

RAVENSHEAD COMMUNITY PROJECT

ANNUAL REPORT AND ACCOUNTS

Year ended

30 September 2021

RAVENSHEAD COMMUNITY PROJECT (RCP)

Principal address:	46 Swinton Rise Ravenshead Nottingham NG15 9FR
Constitution:	Originally adopted on 28 November 1996 - amended on 24 September 1997 and 27 September 2010
Trustees and Officers:	<p>The present trustees are:</p> <p>David Grenham Chair David Antill Richard Baker Paul Baskcomb David Cooper Tim Quincey (w.e.f. 4th May 2021) Peter Russell Roger Scott</p> <p>The officers who served during the year are:</p> <p>Wendy Woodcock Treasurer Jackie Salmon Minutes Secretary Eve Griffith Administration Cover</p>
Activities:	The Project owns and operates two 15-seat and one 16-seat wheelchair accessible minibuses for the benefit of the community of Ravenshead and surrounding area. The Project provides registered local bus services around Ravenshead and between Blidworth, Ravenshead and Kirkby-in-Ashfield, plus bespoke door-to-door 'Dial-a-Bus' services. The minibuses are also available for hire to Affiliated Groups and the local community.
Bankers and fundholders:	Mansfield Building Society National Westminster Bank PLC Nationwide Building Society United Trust Bank
Independent examiner:	Watson Knipe Accountancy Services
Date of registration as a charity:	19 December 1996
Charity registration number:	1059851

RAVENSHEAD COMMUNITY PROJECT

REPORT OF THE TRUSTEES

Year ended 30 September 2021

The Trustees are pleased to present the Project's 25th Annual Report.

Aims and Organisation of the Project:

The Project's principal objective is to provide community transport for the benefit of all the communities within a ten-mile catchment area of Ravenshead, with particular emphasis on elderly, socially isolated and disabled residents, in order to:

reduce social exclusion;

- offer easier access to services and facilities in the local community;
- enhance their quality of life, giving greater independence and higher self-esteem.

All the Trustees and Officers are voluntary members of the Management Committee, which meets every two months to monitor and review operations and plan future services and activities. Three minibuses are driven by a team of fully-trained, volunteer drivers and the day-to-day operations are controlled by a Customer Services Manager (CSM).

Achievements and Performance:

Our operations have been significantly affected as a result of the Covid-19 Pandemic and the varying, associated government restrictions placed on people and transport during the year.

Difficult operating conditions continued to prevail from October, with the re-tightening of travel restrictions and the introduction of 'Tiers' throughout the country. RCP continued only to provide 'shopper-specials', on a limited, pre-booked basis on Mondays to Fridays. With the introduction of the 2nd National Lockdown on the 5th November 2020, RCP reduced services further, to offer essential travel only to local shops in Ravenshead and Kirkby-in-Ashfield on two days per week. Additional cleaning and sanitising regimes were maintained, to keep volunteers and passengers safe.

As the 2nd Lockdown ended in early December RCP were not only able to increase the number of essential services to local facilities, but operated a pre-Christmas daytrip to Downtown Retail Park at Grantham and also several early evening trips to view Christmas light displays in Ravenshead and Linby. These were greatly appreciated by passengers, many of whom had been shielding since March and had not ventured outside of their homes for several months!

The end of December and early January saw the introduction of Tier 4 and further restrictions, culminating in the 3rd Lockdown from the 6th January 2021. Once again, RCP restricted services to essential shopping trips, on a pre-booked basis and with limited capacity. This situation continued until April 2021 when the requirement to 'stay at home' ended and non-essential retail re-opened. RCP were able to reintroduce additional shopping services, together with limited group and private hires.

With the relaxation in social distancing requirements in April and the re-opening of indoor venues, carrying capacity on each bus was increased to 8/9 people and additional services to non-essential shops and garden centres were re-introduced.

