

**Gateway Wheelers**  
Registered Charity 1084149

The Old Rectory  
The Broadway  
Houghton-le-Spring  
DH4 4BB

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[www.gatewaywheelers.org.uk](http://www.gatewaywheelers.org.uk)

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# Gateway Wheelers

## Trustees Annual Report

### 1<sup>st</sup> January - 31<sup>st</sup> December 2020



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# Gateway Wheelers 2020

Our Mission is to inspire people with disabilities to enjoy cycling with their families and friends.

In planning activities for the year, the trustees kept in mind the Charity Commission's guidance on public benefit. The focus of the activities remains enabling all people with disabilities to enjoy cycling and provide the necessary support to take part. This benefits people by developing their self-confidence and social skills as well as being a healthy activity. Gateway Wheelers welcomes everyone regardless of faith, gender or personal circumstances and this non-judgemental philosophy allows and encourages people to thrive.

## Staff, Volunteers, Members

### Staff

Gateway Wheelers currently has four members of staff. The Development Officer - Sarah Young to whom the trustees delegate the day-to-day management of the charity, the Workshop Project Officer – Sara Bateman, the Project Officer – Jordan Matthews and the Admin Assistant - Anthony Beach.

### Trustees

Chair	Frances Cook
Vice chair	Brian Milner BEM
Treasurer	Martin Forester
	Doug Swailes
	Katy Sunley

## **Committee Members**

Frances Cook	Paul Tyson	Brian Milner BEM
Martin Forester	Ted Sunley	Doug Swailes
Katy Sunley		Janice Forester

## **Structure, Governance & Management**

Gateway Wheelers is an association of 188 members whose governing document is a constitution registered with the Charity Commission on 26<sup>th</sup> February 2000 and amended on 3<sup>rd</sup> May 2003 and 23<sup>rd</sup> March 2006. The Committee as charity trustees have control of its funds. When complete the Committee must consist of at least 3 and not more than 12 people, all of whom must be members but not paid employees. One third of the elected Committee members must retire at each AGM but may stand for re-election. The Chair and Committee members are elected at the AGM. Further details can be found in the Constitution. All trustees give their time voluntarily and receive no remuneration or other benefits.

There is a Child Protection and Vulnerable Adults Policy in place. DBS checks are carried out prior to commencement of employment, volunteering or trusteeship.

Gateway Wheelers is a local group of Mencap which provides help and support to the organisation.

## **Volunteers**

Gateway Wheelers has 17 volunteers and without their valuable contribution of time, enthusiasm and expertise we would not have been able to achieve so much.

## **Training**

Training was suspended in 2020 due to the Covid pandemic.

## **Members**

Gateway Wheelers has 188 members.

## Cycles and Sites

### Cycles

In 2020 Gateway Wheelers had two cycling sites with containers at:

- Rectory Park, Houghton-le-Spring
- The Eastbourne Sports Complex, Darlington

## Houghton-le-Spring Site

### Volunteers

Total volunteer hours	173
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### Rides

Every Monday, Wednesday and Friday and once a month on a Sunday afternoon. 39 rides in total with 38 riders.

## Darlington Site

### Volunteers

Total volunteer hours	10
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### Rides

Holds rides one Sunday per month. Darlington held 2 rides throughout 2020 with 10 riders.



## **Policies and Practices**

### **Insurance**

Public Liability  
Products Liability  
Employer's Liability  
Personal Accident  
Contents Equipment  
Money Insurance

### **Policies and Practices**

Constitution  
Safeguarding and child protection policy  
Vulnerable adults policy  
Health and safety policy  
Risk assessments  
Equal opportunities form  
Complaints procedure  
Reserves policy  
Operating procedure  
Volunteer guidelines

Environmental policy  
Lost child policy  
Emergency procedures  
Grievance procedure  
Accident Policy  
Behaviour management policy  
Bullying policy  
Off site rides policy  
Whistle blowing policy  
Volunteer support

### **Monitoring**

Event sheets  
Equal Opportunities Form

## **Additional Events, Activities and Achievements**

### **Events**

Unfortunately due to the Covid pandemic no events were attended in 2020.

### **Activities and Achievements**

Regular weekday and Sunday rides were held only from January – March at both sites due to the Covid pandemic.

## **Marketing and communications 2020**

### **Website and social media**

The website is linked to our social media which is used to keep people up to date with activities and events.

### **Networking and linking with similar organisations**

We continued to link with relevant organisations.

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# Gateway Wheelers

## 2021 / 2022

### Staff, Volunteers, Members

#### Staff

To ensure funding is in place to continue current staffing.

