



PedalPower
the cycling charity for all
yr elusen seiclo i bawb

Annual Report

2023/2024

Pedal Power Inclusive Cycling Charity



Report Date: September 2024

Registered Charity No 1092304

Company Limited by Guarantee 4373456



Introduction from Sian Donovan, Director

As the saying goes, the only constant we have is change, and this has definitely been the dominant theme for this year! We began with the very welcome success of our funding applications (Motability Foundation, National Lottery, Principality, Community Foundation, Postcode Lottery, National Grid and Euroclad) surely demonstrating that others too see the worth of inclusive cycling! This brought with it a wave of new staff; in fact, we have doubled our staff over this twelve month period, resulting in our largest cycling department ever! Of course, introducing new staff takes time but we also believe increasing our organisational knowledge base provides a robust foundation for the future.

Pedal Power is a community, with cycling at its heart,. Also, and very importantly in these challenging times, a welcoming and inclusive space that encourages people to come together and become friends. Through our arts, music and nature related activities, we aim to provide a stimulating and holistic environment for our members and other customers because positive experiences are the ones worth repeating!

Our outreach work has enabled us to bring taster sessions and lessons across the city from Splott to St Mellons and we have been working with local charities and CICs to try out replacing vehicles with cargo bikes. Just as our winter lantern rides highlighted our inclusive cycles in Pontcanna and the Bay, our summer Ride for All helped raise our visibility through the centre of the city with a great turn out despite the unseasonable downpours! We are passionate in our intent to bring cycling to everyone who wants to enjoy its benefits and are very proud to have been described recently as a 'sanctuary', particularly in these increasingly difficult and insecure times.

Yet more change as I will retire as Director in May, and be succeeded by Sam Farnfield, a Pedal Power veteran of eight years. It has been a privilege to be part of the Pedal Power story, probably the best job I have ever had, for all its ups and downs, because of all the wonderful people I have met, staff, volunteers and customers. I have every confidence that the excellent team, led by Sam, will continue to take the charity from strength to strength. **The future surely is inclusive cycling!!**

**“Life is like riding a bicycle.
In order to keep your
balance, you must keep
moving.”**



Chair's report, Peter Harding

Reflecting on all that Pedal Power has achieved during this period I fully endorse the sentiments expressed in this report by our Director, Sian Donovan. Sian has enabled the organisation to be flexible and agile, adapting to the challenging social and economic conditions we and our communities have faced. We have continued to find new ways to support our staff, volunteers, visitors and those who participate in our activities. We continue to have profound impacts for those involved, and it is vital that we continue to develop our valuable work further in years to come.

The partnership between the Executive and the Trustees at Pedal Power has enabled us to grow through and after the pandemic in very difficult times, securing a more solid financial base and a strong foundation for the future.

Sian has enabled her team to achieve remarkable successes, working with partners, stakeholders and volunteers. I pay tribute to her and her team for their resilience, positivity and dedication and wish her a long and happy retirement when she leaves us in May. I also pay tribute to my fellow trustees for their support, and in taking the lead on important areas of governance work.

We have developed as an organisation into a valued and unique community resource that is at the heart of inclusive cycling and active travel in Cardiff and beyond. Our achievements would not be possible without the support of our funders.

We are indebted to Welsh Government and Cardiff City Council, to Motability and to the other funders recognised in this report.



Our vision

Pedal Power will be seen as the first point-of-call in the local area for residents, communities, care-organisations and visitors, regardless of age, ability or background, to access opportunities to socialise and improve their health and wellbeing through cycling.

Our mission

We encourage and enable people of all ages and abilities to experience the benefits of cycling.

Tandems for sight loss. Hi, I'm Jo....

I have a condition known as Retinitis Pigmentosa, which slowly deteriorates the peripheral vision, leaving only central vision. I explain my current vision as like looking through a smartie tube.



I'm a mum to three grown boys and Grandma to a beautiful grandson. I work for a charity in the finance team using adaptive software to assist.

During the lockdowns I found myself couch surfing far too much and sinking deeper into depression.

I found out about Pedal Power through a video call with Retina UK and RNIB.

And so I decided to take control of my health and approached the wonderful Pedal Power group back in August last year (2023).

I cannot explain the absolute shift that my life has taken since then.

Being out in nature, exercising the body, chatting over a cuppa, making good friends, the list is endless. I cannot thank Pedal Power enough for being the catalyst to totally transform my life.



