

FRIENDS OF CHATHAM TRACTION

Reports and Accounts

Year ended 31st December 2020

Charity number

1174323

The Friends of Chatham Traction
Reports and Accounts
Year ended 31st December 2020

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The Friends of Chatham Traction

Legal and administrative information

Constitution

The Friends of Chatham Traction is a trust founded by a deed dated 24th March 2007 and governed by a constitution dated in September 2009, which has been amended in August 2017 with the status of a Charitable Incorporated Organisation being adopted and approved by the Charity Commission with effect from that date.

Principal address

The principal address for correspondence is that of the Secretary M Hodges at 8 Pier Avenue, Whitstable, Kent, CT5 2HQ. For matters concerning membership or subscriptions please see the website for contact names.

Trustees

The trustees who have served during the year ended 31st December 2020 are as follows:

Richard Bourne	Norman Kemp
Richard Ratcliffe	Wendy Mesher
Malcolm Spalding	Paul Baker

Paul Kemsley stood down as a Trustee and Paul Baker was appointed in his place.

Officers and committee

Officers who have served through the period of the accounts are:

President	David Swann
Chairman	Richard Bourne
Secretary	Mike Hodges
Treasurer	Paul Kemsley retired as Treasurer and is replaced by Janet Dyjak as book-keeper.

The committee comprises the trustees and officers, listed above, with Phil Gates, Ian Marsh and Richard Lewis who have been working with the committee during the year as co-opted members.

Bankers

The bankers to the charity have been:

CAF Bank Ltd, 25 Kings Hill, West Malling, Kent, ME19 4JQ

Independent Examiner

J Croucher Esq.
31 Cecil Avenue
Gillingham
Kent ME8 6EH

The Friends of Chatham Traction

2021 Annual General Meeting

Chairman's Report

The year was overwhelmingly dominated by the Covid crisis, which affected every kind of activity throughout the world. Lockdowns and other movement restrictions affected our ways of working. The 2020 AGM on 2nd March was held successfully just ahead of the first restrictions, but it was the last time for the year that anyone came together in FoCT's name. I hope none of our Friends have suffered directly or seriously from symptoms of the virus. I do know however that most will have stoically carried on despite, for example, unavoidable delays in elective care. Any adverse effects of isolation may take time to become apparent but we've tried to provide a Connecting Service to offset them. The response to calls for content was most pleasing and demonstrates the wonderful variety of people's experiences.

Progress with GKE 68

After an early period of furlough for their staff, SE Coachworks continued to work, albeit intermittently and within their own Covid rules. Almost all the coachbuilding work is complete, the biggest remaining task being re-installation of the drop windows. All the components for these have needed to be either renewed, refinished or repaired, because of the extremely degraded state of the originals. There is still much detail work to do. However by its nature it does not necessarily require the capacity and resources of a commercial operation.

Seats

The order on Camira Fabrics for the minimum order quantity of moquette for the seat coverings was fulfilled at the end of January. Only four of the sixteen rolls remain unallocated, representing £3000 of expenditure still to be recovered. Formal quotations for the upholstery of the seats were sought. SEC's resident trimmer Tim Last had reservations about his continuing ability to work in leather, and in any case had other work. So, our decision to have the seat trimming done in real leather, as at original build, required us to ask elsewhere. As a result South West Upholstery in Bristol have been engaged for the work.

Mechanicals

Work on the running gear has progressed relatively well in the circumstances. The rear brakes and wheel bearings, drive couplings and clutch operating mechanism have all received attention, and the gearbox has been re-installed. Overhauled springs are ready for fitment. This work, and associated logistics, has all been done by Ian Marsh and Paul Baker, with assistance from James Hodgson.

FoCT Organisation and Governance

The corona virus restrictions have prevented face-to-face meetings of the Committee. However the advent of Zoom as a communications medium has allowed meetings to be held monthly. These have developed into weekly sessions with informal discussion of wider issues, and have perhaps brought forth more ideas and suggestions than previously. Review of our adherence to the Charity Governance Code's seven principles has continued. Janet Dyjak has fully taken over the management of our accounts in a paid capacity as a qualified book-keeper.

