointment for the Duxford Radio Trust, but for more reasons than just the COVID-19 virus pandemic.

In July 2020 Imperial War Museum Duxford management informed DRT/DRL that there was no place for the Trust and its longstanding exhibitions of military communications equipment on the Duxford Airfield site, and that all DRT artefacts must be removed from the site. The management stated (among other things) that DRT and its extensive collection of working military communications equipment used in military conflict (war) was small fry and of no consequence to IWM.

Until 23 March 2020 when, due to the pandemic, IWM closed Duxford Airfield to the public, DRT had operated for the whole benefit of IWM and its visitors, on six days per week, at no cost to IWM nor financial benefit to the Trust. DRT provided a permanent exhibition of static and working, interactive historic communications equipment, information, expert explainer services, and technical knowledge-based services. It also provided historical and electronic engineering expertise, both practically and on an information basis, to various IWM departments. IWM was never able to provide this facility from its own resources or employees.

See Appendix 1 below for the full details, which are contrary to the public information issued by IWM. On five occasions IWM management has issued a statement claiming that it was a decision of the DRT trustees to leave the IWM Duxford Airfield site. This is incorrect, DRT has been forced out by local IWM management.

From 15 November 2019 to 23 March 2020 DRT and DRL operated as normal at IWM Duxford, particularly featuring the newly refurbished IWM Radio Section exhibition displays of Land Warfare equipment in Duxford Building 177 on which DRT had expended approx. £5000 a few months previously. From 23 March 2020 all public activity at Duxford Airfield ceased when the site was closed due to the pandemic. DRT had also refurbished its exhibition of Avionics communications equipment in Building 178 at some considerable cost to the Trust.

In December 2019, citing the need for 'regulatory compliance, and instructions from Government Auditors', the IWM Duxford department of commerce and operations required DRT to become a 'commercial partner' and to formally agree to a very detailed, onerous and rigid commercial supply contract. DRT could not fulfil those contract terms. Discussions with IWM local management continued by email and telephone until 12 July 2020, when DRT received the directive to leave IWM Duxford, and it became clear that it was necessary to find a suitable and protected off-site storage location for the DRT historic communications equipment collection.

Emergency storage locations were urgently reconnoitred after IWM management declared a 2-week deadline to empty equipment from the Radio Section workshop Portakabin (previously donated to IWM by Duxford Aviation Society) so that it could be removed and scrapped. This IWM threat was later rescinded when DRT provided proof that satisfactory health and safety risk assessments were in force for the workshop and had been for some years. Since that time, occasional visits have been made to Duxford by the trustees with the permission of IWM for inspection and maintenance purposes.

The registered office of DRT has now been changed and is no longer that of IWM Duxford Airfield.

During the 2020 lockdown period the Trust has only managed to publish one issue of the Duxford Radio Journal. The old DRS/DRT Internet web site has been replaced by a temporary short-form modern-style pictorial web site which shows activities and capabilities of DRT/DRL and summarises the group history.

Following an extensive search of storage locations and dialogue with other Cambridgeshire museums, positive discussions with a supportive local landowner regarding a suitable dry and secure storage and engineering base for the DRT collection of heritage assets have resulted in a formal agreement.

DRT has now purchased quantity four off secure 20 ft shipping containers for equipment storage and a 32 ft vandal proof site office container as a workshop and conservation/restoration centre. Work to remove DRT equipment from the Duxford Airfield site was planned to begin as soon as permitted by the Government Covid-19 regulations and Health & Safety social distancing considerations etc.

Suitable venues to resume public exhibitions for the education of the public, and particularly of school children in the history and technology of radio communications, are under discussion and have yet to be formalised.

2. Reference and Administrative Information

The Trust

The Trust is constituted as a Charitable Incorporated Organisation (CIO), registered on 19 October 2016. Registered Charity No. 1169780, registered in England

The Trust name can be abbreviated to DRT

The Trustees

During the year 2019-2020, due to the extreme pressure exerted on DRT by IWM management to agree to their commercial contract terms, the existing trustees expanded the decision-making unit of the Trust by adding Beryl Irene Pope, John Richard Moore and Pauline Joan Howes, as trustees. Beryl was formerly the Secretary and Treasurer of the former Duxford Radio Society and John is a recognised expert in software and hardware design and restoration. Pauline is a qualified marketing communications specialist from the radio communications industry. The Trust is grateful to receive the benefit of their expertise.

