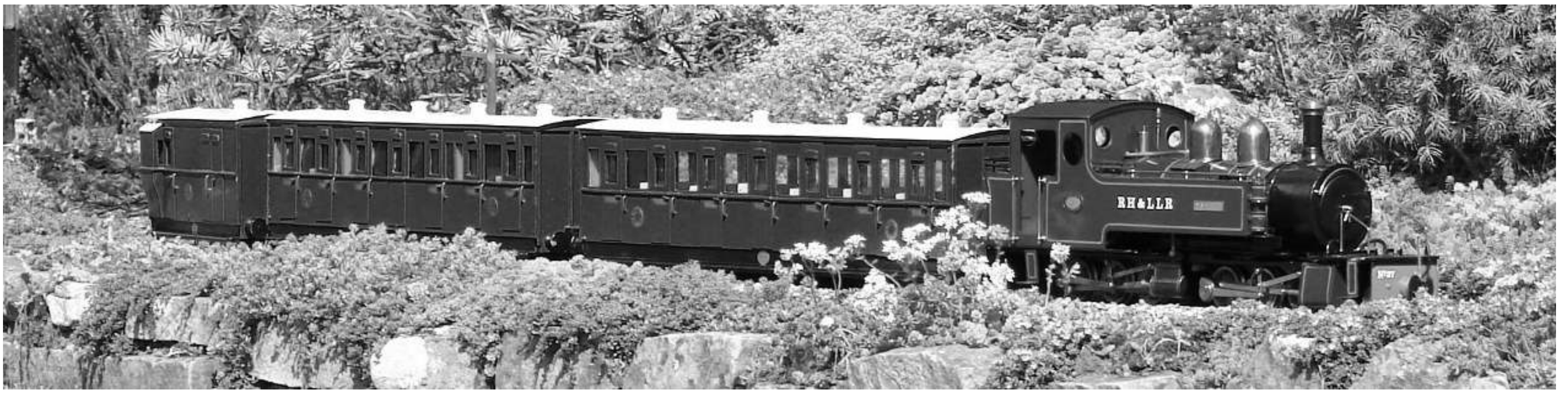
The Association of 16mm Narrow Gauge Modellers

Annual Report 2013



COMPANY OVERVIEW

The year of 2013 was another good year for the Association. The increase in membership has continued in 2013 with a 3% growth. The visibility of the Association continues to stagger us. For example, over 600,000 pages on our website have been accessed in the last year. That is an increase of over 15% compared to 2012. This visibility has to be at the root of our continued growth of the membership in such a broad and exciting hobby.

At the AGM in April the Board returned to full strength and this Board has looked to address some key challenges in 2013. Two key examples of this are; the purchase and transition to an accounting software package, and changes to the constitution that are being proposed for ratification at the 2014 AGM.

The changes to the accounting tool will be largely invisible to our members. Our expectation is that this tool will enable us to service a growing membership in the future in a scalable manner.

In contrast the changes to the constitution will be more readily apparent. The intent remains the same, using more plain language. The advocacy to change our constitution came from Companies House. We have adopted one of their template guides as our start point. We have also incorporated some new options in there to manage ourselves, for example the new constitution allows directors to vote on items by email and on a shared conference phone line without a face to face meeting to agree and ratify decisions. The focus of this Annual Report is a review of 2013, however the Board of Directors is excited about the planned activities for 2014 - continuing to provide the same great level services to members new and old. With more focus on our publicity activities in 2014 we are confident of the growth of this great hobby and the Association.

