

RAVENSHEAD COMMUNITY PROJECT (RCP)

(T/A Ravenshead Community Transport)

(Registered Charity 1059851)

ANNUAL REPORT AND ACCOUNTS

Year ended

30 September 2022

RAVENSHHEAD COMMUNITY PROJECT (RCP)

Principal address:

The Council Office
Ravenshead Leisure Centre
Longdale Lane
Ravenshead
Nottingham
NG15 9AG

Constitution:

Originally adopted on 28th November 1996
(amended 27th April 2022)

Objects:

RCP's primary objective is to provide community transport for the benefit of residents of Ravenshead and communities within a ten-mile radius of Ravenshead, with particular emphasis on those in need due to disability, infirmity or being elderly. In the interests of social wellbeing, RCP will seek to improve their conditions of life by reducing social isolation, maintaining independence, offering improved self-esteem and enabling everyone to have the opportunity to participate in local, community life. From time-to-time, RCP may extend its area of operation throughout Nottinghamshire, to assist other communities and organisations engaged in the relief of any disadvantages experienced due to disability, age, social deprivation, hardship and infirmity.

Trustees:

David Antill
Richard Baker
Paul Baskcomb
David Cooper
David Grenham (Chair)
Tim Quincey (until 13th July 2022)
Peter Russell
Roger Scott (until 31st January 2022)

Officers:

Eve Griffith	Administration Cover
Jackie Salmon	Minutes Secretary
Wendy Woodcock	Treasurer

Bankers:

Mansfield Building Society
Nat West Bank
Nationwide Building Society
United Trust Bank

Independent examiner:

Watson Knipe Accountancy Services

RAVENSHEAD COMMUNITY PROJECT (RCP)

REPORT OF THE TRUSTEES

Year ended 30 September 2022

The Trustees are pleased to present RCP's 26th Annual Report.

Introduction:

RCP 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.

All the Trustees and Officers are voluntary members of the Management Committee, which meets every two months to monitor performance, review operations and plan future services. The 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).

Review of Activities:

RCP continued to recover from the effects of the Covid Pandemic, with the number of services and passenger confidence returning to near normal levels. The Management Committee monitored the Covid situation at every meeting and revised any operating procedures accordingly. Sanitising equipment remained available on all buses, enhanced cleaning and 'fogging' of vehicles continued.

A revised timetable for Service 445B between Blidworth, Ravenshead and Kirkby-in-Ashfield was introduced in October 2021. The new service was more tailored to customer demand, with return journeys operating flexible routes to serve individual destinations, resulting in a significant reduction in mileage and costs, making the service more sustainable in the longer term. Levels of patronage on Service 445 operating within Ravenshead on Tuesdays and Thursdays suffered significantly from the effects of the Pandemic and only towards the end of the year did passenger numbers begin to slowly improve.

RCP's transport provision for the Cornwater Evergreen's Foundation Trust continued to operate on five days per week, although passenger numbers had greatly reduced as a result of the Pandemic. RCP continued to provide Dial-a-Ride, affiliated group travel and private hire services, with the volume of operations increasing as the year progressed.

In June, RCP were pleased to support the Parish Council's Platinum Jubilee Party for Her Majesty, Queen Elizabeth II, by offering transport to and from the venue at The Village Hall

A major concern in the latter part of the year was the dramatic increase in fuel costs, which had the potential for a major impact on services. Trustees reviewed the situation at their April meeting and decided to retain existing charges in the immediate period to help and encourage passengers to return to travelling. The position would be reviewed for the 1st October 2022.

Following a successful bid to Nottinghamshire County Council's Innovation and Sustainability Fund, RCP's three minibuses were equipped with CCTV systems to offer greater safety and security to volunteer drivers and passengers, as well as the vehicles. Four cameras were fitted to each bus, one looking forward, one to the rear and two monitoring inside the vehicle.

Our Volunteers

It is with great sadness that we recorded the passing of Tim Quincey in July. Tim had been a volunteer driver since 2018, actively involved in many of our services and subsequently volunteered as a Trustee in May 2021. He was a highly valued member of the Team and is greatly missed.

RAVENSHEAD COMMUNITY PROJECT (RCP)

REPORT OF THE TRUSTEES (Year ended 30 September 2022) – cont.

