



60163 TORNADO

New Steam for the Main Line

A1SLT Company Secretary

Summary

The A1 Steam Locomotive Trust is an organisation that has only two very specific objectives – firstly, to build main line steam locomotives and secondly, to operate and maintain the completed locomotives on the main line.

Home based, but liaising with other Directors and staff at the Darlington Locomotive Works, (DLW), the role requires the Company Secretary to be the key advisor to Council on matters of corporate governance and their duties as directors. This will include dealing with conflicts of interest and managing the interests of supporters and other stakeholders. They would also oversee statutory maintenance of records and timely submissions of filings to Companies House.

The Company Secretary will report to the Council of the Trust. After a trial period, for both parties, Trustees may consider offering the incumbent a place on the Council, as a Trustee.

As the Trust has only a small number of employees, a hands-on involvement is essential.

Key Responsibilities

- Maintain the Trust's records with the Charity Commission, including Trustee details, charitable bank accounts, Trust policies, address, activities, etc.
- Maintain the Trust and its subsidiary companies' details, mainly Director changes and updates, on the Companies House system.
- In conjunction with the Finance Director, submit the annual accounts to the Charity Commission.
- In conjunction with the external accountants and the Finance Director, submit the Group annual accounts to Companies House.
- Submit the annual Confirmation Statement for each company to Companies House by the due date.
- Monitor legislation and guideline changes, particularly from the Charity Commission. Communicate same to Trustees and recommend appropriate action.
- Ensure that the Register of Directors and Register of Members are kept up to date and able to be inspected on demand by anyone who is entitled to do so.
- Ensure that all financial transactions across the group comply with Charity Commission regulations and guidance.
- In conjunction with the Council & Board Business Coordinator, ensure that the AGM is planned and announced with the required period of notice. Ensure that the statutory items appear on the agenda.

T: 01325 488215 | E: enquiries@21stcenturysteam.co.uk | www.21stcenturysteam.co.uk

21st Century Steam Ltd, trading name of Tornado Steam Traction, Darlington Locomotive Works, 9 Bonomi Way, Darlington.
Company Registration No 4336467



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- Confirm the Trustee rotation retirements and the names of those involved. Seek their agreement to be put forward for re-election at the AGM. Advise the Chairman if any stand down.
- Be familiar enough with the [Trust's Memorandum and Articles](#) to ensure compliance and answer any questions arising.

Knowledge and Experience

Keen leadership and organisational abilities, with demonstrable experience in the role, are essential.

Experience of being a part of an organisation comprised mostly of volunteers and only a small number of permanent staff is important, to understand the modus operandi of the Trust.

An ability to carry out day-to-day tasks is essential, as the Trust currently employs very few permanent administrative staff. This applies not only to the knowledge and skills required but also the ability to donate the necessary time to the obligations of the role.

Personal Attributes

An ability to work as part of a busy team is vital, as is the ability to self-motivate independently. Demonstrable leadership, networking and organisational abilities are crucial.

As part of a relatively small team of volunteer directors and paid employees, a willingness to identify and act upon any issues arising, is essential.

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