Nigel Town

Chairman

2013 Highlights

4,257 **membership**

£109k **turnover**

18,000 **mailings sent out**

568 **printed pages created**

605,700 **website pages viewed**

11,250 **mobile pages viewed**

3% **membership growth**

2,017 **show visitors**

Company Number 3117166

Directors Reports year ending 31st December 2013

Each currently serving Director has outlined their activities for the year and these are shown below. The principal activities of the Company throughout 2013 our referred to in our highlights feature on the front page and in Nigel Town's introduction.
The following Directors served the Company during the year ending 31st December 2013

Mr W D Bickers–Jones, appointed on 27th April 2013
Ms S Bradley
Mr A Charman
Mrs H Gregson, appointed on 27th April 2013
Mr T Gregson
Mr A Regan
Mrs C Regan, appointed on 7th September 2013
Mr A N Town, appointed 3rd April 2013
Mr D Wiggins, appointed on 27th April 2013
Mr C Cable, appointed 27th April 2013, retired 26th October 2013
Mr I Shields, appointed 27th April 2013, retired 7th September 2013
Mr P Thompson, retired 26th April 2013
Mr R Bennett retired 27th April 2013
Mr G Jones, retired 25th January 2013

Alan Regan Vice-Chairman/Membership Secretary

My primary role is that of Membership Secretary. I am responsible for the member joiner/leaver process, as well as the maintenance of your membership data, which I provide the opportunity to review every November. We have enrolled more than a member per day for the last five years so activity is constant in this area. I also manage the annual membership renewal process, between January and May, supported by two Renewal Secretaries.
I assess the print order requirement for each quarter's SMT & Bulletin, instruct the printing and mailing suppliers and finally, when your SMT or Bulletin goes missing, I arrange replacements. A secondary significant responsibility in 2013 has been the Victory project, supporting Keith Dyer, which continues into 2014.

Carol Regan Treasurer

I was appointed as Treasurer last September taking over from Ian Shields. I have been instrumental in the implementation of the Sage accounting system, introduced shortly before I came on board. My background is in banking and I manage the bank accounts, pay suppliers, expenses and invoice the advertisers for SMT. I recently assisted the Company Secretary with writing a new expenses policy. I work closely with the Membership Secretary, which is fortunate as he is my husband! The Victory project has recently taken much time as will the finances for the 2014 National Show. I recently retired and enjoy keeping my mind occupied and rising to the challenges this role presents.

Suzanne Bradley Bulletin Editor

My principal duty for the year has been the compilation of the Bulletin magazine, which has been full colour from the May issue onwards. I compile the magazine from the reports sent to me by each Area Group Representative, and members' input such as Sales and Wants and other news items. I compile the National Events Diary, keeping track of the events and forwarding the necessary details in a timely manner to the Association webmaster. I also enter the diary in Bulletin each quarter, whereby I hopefully keep members up-to-date with events around the country where they can see 16mm live steam in action. I co-ordinate between some of the Area Groups' layout owners and exhibition managers looking for a layout to attend their exhibitions and have put prospective members in touch with an Area Group in their part of the country.
I have also designed and distributed the new 2014/15 membership leaflet and the new 2014 Exhibition publicity leaflet.

Directors Reports year ending 31st December 2013

Helen Gregson Company Secretary

Since taking on the role as Company Secretary last year I have been working to make sure that the Board follows good governance guidance to enable it to function effectively and consistently. One of my main tasks for the year has been to review the Constitution in line with the Companies Act 2006. I have also been involved with arrangements for the annual show, the introduction of new policies and co-ordination of the AGM.

Derek Wiggins Heritage Director

I have instigated and overseen a heritage revival within our hobby. I write for every issue of SMT and Bulletin, organise the appearance of the heritage layout and static display at the AGM, and any regional shows where we are invited. I organise a heritage auction at the AGM. I oversee the heritage part of the website, and answer or route all heritage enquiries. Any early literature, film, photographs, catalogues and miscellany are being archived by me, for the Association's future benefit. I offer a valuation service and am now the nominee for assisting with deceased member's assets. I search for and help sell specific models.

Tim Gregson IT Director

Over the twelve months up to the end of December 2013 we saw an increase of 16% in our website traffic with just over 603,000 web pages served during the year. Additionally we have seen a significant increase in the use of our Facebook Page which now has over 1,000 regular followers.

Moving forward we have laid plans for a new secure digital storage area and email service which will act as our main repository for Association business records .

Finally, we are currently investigating the use of handheld credit/debit card machines for use at the National Show on Member-to-Members Sales and Membership Renewal. If initial trials are successful then these will be introduced for the 2014 show.

