



The Association of 16mm Narrow Gauge Modellers is a Private Company Limited by Guarantee.
Registered in England and Wales No. 3117166.
Registered Office: 53 Church Drive, Ravenshead, Nottingham, NG15 9FG



Company Overview

It has been another good year for the Association. Membership increased again, by 3.9%, exceeding growth in 2013. We finished the year with 4,425 members, an all-time high for the Association. Our National Garden Railway Show, in April at the Peterborough Arena, was again successful, with a slight increase in visitors over 2013 and positive comments from visitors and traders. We also celebrated the 150th issue of 16mm Today, marking the event with a 100 page edition in August. Web traffic was up 12% and it follows that more members equates to more pages printed, more mailing sent and so on. We consider ourselves to be the premier narrow gauge garden railway association and our key business metrics support this.

We made a profit in 2014 though we planned to make a small loss. Cost planned for 2014 just missed the year-end accounting cut-off, along with a temporary surplus from the Victory project, resulting in the profit detailed elsewhere in this report. The Association continues to enjoy a cash surplus which we plan to return to members in a controlled manner over a number of years. This objective will be supported in 2015 with provision of the 84 page special issue guide to the Ffestiniog railway, focusing on its early years. A further special issue is planned for 2016, celebrating the history of the Association as it enters its 40th year. We have also deferred any subscription increase in 2015, another measure which enables us to return the surplus to members.

We have a number of significant objectives for 2015. The constitution still needs revision, albeit we have found ways to live with the existing constitution, meaning that we can bring a revised constitution to members in 2016 without losing operational effectiveness and flexibility in the meantime. We're making greater use of electronic communication, reducing the need for face-to-face meetings and attendant travel – a financial and environmental benefit all in one. We will refresh the Association web presence in 2015 and at the same time make it easier for business area owners, for example Heritage or Membership, to maintain their own content, leading we hope to more timely and frequent updates to the site. We also plan further to streamline the on-line enrolment process, making it easier and quicker for prospective members to join our ranks. Finally, we intend to give greater visibility to the Association amongst the wider hobby. We've had a succession of good years but we can't afford to rest on our laurels.

Alan Regan

Chairman and Membership Secretary

Directors and Officers Reports for the year ending 31st December 2014

Each currently serving Director and Key Officers have outlined their activities for the year and these are shown below. The principal activities of the Company throughout 2014 are referred to in our highlights feature on the front page and in your Chairman's introduction.

The following Directors served the Company during the year ending 31st December 2014:

Mr W D Bickers-Jones resigned 24 May 2014

Mr A Charman resigned 31 December 2014

Mr T Gregson resigned 23 March 2014

Mrs C Regan

Mr D Wiggins

Mr B L Dominic appointed 12 April 2014

Mrs R J Lockley appointed 12 April 2014, and resigned 21 August 2014

Ms S Bradley

Mrs H Gregson resigned 23 March 2014

Mr A Regan

Mr A Town resigned on 15 April 2014

Mr G Jones appointed 24 May 2014

Mr L M Smith appointed 12 April 2014

Alan Regan - Chairman/Membership Secretary

My primary role is Membership Secretary, responsible for the member joiner/leaver process and maintenance of membership data. I manage the annual membership renewal process 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, arrange replacements when SMT or Bulletin goes missing. A secondary responsibility was conclusion of the Victory project by end March 2014. I have also been Chairman since April 2014, ensuring that the Association runs smoothly and that the board discharges its responsibilities in the best interest of the membership.

Brian Dominic - Vice-Chairman

Having been appointed in the role of Vice Chairman at the meeting following last year's AGM, I have acted as the Chairman's consultant and sounding board during some of the difficult situations he (and the Board) have found themselves in. In addition, I have taken on a couple of projects: the re-writing of the Constitution and investigating a possible new venue for the 2017 Show. The former is now nearing completion, once a final version has gone for legal approval I will have more time to focus on the latter project.

Carol Regan - Treasurer

I have now held the role of Treasurer for over 18 months. On a day to day basis I maintain the accounts using the Sage Accounting system. The system allows me to generate invoices to be sent to our advertisers and traders and I record payments that need to be made to our suppliers.

