

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 2024 to May 31st 2025

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:

1. 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.
2. 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

1. 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. In 2025 a small display cabinet for our more valuable finds was completed. A solar charging system is installed and fully working. The pasture, holly hedge and fencing are all being well maintained by the volunteer 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 succeeded in obtaining sufficient 40lb rail to make up 150m of the main line. The rail and transport are funded, but we still require sponsorship for sleepers, track fixings, ballast, fishplates, etc.

2. 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 asked us to clear the site and give information to the visitors.
3. 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 – this is a first
4. 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 complete and tested: we are working towards the provision of passenger rides in this. The Cleminson wagon 1511 has been completed, with only lettering to be added. 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.
5. 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.
6. On the steam locomotive front we have been less successful, but we have now received drawings from SRT for a replica ‘Halesworth’ locomotive. 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. The chimney is on order and expected to be delivered late in 2025 or early 2026.
7. 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 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.

8. 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.
9. At the end of the year the total paid-up membership stood at 269. Members are kept informed through the issue of regular newsletters (Headshunt and Happening) and through HSNGR's website and social media.
10. 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

1. For the year under review, the accounts accompanying this report were prepared in-house.
2. Income for the year exceeded the payments by some £1500, and left the funds in a fairly healthy position at the year end.
3. 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 £5,000; the General Fund is currently in credit above this amount, putting us in a favourable position.
4. A Summary of Accounts for the year ended 31st May 2025 is provided separately.
5. Receipts into the Restricted Funds decreased to some £4,000. These funds are used to finance specific projects. Receipts into the Unrestricted Fund (General Fund) were some £15,400 with just £10,322 being expended.
6. Our shop was set up and is attracting sales at our events. The setting up of Gift Aid has been completed and we have three claims to submit.
7. Accounting is currently run on an Excel Spreadsheet. This quite tedious due to the large volume of small payments received during the year.

Structure Governance and Management

1. 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).
2. 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.
3. 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.
4. New policies and procedures are introduced where a need is perceived or brought about by external events such as new HRA requirements.

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, 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 11th September 2025 and is signed by James Hewett (Chairman) on behalf of all Trustees.

James Hewett

Receipts and payments accounts

For the period from

01/06/2024

to

31/05/2025

Receipts and payments

	Unrestricted funds	Restricted funds	Total funds	Last year
Receipts				
Membership Subscriptions	£ 2,882.50	£ -	£ 2,882.50	£ 2,577.50
Voluntary Donations	£ 6,018.61	£ 4,093.39	£ 10,112.00	£ 17,036.95
Book Sales	£ 618.25	£ -	£ 618.25	£ 822.75
General Shop Sales	£ 1,125.10	£ -	£ 1,125.10	£ 819.75
Sleeper Sponsorships/Donations	£ 420.00	£ -	£ 420.00	£ 2,065.00
Gift Aid	£ 74.49	£ -	£ 74.49	£ -
Sales Postage	£ 78.35	£ -	£ 78.35	£ 33.00
Bank Interest	£ 15.42	£ -	£ 15.42	£ 3.89
Grant Income	£ 4,229.00	£ -	£ 4,229.00	£ -
Sub total	£ 15,461.72	£ 4,093.39	£ 19,555.11	£ 23,358.84

Total receipts**£ 15,461.72****£ 4,093.39****£ 19,555.11****£ 23,358.84****Payments**

Website Support	£ 332.00	£ -	£ 332.00	£ 283.18
Materials Purchased	£ 899.53	£ 7,732.58	£ 8,632.11	£ 6,368.38
Health & Safety	£ 599.19	£ -	£ 599.19	£ 77.04
Tools	£ 133.27	£ -	£ 133.27	£ -
Contract Labour/Transport Costs	£ -	£ -	£ -	£ 390.00
Liability & Other Insurance	£ 2,678.88	£ -	£ 2,678.88	£ 2,412.98
Printing Costs	£ 439.60	£ -	£ 439.60	£ 476.40
Office Costs & Postage	£ 82.36	£ -	£ 82.36	£ -
PayPal & SumUp Commission Costs	£ 63.02	£ -	£ 63.02	£ 83.07
Electric (Wenhaston Workshop)	£ 440.00	£ -	£ 440.00	£ 520.00
Meeting & Fundraising Venues	£ 646.00	£ -	£ 646.00	£ 581.52
Professional/Association Fees	£ 277.60	£ -	£ 277.60	£ 229.20
Shop Stock Purchases	£ 674.72	£ -	£ 674.72	£ 410.75
Legal & Charity Formation fees	£ 648.00	£ -	£ 648.00	£ 300.00
Misc. Costs	£ 785.87	£ -	£ 785.87	£ 371.40
Grant Expenditure	£ 1,622.40	£ -	£ 1,622.40	£ -
Sub total	£ 10,322.44	£ 7,732.58	£ 18,055.02	£ 12,503.92

Total payments**£ 10,322.44****£ 7,732.58****£ 18,055.02****£ 12,503.92****Net of receipts/(payments)****£ 5,139.28****-£ 3,639.19****£ 1,500.09****£ 10,854.92****Transfers between funds****£ 18.91****-£ 18.91****£ -****£ -****Cash funds last year end****£ 7,427.28****£ 8,106.66****£ 15,533.94****£ 4,679.02****Cash funds this year end****£ 12,585.47****£ 4,448.56****£ 17,034.03****£ 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	£ 4.72	£ -
	NatWest Current Account	£ 7,561.44	£ 4,448.56
	NatWest Deposit Account	£ 5,019.31	£ -
	Total cash funds	£ 12,585.47	£ 4,448.56
	(agree balances with receipts and payments account(s))	OK	OK
		Unrestricted funds	Restricted funds
Other monetary assets	Details		
	Cash Box Float	£ 97.00	£ -
		£ -	£ -
Investment assets	Details	Cost (optional)	Current value (optional)
		£ -	£ -
		£ -	£ -
Assets retained for the charity's own use	Details	Cost (optional)	Current value (optional)
	Wagon (Millenium Green)	£ -	£ -
	PW Wagon 2 (Blythburgh)	£ -	£ -
	Coach 3 (Blythburgh)	£ -	£ -
	Wagon 18 (Blythburgh)	£ -	£ -
	Cleminson Wagon E (Wenhaston)	£ -	£ -
	Van 13 (Wenhaston)	£ -	£ -
Liabilities	Details	Amount due (optional)	When due (optional)
	Trustees Loan - James Hewett	£ -	Waivered
	Trustees Loan - Ken Penrose	£ -	Waivered
		£ -	
Signed by one or two trustees on behalf of all the trustees		Signature	Name
Chairman		<i>K Penrose</i>	Kenneth Penrose
Treasurer		<i>S W Daine</i>	Stephen Daine
			Date of approval
			11/09/2025
			11/09/2025