Andrew Charman SMT Editor

My principal role is as Editor of *16mm Today* magazine, an Association core member benefit.

I compile four issues a year from material sent in by members, sub-editing text to a professional standard, and modifying photographs to publication standard.

I design the pages, using professional Desktop Publishing software, supplying additional copy and photographs as required. I oversee uploading and final proofing at our printer, before signing off the magazine for publication.

As one of the most visible board members I deal continuously throughout the year with member correspondence, much unrelated to *16mm Today*. This year I am overseeing production of the annual *Modellers' Guide*, now a fifth edition of *16mm Today* – the procedure is detailed above.

William Bickers-Jones Director

My role for the past few years, has been to develop and co-ordinate the MOTY competition, including the introduction for the first time last year, of the "virtual MOTY" aimed at overseas members, giving them a chance to participate. I have also been a part of the general board decision making process since the last show, but have now taken on the show layout arrangement, which is a challenge for someone more used to designing supermarkets and dairy depots! I look forward to being able to improve this yet further, but do not see myself as a "lifetime" board member, so one of my tasks is to prepare for a suitable replacement with the appropriate skills, and some appropriate time, in the future.

Accountants report to the directors on the unaudited accounts for the year ended 31st December 2013

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of The Association of 16mm Narrow Gauge Modellers for the year ended 31 December 2013 which comprise the Profit and Loss Account, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.
As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/regulations.

KEENS SHAY KEENS MK LLP
CHARTERED ACCOUNTANTS
Sovereign Court
230 Upper Fifth Street
Central Milton Keynes
MK9 2HR

22 February 2014

Small Companies Exemption

For the year ended 31st December 2013 the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.
Directors responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008)
These accounts were approved by the board of directors and authorised for issue on 15th February 2014

The Association of Narrow Gauge Modellers

Company limited by Guarantee

Profit and Loss Account for the year ending 31st December 2013

	Note	2013 £	2012 £
TURNOVER	1	**109,550**	104,426
Cost of sales		**(92,124)**	(90,126)
GROSS PROFIT		**17,426**	14,300
Administrative expenses		**(13,595)**	(9,514)
OPERATING PROFIT	2	**3,831**	4,786
Interest receivable		**52**	47
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		**3,883**	4,833
Tax on profit on ordinary activities	3	**(11)**	(9)
PROFIT FOR THE FINANCIAL YEAR		**3,872**	4,824

Balance Sheet

	Note	2013 £	2013 £	2012 £
FIXED ASSETS				
Tangible assets	4		**3,217**	2,677
CURRENT ASSETS				
Stocks		**1,560**		1,644
Debtors	5	**23,156**		28,884
Cash at bank	6	**84,785**		57,823
		109,501		88,351
CREDITORS: Amounts falling due within one year	7	**48,143**		30,322
NET CURRENT ASSETS			**61,358**	58,029
TOTAL ASSETS LESS CURRENT LIABILITIES			**64,575**	60,706
CREDITORS: Amounts falling due after more than one year	8		**–**	3
			64,575	60,703
RESERVES	10			
Profit and loss account	11		**64,575**	60,703
MEMBERS' FUNDS			**64,575**	60,703

Notes to Financial Statements

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover

The turnover shown in the profit and loss account represents amounts invoiced during the year, exclusive of Value Added Tax.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures & Fittings	-	Straight line over the estimated useful life of the asset
Equipment	-	Straight line over the estimated useful life of the asset

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

2. OPERATING PROFIT

Operating profit is stated after charging:

	2013	2012
	£	£
Directors' remuneration	**–**	–
Depreciation of owned fixed assets	**1,536**	1,762

3. TAXATION ON ORDINARY ACTIVITIES

(a) Analysis of charge in the year

	2013	2012
	£	£
Current tax:		
UK Corporation tax based on the results for the year at 20% (2012 - 20%)	**10**	9
Over/under provision in prior year	**1**	-
Total current tax	**11**	9

3. TAXATION ON ORDINARY ACTIVITIES *(continued)*

(b) Factors affecting current tax charge

The tax assessed on the profit on ordinary activities for the year is lower than the standard rate of corporation tax in the UK of 20% (2012 - 20%).