For the past five months I have also been the main contact for traders attending the National Garden Railway Show this year dealing with the bookings, invoicing and payments. I will be stepping down as Treasurer after the AGM but will continue to support my successor as required.

Mike Riley - Company Secretary

Since being invited to join the Board and taking on the role, it has been a steep learning curve, with two face to face Board meeting and three telephone meetings. I am getting to grips with the systems used, and the workload which has included the production of this report. I believe the issues surrounding our revised constitution and insurance are likely to be the main challenges in the coming year.

Suzanne Bradley - Bulletin Editor

As the Editor of Bulletin, I am responsible for compiling the four issues a year that are published in February, May, August and November. I also edit the National Garden Railway Show guide, something I am currently doing as I write this short report... almost finished!

Other duties include liaison between members and Area Groups, and compiling the list of National Events where you are likely to see 16mm live steam action. The list of which is passed to the website co-ordinator for inclusion on the Association website pages.

Rod Nipper – Marketing and Publicity Officer

There are three principal objectives for the Association's marketing activities:

To raise awareness of the Association; To promote the National Garden Railway Show; To encourage sales of Memberships and Prize Draw tickets.

Over the last twelve months these have been achieved through activities including the production and distribution of membership leaflets, targeted advertising in publications such as Garden Rail, the production and distribution of show fliers, media releases, and the presence of an Association exhibition stand at various shows.

Marketing activity is part of most Association operations, and the Marketing Officer has worked closely with members of the Show Team, ICT and the Board to ensure that the Association is recognised for what it does and develops its communications with a range of stakeholders from potential members to current members, traders and potential show traders and the media.

Various marketing initiatives have been under development during 2014 that will begin to be rolled out in 2015 including development of the websites to facilitate ticket and membership sales, a refreshed logo intended to work better across a range of media, the development of some promotional materials for Area Groups, and attendance at more shows.

Richard Huss - IT Officer

Working alongside our Webmaster, Gareth Jones, my role has been focussed largely on the behind-the-scenes running of our IT infrastructure. In the course of the year we have progressively worked on transferring our email and document storage to Microsoft Office 365, which will protect the Association against data loss and simplify future handovers as roles and personnel change.

I have also developed and implemented the system to sell tickets for the 2015 National Garden Railway Show online via PayPal, redesigned the show web site, and provided desktop support for directors and officers and the hardware they use.

Gareth Jones – Webmaster and SMT Editor

Over the twelve months up to the end of December 2014 the Association saw an increase of 12% in our website traffic. Additionally we have seen a significant increase in the use of our Facebook Page which now has over 1,500 regular followers. 2014 was very much a year of transition for the Association's web presence, with work proceeding on the development of two new content management based website systems – one covering the Association's main web presence and the other relating to the National Garden Railway Show.

My principal role is as Editor of 16mm Today magazine, an Association core member benefit. I took over editorship in January 2015, and as I write this report I am busy concluding the assembly of the February edition of SMT. As SMT editor I am responsible for compiling the four issues a year that are published in February, May, August and November. The content on the magazine is provided from material sent in by members. The role of the SMT editor is in sub-editing this material to a professional standard, and modifying photographs to ensure that they are in a suitable format for publication. The pages are laid-out using professional Desktop Publishing software (Adobe InDesign).

Laurence Smith - Show Director

This year is my first year in the role and it has been a real eye opener and steep learning curve. This year I have learned that in order to run a successful Show, planning is everything. It hasn't exactly gone smoothly this time round but nothing ever does the first time a team comes together from the far reaches of the UK so whilst I have the opportunity, I'd like to thank the Show team and other directors for their hard work this year. This year the Show has more layouts and trade stands than ever before. Once this year's Show is over, then it'll start all over again with the lessons learnt from this year to make next year's Show that much easier to organise for the whole team.

Derek Wiggins - Heritage Director

My role is to research and archive all aspects of the early history of the hobby. I respond to specific requests for information. I write heritage articles for every SMT magazine on a variety of subjects. Via Bulletin magazine I offer a brokering service whereby I mention members' specific heritage sales and wants.

Heritage attends the National Show with a layout and substantial display of early models, and we hold an auction for period locomotives and rolling stock. I have been the designated Director for deceased members' assets, helping to dispose of a few collections during the past twelve months.