#### Committee Members

To expand the committee and develop current members.

#### Volunteers

To continue to recruit, support and provide training to volunteers.

#### Members

To expand the number of organisations that uses the cycles and the total number of members.

### Cycles, Sites and Equipment

Gateway Wheelers will continue to develop our new site with office, cycling and workshop facilities all in one place to help us with becoming more financially sustainable.

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**GATEWAY WHEELERS**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31ST DECEMBER 2020**

## **Gateway Wheelers**

### **Financial Statements for the year ended 31st December 2020**

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**Trustees Report**

The trustees' present their report for the Year Ended 31st December 2020.

**Charity Name:** Gateway Wheelers

**Charity Number:** 1084149

**Registered Office and Operational Address**

The Old Rectory, The Broadway, Houghton le Spring, DH4 4BB

**Trustees**

Frances Cook	Chairperson
Brian Milner BEM	Secretary
Martin Forester	Treasurer
Doug Swailes	
Katy Sunley	

**Statement of Public Benefit**

The Directors consider that they have complied with their duty as Charity Trustees to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties

The Charity's bankers are Co-Operative Bank, 1 Balloon Street, Manchester M60 4EP.

The independent examiner is B.J. Straughan of B.J. Straughan and Co, Epworth House, 7 Lucy Street, Chester le Street, Co. Durham DH3 3UP.

On Behalf of the Trustees'

  
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## **Gateway Wheelers**

### **Independent Examiners Report for the year ended 31st December 2020**

I report on the accounts of the Charity for the year ended 31st December 2020 which are set out on the attached pages.

#### **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 and that an independent examination is needed.

It is my responsibility to :

examine the accounts (under section 145 of the 2011 Act);

follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and

state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

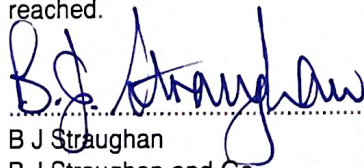
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items 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 which give 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 do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities 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.



B J Straughan  
B J Straughan and Co  
Chartered Accountants



Date

Epworth House  
7 Lucy Street  
Chester le Street  
County Durham  
DH3 3UP

**Gateway Wheelers**  
**Statement Of Financial Activities**  
**for the year ended 31st December 2020**

<u>Incoming Resources</u>	Restricted	Unrestricted	2020 Total	Restricted	Unrestricted	2018 Total
Investment Income		24	24	0	41	41
Corona Virus Job Retention Scheme		23,107	23,107	0	0	0
Other		1,860	1,860	0	42	42
Fund Raising and Donations		8,952	8,952	0	10,694	10,694
Grants (note 6)	37,909		37,909	61,546	0	61,546
<b>Total Incoming Resources</b>	<b>37,909</b>	<b>33,943</b>	<b>71,852</b>	<b>61,546</b>	<b>10,777</b>	<b>72,323</b>
<b><u>Resources Expended On Charitable activities</u></b>						
Wages and Salaries	25,754	30,770	56,524	41,316	3,567	44,883
Office Rent	4,284	4,284	8,568	9,794	3,271	13,065
Telephone	1,040	27	1,067	1,051	0	1,051
Training	0	0	0	436	0	436
Office Administration	3,304	348	3,652	3,039	456	3,495
Transport	26	0	26	0	0	0
Volunteer Expenses	48	0	48	54	0	54
Event Costs	80	82	162	6,135	2,217	8,352
Bike and bike maintenance	404	756	1,160	1,132	1,072	2,204
Van Expenses	0	2,524	2,524	2,240	0	2,240
Management Fees	0		0	0	0	0
Professional Fees	0		0	468	0	468
Depreciation	0	3,638	3,638	0	4,851	4,851
Loss on sale of van	0		0	0	50	50
Grants repaid	0		0	0	0	0
Sundries	0		0	0	310	310
	<b>34,940</b>	<b>42,429</b>	<b>77,369</b>	<b>65,665</b>	<b>15,793</b>	<b>81,458</b>
Net Movement in Funds	2,969	-8,486	-5,517	-4,119	-5,016	-9,135
Total Funds Brought Forward	22,563	64,180	86,743	26,682	69,196	95,878
Transfers Between Funds	0	0	0	0	0	0
<b>Total Funds Carried Forward</b>	<b>25,532</b>	<b>55,694</b>	<b>81,226</b>	<b>22,563</b>	<b>64,180</b>	<b>86,742</b>



**Gateway Wheelers**

**Notes to the accounts for the year ended 31st December 2020**

**Note 1 Accounting Policies**

**Basis of preparation**

- a) The accounts have been prepared in accordance with the Statement Of Recommended Practice: "Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS102)" issued July 2014 and subsequently updated.