Kenneth Ballard
Alfred Fisher
Richard Howes
Richard Pope
Brian Roberts
Dr. John Moore
Dr. Peter Hyde
Pauline Howes
Beryl Pope

There have been no other changes of trustees during the period of this report. Trustees are appointed by the continuing Trustees and should number between three and ten competent persons according to the needs of the Trust. During the period under review the Trust did not have any volunteers or members, only the above listed Trustees as officers of the Trust.

Company secretary Richard Howes

Registered Office 4 Burgoynes Farm Close
Impington
Cambridge
CB24 9ZU

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Internet Web site www.duxfordradio.org

3. Objectives and Activities

The Duxford Radio Trust is a communications history and technology foundation, formed in 2016 to take over from a former unincorporated organisation, (DRS), (which since 1992 had organised the operation of the volunteer radio section at the Imperial War Museums, Duxford, England). The primary role of DRT is the education of the public in communications used in military conflict and civil emergencies, and the celebration of the efficiency and effectiveness of the armed forces of the Crown by means of the management and protection of the collection of historic communications equipment, documents and artefacts for exhibition to the public for the purposes above.

The Trust conducts research into the causes, needs, evolution, history of application and technical implementation of all types of communications used in military conflict and civil emergencies.

The Trust collects, conserves, restores, records, maintains in working order (where practicable), a reference collection of historic equipment, technologies, documents, and other artefacts related to communications in military conflict and civil emergencies

The Trust fulfils its public education obligations by using its equipment and document collection together with the accumulated knowledge and experience of the trustees and supporters to provide the materials for public exhibitions of historic radio communications, navigation, and radar artefacts.

The Trust fulfils its public education obligations by supporting independent work of other third parties in research, documentation, collection, conservation, and restoration of historic communications artefacts by proving support and information from its internal document and human knowledge base.

The Trust normally fulfils its public education obligations by publishing (via DRL) a four-monthly journal containing articles on specific historic equipment or communication related techniques. Copies of the Duxford Radio Journal are held in Cambridge University Library. During 2020 only one issue was completed and distributed due to the Covid-19 pandemic and local communications difficulties already reported.

The Trust fulfils its public education obligations by owning and operating a licensed permanent exhibition radio transmitting station with the UK national ITU/OFCOM call signs G0PZJ/GB2IWM.

The DRT collection of Allied communications equipment consists, in many cases, of complete working communications systems, (as opposed to the more common museum approach of a fragmented collection of incomplete objects obtained by receipt of random donations). The DRT collection is believed to rank the third largest in absolute size in the UK, only behind that of the IWM and RAF. However, in terms of open display to the public, it probably rates alongside the RAF in historical and technical significance, and the specialist ability of displaying operational historic equipment.

The Trust has a wholly owned subsidiary, Duxford Radio Limited (DRL), formed on the advice of the Charity Commission, to carry out any activities which, under UK charity law, are not considered wholly and exclusively for the public benefit. DRL is company number 10762055, registered in England, a company limited by Shares. The activities include the ownership and operation of the permanent special exhibition Amateur Radio communications station and equipment, UK call sign G0PZJ/GB2IWM, liaising with supporters who provide financial donations to DRT/DRL, publishing the historical/technical publication titled *Duxford Radio* and any trading activities necessary on behalf of the DRT parent charity etc. The limited company name can be abbreviated to DRL. DRL can also use the trading name DRS, the abbreviation of the name of the former Duxford Radio Society.

Radio station G0PZJ/GB2IWM, was able to operate single sideband (SSB) transmission, Morse code, amplitude modulation (AM) or frequency modulation (FM) as appropriate on the international HF and national VHF frequency bands, using both vintage and modern equipment to demonstrate radio communications in action, world-wide, for the education of the public.

The DRL Directors are Ken Ballard, Richard Howes, and John Moore. The Company Secretary is Richard Howes.

The Health and Safety Manager for both DRT and DRL is Ken Ballard and the Treasurer for both is John Moore. The Supporter Liaison Secretary and Data Controller is Brian Roberts.

Arising from the move away from supporting IWM Duxford, the DRT constitution is being revised and submitted to the Charity Commission.

The objects of the CIO are now:

(i) the advancement of education of the general public, in the history of communications in military conflict and civil emergencies, and the consequent development of the technologies, equipment and techniques as applied to the related fields of activity of radio communications, line communications, radio navigation, radar (the process of radio detection and ranging, transponding etc.) and other forms of communications and communications technology as appropriate by means of:

(a) the research, documentation, collection, conservation, restoration, preservation, and storage of various items of electrical, mechanical, electronic, optical, and other military and non-military equipment employing various technologies together with related documents, images and ephemera, in order that they be exhibited and demonstrated to the general public in permanent and/or temporary exhibitions at selected locations in the United Kingdom.