THE ASSOCIATION OF 16MM NARROW GAUGE MODELLERS COMPANY LIMITED BY GUARANTEE

PROFIT AND LOSS ACCOUNT for the YEAR ENDED 31 DECEMBER 2014

	Note	2014 £	2013 £
TURNOVER		153,690	109,550
Cost of sales		<u>(131,407)</u>	<u>(92,124)</u>
GROSS PROFIT		22,283	17,426
Administrative expenses		<u>(14,174)</u>	<u>(13,595)</u>
OPERATING PROFIT	2	8,109	3,831
Interest receivable		57	52
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		8,166	3,883
Tax on profit on ordinary activities	3	<u>(11)</u>	<u>(11)</u>
PROFIT FOR THE FINANCIAL YEAR		<u>8,155</u>	<u>3,872</u>

	Note	2014 £	2013 £
FIXED ASSETS			
Tangible assets	4	<u>3,064</u>	<u>3,217</u>
CURRENT ASSETS			
Stocks		1,017	1,560
Debtors	5	15,449	23,156
Cash at bank		84,909	84,785
		101,375	109,501
CREDITORS: Amounts falling due within one year	6	<u>31,709</u>	<u>48,143</u>
NET CURRENT ASSETS		<u>69,666</u>	<u>61,358</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>72,730</u>	<u>64,575</u>
RESERVES	8		
Profit and loss account	9	<u>72,730</u>	<u>64,575</u>
MEMBERS' FUNDS		72,730	64,575

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:

	2014 £	2013 £
Directors' remuneration	-	-
Depreciation of owned fixed assets	<u>1,900</u>	<u>1,536</u>

3. TAXATION ON ORDINARY ACTIVITIES

(a) Analysis of charge in the year

	2014 £	2013 £
Current tax:		
UK Corporation tax based on the results for the year at 20% (2013 - 20%)	11	10
Over/under provision in prior year	-	1
Total current tax	<u>11</u>	<u>11</u>

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 the same as the standard rate of corporation tax in the UK of 20% (2013 - 20%).

	2014 £	2013 £
Profit on ordinary activities before taxation	<u>8,166</u>	<u>3,883</u>
Profit on ordinary activities by rate of tax	11	10
Over/under provision in prior year	<u>-</u>	<u>1</u>
Total current tax (note 3(a))	<u>11</u>	<u>11</u>

4. TANGIBLE FIXED ASSETS

	Fixtures & Fittings £	Equipment £	Total £
COST			
At 1 January 2014	14,335	1,062	15,397
Additions	<u>642</u>	<u>1,105</u>	<u>1,747</u>
At 31 December 2014	<u>14,977</u>	<u>2,167</u>	<u>17,144</u>
DEPRECIATION			
At 1 January 2014	11,961	219	12,180
Charge for the year	<u>1,325</u>	<u>575</u>	<u>1,900</u>
At 31 December 2014	<u>13,286</u>	<u>794</u>	<u>14,080</u>
NET BOOK VALUE			
At 31 December 2014	<u>1,691</u>	<u>1,373</u>	<u>3,064</u>
At 31 December 2013	<u>2,374</u>	<u>843</u>	<u>3,217</u>

5. DEBTORS

	2014 £	2013 £
Trade debtors	1,883	684
VAT recoverable	826	-
Other debtors	<u>12,740</u>	<u>22,472</u>
	<u>15,449</u>	<u>23,156</u>

6. CREDITORS: Amounts falling due within one year

	2014 £	2013 £
Trade creditors	3,596	3,454
Corporation tax	11	10
Other taxation	-	249
Other creditors	<u>28,102</u>	<u>44,430</u>
	<u>31,709</u>	<u>48,143</u>

7. RELATED PARTY TRANSACTIONS

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

8. COMPANY LIMITED BY GUARANTEE

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

9. PROFIT AND LOSS ACCOUNT

	2014	2013
	£	£
Balance brought forward	64,575	60,703
Profit for the financial year	8,155	3,872
Balance carried forward	<u>72,730</u>	<u>64,575</u>

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9. PROFIT AND LOSS ACCOUNT

	2014	2013
	£	£
Balance brought forward	64,575	60,703
Profit for the financial year	8,155	3,872
Balance carried forward	<u>72,730</u>	<u>64,575</u>

