

Trustees' Annual Report

for the period

From (start date) **01 02 20** to (end date) **31 01 21**

Section A

Reference and administration details

Charity name

CASTLE POINT TRANSPORT MUSEUM SOCIETY

Other names the charity is known by

Registered charity number (if any)

278658

Charity's principal address

105, POINT ROAD,
CANVEY ISLAND,
ESSEX

Postcode **SS8 7TD**

Names of the charity trustees who manage the charity

| | Trustee Name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|------------------|------------------|-----------------------------------|---|
| 1 | CALLUM TAYLOR | CHAIRMAN | | CPTMS MEMBERSHIP |
| 2 | CRAIG JAMES MARK | TREASURER | | CPTMS MEMBERSHIP |
| 3 | MARIAN PATTEN | SECRETARY | | CPTMS MEMBERSHIP |
| 4 | JANET WALDEN | COMMITTEE MEMBER | | |
| 5 | PAUL HARRISON | COMMITTEE MEMBER | | |
| 6 | KEITH PATTEN | COMMITTEE MEMBER | | |
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Names of the trustees for the charity, if any (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
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Section A

Reference and administration details (continued)

Names and addresses of advisers (optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
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| | | |

Name of chief executive or names of senior staff members (optional information)

CALLUM TAYLOR, CRAIG JAMES HARA, MARIAN PATTEN

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg trust deed, constitution)

CONSTITUTION

How the charity is constituted
(eg trust, association, company)

SOCIETY

Trustee selection methods
(eg appointed by, elected by)

ELECTED BY THE MEMBERSHIP

Additional governance issues (optional information)

You **may choose** to include additional
information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
 - relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We encourage our trustees to read the charity commission's procedures for trustees and follow the guidelines

our members run their vehicles for other groups for fund raising and transporting visitors round the local history sights during our open weekends

We have a good working relationship with the Town Council, the Rotary Association, and the local Carnival Association.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Due to the Covid Restrictions we have been unable to run our usual transport and History Events. Our main work this year improving the facilities for Members and visitors.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Still with Covid Restrictions we have only been able to have selected parties in to tour the Museum and enjoy the vehicles and light refreshments.

Additional details of objectives and activities (optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All our Members are volunteers and give their time and advice free of any charge a valuable asset. we intend to revise our Constitution and governing document to bring it into line with today's thinking and electronic capabilities.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Again with restrictions and members health, we were only able to do general maintenance and start some of the agreed refurbishments. It has been a very disappointing year in as much as we were unable to hold any larger events, or open our doors to the public, because of the situation and visitors not willing to venture out.

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold reserves of £20,000 which we review each year for emergencies, and eventualities.

Details of any funds materially in deficit

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

With events & open days unworkable we are endeavouring to go for lottery funding for improvements for our disabled visitors and our carbon footprint we are awaiting decisions. We are also looking into various fund raising options.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

Marian Patten

Full name(s)

MARIAN ROSE PATTEN

Position (eg Secretary, Chair, etc)

SECRETARY.

Date

25/03/21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Castle Point Transport Museum Society

On accounts for the year
ended

31/01/2021

Charity no
(if any)

278658

Set out on pages

3 / 4

3(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/01/2021 DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

29/03/2021

Name:

Mr. I. R. Mahoney

Relevant professional
qualification(s) or body

M.S.O.E. Society of Operation of Engineers (Member)

(if any):

| |
|--|
| |
|--|

Address:

| |
|---|
| Highclere, Station Road, Hatfield Peveral, Essex, CM3 2DS |
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Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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CPTMS ACCOUNTS
FOR THE YEAR ENDING
31st JANUARY 2021

| | Year To 31/01/2021 | Year To 31/01/2020 |
|--|-----------------------|-----------------------|
| INCOME - | | |
| Donations | £25,140.00 | £1,724.49 |
| Events (excluding - café / donations / shop) | £0.00 | £12,484.93 |
| Membership Fees | £1,030.00 | £535.00 |
| Vehicle Space Rentals | £14,050 | £15,150 |
| Café / Catering | £0.00 | £2,118 |
| Shop Takings | £0.00 | £1,034.95 |
| T - MOBILE | £4,480.57 | £4,480.57 |
| P-Cash paid in | £0.00 | £37.84 |
| Insurances & other refunds | £1,764.15 | £0.00 |

TOTAL = £46,464.72

£37,565.78

| | | |
|--|------------|------------|
| EXPENDITURE - | | |
| Property Maintenance / Repairs (including associated hardware in 2021) | £3,813.31 | £2,564 |
| Waste disposal | £970.00 | £0.00 |
| Insurances | £6,388.32 | £3,169.59 |
| Energy | £3,825.29 | £1,326.49 |
| Water / Sewage | £928.64 | £608.96 |
| Museum Vehicle Maintenance Repairs | £1,658.63 | £1,255.72 |
| Advertising / PR / & Marketing Materials / Expenses | £167.07 | £923.57 |
| Event Expenses | £40.25 | £7,703.95 |
| Printing / Postage / Stationary & Office Supplies | £462.94 | £846.80 |
| Communications | £998.82 | £1,112.30 |
| Railway Display Expenses | £65.00 | £561.42 |
| Cost of Shop Stock | £74.34 | £0.00 |
| Café | £0.00 | £495.59 |
| Misc Equipment | £1,992.98 | £312.40 |
| Fire Protection Systems (Previously Incorporated as Misc) | £144 | £689.72 |
| Sundries | £26 | £525.12 |
| Training | £195.84 | £0.00 |
| Transfers to P-Cash | £0.00 | £52 |
| TOTAL = | £21,751.43 | £22,146.43 |

OPERATING PROFIT = £24,713.29

£15,419.35

Payments under the heading of Misc Equipment included a Ride on Mower / Electrical Power Tools / Sanitisor Equipment.

Under Donations the Society received a £25,000.00 grant during the first period of lockdown.

CPTMS RECONCILIATION
AS AT JANUARY 31st 2021

| ASSET | Year to | |
|---------------------------------|--|--|
| | 31/01/2021 | 31/01/2020 |
| Cash at Bank and In Hand | £81,247.78 | £56,534.49 |
| EX ENPG Vehicle Fund | £7,151.63 | £7,146.03 |
| Payments In Advance | £2,781.01 | £1,516.46 |
| Stock | £4,027.92 (Inc 15% depreciation in value of stock) | £4,689.39 |
| TOTAL = | £95,208.34 | £69,886.37 |
| ACCRUALS = | -£102.00 (Excess amount previously paid to fire protection contractor in 2019 - 2020 for servicing of equipment) | -£150.00 (From 2019 Vehicle space rental paid in 2020) |
| NET ASSETS = | £95,106.34 | £69,736.37 |
| Represented By - Balance B/F | £95,106.34 | £69,736.37 |
| | -£69,736.37 | -£55,150.29 |
| EXPENDITURE = | £25,369.97 | £14,586.08 |

Accruals is the value of expenditure paid in the year ending 31/01/2021 in payments received for the previous year (i.e year ending 31/01/2020)



CHARITY COMMISSION
FOR ENGLAND AND WALES

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