(b) providing specialist technical knowledge, information, equipment, engineering services, other artefacts and the services of interpretation, explanation, and display, to support national, regional and local exhibitions and other similar activities, in order to create, establish and maintain a museum or other historic communications exhibits and/or displays open to the general public.

(c) providing specialist technical knowledge, information, equipment, artefacts, historic documentation, exhibitions, and support relating to communications as required to:

- The public
- Schools and educational establishments
- Collectors, restorers, conservators, and users of historic communications equipment
- History societies and other groups
- Museums
- Other public and private events and venues, permanent or temporary

4. Summary of Activities, Performance and Public Benefit

The Trust was formed on 15 November 2015 and became a registered charity on 19 October 2016.

During the period under review, **up until the March 2020 national lock-down ordered by H.M. Government in response to the COVID-19 pandemic**, the Trust provided historical and technical information, hardware equipment, documents, materials and funding for conservation, restoration, exhibition, display and maintenance/repair of equipment in the IWM Duxford Volunteer Radio Section for the education of the public in the field of communications in military conflict and civil emergencies at the premises of the Imperial War Museums, Duxford, Cambridgeshire.

DRT/DRL provided all equipment, materials, and funding for the IWM Duxford Volunteer Radio Section. IWM provided the fabric of Duxford Airfield Buildings 177 and 178, the electricity, lighting, security, and maintenance, plus equipment storage space in various buildings on the Duxford site. In recent times IWM provided travel subsistence for all IWM volunteers plus refreshments on specific IWM event days.

As a direct result of the above material provision by the Trust to IWM and its customers, the interpretation, exhibition and display of historic communications equipment for the education of the public by the IWM Radio Section Volunteers has successfully taken place (up until 23 March 2020) six days per week when the Imperial War Museums, Duxford was open to the public (subject to availability of groups of volunteers - minimum 2 persons per building or activity in order to prevent lone working on the Duxford site). In a full year between 5000 and 8000 Radio Section specialist volunteer hours of on-site explainer duty and off-site volunteer liaison and administration were delivered to IWM by the IWM Radio Section Volunteers, who were team-led and managed by the DRT trustees.

5. Donations Received

Various restricted donations of funds have been received from private individuals in the UK for the express purpose of overhauling and replacing the public exhibits on loan to IWM in Buildings 177 and 178 at the IWM Duxford Airfield site. Various other non-restricted financial donations and donations of

equipment, documents and electronic, and electro-mechanical components have been received from private individuals.

5. Heritage Assets

The collection of historic communications equipment and documents owned by the Trust, which currently date approximately from the period 1916 – 2005 is considered by the Trustees to qualify to be treated as Heritage Assets. Throughout this reporting period the Trustees have continued to research, catalogue, and assess the present-day market value of these heritage assets in accordance with SORP FRS102. This process is approximately 95% complete and the value of the items catalogued to date is estimated in the range £125,000 to £168,000.

The individual value of such items is estimated by researching the average selling price achieved at public auction and public on-line auction and by applying the knowledge, experience, and judgement of the Trustees as to the historical significance, scarcity, desirability and condition of each item.

6. Other Information

The Trust has reviewed and continued with the same banking facilities, operating policies and procedures which were created in 2016-2017. The trust has registered with HMRC for the Gift Aid system.

The Trust has continued to operate the wholly owned subsidiary company, Duxford Radio Limited (DRL), for any activities which are not considered by the Charity Commission to be wholly and exclusively for the public benefit.

DRT maintains a public Internet web site www.duxfordradio.org to communicate information to the general public about the history, application and technology of communications in military conflict and civil emergencies.

DRL has continued to publish on behalf of The Trust a historical-technical journal entitled *Duxford Radio*. This publication has reached issue 86 and is circulated to local supporters, distant supporters/donors and is archived in the Cambridge University Library.

7. Statement of Conformance to Public Benefit Requirements

The Trustees have had regard for the guidance on public benefit issued by the Charity Commission from time to time and contained within documents PB1, PB2 and PB3 and have acted accordingly.

The Trust has supported IWM with additional Morse code tuition sessions for the public at various locations when required around the Duxford Airfield site during school holidays and some weekends and special event days.

From 15 November 2019 to 23 March 2020 the trust provided both working and static historic military communications equipment for exhibition and direct demonstration to the public on a regular basis for up to six days each week that the IWM Duxford was open to the public.

8. Additional Information

The Trustees and Directors are most grateful for the explainer activity, support and assistance given by the IWM registered volunteers, supporters, donors, and correspondents of the former IWM Duxford Radio Section.

