



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month January	Year 2023		Day 31	Month December	Year 2023

### 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
<b>Independent Examiner</b>	Watchman Accountants Ltd	48 The Causeway, Chippenham, Wiltshire SN15 3DD

## 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.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

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.

**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)**

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.

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. The Trustees of Chippenham Link do not benefit from the services that the charity provides.

## Section D

## Achievements and performance

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

During 2023, Chippenham Link undertook 5,081 journeys, transporting people of Chippenham to medical appointments and social activities, travelling in excess of 103,000 miles. Our 39 volunteers gave an average of 298 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**

**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Carolyn Carter	Helen Harrison
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	20 April 2024	

# Chippenham Link Transport

## Income and Expenditure Report for the year ending 31 December 2023

	Year Ending 31 Dec 2023	Year Ending 31 Dec 2022
<b><u>Unrestricted Funds</u></b>		
<b>Income</b>		
Donations - Clients	£ 52,934.55	£ 45,403.09
Donated Mileage Claim from Drivers	£ 390.92	
Donations - Other	£ 500.00	
Interest Received	£ 1,426.30	£ 399.68
Other Income	£ -	
<b>Total Income</b>	<b>£ 55,251.77</b>	<b>£ 45,802.77</b>
<b>Expenditure</b>		
Driver's Mileage Expenses	£ 53,317.05	£ 33,145.98
Drivers Sundry Expenses	£ 182.98	£ 119.39
Advertising & Marketing	£ -	£ 186.20
Audit & Accountancy Fee	£ 150.00	£ 480.00
General Expenses	£ 6,522.92	£ 533.97
Printing & Stationary	£ 416.70	£ 367.60
Telephone & Internet	£ 380.32	£ 353.53
Management Expenses	£ 292.10	£ 155.40
Insurance	£ 467.99	£ 326.29
IT Software & Consumables	£ 307.80	£ 486.20
Website costs	£ -	£ 1,368.00
Venue Hire	£ 38.50	£ 219.50
<b>Total Expenditure</b>	<b>£ 62,076.36</b>	<b>£ 37,742.06</b>
Excess/Loss of Surplus over Expenditure	<b>-£ 6,824.59</b>	<b>£ 8,060.71</b>
Balance Brought Forward from Previous Year	£ 128,230.02	£ 120,169.31
Balance Carried Forward	<b>£ 121,405.43</b>	<b>£ 128,230.02</b>

## Restricted Funds (Social Fund)

### Income

Transfer from Natwest Bank Account	£ 500.00	£ -
Donations	£ 736.00	£ 360.00
<b>Total Income</b>	<b>£ 1,236.00</b>	<b>£ 360.00</b>

### Expenditure

Chippenham Link Jackets for Drivers	£ 2,295.92	£ -
Social Events	£ 926.68	£ 327.50
<b>Total Expenditure</b>	<b>£ 3,222.60</b>	<b>£ 327.50</b>

Surplus / Deficit for the Period	-£ 1,986.60	£ 32.50
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Balance Brought Forward from Pervious Year	£ 1,290.18	£ 1,257.68
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Balance Carried Forward	-£ 696.42	£ 1,290.18
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### Funds Available

General Funds	£ 105,733.67	£ 110,914.59
Social Fund	£ 19,476.08	£ 21,462.68

<b>Total Funds Available</b>	<b>£ 125,209.75</b>	<b>£ 132,377.27</b>
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### Represented by:

Natwest Business Current Account, balance at 31 December	£ 73,248.44	£ 79,855.66
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Scottish Widows Charities Deposit Fund	£ 32,485.23	£ 31,058.93
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Barclays Community Account (Social Fund)	£ 19,476.08	£ 21,462.68
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<b>Total £</b>	<b>£ 125,209.75</b>	<b>£ 132,377.27</b>
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Signed on behalf of Chippenham Link Transport

  
Carolyn Carter

Chair

  
Helen Harrison

Treasurer



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
CHIPPENHAM LINK TRANSPORT

On accounts for the year  
ended

31st DECEMBER 2023

Charity no  
(if any)

1067820

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

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 2011 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

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below \*~~) which gives me cause to believe that in, any material respect:

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

\* Please delete the words in the brackets if they do not apply.

Signed:

Christopher Watchman

Date:

21/02/24

Name:

CHRISTOPHER WATCHMAN

Relevant professional  
qualification(s) or body

ACCA



(if any):

Address:

**WATCHMAN ACCOUNTANTS LIMITED**

48 The Causeway, Chippenham  
Wiltshire SN15 3DD

Company No: 13800518

Email: [chris@watchmanaccountants.com](mailto:chris@watchmanaccountants.com)

Tel: 01249 658059

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.