



## Trustees' Annual Report for the period

**From**

Period start date

Day  
1Month  
JanuaryYear  
2022**To**

Period end date

Day  
31Month  
DecemberYear  
2022

### Section A

### Reference and administration details

**Charity name** Chippenham Link**Other names charity is known by****Registered charity number (if any)** 1067820**Charity's principal address**

9 Partridge Close

Chippenham

Wiltshire

**Postcode**

SN14 6XY

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs C Carter	Chair		
2	Mrs H Harrison	Treasurer		
3	Mrs M Lloyd			
4	Ms S Weeks			
5	Mr N Masters			
6	Mr J Oliver			

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

	Name	Dates acted if not for whole year

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address	
Independent Examiner			

## Section B Structure, governance and management

#### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	By Trustees

#### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Chippenham Link provides a community transport service, it works in line with best practice provided by Community First and Wiltshire Council.

The Trustees of Chippenham Link identify, record and manage risks using an industry standard risk management framework.

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<p>To relieve the poor, sick, elderly and disabled persons living in Chippenham by the provision or by assisting in the provision of services calculated to reduce the need, hardship or distress of such persons.</p>
<p><b>Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)</b></p>	<p>Chippenham Link provides a community transport service, helping people within our community get to their medical appointments. Most of our users are elderly or have infirmities that make accessing public transport difficult.</p> <p>The charity is managed by a small team of Trustees, who meet regularly to ensure that the charity is operating in line with its constitution and is meeting the objects set out in its governing document. The Trustees believe that Chippenham Link provides public benefit in line with the guidance issued by the Charity Commission.</p> <p>The Trustees of Chippenham Link do not benefit from the services that the charity provides.</p>

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During 2022, Chippenham Link undertook 4,006 journeys, transporting people of Chippenham to medical appointments, travelling in excess of 82,000 miles. Our 28 volunteers gave an average of 285 hours each to support our local community.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Reserves are held by the charity to allow its operation to remain effective over the longer term and to smooth out any variances between the income it receives and the expenditure it incurs. Any surplus funds, which are not required immediately are placed on deposit.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Chippenham Link's main source of income is donations from the users of the transport service it provides.  
Its main expenditure is mileage expenses to the volunteer drivers undertaking the transport service. These are paid in line with HMRC rates.  
Other expenditure is on operational management and governance of the charity.

## Section F

## Other optional information

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## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Carolyn Carter	Helen Harrison
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Position (eg Secretary,  
Chair, etc)

Chair	Treasurer
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Date

9 October 2023
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# Chippenham Link Transport

## Income and Expenditure Report for the year ending 31 December 2022

	Year Ending 31 Dec 2022	Year Ending 31 Dec 2021
<b><u>Unrestricted Funds</u></b>		
<b>Income</b>		
Donations - Clients	£ 45,403.09	£ 33,874.33
Donations - Covid Shopping	£ -	£ 827.60
Donations - Other	£ -	£ 256.73
Concessionary Fares (Wiltshire CC)	£ -	£ -
Grants from Community First	£ -	£ 794.59
Interest Received	£ 399.68	£ 30.63
Other Income	£ -	£ -
Bequests	£ -	£ 56,000.00
Clark Memorial Fund from Bequest	£ -	£ 20,000.00
<b>Total Income</b>	<b>£ 45,802.77</b>	<b>£ 111,783.88</b>
<b>Expenditure</b>		
Driver's Mileage Expenses	£ 33,145.98	£ 27,904.23
Drivers Sundry Expenses	£ 119.39	£ 77.13
Covid Shopping Expenses	£ -	£ 903.57
Clark Memorial Fund	£ -	£ 147.60
Advertising & Marketing	£ 186.20	£ 123.12
Audit & Accountancy Fee	£ 480.00	£ 150.00
General Expenses	£ 533.97	£ 246.70
Printing & Stationary	£ 367.60	£ 98.52
Telephone & Internet	£ 353.53	£ 511.73
Trustee Expenses	£ 155.40	£ -
Co-ordinators Expenses	£ -	£ -
Insurance	£ 326.29	£ 326.96
IT Software & Consumables	£ 486.20	£ 993.38
Website costs	£ 1,368.00	
Venue Hire	£ 219.50	
<b>Total Expenditure</b>	<b>£ 37,742.06</b>	<b>£ 31,482.94</b>
Excess/Loss of Surplus over Expenditure	£ 8,060.71	£ 80,300.94
Balance Brought Forward from Previous Year	£ 120,169.31	£ 39,868.37
Balance Carried Forward	<b>£ 128,230.02</b>	<b>£ 120,169.31</b>

## **Restricted Funds (Social Fund)**

<b>Income</b>		
Fundraising & Events	£ -	£ -
Donations	£ 360.00	
<b>Total Income</b>	<u>£ 360.00</u>	<u>£ -</u>
<b>Expenditure</b>		
Social Events	£ 327.50	£ -
<b>Total Expenditure</b>	<u>£ 327.50</u>	<u>£ -</u>
Surplus / Deficit for the Period	£ 32.50	£ -
Balance Brought Forward from Pervious Year	£ 1,257.68	£ 1,257.68
Balance Carried Forward	<u>£ 1,290.18</u>	<u>£ 1,257.68</u>
<u>Funds Available</u>		
General Funds	£ 110,914.59	£ 102,798.05
Social Fund	£ 21,462.68	£ 21,257.68
<b>Total Funds Available</b>	<u>£ 132,377.27</u>	<u>£ 124,055.73</u>
<b>Represented by:</b>		
Natwest Business Current Account, balance at 31 December	£ 79,855.66	£ 92,470.16
Scottish Widows Charities Deposit Fund	£ 31,058.93	£ 30,659.25
Barclays Community Account (Social Fund)	£ 21,462.68	£ 926.32
<b>Total £</b>	<u>£ 132,377.27</u>	<u>£ 124,055.73</u>

Signed on behalf of Chippenham Link Transport



**Carolyn Carter**  
Chair



**Helen Harrison**  
Treasurer

Chippenham Link Transport

Independent Examiner's Report to the Trustees of  
Chippenham Link Transport

Year ended 31<sup>st</sup> December, 2022

I report on the Accounts of the Charity for the year ended 31<sup>st</sup> December, 2022 which are attached.

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the Accounts. The Charity's Trustees consider that an Audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an Independent Examination is needed.

It is responsibility to:

- . examine the Accounts under Section 145 of the 2011 Act;
- . to follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5) of the 2011 Act; and
- . to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an Audit and consequently no opinion is given as to whether the Accounts present a 'true and fair view' and the Report is limited to those matters set out in the Statement below.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - . to keep records in accordance with Section 130 of the 2011 Act; and
  - . to prepare Accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a property understanding of the Accounts to be reached.

  
.....  
C.D. Watchman F.C.C.A.  
Chartered Certified Accountant

Watchman Accountants Limited,  
48 The Causeway,  
Chippenham,  
Wiltshire SN15 3DD

23<sup>rd</sup> February, 2023