No DRT Trustee or DRL Director received any personal benefit or remuneration or expenses from the Trust or the DRL Company during the period of this report.

See Appendix 1 for more detailed information

Appendix 1 – Details of DRT being forced to leave Duxford Airfield by IWM

Recently, citing the need for 'regulatory compliance, and instructions from Government Auditors', the IWM Duxford department of commerce and operations designated all non-IWM employed parties on the Duxford airfield site as 'commercial partners' and required them to formally agree to a very detailed, onerous and rigid commercial supply contract.

Detailed discussions between IWM Duxford commercial management and the Duxford Radio Trust over DRT status at Duxford Airfield began on 11 November 2019. IWM management claimed that the volunteers in the IWM Duxford radio section were not volunteering for IWM, but for DRT, when in fact the Duxford radio section volunteers had previously been formally instructed in writing in late 2008 (by the then IWM management) to leave the Duxford Aviation Society as volunteers and become direct IWM volunteers with effect from April 2009. This they all did and became formally registered IWM volunteers since that time. All were supplied with IWM volunteer ID cards and can prove these facts.

On 10 December 2019 a glowing annual review of the radio section performance was received from the IWM Lambeth Volunteer Manager, who proposed to promote and increase the visibility of the radio section group. However, within a few days the IWM Volunteer Department was instructed by the commercial department to cease all liaison with the IWM radio section volunteers.

Until 23 March 2020 DRT had continued to provide all equipment, materials, local management of IWM volunteers, and administrative support, at the request of IWM, to create and operate the Duxford volunteer radio section comprising static and interactive historic radio, navigation, and radar exhibits, displayed for the benefit of paying IWM public visitors to the Duxford site. This activity was funded entirely by DRT/DRL. IWM provided the general site facilities and buildings, IWM volunteer identity passes and required the recording of IWM radio section volunteer explainer duty hours on their *Better Impact* database software.

Historically a team of IWM radio section volunteers had supported IWM Duxford by operating the radio section, for the past 32 years, with some 36 specialist communications engineers, restorers, and explainers (mainly from the radio communications industry or military) giving IWM Duxford between 6000 and 8000 volunteer hours per annum. As technical specialists, the hours contributed by the radio section volunteers were worth £350 per 8-hour day to IWM as matched funding contributions to National Lottery funded projects. The radio section attracted at least 12,000 visitors each year at IWM and coached over 6000 children in Morse code each year amongst its diverse range of activities.

From November 2019 IWM management retrospectively changed the recording categories of the previous three years records of Radio Section volunteer hours on the *Better Impact* recording system from *Front of House Explainer Duty* to *Collections Care and Conservation*, which is not a true description of the recorded activities of the IWM Radio Section volunteers, but one which fits in with HLF project matched funding requirements.

The standard commercial contract demanded by the IWM commercial department was impossible for DRT to comply with in its entirety for various reasons, some of which are mentioned below. To try to reach a mutually acceptable arrangement, the DRT trustees proposed and tabled a formal loan agreement that would continue to make available the unique DRT historic communication systems equipment collection to IWM and its visitors. Regrettably, this was rejected by IWM Duxford management, who insisted on the use of the new IWM standard commercial contract treating DRT as a commercial organisation with full-time staff, even though DRT was a small self-funded charity.

The most difficult aspect of the IWM contract requirements was for DRT to provide £10M public liability insurance and £10M product liability insurance protection to IWM – **with specific IWM conditions**. Since 2009 (when the radio section members became IWM volunteers at IWM insistence) this cover had been provided by IWM on its general insurance policy via an annual subrogation certificate, in exchange for the old Duxford Radio Society, and later the DRT trustees, taking responsibility for management/supervision/team leadership of the 36 IWM Radio Section volunteers and related health & safety risk assessments, rather than IWM paid staff performing this role.

Another particular difficulty was that IWM required **DRT to contract to guarantee to supply IWM** with adequate volunteers to staff the Duxford Radio Section (in 2 separate buildings) for 5 days per week 52 weeks per year. Since the Radio Section volunteers were all IWM volunteers, DRT did not have control over them, and in any event, attendance by volunteers is, by definition, a voluntary activity and not a contractual obligation which could be guaranteed or enforced.

During the first 2020 COVID-19 lock-down period, DRT tried to obtain insurance, but insurance companies proved difficult to contact, and this process was further complicated by the specific terms and conditions insisted on by IWM, concerning a sole IWM decision on who would be permitted to access, operate and take responsibility for DRT owned radio equipment in the future. In any event, DRT could not legally comply with these conditions due to the UK OFCOM radio transmitting regulations and other UK health and safety considerations relating to access to high voltage equipment. After much dialogue with IWM Duxford management, eventually these conditions were eased slightly to be a joint decision-making process and on 9 July 2020 an insurance quotation was obtained by DRT. The activities of Duxford Radio Limited (DRL) and the exhibition radio station were already separately insured via the Radio Society of Great Britain group policy.