	2013	2012
	£	£
Profit on ordinary activities before taxation	**3,883**	4,833
Profit on ordinary activities by rate of tax	**10**	9
Over/under provision in prior year	**1**	-
Total current tax (note 3(a))	**11**	9

4. TANGIBLE FIXED ASSETS

	Fixtures & Fittings	Equipment	Total
	£	£	£
COST			
At 1 January 2013	**13,321**	**–**	**13,321**
Additions	**1,014**	**1,062**	**2,076**
At 31 December 2013	**14,335**	**1,062**	**15,397**
DEPRECIATION			
At 1 January 2013	**10,644**	**–**	**10,644**
Charge for the year	**1,317**	**219**	**1,536**
At 31 December 2013	**11,961**	**219**	**12,180**
NET BOOK VALUE			
At 31 December 2013	**2,374**	**843**	**3,217**
At 31 December 2012	2,677	–	2,677

5. DEBTORS

	2013	2012
	£	£
Trade debtors	**684**	8,639
Other debtors	**22,472**	20,245
	23,156	28,884

6. BANK

The bank balance is higher than at end of 2012 due to the Association "Victory" project. Little costs associated with the project were incurred in 2013, but income has been received thus resulting in a higher bank balance than usual. All income and costs associated with the project are deferred to 2014, so accounting for the project will be included within the 2014 financial statements. The deferred income and costs are included within other creditors and other debtors on the balance sheet.

7. CREDITORS: Amounts falling due within one year

	2013	2012
	£	£
Trade creditors	**3,454**	3,473
Corporation tax	**10**	9
Other taxation	**249**	777
Other creditors	**44,430**	26,063
	48,143	30,322

8. CREDITORS: Amounts falling due after more than one year

	2013	2012
	£	£
Other creditors	**–**	3

9. RELATED PARTY TRANSACTIONS

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard for Smaller Entities.

10. COMPANY LIMITED BY GUARANTEE

The company is one without share capital and is limited by guarantee.

11. PROFIT AND LOSS ACCOUNT

	2013	2012
	£	£
Balance brought forward	**60,703**	55,879
Profit for the financial year	**3,872**	4,824
Balance carried forward	**64,575**	60,703

Detailed profit and loss account year ending 31st December 2013

	Year Ending 31 December 2013			Year Ending 31 December 2012		
	Income	Costs	Net	Income	Costs	Net
	£	£	£	£	£	£
SUBSCRIPTIONS AND MEMBERSHIP COSTS						
Subscriptions Receivable	60,781	(382)	60,399	60,500	(4,042)	56,458
MEMBERS' SERVICES AND EVENTS						
Publications	7,066	(52,876)	(45,810)	7,130	(45,629)	(38,499)
Sales of back numbers	775	-	775	408	-	408
National show	26,526	(29,866)	(3,340)	22,607	(30,575)	(7,968)
Annual draw	12,972	(5,490)	7,482	11,729	(6,383)	5,346
DVD and members address list	-	(1,491)	(1,491)	-	(1,690)	(1,690)
Commission on member to member sales	1,329	-	1,329	1,475	-	1,475
Binders and sundry sales	101	(210)	(108)	577	(327)	250
Public liability insurance	-	(1,811)	(1,811)	-	(1,480)	(1,480)
	48,769	(91,743)	(42,974)	43,926	(85,794)	(42,158)
	109,550	(92,125)	17,425	104,426	(89,836)	14,300
ADMINISTRATIVE EXPENSES						
Travel expenses		(3,082)			(2,000)	
General administrative costs		(2,923)			(1,471)	
Publicity and advertising		(2,994)			(2,369)	
Accountancy costs		(683)			(335)	
Depreciation		(1,536)			(1,762)	
PayPal and bank charges		(2,058)			(1,642)	
Donations received		-			65	
Corporation tax charge		(11)			(9)	
Repairs and maintenance		(319)			-	
			(13,606)			(9,523)
			3,820			4,777
Bank interest receivable			52			47
			3,872			4,824

The following Directors are retiring by rotation at the Annual General Meeting (AGM) in accordance with our Constitution; Andrew Charman , Alan Regan, and Helen Gregson (Article 17 (1)(b). Andrew and Alan are willing to stand for re– election at the 2014 AGM. Helen Gregson will not be offering herself for re– election. Both Carol Regan and Rebecca Lockley were co-opted during the year and will be standing down under Article 17(2)(a). Both are willing to stand for re-election at the 2014 AGM.
Nigel Town and Tim Gregson will be standing down on conclusion of the AGM.

