



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	August	2023		31	July	2024

Section A Reference and administration details

Charity name

Westbury & District Link Scheme

Other names charity is known by

Westbury Link

Registered charity number (if any)

1069754

Charity's principal address

31A Hawkeridge
WESTBURY
Wiltshire

Postcode

BA13 4LA

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	John Sandford Masson	Chair		
2	Nicholas Pyne	Vice chair		
3	Charmian Horseman	Secretary		
4	Elizabeth Ann Bizeray	Treasurer		
5	Dorian Philip Jones	Committee member	From 8 April 2024	
6	David Nolan	Committee member		
7	Barbara Mavis Payne	Committee member		
8	Colin Gladwell	Committee member		
9	Maurice John Bizeray	Committee member		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution signed 1 August 1997

How the charity is constituted
(eg. trust, association, company)

Other

Trustee selection methods
(eg. appointed by, elected by)

All Trustees serve as members of the Management Committee and are appointed/re-appointed annually at the Annual General Meeting in October

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.

--

Summary of the main achievements of the charity during the year

The number of tasks carried out has continued to rise compared to the previous year:

y/e 310723 - 2,109

y/e 310724 - 2,560

- an increase of 21% year on year.

There is also increased demand for the Charity's services which can be seen from the number of active clients on the database.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees' policy is to maintain a balance of £21,000 (if possible), which equates to 9 months' average expenditure. This will cover emergency situations which may arise from time to time. The Trustees consider that this level will provide sufficient funds for the Charity to continue to operate, if income materially declines or ceases, but the requirement for the Charity's services continues. This amount will allow the Trustees sufficient time to identify and apply for other sources of income.

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.

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) **EA Bizeray**

Full name(s) Elizabeth Ann Bizeray

Position (eg Secretary, Chair, etc) Treasurer

Date

21 May 2025

WESTBURY AND DISTRICT LINK SCHEME

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR 1 AUGUST 2023- 31 JULY 2024

	2024	2023
	£	£
INCOME		
Donations	25,659	22,205
Interest received	-	-
	<u>25,659</u>	<u>22,205</u>
 EXPENDITURE		
Drivers	20025	17,659
Telephone	720	261
Postage, printing & stationary	681	305
Insurance	457	377
Advertising	1039	236
Meeting expenses	-	74
Miscellaneous	4521	4,915
Journey Expenses	-	27
	<u>27,444</u>	<u>23,853</u>
 SURPLUS / (DEFICIT) FOR YEAR	- 1,785	- 1,648
Current Bank Account	22,490	24,275
Deposit Account	-	-
	<u>22,490</u>	<u>24,275</u>

EXAMINERS UNQUALIFIED REPORT

Independent examiner's report to the Trustees of Westbury & District Link Scheme

I report on the accounts of the Trust for the year ended 31 July 2024, which are set out on page 1.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the *Charities Act 2011*.

I report in my respect of my examination of the Trustee'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 2011 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 giving me cause to believe that in any material respect:

- (1) Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) The accounts do not accord with those records.

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.

Andrew Chappell
Chappell Associates Limited
Chartered Accountants

Westfield House
Bratton Road
WESTBURY
Wiltshire
BA13 3EP

9th September 2024