

RAVENSHEAD COMMUNITY PROJECT (RCP)

(T/A Ravenshead Community Transport)

(Registered Charity 1059851)

ANNUAL REPORT AND ACCOUNTS

Year ended

30 September 2023

RAVENSHEAD 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)
Peter Russell
John Sutherland (w.e.f. 26th March 2023)

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 2023

The Trustees are pleased to present RCP's 27th 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 within 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 provide local bus services in the area on a commercial basis, with no third-party financial support. Service 445B links Blidworth, Ravenshead and Kirkby-in-Ashfield on Mondays and Wednesdays, whilst on Tuesdays/Thursdays, Service 445 provides a regular, local service within Ravenshead linking residents with the Precinct, Doctors' Surgery, The Centre and main road bus services between Nottingham and Mansfield. Trustees have continued to support the operation of these services to help maintain the independence of many of our local residents, however passenger numbers were only improving slowly following the effects of Covid. To increase awareness of these services and encourage new passengers (young and old), a new, comprehensive leaflet was prepared with assistance from Bunches, and distributed around the area by our own volunteers.

RCP has maintained the provision of Dial-a-Ride services to retail outlets and garden centres, which continue to prove extremely popular with residents. RCP currently has in excess of 60 Affiliated Groups including U3A, Blidworth on the Move, Mansfield & Ashfield Carers, Women's Institute and local schools, providing transport to numerous destinations and also continues to offer limited private hire services.

RCP's long-established relationship with the Cornwater Evergreen's Foundation Trust has continued, with our transport services adapting to meet the changing demand, with transport now offered three days per week to Ravens Lodge, with a new facility on Thursdays, enabling their members in Rainworth to attend a weekly social event in their village.

In May, RCP were pleased to support the Parish Council's Coronation Party by offering transport to/from the event at the Village Hall.

Fuel prices that had increased appreciatively during the previous year began to stabilise, however RCP was experiencing a significant increase in other costs, particularly in respect of maintenance and replacement parts. Consequently, Trustees agreed reluctantly to increase mileage charges by £0.10 per mile from 1st October 2022, to ensure RCP were in a position to maintain the highest standards of operation.

RCP participates regularly in the Nottinghamshire Community Transport Forums, facilitated by the County Council, along with other Community Transport and Voluntary Car Schemes, sharing best practice and information. In addition, RCP engages in regional and national forums organised by the Community Transport Association, a UK member-based charity providing training, advice, and operational support to transport related charities, community groups and social enterprises in England, Scotland, Wales, and Northern Ireland.

RAVENSHEAD COMMUNITY PROJECT (RCP)
REPORT OF THE TRUSTEES (Year ended 30 September 2023) – cont.

Our Volunteers

All RCP's 37 Volunteer Drivers are trained to nationally recognized MIDAS standards (Minibus Driver Awareness Scheme) and reassessed every four years. During the year, three volunteer drivers (Alan Browne, Eddie Crane and Allan Rogers) retired and RCP would like to express sincere gratitude and appreciation for all of the time and effort they gave to the Group, on behalf of local residents. In April 2023, three new volunteers (Chris Wagstaff, John Sutherland and Eddie Januszczyk) successfully completed their training and were a very welcome addition to RCP's pool of drivers.

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.

As a 'thank you' to all Volunteers, RCP had previously funded an annual dinner, but this event had not been held since the Covid pandemic. Trustees felt it was important to recognise the time and effort that Volunteers give freely to the Group. Consequently, a Social Evening was held at Ravenshead Village Hall in July which proved very successful, with grateful support from a number of local concerns/bodies supplying supper (Bradburys), liquid refreshments (Village Hall Bar) and musical entertainment (Andy & The Ridge Tiles).

Achievements and Performance

During the year, the Project operated 2503 journeys, covering 39644 miles, with 16122 passenger boardings. These figures clearly reflect a gradually 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:

	2023	2022	2021
Number of journeys:			
Ravenshead Village Bus Service	618	612	108
Blidworth/Ravenshead/Kirkby Bus Service	490	480	0
Dial-a Bus	196	200	502
CEFT Friendship and Memory Clubs	393	471	90
Remainder of Affiliated Group Travel	602	472	130
Private hire	<u>204</u>	<u>230</u>	<u>72</u>
Total journeys	<u>2,503</u>	<u>2,465</u>	<u>902</u>
	2023	2022	2021
Number of passenger boardings:			
Ravenshead Village Bus Service	1,478	1,227	115
Blidworth/Ravenshead/Kirkby Bus Service	1,797	1,714	0
Dial-a Bus	1,806	1,708	2,614
CEFT Friendship and Memory Clubs	2,511	2,984	579
Remainder of Affiliated Group Travel	6,644	5,468	966
Private hire	<u>1,886</u>	<u>2,316</u>	<u>530</u>
Total passenger boardings	<u>16,122</u>	<u>15,417</u>	<u>4,844</u>
Total income generated from fares and hirings	<u>£44,307</u>	<u>£40,117</u>	<u>£18,968</u>

The financial statements are included on Pages 6 to 9.