Funding

Funds at the start of the year were sufficient to cover full input from SEC during the first three months. Their staff were furloughed for 6 weeks from late March, resuming activity in May. FoCT continues to be able to fund its running costs from the regular donations of members. A review of remaining expenditure arrived at a funding plan, which included seeking awards from bodies who offer funding to help almost-complete projects achieve their aims. Two such applications were made, only one being successful. However a significant contribution to the remaining funding need was made. The existing "Sponsor a Seat" appeal from 2014 was re-launched in July. Further work on establishing costs of remaining expenditure led to a Final Appeal being made in October. This was more widely publicised than had been achieved previously, including both the enthusiast and professional Bus press, and through a re-invigorated FoCT Facebook page. Our Facebook presence is being managed by Richard Lewis, who has relevant experience. With some significant personal donations this appeal has brought our available funding to £24k, 60% of the estimated need.

Staying connected

Although personal contact has been largely eliminated links to other bodies were mostly maintained, through email and phone. Chatham Historic Dockyard, Arriva Southern Counties, Medway Queen, NARTM, Nu-Venture and the Bus Archive are all still out there, despite the effects of the Covid situation on their respective operations. The Connecting Service distribution of experiences and bases of interest has, I think, been well received. The net for input is being cast more widely, with a contribution promised from the Westcliff-on-Sea group supporting 1939 Bristol K5G AJN 825.

Events

Our 2021 AGM, due as usual on the first Saturday in March, is only a little over two months away. The race between Covid infections and vaccinations is likely to be well under way by then, so any chances of a traditional-style meeting are slim. However we will investigate the possibility of a coming together on line. We are obliged to hold an annual meeting, and other organisations have fulfilled this requirement by virtual means and proxy voting. We will advise details in due course.

To Come

Predicting timescales for anything in the present circumstances is probably best not attempted. On the other hand we can now see what's left to do to bring GKE 68 into an operable state, and we'll keep moving this along as best we can. In pre-Covid days we would have been fairly confident of a finish during 2021, but the detail devil is always hovering..... However we will be weighing the aim of detail completion against the need to satisfy the great desire to see the bus moving.

Appreciation

Thanks once again to all 258 subscribers and other supporters on our contacts list for the continuing support. Trustees Wendy, Norman, Richard, Malcolm, Paul and myself are very grateful for the endeavours of Secretary Mike, "hands-on" leads Chris and Ian, and others of the reliable core who turn out to meet special needs.

Richard Bourne, January 2021



The Friends of Chatham Traction

Report of the Trustees for the year ended 31st December 2020

The trustees are pleased to present their report along with the financial statements of the charity for the year ended 31st December 2020. The financial statements have been prepared in accordance with the accounting policies set out below and on page 7 and which comply with the charity's trust deed and applicable law.

Objects and Activities of the Charity

The Friends of Chatham Traction is a trust founded by a deed dated 24th March 2007 and governed by a constitution adopted by a meeting of members held on that date which was amended and approved on 9th September 2009. This document was revised in August 2017 with the status of a Charitable Incorporated Organisation being adopted and approved by the Charity Commission with effect from that date. It is a registered charity, number 1174323.

The objects of the Charity are, firstly the acquisition and preservation of the 1939 double-deck bus registered GKE 68 together with any associated spares, tools and other associated items and thereafter maintain it for the public benefit. Secondly, demonstrating for the public benefit the role played by the enterprise of the Chatham and District Traction Company and its predecessors and successors in serving the transport needs of the Medway community and thereby enhancing learning, cultural tourism and citizenship opportunities in the area.

Organisation

The trustees who have served during the year and since the year end are set out on page 3. The constitution provides that the organisation is to be administered by an Executive Committee comprised of the officers elected by the membership at the Annual General Meeting with such additional advisors who may be asked to assist the committee.

Investment Policy

There are no restrictions on the charity's power to invest, within an overall policy to invest in low and medium risk investments. The investment strategy will be set by the trustees to take account of the income and capital requirements of the organisation.

Reserves Policy

It is the policy of the charity to maintain unrestricted funds which are the free reserves of the charity at a level that provides an amount sufficient to maintain solvency at all times.