Andrew Charman

16mm Today is one of the core benefits of the Association and so the Editor sits on the board – therefore I need to ask members to re-elect me.
Since taking over the magazine for the May 2008 issue I have overseen a significant revamp and a major increase in size – from 48 pages in Feb 2008 to routinely 72 pages since May 2010 and 76 pages on one occasion in 2013. As such production of *SMT* is now a major undertaking.
For each of our four issues a year I sub-edit and proof material sent to me by members, re-sizing and in many cases improving photographs. I then design and lay out the pages, using professional Desktop Publishing software, writing additional copy and shooting photographs as required. Finally I oversee the uploading, final proofing and sign-off at our printer.
This year I have also overseen the production of the annual *Modellers' Guide*, which is now a fifth edition of *SMT* and produced in similar fashion.
I also deal throughout the year with a great deal of member correspondence. As I am one of the most visible members of the Association 'management', I receive a significant amount of correspondence unrelated to *SMT*. However that I get concerning the magazine generally suggests members are happy with it and on that basis I am ready and willing to continue in the role.
As an aside, I have also given illustrated talks on 16mm scale modelling to railway groups, 'spreading the word'. Away from the Association I am a well-known figure on the narrow gauge railway scene principally as Editor of *Narrow Gauge World* magazine, while I am also press officer, a loco fireman and a Trustee of the Welshpool & Llanfair Light Railway.

Alan Regan

I have been your Membership Secretary since spring 2008, when I took over from Kevin Steele who later emigrated to New Zealand. I joined the Board to give something back to an Association which I had enjoyed and benefited from for over 20 years. The role has been more demanding that I anticipated, partly through the great success of the Association in recent years and latterly as I have taken on more responsibilities. This job certainly gets you close to the members (which Kevin observed would happen when I took over from him) and you see all sides of the Association along with many sides of the hobby. I am grateful for having had the privilege of holding this role but will gladly step aside if another member would like the same opportunity. Equally I will serve for a further term if the membership wishes me to do so.

Carol Regan

I was co-opted to the Board as Treasurer in September 2013. My day to day responsibilities are many and varied. I use a commercial software package to maintain the Associations accounts, dealing with invoicing, payments and expenses. In the short time I have held the role I have built up a good relationship with many of our customers and suppliers. I maintain VAT and other tax records to enable the returns to be submitted accurately to HMRC. I work closely with the Membership Secretary to ensure correct allocation of subscriptions and other payments made by PayPal. I also ensure that the Association bank accounts are reconciled regularly and all transactions match the accounting system.

Rebecca Lockley

Greetings 16mm members! For those of you who don't know who I am, I'm Rebecca Lockley and I would love to be your Company Secretary. I'm a relative newcomer to the 16mm world, but my husband has been a member since he was a teenager. For the past two years, I have assisted on the Members to Members stand and last year I also stewarded. In the past, I have been involved at the leadership level in numerous international organizations including Sweet Adelines International, Kiwanis, Circle K International, and HOBY. In these organizations I have held a myriad of positions including: Public Relations, Editor, Director of Operations, Treasurer, and Secretary. I am a housewife and a freelance writer, so I feel I have the time as well as the resources needed to carry out my duties as secretary. I look forward to being a member of the board. Thank you!

