



# **HALESWORTH TO SOUTHWOLD NARROW GAUGE RAILWAY CIO**

**A non-profit community organisation, dedicated to re-opening the Blyth Valley's  
Heritage Narrow Gauge Railway**

## **Trustees' Annual Report for the period**

**June 1st 2023 to May 31st 2024**

### **Objectives and activities**

The constitution of the Halesworth to Southwold Narrow Gauge Railway CIO sets out the objects of the CIO. These are:

For the public benefit to advance the education and knowledge of the public and promote preservation of the railway known as the narrow-gauge railway in Halesworth and the Blyth valley (the railway) through:

a) the preservation, display and demonstration of steam and other railway locomotives, rolling stock, equipment and relics of historical, operational and general interest, and educational value.

b) the study, preservation, maintenance, exhibiting and operating the railway, its predecessors, successors, and associated railways.

- To this end, the main activities undertaken in the year to 31st May to further these public objectives have been the completion of several pieces of rolling stock, extension of the mainline and the line to the goods shed, with the ongoing refurbishment of the owned railway vehicles.
- Interpretation of previously hidden lineside structures and the restoration of the station is provided when volunteers are on site to explain both these and the other aspects of the line's history.
- All Trustees, on appointment, are given copies of the Charity Commission guidance on public benefit and have regard for this in the charity's dealings.

## Achievements and Performance

- We were pleased to be able to complete the main line in Blythburgh station, and to start the line westwards from there. In 2023, the two sidings were re-laid in the yard, including the second point. The Signal Shed was completed and re-erected on its original foundations: it now has a lever frame inside, which operates the main line point. A small display cabinet for our more valuable finds is in progress. A solar charging system is installed and fully working. The pasture, holly hedge and fencing are all being well maintained by the station team. Notice boards have information and the names of our sleeper sponsors. The base of the second goods shed – the “Odam’s Shed” – has been rebuilt on its original foundation stones, together with the adjacent goods platform: the placing of these is changed, as they would block road access into the station, but they have been placed in a similar relationship to the siding, for future freight demonstrations. The trackbed has been cleared to the west for about 100 metres, and we have just succeeded in obtaining sufficient 40lb rail to make up 135m of the main line. The rail and transport are funded, but we still require sponsorship for sleepers, track fixings, ballast, fishplates, etc.
- Elsewhere along the line we are maintaining the track and loco shed areas at The Folly in Halesworth, and the owners of Walberswick station have called us in to see what can be done to enhance that site: discussions are on-going. We have promoted guided trackbed walks – and will do so again if there is demand.
- The two locomotives are both in working order with the Greenwood and Batley locomotive now charged from the solar panels: in May we ran a freight train along the original main line which was solar-powered – probably a first. The RFS loco runs regularly, having had its electrical and pneumatic systems refurbished – it still requires glazing and cab doors, as well as safety mesh for its engine compartment. Ken has bought a Gleismac diesel-hydraulic loco which worked in Eire – this is without its engine and hydraulic pump, and we hope these will be obtainable.
- On the Heritage Train, several projects are in hand. Wagon 18 is being maintained and is used for train demonstration runs. Coach 3 is now roofed and tested: we are working towards the provision of passenger rides in this. The Cleminson wagon 1511 is close to completion, with only minor metalwork to be done, and then transport, painting, and lettering. Van 13 is complete to floor level and has a completed design for the body. Flat wagon 11 awaits the purchase of wheelsets, axleboxes, couplings and brake gear. Three RNAD wagons remain – as yet unmodified.
- We continue to make up track and rolling stock at the workshop so that the Blythburgh site can be kept in good and tidy order: the inside and outside areas here are gradually being tidied and ordered.
- On the steam locomotive front we have been less successful. Efforts to obtain various 3-foot-gauge locomotives have so far not resulted in

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success. However, we have been making arrangements so we can get moving on parts for our planned replica Sharp, Stewart” Halesworth”: we have a new arrangement with a locomotive designer who can provide drawings as and when required. We plan to start with fittings, such as chimney, dome, spectacles, and so on, to build up interest in the project, for which we have some funding in hand.