From the 19th July 2021, all Covid related restrictions and legal limits on social distancing were removed. As a consequence, all seats were reinstated in the buses and most of the normal range of operations were gradually reintroduced. However, passengers were encouraged to continue to wear facemasks, sanitising equipment remained available on each bus, enhanced cleaning procedures and vehicle fogging continued.

The local bus Service 445A linking Ravenshead to the Precinct, Doctors' Surgery and Pronto bus services to Mansfield and Nottingham recommenced on Tuesday 8th August, whilst Service 4458 between Blidworth, Ravenshead and Kirkby remained suspended, pending the introduction of a new timetable (to be introduced 12th October).

Other Activities:

- ▶ November 2020: RCP purchased a storage container to enable equipment, including disabled aids, to be held at one centralised location. RCP is grateful to Councillor Barnfather for a contribution from his Divisional Fund allocation towards the cost of interior racking
- ▶ Throughout the Pandemic, RCP has participated in the Local Resilience Forum, part of Nottinghamshire County Council's (NCC) Covid-19 Recovering Coordinating Group, along with other Community Transport Providers in the County. This included participation in assisting vulnerable, elderly and shielding residents with transport to vaccination centres, coordinated through a centralised transport hub.
- ▶ Following the purchase of a new low-floor minibus in December 2019, RCP had prepared its oldest minibus for sale but, largely due to Covid restrictions, this was not achieved until March 2021.
- ▶ The number of Affiliated Groups remained at 72, but they were unable to travel for much of the year. Trustees agreed to fund their affiliation fees for the year from covid-related funding received from the National Lottery's Awards for All scheme. The annual fee remained at £10 with an entitlement of a 10% discount on hiring charges.
- ▶ RCP recommenced regular transport for local residents in Blidworth, Rainworth and Ravenshead attending the Cornwater Evergreens Foundation Trust (CEFT), Friendship and Memory Clubs on Mondays to Fridays on 19th July 2021.
- ▶ Unfortunately, the Ravenshead Travel Club and PHAB have not operated during the year due to the effect of the Pandemic.

Volunteers:

We had 37 registered volunteer drivers during the year, all of whom have successfully completed their Minibus Driver Awareness Scheme (MiDAS) training. Our volunteers' warm, friendly and courteous service is very much appreciated and valued by all our customers. As with most other community transport providers, there is an ongoing need to attract new volunteer drivers on a regular basis, particularly with the uncertainties surrounding Covid. In August, four new volunteers began to undertake RCP's Training Programme.

During the year, the Project operated 902 journeys (1,724 in 2020), covering 13,314 miles (23,401 in 2020), with 4844 passenger boardings (11,154 in 2020). These figures clearly reflect the adverse effects of the Covid-19 Pandemic, the periods of lockdown and ongoing restrictions. However, Trustees have little doubt that the value and benefits of our services to the local community, in particular in facilitating access to services and thereby reducing isolation and loneliness for vulnerable residents, will be reflected in increasing demand as the effects of the Pandemic recede.

Our monitoring and statistical recording system continues to produce detailed information for each bus, across the 18 types of service provided. The information produced from the system enables the Trustees to have an extensive and professional management control, as well as monitoring of the Project. The system also enables accurate returns in respect of Bus Service Operator's Grant (BSOG) for Section 19 and 22 operations, concessionary fare reimbursement and NCC monitoring reports.