In January, we said farewell to Roger & Sue Scott, as they moved from Ravenshead to pastures new in West Yorkshire. Roger had been a volunteer driver since 2012, was elected as a Trustee that year, took on the role of MIDAS Trainer in 2014, became the lead Trustee for maintenance in 2017, as well as dealing with many licensing and insurance matters. Roger made a huge contribution to the operation of RCP and is sorely missed by everyone involved.

All RCP's 35 Volunteer Drivers are trained to nationally recognized MiDAS standards (Minibus Driver Awareness Scheme) and reassessed every four years. In October 2021, four new drivers successfully completed their training and were a very welcome addition to the operation.

The recruitment of new volunteers is one of the most difficult, yet essential aspects of the organisation, to ensure that sufficient volunteers are available to continue the wide range of services provided. This not only applies to our driving volunteers, but also to the recruitment of Trustees, who again provide their services on a voluntary basis to oversee the management and running of the Organisation. At the end of this year, RCP has just six Trustees out of a possible nine, which places a considerable burden on each individual workload. One of the greatest concerns going forward, is RCP's ability to encourage more volunteers to join the Management Team of Trustees

Achievements and Performance

During the year, the Project operated 2,465 journeys (902 in 2021), covering 37,075 miles (13,314 in 2021), with 15,417 passenger boardings (4,844 in 2021). These figures clearly reflect an increasing passenger demand following the Pandemic, restoring the value and benefits of our services to the local community in offering access to local facilities and thereby reducing isolation and loneliness for vulnerable residents.

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

	2022	2021	2020
Number of journeys:			
Ravenshead Village Bus Service	612	108	294
Blidworth/Ravenshead/Kirkby Bus Service	480	0	576
Dial-a Bus	200	502	162
Ravenshead Travel Club	0	0	20
CEFT Friendship and Memory Clubs	471	90	230
Remainder of Affiliated Group Travel	472	130	322
Private hire	<u>230</u>	<u>72</u>	<u>120</u>
Total journeys	<u>2465</u>	<u>902</u>	<u>1,724</u>
	2022	2021	2020
Number of passenger boardings:			
Ravenshead Village Bus Service	1,227	115	1,114
Blidworth/Ravenshead/Kirkby Bus Service	1,714	0	1,558
Dial-a Bus	1,708	2614	1,366
Ravenshead Travel Club	0	0	292
CEFT Friendship and Memory Clubs	2,984	579	1,828
Remainder of Affiliated Group Travel	5,468	966	3,726
Private hire	<u>2,316</u>	<u>530</u>	<u>1,270</u>
Total passenger boardings	<u>15,417</u>	<u>4,844</u>	<u>24,181</u>
Total income generated from fares and hirings	<u>40,117</u>	<u>£18,968</u>	<u>£26,547</u>

The financial statements are included on Pages 6 to 9.

RAVENSHEAD COMMUNITY PROJECT (RCP)
REPORT OF THE TRUSTEES (Year ended 30 September 2022) – cont.

Acknowledgements:

RCP would like to thank the following organisations for their support this year; -

Nottinghamshire County Council
County Councillor Chris Barnfather
Ravenshead Parish Council
Royal Sussex Lodge No. 402
The Sherwood Ranger, Ravenshead
Watson Knipe Accountancy Services

Trustees would especially like to acknowledge the continued support received from Nottinghamshire County Council (NCC), in particular:

- Maintaining re-imbursement from NCC's Concessionary Travel Scheme at pre-Covid levels;
- Extending the annual revenue grant (£13,430 per annum) from NCC's Local Investment Fund, through to 31st March 2022; (RCP successfully bid for funding through NCC's Local Community Fund with effect from 1st April 2022, receiving £10,492 per annum for a four-year period).
- Funding RCP's annual subscription for membership of the Community Transport Association.

Special thanks are offered to all our Volunteers, without whom RCP would not be able to continue providing much-needed community transport services and to our Customer Services Manager for her unstinting efforts on behalf of all our passengers, hirers, affiliated groups and volunteer drivers.

RCP also acknowledges and thanks all Trustees and Officers of the Management Committee, for their time and efforts in ensuring a successful operation.



David Grenham – Chair of Trustees

19th December 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 2022 which are set out on pages 6 to 9.