THE ASSOCIATION OF 16MM NARROW GAUGE MODELLERS
NOTICE is hereby given that the 18TH ANNUAL GENERAL MEETING
of the members of the Company will be held at 2pm at
The Cambridge Suite
Peterborough Arena, East of England Showground.
PE2 6XE
on
Saturday 12th April 2014

AGENDA

1. Apologies for absence

2. Directors Report year ended 31st December 2013

3. Profit and Loss account for year ended 31st December 2013 and balance sheet as of that date.

- Resolution—that the report of the Directors and the annual accounts for the year ended 31st December 2013, together with the balance sheet as at that date be and are hereby accepted.

4. Revised Constitution

- Resolution - that the revised constitution, memorandum and object wording be accepted in their entirety with immediate effect.

5. Retirement of Helen Gregson who retires by rotation and is not offering herself for re-appointment

6. Retirement and proposed re-appointment as a Director of:

a) Andrew Charman

b) Alan Regan

who retire by rotation and, being eligible, offer themselves for re-appointment.

- Resolution—that Andrew Charman is re-elected as a Director of the Association of 16mm NGM with immediate effect.
- Resolution—that Alan Regan is re-elected as a Director of the Association of 16mm NGM with immediate effect.

7. Retirement and proposed re-appointment as a Director of Carol Regan who was co-opted as a Director on 7th September 2013 and offers herself for re-election

- Resolution—that Carol Regan is re-elected as a Director of the Association of 16mm NGM with immediate effect.

8. Retirement and proposed re-appointment as a Director of Rebecca Lockley who was co-opted as a Director on 15th February 2014 and offers herself for re-election.

- Resolution—that Rebecca Lockley is re-elected as a Director of the Association of 16mm NGM with immediate effect.

9. Election of Company Secretary

- Resolution—That Rebecca Lockley is appointed as Company Secretary.

10. Appointment of Directors by nomination.

11. Retirement of Nigel Town and Tim Gregson.

On behalf of the board

Helen Gregson

Company Secretary

Members are invited to take part in an informal meeting with the Board of Directors after the Annual General Meeting.

To be entitled to vote your membership subscription for year commencing 1st March 2014 must have been paid

A member entitled to attend the Annual General Meeting and unable to do so may appoint a proxy to vote in his/her place or complete a postal vote.

Such votes should be sent to the Registered Office of the Company to arrive no later than 48 hours before the commencement of the meeting. The relevant form and address details are on the back page of this report.

If you are unable to vote in person at the Annual General Meeting you may register a postal vote or appoint a proxy by completing this form.

Full name………………………………………………………………………………………Membership number…………………………………………………………..

Address………

……

OPTION 1—POSTAL VOTE

For a postal vote please complete this section of the form together with your voting preference and return it to:
Company secretary, Mrs Helen Gregson, 4 Norrington Road, Loose, Maidstone, Kent ME15 9RB.

☐ I am a member of the Association of 16mm Narrow Gauge Modellers and I hereby appoint the Chairman to vote on my behalf at the annual general meeting of the Company to be held on 12th April 2014 and at any adjournment thereof

Signed………………………………………………………………………………Dated……………………………………………………………

OPTION 2—PROXY VOTE

To enable a proxy to vote on your behalf at the AGM please complete this form and hand it to your nominated proxy.

☐ I am a member of the Association of 16mm Narrow Gauge Modellers and I hereby appoint

……………………………………………………………………….to vote on my behalf at the annual general meeting of the Company to be held on 12th April 2014 and at any adjournment thereof.

Signed…………………………………………………………………….Dated……………………….

Please indicate your voting preference by inserting a cross in the appropriate box.

- **Resolution—that the report of the Directors and the annual accounts for the year ended 31st December 2013, together with the balance sheet as at that date be and are hereby accepted.**

FOR (X)	AGAINST (X)

- **Resolution - that the revised constitution, memorandum and object wording be accepted in their entirety at the AGM.**

FOR (X)	AGAINST (X)

- **Resolution— that the following be re-elected as Directors of the Association of 16mm NGM at the AGM**

	FOR (X)	AGAINST (X)
Andrew Charman		
Alan Regan		
Carol Regan		
Rebecca Lockley		

- **Resolution—that Rebecca Lockley is appointed as Company Secretary at the AGM**

FOR (X)	AGAINST (X)