However, on 12 July 2020, the trustees were advised that despite finally obtaining the required insurance cover for the DRT equipment collection, it was too late, IWM arbitrary deadlines had not been met, The Radio Section would be closed, there was no place for DRT at IWM Duxford no agreement would be made for DRT to remain there, and that DRT should remove all its equipment from site – quite independent of the pandemic restrictions on movement. The IWM department of commerce and operations told the trustees that DRT was ‘small fry and of no consequence to IWM Duxford’ etc.

The Trustees were formally told to remove all the DRT owned radio, navigation, and radar exhibits and equipment from the site, and that the IWM Duxford volunteer radio section would be closed. At one point during the pandemic lock-down, IWM demanded that DRT clear one particular building within two weeks despite this not being legally practicable. No valid or truthful reason was given for closure by the IWM department of commerce and operations.

It is important in this context to record that the most recent written review of the IWM Duxford volunteer radio section and DRT/DRL performance (10 December 2019) by the IWM Lambeth volunteer department was full of praise and expressed a desire to expand and promote the Duxford radio section exhibition activity. The radio section had been awarded an IWM volunteer certificate of merit for its contribution in 2018. However, after this 2019 review, the IWM volunteer department staff were told by the IWM department of commerce and operations to cease all liaison and involvement with the Duxford radio section volunteers, and all volunteer support ceased abruptly during December 2019.

During the remainder of 2020 IWM pressurised DRT to rapidly remove all historic communications equipment from the Duxford site at a time of COVID-19 lock-down, social distancing and necessary isolation of vulnerable elderly people. The DRT trustees are all aged between 72 and 89 years and could not therefore immediately comply.

Historically the IWM radio section volunteers, led by the DRT trustees have served and supported the IWM at Duxford on an almost daily basis for 32 years, providing the historic radio communications, radar and navigation systems expertise and complete historic communications systems for the benefit of the public. They have researched, designed and developed interactive communications exhibits in their own time and at their own expense for the public education and the interest of children, to support the STEM education syllabus and inspire children to take up technology and science in the future. IWM radio section volunteers have provided in-depth specialist technical and historical services to both IWM Lambeth and IWM Duxford over many years and have identified and catalogued the IWM communications equipment collection (COM Collection) which it holds on behalf of the nation. IWM does not and has never employed staff with these abilities or experience. The IWM Duxford radio section also provided a great and emotional attraction for military veterans and their families who once again enjoyed a hands-on experience with the field equipment which they or their parents/other family members had used in military service in the past.

The DRT trustees, all of whom served as IWM volunteers, are incredibly sad to be forced to close the public exhibition and leave IWM Duxford after such a long and successful period of service to the museum and the wider public. They also apologise in advance for the disappointment to the many visitors who pay to enter IWM Duxford specifically to visit the radio section.

The DRT trustees believed that IWM Duxford was the most suitable location to display, demonstrate and explain its collection of complete, working, historic military radio equipment systems for the education of the public, to tell the story of communications in military conflict and civil emergencies. DRT has one of the most comprehensive publicly available display of working, historic communications equipment regularly open to the public in the UK.

Appendix 2 – Details of DRT decision to change the charity constitution

The Duxford Radio Trust

Registered Charity No. 1169780

Report of Trustee decision to change the charity constitution

Date Decision made: 11 November 2020

Decision made

Change the Duxford Radio Trust (DRT) constitution from V7 to create Version 8c dated 25 October 2020

Method of internal communication and discussion utilised

Changes to the Duxford Radio Trust (DRT) constitution to create Version 8c dated 25 October 2020 were considered and approved by the current Trustees after electronic email circulation and discussion of proposals. Due to the prevailing circumstances of the COVID-19 pandemic, a subsequent discussion and final agreement was achieved by means of a video conference session on 11 November 2020 in accordance with the original DRT constitution V7 which permitted such electronic means of trustee communication.

The video conference session of 11 November 2020 was fully documented by audio and video recording made by the company secretary.

Reason for the change of constitution

The need to change the Duxford Radio Trust (DRT) constitution resulted from the action of IWM commercial management to close the IWM Duxford Radio Section from 13 July 2020 and eject DRT from the Duxford Airfield site. DRT (formerly operating as Duxford Radio Society) had provided the activities of public exhibition and education of the public in historic radio communications, radar, and navigation at IWM Duxford for 32 years. DRT had maintained on the Duxford Airfield site its complete collection of equipment, spares, components, electronic test equipment and other necessary items to support the collection, conservation, restoration and display to the public, plus supporting documentation and electronic engineering facilities.