RAVENSHEAD COMMUNITY PROJECT

REPORT OF THE TRUSTEES

Year ended 30 September 2021

The following is a summary of the minibus usage in the three most recent financial years of operation:

	2021	2020	2019
Number of journeys:			
Ravenshead Local Bus Service 445A	108*	294	612
Blidworth/Kirkby Local Bus Service 4458	0*	576	1,200
Dial-a Bus (eg. specials, shopping runs)	502*	162	182
Ravenshead Travel Club	0	20	80
CEFT Friendship and Memory Clubs	90	230	628
Remainder of Affiliated Group Travel	130	322	716
Private hire	<u>72</u>	<u>120</u>	<u>258</u>
Total journeys	<u>902</u>	<u>1,724</u>	<u>3,676</u>

	2021	2020	2019
Number of passenger boardings:			
Ravenshead Local Bus Service 445A	155*	1,114	2,347
Blidworth/Kirkby Local Bus Service 4458	0*	1,558	3,250
Dial-a Bus (eg. specials, shopping runs)	2614*	1,366	2,030
Ravenshead Travel Club	0	292	1,168
CEFT Friendship and Memory Clubs	579	1,828	4,184
Remainder of Affiliated Group Travel	966	3,726	8,442
Private hire	<u>530</u>	<u>1,270</u>	<u>2,696</u>
Total passenger boardings	<u>4844</u>	<u>11,154</u>	<u>24,117</u>

Total income generated from fares and hirings	<u>£18,968</u>	<u>£26,547</u>	<u>£46,027</u>
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NB: * - Service 445A operated from 8th August 2021 only and Service 445B did not operate throughout the year. Additional, alternative journeys operating as 'Dial-a-Bus' were provided on a pre-booked, limited capacity, as referred to above.

The Trustees would like to acknowledge and thank NCC for their continued financial support. The three-year annual revenue grant (£13,430 per annum) from the Local Investment Fund due to terminate in June 2021 was extended to 31st March 2022. Anticipated payments associated with NCC's Concessionary Travel Scheme were also extended through to 31st March 2022.

Trustees would particularly like to thank the following organisations for their support this year: -

- o NISA Ravenshead (Making a Difference Locally)
- o Nottinghamshire County Council / County Councillor Chris Barnfather
- o Ravenshead Parish Council
- o The Garfield Weston Foundation
- o The Sherwood Ranger, Ravenshead

Special Thanks to: -

- ▶ All our Volunteers, without whom we would not be able to continue so successfully in providing much needed Community Transport Services;
- ▶ Our Customer Services Manager, Karen Hall, for her dedication to caring for all our passengers, hirers, affiliated groups and volunteer drivers. Also, for her assistance to

Trustees in managing the Group, maintaining RCP's presence on social media and preparing the regular monthly article in the free Ravenshead Newsletter, keeping our customers informed.

- ▶ RCP's Maintenance Team of Roger Scott, Chris Carrier and Andy Carter who together with Yardley's Garage, ensure our minibuses are cleaned and maintained to the highest standards;
- ▶ Our MiDAS Driver/Assessor Trainers, Richard Baker and Roger Scott, together with the other members of our Driver Administration Team, David Cooper and David Antill;
- ▶ Our current officers, Wendy Woodcock (Treasurer), Jackie Salmon (Minute Secretary). Also to Eve Griffith (Admin Cover) for providing administrative cover during holiday periods;
- ▶ The Trustees and Officers of the Management Committee, who control, monitor and manage the Project.

A handwritten signature in black ink, reading 'D Grenham', on a light-colored rectangular background.

- ▶ **David Grenham - Chair of Trustees**

Date: 21st April 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RAVENSHEAD COMMUNITY PROJECT

I report to the trustees on my examination of the accounts of the above charity (charity no 1059851 - "The Trust") for the year ended 30 September 2021 which are set out on pages 7 to 10.

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").

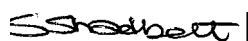
I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with Section 130 of the 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 to enable a proper understanding of the accounts to be reached.