Detailed Profit and Loss account for the year ending 31st December 2014

	<u>Year Ending 31 December</u> <u>2014</u>			<u>Year Ending 31 December 2013</u>		
	Total	Costs	Net	Income	Costs	Net
		£	£	£	£	£
SUBSCRIPTIONS AND MEMBERSHIP COSTS						
Subscriptions Receivable	65,030		65,030	60,781	(382)	60,399
MEMBERS' SERVICES AND EVENTS						
Publications	5,646	(47,892)	(42,245)	7,066	(52,876)	(45,810)
Sales of back numbers	304		304	775	-	775
National show	24,857	(35,515)	(10,658)	26,526	(29,866)	(3,340)
Annual draw	11,630	(4,684)	6,946	12,972	(5,490)	7,482
DVD and members address list		(1,516)	(1,516)	-	(1,491)	(1,491)
Commission on member to member sales	1,001		1,001	1,329	-	1,329
Binders and sundry sales				101	(210)	(108)
Public liability insurance				-	(1,810)	(1,810)
Victory income	45,222	(41,801)	3,421			
	88,660	(131,407)	(42,748)	48,769	(91,742)	(42,973)
	153,690	(131,407)	22,283	109,550	(92,124)	17,426
ADMINISTRATIVE EXPENSES						
Travel expenses		(3,034)			(3,082)	
General administrative costs		(3,059)			(2,923)	
Directors and officer liability insurance		(1,416)				
Publicity and advertising		(1,361)			(2,994)	
Accountancy costs		(1,181)			(683)	
Depreciation		(1,900)			(1,536)	
PayPal and bank charges		(2,103)			(2,058)	
Repairs and maintenance		(120)			(319)	
			(14,174)			(13,594)
			8,109			3,832
Bank interest receivable			57			52
			8,166			3,884
Corporation tax charge			(11)			(11)
			8,154			3,873

Election to the Board of Directors

Suzanne Bradley retires by rotation at the Annual General Meeting (AGM) in accordance with our Constitution. Suzanne has indicated she is prepared to stand again.

Gareth Jones was co-opted as Director in May 2014 and stands down in accordance with the Articles of Association and offers himself for election.

Mr M I Riley was co-opted as Director and Company Secretary on 24 October 2014 and stands down in accordance with the Articles of Association and offers himself for election.

Colin Slight was co-opted at the January 2015 Board meeting and offers himself for election as Director and Treasurer.

Mrs H Gregson retired on 23 March 2014, Mr T Gregson retired on 23 March 2014, Mr A Town retired on 15 April 2014, Mr W D Bickers-Jones retired on 24 May 2014, Mrs R J Lockley resigned on 21 August 2014, and Andrew Charman resigned on 31 December 2014.

Carol Regan and Derek Wiggins will be standing down on conclusion of the AGM, though Carol will stay on as Trader Co-ordinator.

Suzanne Bradley

As the Editor of Bulletin, I am responsible for compiling the four issues a year that are published in February, May, August and November. I also edit the National Garden Railway Show guide. Other duties include liaison between members and Area Groups, and compiling the list of National Events where you are likely to see 16mm live steam action.

I would be very happy to continue in my present role as Bulletin Editor should the membership so wish it.

Gareth Jones

Hello everyone. I would like to seek your vote for election as a Director of the Association.

First a bit about me - It seems there are a number of Gareth Jones' who are members of the Association. To avoid confusion, I have nothing to do with modular baseboards, and I have never been Company Secretary...

I joined the Association in the early 2000's and have enjoyed receiving both the publications produced by the Association and also attending the Annual Garden Railway Show. For a while, I had thought that it was time to give something back to the Association, so in 2014, when I saw that there was a vacancy on the Board for the role of Webmaster, I put myself forward.

I was duly co-opted onto the Board as Webmaster following the 2014 AGM. Since then my main responsibility has been to maintain the Association's web presence. I have done this alongside Richard Huss, the Board's IT Officer. During 2014 we have seen web traffic on the site increase by some 12% - a healthy rate of increase and underlining the importance of the Association's web presence as a means of communication to members. Behind the scenes I have been working hard at transitioning the Association's website to a new content management based system. This will be launched in May 2015 and will add further functionality to the site – such as a dynamic calendar of events. We are also intending to add much more content to the site – this will be possible because it will be now be easier for other people to also add content to the site, as well as allowing contributions from members – no coding experience required!