- Our own events at the station have gone from strength to strength and are becoming a fixture in the local tourism provision, attracting increasing numbers of visitors. The main show is in September, as part of the national Heritage Open Days, and includes a railway model show. The live steam model railway has been extensively improved over the winter and is always a very good draw. We continue to provide these open days (and light refreshments) free, as we thereby receive more in donations than we would if we charged. We also attend other events, such as at the Middy, in Halesworth (INK Festival, heritage days), LOWMEX, the Beccles Model Railway Show, and so on. Increasingly, organised groups and many individuals are visiting Blythburgh to see the station restoration.
- We were pleased to be presented with an award from the Heritage Railway Association in February for our efforts at Blythburgh Station.
- Site safety continues to be a prime concern, with upgrading of signs around the site and the upgrading of first aid equipment. Health and Safety is a standing item on all Trustees' meetings.
- At the end of the year the total paid-up membership stood at 278. Members are kept informed through the issue of regular newsletters (Headshunt and Happening) and through HSNGR's website and social media.
- The Trustees would like to record their grateful thanks to all the volunteers for their hard work and commitment towards the railway's objectives.

### **Financial Review**

- For the year under review, the accounts accompanying this report were prepared in-house.
- Due to problems with Barclays Bank and the changeover of signatures, our main accounts are now with Nat West Bank, although the Barclays current account continues to operate, pending complete switch over. This was a difficult period due to all the procedures needed to open new current and deposit accounts.

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- Income for the year exceeded the payments made and left the funds in a fairly healthy position at the year end, although expenditure from the restricted project funds next year may reverse this situation.
- The CIO's reserve policy remains to keep at least an amount to cover the fixed costs, such as insurance payments and unexpected additional costs etc., for one year. The reserve is currently set at £5000; the General Fund is currently in credit above this amount, putting us in a favourable position.
- A Summary of Accounts for the year ended 31<sup>st</sup> May 2024 is provided separately.
- Receipts into the Restricted Funds have increased substantially this year. These funds are used to finance specific projects. Whilst this increase has been a good situation for project work, we have also seen a small reduction in receipts into the Unrestricted Fund (General Fund) from which the running of the charity is financed.
- Our shop and the setting up of Gift Aid are two areas for development.
- Accounting is currently run on an Excel Spreadsheet. This quite tedious due to the large volume of small payments received during the year. We aim to set up and transfer our accounts to a SAGE Business Accounting package this year in order to decrease the workload.
- We must thank our members, volunteers, and fundraisers for their continued and most generous support.

### **Structure Governance and Management**

- The organisation is governed by a constitution as approved by the Charity Commission and registered with them, It is a form of charity known as a Charitable Incorporated Organisation (CIO).
- It is governed by a Board of Trustees who after this year, retire on a one third basis each year but can be re-elected for a further period if willing. The existing trustees are constantly seeking additional trustees to add to the skills of the Trustee body and to represent the community the organisation serves.
- As this was our first year as a charity the trustees have worked hard producing legal documents such as policies, procedures, standards etc. These will be reviewed annually.
- New policies and procedures are introduced where a need is perceived or brought about by external events such as new HRA requirements.

# **HALESWORTH TO SOUTHWOLD NARROW GAUGE RAILWAY CIO**

## **Reference and Administrative Details**

The name of the charity as held by the Charity Commission is Halesworth to Southwold Narrow Gauge Railway CIO and its registered charity number is **1202621**

It operates in England and the registered office is 59F Thoroughfare, Halesworth, and Suffolk, IP19 8AR

The CIO is governed by a board of trustees. During the period that this report covers, the trustees were:

**James Paul Sebastian Hewett**

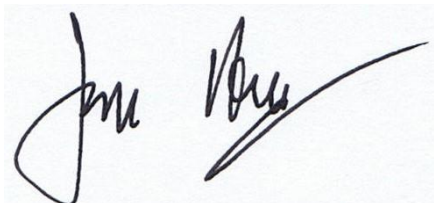
**Neal John Davis**

**Michael Richard Buse**

**Harold Wild**

**Kenneth John Ledran Penrose**

This report was approved by all Trustees on 21<sup>st</sup> May 2024 and is signed by James Hewett (Chairman) as such on behalf of all Trustees.