RAVENSHEAD COMMUNITY PROJECT (RCP)
REPORT OF THE TRUSTEES (Year ended 30 September 2023) – cont.

Acknowledgements:

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

Nottinghamshire County Council
County Councillor Chris Barnfather
Ravenshead Parish Council
Ravenshead Pétanque Club
NISA – Making a Difference Locally
Ravenshead and Blidworth Rotary
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:

- Ongoing re-imbursement for participation in NCC's Concessionary Travel Scheme;
- Funding from NCC's Local Community Fund;
- Funding RCP's annual subscription for membership of the Community Transport Association.

Special thanks are offered to all our Volunteers, without whom RCP would be unable to continue providing much-needed community transport services, to our Customer Services Manager and Treasurer for their 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

23rd January 2024

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 2023 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

7th February 2024

RAVENSHEAD COMMUNITY PROJECT

STATEMENT OF FINANCIAL ACTIVITIES

Year ended 30 September 2023

	2023	2022
Incoming resources:		
Passenger fares and concessions	15,149	14,575
Group and private hire	29,157	25,542
Bus service contracts - Notts County Council	-	-
Bus Service Operators' Grant (BSOG)	2,958	3,473
	<u>47,265</u>	<u>43,590</u>
Nottinghamshire County Council - annual LCF grant	10,492	11,961
Other grants and donations	2,631	4,474
	<u>60,388</u>	<u>60,025</u>
Sponsorship income	2,632	2,632
Affiliation fees	508	67
Interest received	3,593	1,379
Profit on sale of minibus	-	-
	<u>67,122</u>	<u>64,103</u>
Total incoming resources		
	<u>67,122</u>	<u>64,103</u>
Resources expended:		
Customer services and accounting	32,287	29,646
Fuel and oil	13,382	13,494
Minibus maintenance and repairs	13,993	4,123
Insurance, licences and permits	5,812	6,530
Other bus operating costs	721	4,547
Training and drivers' costs	1,445	4,152
Marketing, telephone and other office costs	1,656	1,252
Depreciation	16,159	16,301
	<u>85,455</u>	<u>80,045</u>
Total resources expended		
	<u>85,455</u>	<u>80,045</u>
Net incoming resources for the year	(£18,332)	(£15,942)
	<u><u>(£18,332)</u></u>	<u><u>(£15,942)</u></u>

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

RAVENSHEAD COMMUNITY PROJECT

BALANCE SHEET

As at 30 September 2023

	Note	2023	2022
Fixed assets			
Tangible fixed assets	2	18,795	34,954
Current assets			
Debtors and prepayments	3	8,687	9,259
Cash at banks and building societies:			
Restricted for future vehicle replacement		231,858	228,462
Other		38,936	44,078
		<u>279,480</u>	<u>281,799</u>
Current liabilities			
Creditors falling due within one year		1,557	1,703
Grants received in advance of expenditure		2,623	2,623
		<u>4,180</u>	<u>4,326</u>
Net current assets		275,300	277,473
Net assets		<u>£294,095</u>	<u>£312,427</u>
Designated funds	4	232,675	228,462
Undesignated funds	5	61,420	83,965
Total funds		<u>£294,095</u>	<u>£312,427</u>

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

RAVENSHEAD COMMUNITY PROJECT

NOTES TO THE ACCOUNTS

Year ended 30 September 2023

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 2022	294,329	3,237	297,566
Additions	-	-	-
	<hr/>	<hr/>	<hr/>
At 30 September 2023	294,329	3,237	297,566
	<hr/>	<hr/>	<hr/>
Capital grants			
At 30 September 2022	192,775	-	192,775
Received in the year	-	-	-
	<hr/>	<hr/>	<hr/>
At 30 September 2023	192,775	-	192,775
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 October 2022	66,648	3,190	69,837
Charge for year	16,111	47	16,159
	<hr/>	<hr/>	<hr/>
At 30 September 2023	82,759	3,237	85,996
	<hr/>	<hr/>	<hr/>
Net book amount			
At 1 October 2022	34,907	47	34,954
At 30 September 2023	18,795	0	18,795
	<hr/>	<hr/>	<hr/>

3. Debtors and prepayments

	2023	2022
Insurance & licence prepayments	4,082	3,975
BSOG grants	2,593	1,540
VAT recoverable	889	1,485
NCC Concessions	-	1,073
Other debtors	1,122	1,186
	<hr/>	<hr/>
	£8,687	£9,259
	<hr/>	<hr/>

RAVENSHEAD COMMUNITY PROJECT

NOTES TO THE ACCOUNTS - continued Year ended 30 September 2023

4. Designated funds

At 1 October 2022	228,462
Set aside from Undesignated Funds	4,213
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At 30 September 2023	<u>£232,675</u>

5. Undesignated funds

At 1 October 2022	83,965
Set aside to Designated Funds for future minibus replacement	(4,213)
Net income for the year – page 6	(18,332)
	<hr/>
At 30 September 2023	<u>£61,420</u>

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.