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

20 March 2023

RAVENSHEAD COMMUNITY PROJECT

STATEMENT OF FINANCIAL ACTIVITIES

Year ended 30 September 2022

	2022	2021
Incoming resources:		
Passenger fares and concessions	14,575	13,707
Group and private hire	25,542	5,261
Bus service contracts - Notts County Council	-	-
Bus Service Operators' Grant (BSOG)	3,473	3,386
	<hr/> 43,590	<hr/> 22,354
Nottinghamshire County Council - annual S19 grant	11,961	13,430
Other grants and donations	4,474	17,985
	<hr/> 60,025	<hr/> 53,769
Sponsorship income	2,632	3,486
Affiliation fees	67	-
Interest received	1,379	1,876
Profit on sale of minibus	-	17,000
	<hr/>	<hr/>
Total incoming resources	<hr/> 64,103	<hr/> 76,131
Resources expended:		
Customer services and accounting	29,646	16,585
Fuel and oil	13,494	3,754
Minibus maintenance and repairs	4,123	4,691
Insurance, licences and permits	6,530	7,482
Other bus operating costs	4,547	419
Training and drivers' costs	4,152	1,330
Marketing, telephone and other office costs	1,252	8,606
Depreciation	16,301	16,301
	<hr/>	<hr/>
Total resources expended	<hr/> 80,045	<hr/> 59,168
Net incoming resources for the year	<hr/> (£15,942)	<hr/> £16,964
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 8 and 9 form part of these accounts.

RAVENSHEAD COMMUNITY PROJECT

BALANCE SHEET

As at 30 September 2022

	Note	2022	2021
Fixed assets			
Tangible fixed assets	2	34,954	51,254
Current assets			
Debtors and prepayments	3	9,259	8,158
Cash at banks and building societies:			
Restricted for future vehicle replacement		228,462	207,094
Other		44,078	70,288
		<u>281,799</u>	<u>285,540</u>
Current liabilities			
Creditors falling due within one year		1,703	1,710
Grants received in advance of expenditure		2,623	6,715
		<u>4,326</u>	<u>8,425</u>
Net current assets		277,473	277,115
Net assets		<u>£312,427</u>	<u>£328,369</u>
		=====	=====
Designated funds	4	228,462	207,093
Undesignated funds	5	83,965	121,276
Total funds		<u>£312,427</u>	<u>£328,369</u>
		=====	=====

The notes on pages 8 and 9 form part of these accounts.

RAVENSHEAD COMMUNITY PROJECT

NOTES TO THE ACCOUNTS

Year ended 30 September 2022

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 2021	294,329	3,237	297,566
Additions	-	-	-
	_____	_____	_____
At 30 September 2022	294,329	3,237	297,566
	_____	_____	_____
Capital grants			
At 30 September 2021	192,775	-	192,775
Received in the year	-	-	-
	_____	_____	_____
At 30 September 2022	192,775	-	192,775
	_____	_____	_____
Depreciation			
At 1 October 2021	50,536	3,000	53,536
Charge for year	16,111	190	16,301
	_____	_____	_____
At 30 September 2022	66,647	3,190	69,837
	_____	_____	_____
Net book amount			
At 1 October 2021	£51,018	£237	£51,255
At 30 September 2022	£34,907	£47	£34,954
	=====	=====	=====

3. Debtors and prepayments

	2022	2021
Insurance & licence prepayments	3,975	4,845
BSOG grants	1,540	1,540
VAT recoverable	1,485	335
NCC Concessions	1,073	-
Other debtors	1,186	1,437
	_____	_____
	£9,259	£8,158
	=====	=====

RAVENSHEAD COMMUNITY PROJECT

NOTES TO THE ACCOUNTS - continued

Year ended 30 September 2022

4. Designated funds

At 1 October 2021	207,093
Set aside from Undesignated Funds	21,369
	<hr/>
At 30 September 2021	£228,462
	<hr/> <hr/>

5. Undesignated funds

At 1 October 2021	121,276
Set aside to Designated Funds for future minibus replacement	(21,369)
Net income for the year – page 6	(15,942)
	<hr/>
At 30 September 2022	£83,965
	<hr/> <hr/>

Designated funds represent amounts set aside for future investment in minibuses and equipment.

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