Risk Management

The major risks to which the charity is exposed have been reviewed and systems have been established to mitigate those risks.

The Friends of Chatham Traction

Report of the trustees for the year ended 31st December 2020 (continued)

Trustees' responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- 1) Select suitable accounting policies and then apply them consistently
- 2) Make judgements and estimates that are reasonable and prudent
- 3) State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements
- 4) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Authorised and signed on behalf of the trustees



Richard Bourne

January 2021

The Friends of Chatham Traction

Independent Examiner's report to the Trustees

I report on the accounts of the Trust for the year ended 31st December 2020 which are set out on pages 10 and 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts under section 145 of the 2011 Act;

To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;

To state whether any particular matters have come to my attention.


Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met.

Signed



J Croucher

Dated

22/1/2021

31 Cecil Avenue
Gillingham
Kent
ME8 6EH

The Friends of Chatham Traction

Financial Notes, year ended 31st December 2020

The basis for the preparation of these accounts continues in line with the previous year with income and expenditure included on a “cash” basis except where a significant adjustment arises for a particular category of expenditure. In the year under review the headings affected are Insurance paid in advance (for the vehicle and other risks). No provision however has been made in respect of other risks as the renewal payment has been delayed to March 2021, due to Covid 19. No provision has been made for the main contractor as payments are now based on recorded hours worked and invoiced. No invoices are outstanding.

Following the retirement of Paul Kemsley as Treasurer the bookkeeping functions are being carried out by Janet Dyjak, acting as FoCT's agent.

Banking facilities remain with CAF Bank.

Administration costs are less than 4% of our income. This is higher than in previous years due to the engagement of a book-keeper as mentioned above.

The Income and Expenditure Account shows a deficit in the year amounting to £1956 as progress continues on the restoration and there are cash funds remaining at the year end of £24,531 to continue the work.

Detailed costings, for the completion of the restoration, are in place and during 2020 a re-launch of the seat sponsorship scheme and a public appeal have raised significant donations. A successful bid to Garfield Weston resulted in the receipt of £10,000 grant funding.

Wendy Mesher

FRIENDS OF CHATHAM TRACTION - Receipts and Payments Account 2020

		Year ending 31 December 2020			Year ended 31 Dec 2019
		General fund	Other designated funds	All funds	All funds
Receipts					
Donations under Gift Aid declarations		£15,736.50		£15,736.50	£5,022.05
Donations without Gift Aid declarations		£2,879.99		£2,879.99	£1,059.45
Crowd funding a appeal with Gift Aid declarations		£3,434.99		£3,434.99	£227.50
Crowd funding appeal without Gift Aid declarations		£920.00		£920.00	£4,142.50
Donations from non subscribers not exceeding £100	GASDS	£40.00		£40.00	
Grant towards costs of funding	Garfield Weston	£10,000.00		£10,000.00	£1,000.00
Gift Aid tax repayments		£3,359.76		£3,359.76	£1,301.71
Sundry sales		£42.50		£42.50	£168.11
Bank interest		£0.00		£0.00	£4,789.28
Total receipts		£36,413.74	£0.00	£36,413.74	£17,710.60
Payments					
Administration - printing, postage, stationery and bookkeeping		£1,438.20		£1,438.20	£557.66
Bank charges and fees		£80.02		£80.02	£70.29
Publicity		£0.00		£0.00	£372.00
Insurance		£467.12		£467.12	£475.74
Costs re shows		£0.00		£0.00	
Cost of goods for resale		£0.00		£0.00	
Subscriptions to mutual interest societies		£110.00		£110.00	£85.00
Professional fees re grant applications		£0.00		£0.00	
Total of administration and overhead costs		£2,095.34	£0.00	£2,095.34	£1,560.69
Excess of receipts over administration payments in the year		£34,318.40	£0.00	£34,318.40	£16,149.91
Bus GKE 68 restoration and maintenance costs		£36,274.87		£36,274.87	£25,774.18
Excess of income over expenditure in the year		-£1,956.47	£0.00	-£1,956.47	-£9,624.27
Excess of expenditure over income in the year					

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