Given that DRT was primarily formed to educate the public visitors to the IWM Duxford Airfield site and to provide IWM Lambeth and IWM Duxford management with specialist historical and electronic exhibition and communications engineering services, this change of circumstances required a fundamental review and re-alignment of the purpose and objectives of the DRT charity.

Actions taken

Following discussion between the trustees, the existing DRT constitution was modified to reflect a wider future approach to educating the public and assisting other museums and other history groups who have similar interests in the history, application and technology of radio communications, radar and navigation in military conflict and civil emergencies.

Report drafted by DRT Company Secretary

Appendix 3 – Duxford Radio Trust constitution V8c dated 25-10-2020

Constitution of The Duxford Radio Trust

(A Charitable Incorporated Organisation where the only voting members are its charity trustees)

Based on Charity Commission Foundation Model dated Dec 2012

Date of constitution: Version 8c (modified 25 10 2020)

1. Name

The name of the Charitable Incorporated Organisation (“the CIO”) is:

The Duxford Radio Trust

2. National location of principal office

The registered office of the CIO is in England, located at 4 Burgoynes Farm Close, Impington, Cambridge, CB24 9ZU.

3. Objects

The objects of the CIO are:

The advancement of education of the general public, in the history of communications, especially in military conflict and civil emergencies, and the consequent development of the technologies, equipment and techniques as applied to the fields of activity of radio communications, line communications, radio navigation, radar (the process of radio detection and ranging, transponding etc.) and other forms of communications and communications technology as appropriate by means of:

(a) the research, documentation, collection, conservation, restoration, preservation and storage of various items of electrical, mechanical, electronic, optical and other military and non-military equipment employing various technologies together with related documents, images and ephemera, in order that they be exhibited and demonstrated to the general public in permanent and/or temporary exhibitions at selected premises and events in the United Kingdom.

(b) providing specialist technical knowledge, information, equipment, engineering services, other artefacts and the services of interpretation, explanation and display, to support national, regional and local exhibitions and other similar activities, in order to contribute to, create, establish and maintain a museum or other historic communications exhibits and/or displays open to the general public.

(c) providing specialist technical knowledge, information, equipment, artefacts, historic documentation, exhibitions, and support relating to communications as required to:

- The general public
- Schools and educational establishments
- Collectors, restorers, conservators, and users of historic communications equipment
- History societies and other groups
- Museums
- Other history related public and private events and venues, permanent or temporary

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with Section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and Section 2 of the Charities Act (Northern Ireland) 2008.

4. Powers

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so.

In particular, the CIO has power to:

(4.1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land.

(4.2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.

(4.3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011.

(4.4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause.

(4.5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

(5.1) The income and property of the CIO must be applied solely towards the promotion of the objects.

(a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

(b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(5.2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.

(5.3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

(6.1) General provisions

No charity trustee or connected person may:

(a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public.

(b) sell goods, services, or any interest in land to the CIO.

(c) be employed by, or receive any remuneration from, the CIO.

(d) receive any other financial benefit from the CIO unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the Charity Commission ("the Commission"). In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(6.2) Scope and powers permitting trustees' or connected persons' benefits

(a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.

(b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to, the conditions in sections 185 to 188 of the Charities Act 2011.

(c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

(d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(6.3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

(f) The reason for their decision is recorded by the charity trustees in the minute book.

(g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(6.4) In sub-clauses (2) and (3) of this clause:

(a) “the CIO” includes any company in which the CIO:

(i) holds more than 50% of the shares, or

(ii) controls more than 50% of the voting rights attached to the shares, or

(iii) has the right to appoint one or more directors to the board of the company.

(b) “connected person” includes any person within the definition set out in clause [30] (Interpretation).

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

(7.1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared, and

(7.2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity trustees

(9.1) Functions and duties of charity trustees

The charity 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:

(a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO, and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having particular regard to:

(i) any special knowledge or experience that he or she has or holds himself or herself out as having, and

(ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(9.2) Eligibility for trusteeship

(a) Every charity trustee must be a natural person.

(b) No individual may be appointed as a charity trustee of the CIO:

if he or she is under the age of 16 years, or

if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].

(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees or appoint a new charity trustee.

(9.3) Number of charity trustees

(a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees or appoint a new charity trustee.