The charity constitutes a public benefit entity as defined by FRS102

- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. The value of services provided by volunteers has not been included.
- c) Grants in respect of capital expenditure are credited to a capital reserve account and are released to the Statement of Financial Activities in equal annual instalments over the expected useful life of the relevant assets. Grants of a revenue nature are credited to the Statement of Financial Activities during the period received.
- d) Resources expended including VAT are recognised in the period in which they are incurred.
- e) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the organisation
- f) Fixed assets - all fixed assets are depreciated over their expected life at 25% reducing balance
- g) The accounts have been prepared on the going concern basis and the trustees consider the charity will continue as a going concern for the foreseeable future.

**Gateway Wheelers****Notes to the accounts for the year ended 31st December 2020****Note 2 Trustees and other Related Parties**

No Trustees were paid expenses during the year.

No related party transactions have occurred during the year ended 31st December 2020.

**Note 3 Tangible Fixed Assets**Asset costs or valuation

	<u>Computers</u>	<u>Bikes</u>	<u>Vehicle</u>	<u>Cabin</u>	<u>Total</u>
B/fwd	2689	33571	8220	1500	45980
Additions	0	0	0	0	0
Disposals	0	0	0	0	0
<b>Balance carried forward</b>	<b>2689</b>	<b>33571</b>	<b>8220</b>	<b>1500</b>	<b>45980</b>

Accumulated depreciation and impairment provisions

	<u>Reducing balance</u>	<u>Reducing balance</u>	<u>Reducing balance</u>	<u>Reducing balance</u>	
Basis					
Rate	25%	25%	25%	25%	
B/fwd	2043	26029	2055	1300	31427
Charge for year	161	1885	1541	50	3637
Disposal	0	0	0	0	0
<b>Balance carried forward</b>	<b>2204</b>	<b>27914</b>	<b>3596</b>	<b>1350</b>	<b>35064</b>

Net Book Value

<b>2019</b>	<b>646</b>	<b>7542</b>	<b>6165</b>	<b>200</b>	<b>14553</b>
<b>2020</b>	<b>485</b>	<b>5657</b>	<b>4624</b>	<b>150</b>	<b>10916</b>

**Note 4 Debtors and Prepayments**Analysis of debtorsAmounts falling due within one year

	<u>2020</u>	<u>2019</u>
Debtors	0	0
Prepayments	361	346
<b>Total</b>	<b>361</b>	<b>346</b>

**Note 5 Creditors and Accruals**Analysis of creditorsAmounts falling due within one year

	<u>2020</u>	<u>2019</u>
Other creditors	382	531
Accruals	414	414
Pensions	0	0
<b>Total</b>	<b>796</b>	<b>945</b>



Gateway Wheelers

Notes to the accounts for the year ended 31st December 2020

Note 6 Movement of Major Funds

	<u>As at 1st January 2020</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>As At 31st December 2020</u>
Big Lottery Fund	20,990	31,909	33,081	-	19,818
The Peoples' Millions	-	-	-	-	-
Miscellaneous	1,573	6,000	1,859	-	5,714
Total Restricted	22,563	37,909	34,940	-	25,532
General Funds	46,628	33,943	38,791	-	41,780
General Funds Capital	14,552	-	3,638	-	10,914
Designated Funds (contingency)	3,000	-	-	-	3,000
Total unrestricted	64,180	33,943	42,429	-	55,694
	86,743	71,852	77,369	-	81,226

**GATEWAY WHEELERS**

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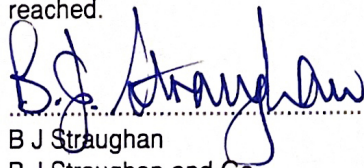
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**Note 3 Tangible Fixed Assets**Asset costs or valuation

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**Note 4 Debtors and Prepayments**Analysis of debtorsAmounts falling due within one year

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**Note 5 Creditors and Accruals**Analysis of creditorsAmounts falling due within one year

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Accruals	414	414
Pensions	0	0
<b>Total</b>	<b>796</b>	<b>945</b>



**Gateway Wheelers**  
**Notes to the accounts for the year ended 31st December 2020**

**Note 6 Movement of Major Funds**

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Designated Funds (contingency)	3,000	-	-	-	3,000
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	<u>86,743</u>	<u>71,852</u>	<u>77,369</u>	<u>-</u>	<u>81,226</u>