A handwritten signature in black ink, appearing to read 'James Hewett', with a long, sweeping horizontal stroke extending to the right.

## Receipts and payments accounts

For the period from      06/04/2023      to      31/05/2024

### Receipts and payments

	Unrestricted funds	Restricted funds	Total funds	Last year
<b>Receipts</b>				
Membership Subscriptions	£ 2,577.50	£ -	£ 2,577.50	
Voluntary Donations	£ 6,325.05	£ 10,711.90	£ 17,036.95	
Book Sales	£ 822.75	£ -	£ 822.75	
General Shop Sales	£ 819.75	£ -	£ 819.75	
Sleeper Sponsorships/Donations	£ 2,065.00	£ -	£ 2,065.00	
Gift Aid	£ -	£ -	£ -	
Sales Postage	£ 33.00	£ -	£ 33.00	
Bank Interest	£ 3.89	£ -	£ 3.89	
<b>Sub total</b>	£ 12,646.94	£ 10,711.90	£ 23,358.84	£ -

<b>Total receipts</b>	£ 12,646.94	£ 10,711.90	£ 23,358.84	£ -
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<b>Payments</b>				
Website Support	£ 283.18	£ -	£ 283.18	
Materials Purchased	£ 3,053.14	£ 3,315.24	£ 6,368.38	
Health & Safety	£ 77.04	£ -	£ 77.04	
Tools	£ -	£ -	£ -	
Contract Labour/Transport Costs	£ 390.00	£ -	£ 390.00	
Liability & Other Insurance	£ 2,412.98	£ -	£ 2,412.98	
Printing Costs	£ 476.40	£ -	£ 476.40	
Office Costs & Postage	£ -	£ -	£ -	
PayPal & SumUp Commission Costs	£ 83.07	£ -	£ 83.07	
Electric (Wenhaston Workshop)	£ 520.00	£ -	£ 520.00	
Meeting & Fundraising Venues	£ 581.52	£ -	£ 581.52	
Professional/Association Fees	£ 229.20	£ -	£ 229.20	
Shop Stock Purchases	£ 410.75	£ -	£ 410.75	
Legal & Charity Formation fees	£ 300.00	£ -	£ 300.00	
General Costs	£ 371.40	£ -	£ 371.40	£ -
<b>Sub total</b>	£ 9,188.68	£ 3,315.24	£ 12,503.92	£ -

<b>Total payments</b>	£ 9,188.68	£ 3,315.24	£ 12,503.92	£ -
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<b>Net of receipts/(payments)</b>	£ 3,458.26	£ 7,396.66	£ 10,854.92	£ -
Transfers between funds	£ -	£ -	£ -	£ -
Cash funds last year end	£ 3,969.02	£ 710.00	£ 4,679.02	
<b>Cash funds this year end</b>	£ 7,427.28	£ 8,106.66	£ 15,533.94	£ -



# Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds
Cash funds	Barclays Current Account	£ 4,314.34	£ 4,636.48
	NatWest Current Account	£ 2,109.05	£ 3,470.18
	NatWest Deposit Account	£ 1,003.89	£ -
	<b>Total cash funds</b>	<b>£ 7,427.28</b>	<b>£ 8,106.66</b>
	(agree balances with receipts and payments account(s))	OK	OK
		Unrestricted funds	Restricted funds
Other monetary assets	Cash Box Float	£ 97.00	£ -
		£ -	£ -
Investment assets		Cost (optional)	Current value (optional)
		£ -	£ -
		£ -	£ -
Assets retained for the charity's own use		Cost (optional)	Current value (optional)
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
Liabilities		Amount due (optional)	When due (optional)
	Trustees Loan - James Hewett	£ 13,959.47	Indefinite
	Trustees Loan - Ken Penrose	£ 12,569.84	Indefinite
		£ -	
Signed by one or two trustees on behalf of all the trustees	Signature	Name	Date of approval
	Chairman	James Hewett	22/06/2024
	Treasurer	Harold Wild	22/06/2024

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## Notes to the accounts – 06 April 2023 to 31 May 2024

### 1. Receipts and payments accounts

Receipts and payments accounts contain a summary money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

### 2. Funds Analysis

#### HSNGR FUND BALANCES @ 31 May 2024

	Opening Balance 06-Apr-23	Income To Date	Expend To Date	Closing Balance 31-May-24
General Fund	3969.02	12646.94	9188.68	7427.28
Halesworth Loco	710.00	1450.00	0.00	2160.00
COSHH Lockers	0.00	500.00	0.00	500.00
Signal Shed	0.00	1104.18	1105.14	-0.96
Cleminson E	0.00	1329.48	1261.59	67.89
Odams Shed	0.00	928.24	848.51	79.73
Van 13	0.00	1000.00	100.00	900.00
Mainline Extension	0.00	4400.00	0.00	4400.00
Heritage Train	0.00	0.00	0.00	0.00
<b>TOTALS</b>	<b>4679.02</b>	<b>23358.84</b>	<b>12503.92</b>	<b>15533.94</b>
Unrestricted Total	3969.02	12646.94	9188.68	7427.28
Restricted Total	710.00	10711.90	3315.24	8106.66
<b>Overall Closing Balance</b>	<b>4679.02</b>	<b>23358.84</b>	<b>12503.92</b>	<b>15533.94</b>

### 3. Bank Balances @ 31<sup>st</sup> May 2023

Barclays Current Account	8950.82
NatWest Current Account	5579.23
NatWest Deposit Account	1003.89

**Total Balance at Banks**                      **15533.94**



#### **4. Purpose of Funds:**

**General Fund** – this fund contains all income and expenditure that is not covered by the following Restricted Funds. It can be used for all general expenses of running the Charity.

**Halesworth Loco Fund** – this fund is restricted to receiving donations towards the cost of building a replica Sharp Stewart steam locomotive.

**COSHH Lockers** – restricted to donations for the provision of specialised chemical storage at both the Wenhaston workshop and Blythburgh station sites.

**Signal Shed** – restricted to the building of a replica of the ‘Signal Shed’ (or Ground Frame Hut) originally sited on Blythburgh station platform.

**Cleminson Wagon E** – dedicated to the construction of a replica six-wheeled freight wagon utilising the unique Cleminson mechanism allowing longer vehicles to negotiate very sharp track curves.

**Odams Shed** – restricted to the construction of a replica of a goods shed building owned by Odams Fertilisers for the purpose of storage, loading and unloading of fertilisers.

**Van 13** – for the purpose of building a replica of a freight van (No. 13) for use on the railway.

**Mainline Extension** – restricted to the construction of a track extension from the existing track in front of the Blythburgh station platform along the trackbed to to point at which the public pathway from the church passes over the trackbed.

**Heritage Train** – covers the building of replica rolling stock for the railway not already mentioned above and includes the passenger wagon known as Coach 3.

#### **5. Loan Account (Liabilities)**

This covers a series of cash loans made to the Halesworth to Southwold Narrow Gauge Railway Society in the period before it converted from Society to a Charitable Incorporated Organisation (CIO) between 2018 and 2022. Loans were made interest-free and for an indeterminate period by the then Chairman and Vice Chairman of the society.

#### **6. Trustees Remuneration**

Trustees received no expenses, remuneration or benefits in this period.