Sarah Shadbolt FCCA

19 April 2022

RAVENSHEAD COMMUNITY PROJECT

STATEMENT OF FINANCIAL ACTIVITIES

Year ended 30 September 2021

	2021	2020
Incoming resources:		
Passenger fares and concessions	13,707	13,598
Group and private hire	5,261	12,949
Bus service contracts - Notts County Council		
Bus Service Operators' Grant (BSOG)	3,386	4,099
	22,354	30,646
Nottinghamshire County Council - annual S19 grant	13,430	13,430
Other grants and donations	17,985	34,437
	53,769	78,513
Sponsorship income	3,486	3,986
Affiliation fees		592
Interest received	1,876	2,828
Profit on sale of minibus	17,000	
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Total incoming resources	76,131	85,919
Resources expended:		
Customer services and accounting	16,585	21,365
Fuel and oil	3,754	6,945
Minibus maintenance and repairs	4,691	12,174
Insurance, licences and permits	7,482	7,888
Other bus operating costs	419	799
Training and drivers' costs	1,330	2,862
Marketing, telephone and other office costs	8,606	1,601
Depreciation	16,301	13,568
Total resources expended	59,168	67,202
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Net incoming resources for the year	£16,964	£18,717
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The notes on pages 9 and 10 form part of these accounts.

RAVENSHEAD COMMUNITY PROJECT

BALANCE SHEET

As at 30 September 2021

	Note	2021	2020
Fixed assets			
Tangible fixed assets	2	51,254	67,555
Current assets			
Debtors and prepayments	3	8,158	6,997
Cash at banks and building societies:			
Restricted for future vehicle replacement		207,094	168,218
Other		70,288	75,600
		<u>285,540</u>	<u>250,815</u>
Current liabilities			
Creditors falling due within one year		1,710	249
Grants received in advance of expenditure		6,715	6,715
		<u>8,425</u>	<u>6,964</u>
Net current assets		277,115	243,851
Net assets		<u>£328,369</u>	<u>£311,406</u>
Designated funds	4	207,093	158,106
Undesignated funds	5	121,276	153,300
Total funds		<u>£328,369</u>	<u>£311,406</u>

The notes on pages 9 and 10 form part of these accounts.

RAVENSHEAD COMMUNITY PROJECT

NOTES TO THE ACCOUNTS

Year ended 30 September 2021

1. Accounting policies

- (a) The report and accounts have been prepared in accordance with the requirements of the Charities Act 2011 and the Statement of Recommended Practice "Accounting by Charities" issued by the Charity Commissioners for England and Wales.
- (b) Fixed assets are stated at cost and are depreciated on a straight-line basis over their estimated useful lives:
Minibuses - 5 years Equipment - 3 years

2. Fixed assets

	Minibuses	Equipment	Total
Cost			
At 1 October 2020	294,329	3,237	297,566
Additions	—	—	—
At 30 September 2021	294,329	3,237	297,566
Capital grants			
At 1 October 2020 and 30 September 2021	192,775		192,775
Received in the year	—	—	—
At 30 September 2021	192,775		192,775
Depreciation			
At 1 October 2020	34,425	2,811	37,236
Charge for year	16,111	189	16,301
At 30 September 2021	50,536	3,000	53,537
Net book amount			
At 1 October 2020	£67,129	£426	£67,555
At 30 September 2021	£51,018	£237	£51,254

3. Debtors and prepayments

	2021	2020
Insurance & licence prepayments	4,845	5,396
Deposit on new Minibus		
BSOG grants	1,540	1,540
VAT recoverable	335	61
Other debtors	1,437	
	£8,158	£6,997

RAVENSHEAD COMMUNITY PROJECT

NOTES TO THE ACCOUNTS - continued Year ended 30 September 2021

4. Designated funds

At 1 October 2020	158,106
Set aside from Undesignated Fund	38,876
Release of Restricted Funds re cost of minibus acquired	10,111
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At 30 September 2021	£207,094
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5. Undesignated funds

At 1 October 2020	153,300
Set aside to Designated Funds for future minibus replacement	(38,876)
Adjustment re previous year's realignment	(10,111)
Net income for the year - page 8	16,964
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At 30 September 2021	£121,276
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Designated funds represent amounts set aside for future investment in minibuses and equipment.

Undesignated funds represent the remainder of the Project's funds, and are available for general operating purposes.