(b) The maximum number of charity trustees is 10. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(9.4) First charity trustees

The first charity trustees were appointed in September 2016 for the following terms:

Kenneth William Ballard	appointed in September 2016	for 5 years
Alfred William Fisher	appointed in September 2016	for 5 years
Richard John Howes	appointed in September 2016	for 5 years
Richard Leslie Pope	appointed in September 2016	for 5 years
Brian Frederick Roberts	appointed in September 2016	for 5 years

(9.5) Current charity trustees as of 12 October 2020:

Kenneth William Ballard	appointed in September 2016	for 5 years
Alfred William Fisher	appointed in September 2016	for 5 years
Richard John Howes	appointed in September 2016	for 5 years
Richard Leslie Pope	appointed in September 2016	for 5 years
Brian Frederick Roberts	appointed in September 2016	for 5 years
Peter John Hyde	appointed in August 2019	for 3 years
Pauline Joan Howes	appointed in February 2020	for 3 years
John Richard Moore	appointed in February 2020	for 3 years
Beryl Irene Pope	appointed in February 2020	for 3 years

10. Appointment of charity trustees

(1) Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees.

(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

12. Retirement and removal of charity trustees

(12.1) A charity trustee ceases to hold office if he or she:

(a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings).

(b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated.

(c) dies.

(d) becomes incapable by reason of mental disorder, illness, or injury of managing and administering his or her own affairs, or

(e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(12.2) Any person retiring as a charity trustee is eligible for reappointment.

(12.3) A charity trustee who has served for four consecutive terms may not be reappointed for a fifth consecutive term but may be reappointed after an interval of at least one year.

13. Taking of decisions by charity trustees

Any decision may be taken either:

at a meeting of the charity trustees, or

by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

14. Delegation by charity trustees

(14.1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions or revoke the delegation.

(14.2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

(a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee.

(b) the acts and proceedings of any committee must be brought to the attention of the charity trustees, as soon as is reasonably practicable, and

(c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity trustees

(15.1) Calling meetings

(a) Any charity trustee may call a meeting of the charity trustees.

(b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(15.2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 15 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(15.3) Procedure at meetings

(a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

(b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

(c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(15.4) Participation in meetings by electronic means

(a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.

(b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

(c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

(16.1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.

(16.2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

~~17. Informal or associate (non-voting) membership (not used)~~

18. Decisions which must be made by the members of the CIO

(18.1) Any decision to:

(a) amend the constitution of the CIO.

(b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011, or

(c) wind up or dissolve the CIO (including transferring its business to any other charity)

must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

(18.2) Decisions of the members may be made either:

(a) by resolution at a general meeting, or

(b) by resolution in writing, in accordance with sub-clause (4) of this clause.

(18.3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting or agreed by all members in writing.

(18.4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

(a) a copy of the proposed resolution has been sent to all the members eligible to vote, and

(b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be

authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General meetings of members

(19.1) Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause [18] (Decisions which must be made by the members of the CIO).

(19.2) Notice of general meetings of members

(a) The minimum period of notice required to hold a general meeting of the members of the CIO is [14] days.

(b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

(c) Proof that an envelope containing a notice was properly addressed, prepaid, and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(19.3) Procedure at general meetings of members

The provisions in clause 15 (2) to (4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

20. Saving provisions

(20.1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

who was disqualified from holding office.

who had previously retired or who had been obliged by the constitution to vacate office.

who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise.

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(20.2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

(21.1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)

(21.2) A document is validly executed by signature if it is signed by at least three of the charity trustees.

22. Use of electronic communications

(22.1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form.

(b) any requirements to provide information to the Commission in a particular form or manner.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

(24.1) appointments of officers made by the charity trustees.

(24.2) proceedings at general meetings of the CIO.

(24.3) meetings of the charity trustees and committees of charity trustees including:

the names of the trustees present at the meeting, and

the decisions made at the meetings, and

where appropriate the reasons for the decisions

(24.4) decisions made by the charity trustees otherwise than in meetings.

(24.5) Minutes of meetings and records of decisions made will be kept for a period of at least 10 years.

25. Accounting records, accounts, annual reports and returns, register maintenance

(25.1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

(25.2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or byelaws must not be inconsistent with any provision of this constitution. Copies of any such rules or byelaws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

(28.1) This constitution can only be amended:

(a) by resolution agreed in writing by all members of the CIO, or

(b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).

(28.2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

(28.3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(28.4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

(29.1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

(a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

(i) by a resolution passed by a 75% majority of those voting, or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting, or

(b) by a resolution agreed in writing by all members of the CIO.

(29.2) Subject to the payment of all the CIO's debts:

(a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.