All these enhancements will lessen the burden on the necessity for the web/it team to make regular updates, which has allowed me to take on additional responsibilities.

Since January 2015 I have taken over the editorship of 16mm Today. This is a key publication for the Association, and I know that many members look forward to receiving it each quarter. Andrew Charman has left the publication in rude health, but I am hoping to bring my experience of design and familiarity with the software used to produce the magazine to good use. There is also the opportunity to bring the material published in SMT and on the Association website closer together. My first edition of SMT accompanies this report.

Election to the Board of Directors

Mike Riley

Prior to retirement, I held the position of Commercial Manager at the last two remaining mainline train builders in the UK, this has given me the knowledge and experience of the legal and administrative process required for the office of Company Secretary. I have also held a number of administrative offices in the voluntary sector.

I am lifelong modeller, working successively in 4mm, 2mm, 7mm narrow gauge, and in 16mm for the last 15 years, I am a member of Butterley Garden Railway, currently serving as membership secretary.

I look forward to serving the membership as Director and Company Secretary...

Colin Slight

Prior to retiring I was a bank official with HSBC, formerly Midland Bank, which has given me a good working knowledge of banking and accounting practices. In addition I have been a treasurer of several organisations the largest being a co-operative caravan site of 76 caravans. I therefore believe that I have sufficient experience to be considered for appointment as treasurer and director of the 16mm Narrow Gauge Modellers. I have been a member of the association for about 40 years in the South East and was formerly connected to the Kew Bridge London group. Since retiring I have moved to Dymchurch, Kent where I currently live with my wife continuing my modelling interests.



THE ASSOCIATION OF 16MM NARROW GAUGE MODELLERS
NOTICE is hereby given that the 19th ANNUAL GENERAL MEETING
of the members of the Company will be held at 14.00 in
The Cambridge Suite
Peterborough Arena, East of England Showground.
PE2 6XE
On Saturday 11th April 2015

AGENDA

1. Apologies for absence
2. Directors Report for the year ended 31st December 2014
3. Profit and loss account for the year ended 31st December 2014 and balance sheet as of that date
 - **Resolution** – that the report of the Directors and the annual accounts for the year ended 31st December 2014 with the balance sheet as at that date be accepted.
4. Election of Directors
 - **Resolution** – that Suzanne Bradley having retired by rotation be re-elected as a Director.
 - **Resolution** – that Gareth Jones having stood down following co-option be elected as a Director.
 - **Resolution** – that Michael Riley having stood down following co-option be elected as a Director.
 - **Resolution** – That Colin Slight be elected as a Director.
5. Election of Company Secretary
 - **Resolution** – that Michael Riley be appointed as Company Secretary.
6. Election of Treasurer
 - **Resolution** – that Colin Slight be appointed as Treasurer.
7. Appointment of Directors by Nomination.
8. Any Other Business

On behalf of the Board

Mike Riley 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 at the Annual General Meeting your membership subscription for the year commencing 1st March 2015 must have been paid.

A member entitled to attend the Annual General Meeting and unable to do so may appoint a proxy to vote on their behalf or complete a postal vote in the form overleaf.

Such votes and/or proxy forms to be sent to the Registered Office of the Company marked clearly for the attention of the Company Secretary, to arrive no later than 48 hours before the commencement of the meeting.

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:.....

.....

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/We, of.....

being a member/members of the above named Company, hereby appoint.....

of.....or failing him,..... of

..... as my proxy to vote in my/our name(s) and on my/our behalf at the annual general meeting of the Company to be held on 11 April 2015, and at any adjournment therefor.

Signed.....Dated.....

Please indicate you voting preferences 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 2014 with the balance sheet as at that date be accepted.
- Resolution – that Suzanne Bradley re-elected as a Director
- Resolution - that Gareth Jones is elected a Director.
- Resolution - that Michael Riley is elected a Director.
- Resolution - that Colin Slight is elected a Director.
- Resolution - that Michael Riley is appointed Company Secretary.
- Resolution – that Colin Slight is appointed Treasurer.

For Against