(b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

(d) It is the intention of the initial trustees that in the event of the winding up of the CIO the remaining assets of the trust should be transferred to a suitable charity chosen by the trustees which has similar and compatible objectives to the Duxford Radio Trust in accordance with clause 29.2 (c).

(29.3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:

(a) the charity trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the CIO.

(ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

(iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution.

(b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

(29.4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

"connected person" means:

(a) a child, parent, grandchild, grandparent, brother, or sister of the charity trustee.

(b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above.

(c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above.

(d) an institution which is controlled –

(i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or

(ii) by two or more persons falling within sub-clause (d)(i), when taken together

(e) a body corporate in which –

(i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or

(ii) two or more persons falling within sub-clause(e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The “Communications Provisions” means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

A “poll” means a counted vote or ballot, usually (but not necessarily) in writing.

31. Use of electronic communications

(31.1) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(31.2) By the CIO

(a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness (or temporary inability) to receive such communications in that form.

(b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website if so provided and maintained:

(i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings)

(ii) give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings), and

(iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO’s powers under clause 18 (Members’ decisions), 18(4) (Decisions taken by resolution in writing). ~~or the provisions for postal voting.~~

(c) The charity trustees must –

(i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal, and

(ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form or is temporarily unable to receive email traffic.

End of DRT constitution V8c

Version 8c dated 25 October 2020 was agreed by the current Trustees after electronic circulation of copies and subsequent discussion by means of video conferencing on 11 November 2020, which has been audio and video recorded.

duxfordradio@gmail.com

www.duxfordradio.org

V8c dated 25 October 2020

Report filed by The DRT Trustees 12-09-2021

The Duxford Radio Trust Financial Report 2019 – 2020

Registered Charity No. 1169780 Report filed 12-09-2021

Duxford Radio Trust Group Balance Sheet

As of 31 October 2020

	<u>Group</u>	<u>Charity</u>
Fixed Assets (Note 1)		
Office Equipment Etc	4,219.00	3968.64
Current Assets		
Cash at Bank and in hand	14,766.68	12,550.86
Debtors (Note 2)	0	1,500.00
Shares (Note 3)	0	100.00
Total Current Assets	18,985.68	14,150.86
Creditors : Amounts Falling due within 1 year	(0.10)	0
Total assets less current liabilities	18,985.78	14,150.86

Note 1

Heritage Assets are not included in the above fixed assets

Work continues to estimate the value of the collection of historic military communications artefacts and documents (see Trustees Report). The value to date is estimated in the range £125,000 to £168,000, and the work is on-going.

Note 2

Loan of £1,500.00 from Duxford Radio Trust to Duxford Radio Ltd for working capital.

Note 3

100 £1 shares in Duxford Radio Ltd wholly owned by Duxford Radio Trust.

Date: 01/11/2020
Time: 17:31:41

Duxford Radio Trust
Balance Sheet

Page: 1

From: Month 12, October 2020
To: Month 12, October 2020

Chart of Accounts:

Default Layout of Accounts [PARTIAL]

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Office Equipment	0.00	73.52	
Furniture and Fixtures	0.00	12.98	
			86.50
Current Assets			
Deposits and Cash	0.00	12.25	
Bank Account	5,600.00	12,538.61	
			12,550.86
Current Liabilities			
			0.00
Current Assets less Current Liabilities:			12,550.86
Total Assets less Current Liabilities:			12,637.36
Long Term Liabilities			
Creditors : Long Term	0.00	(1,500.00)	
			(1,500.00)
Total Assets less Total Liabilities:			14,137.36
Capital & Reserves			
Reserves	0.00	5,964.34	
P & L Account	5,600.00	8,160.04	
			14,124.38

Date: 01/11/2020
Time: 17:29:02

Duxford Radio Trust
Profit and Loss

Page: 1

From: Month 12, October 2020
To: Month 12, October 2020

Chart of Accounts:

Default Layout of Accounts [PARTIAL]

	<u>Period</u>	<u>Year to Date</u>	
Income			
Disposal of Surplus Equipment	0.00	1,237.00	
Donations Received	5,600.00	6,270.00	
Refurbishment Donations	0.00	560.00	
Loan Interest Received	0.00	150.00	
		5,600.00	8,217.00
Purchases			
B177 Refurbishment	0.00	12.98	
		0.00	12.98
Direct Expenses			
		0.00	0.00
Gross Profit/(Loss):		<u>5,600.00</u>	<u>8,204.02</u>
Overheads			
Printing	0.00	43.98	
		0.00	43.98
Net Profit/(Loss):		<u>5,600.00</u>	<u>8,160.04</u>