How we operate

As a charity, we receive no core funding, and therefore rely on self-generated income, private donations (mainly one-off cash, regular/monthly standing orders and donated cycles), and grants and funding for specific projects and initiatives from relevant funding bodies. We currently deliver our services with a staff of 16 full and part time posts plus volunteer support.

Self-generated income comes from the following income streams:

- **Cycle hire (members and general public)**
- **Membership fees**
- **1:1 and group lessons**
- **Group rides**
- **Sales of refurbished bikes that have been donated to us**
- **Bike repairs and servicing**
- **Cafe at Pontcanna site**
- **Dealership—sales of new specialist cycles**



Cash donations in this year were £15,447 and income generated through donated bikes was £23K

Motability Foundation: The most important of our funders, MF has enabled Pedal Power to grow and change dramatically this year. In summer of 2023 our team doubled in size thanks to the security MF has given us and other grant funded projects. Alongside funding three new roles, MF has given Pedal Power a sure footing for the next three years. Going in to 2024 fighting fit, Pedal Power now has its first dedicated Communications and Engagement Officer role as well as a Fundraising Officer. Wonderful assets to the team they are already paying dividends. Also, our increased capacity from an additional Cycling Officer role has brought much needed support, allowing for us to deliver the Principality in schools project and restart our Tandem cycling group. **We cannot thank Motability enough!**



Inclusive cycling is at our heart

We believe that cycling should be inclusive and our extensive variety of cycles combined with our experience and expertise in working with all ages and abilities places Pedal Power ideally to provide cycling opportunities to Cardiff and surrounding areas.



Pedal Power has always believed in removing barriers to cycling, wherever and whenever possible. These barriers may be physical and/or perceived so we aim for every cycling experience to be as positive as possible. It's very important that all our customers feel welcomed and valued, particularly the elderly and disabled who often feel most isolated and vulnerable.

Pedal Power's role in ensuring that all communities are included in cycling has a renewed importance as the benefits of cycling extend past the physical and mental to include the social aspect as well as general wellbeing. We make efforts to ensure that our staff and volunteers are trained to build relationships with our customers, demonstrating sensitivity to each individual and their needs.

In order to support every cycling journey, whether new or renewing, we provide the following:

- Assessments to recommend the best bike/trike and accessories,
- Learn to ride sessions for all ages and all abilities
- Confidence building and skills practice sessions
- Led social rides at various ability levels



Between our two sites we delivered 3,683 general hires and 12,392 member hires this year. Giving us a grand total of 16,075 cycling journeys across both sites!



Our membership model supports those cyclists who may need a carer or family member to accompany them, encouraging more frequent activity. Being a member ensures frequent assessments, reduced training rates, simpler and cheaper access to cycle hire and a free bike for carer or family support, if required.

We're very excited that our second site at Cardiff Bay, which we continue to improve, offers a contrasting and often invigorating experience for members, Cardiff residents and visitors.

**On March 31st, 2023,
our membership
stood at 1,151**



Our Ambitions for the Future

- Continue to pursue and strengthen our relationships with organisations who benefit from our service, including with all health-related organisations, in order to ensure that we are fully utilised as a resource for preventative and supportive approaches to health and thus reduce pressures on the NHS.
- Continue in our efforts to be involved in all Active Travel planning, supporting efforts to address the climate emergency through modal shift by ensuring that the future of cycling is truly inclusive, all ages, all abilities .
- Continue to seek a variety of sources of funding to ensure the financial stability of the charity , enabling growth and development as we continue to address the inclusive cycling needs of Cardiff and beyond.



General hire

We want everyone to enjoy the benefits of cycling and so In addition to our membership model which is designed to support disabled cyclists, we also offer a cycle hire service that is open to the general public.

Our ever expanding fleet of cycles, now numbering in excess of 200, includes e assist bikes, e cargo bikes, e trikes and top quality 2 wheeled bikes in a variety of sizes, including for children, all available for hire We provide helmets, locks, puncture repair kits and, if required, a water-resistant poncho - all cycling needs can be met by Pedal Power!

**This year we delivered
3,683 general hires across
both sites**



We also provide tagalongs, buggies and child seats, ensuring that whole families can enjoy cycling. We are the only cycle hire facility in Cardiff able to provide bikes in large numbers, thereby facilitating group hires. We have been delighted to see the gradual return of larger groups from Europe, notably Belgium and France, and have recently been working in partnership with a local bike tour company to ensure accessible cycles are available when needed.

Maintenance & repairs

The variety and number of our fleet requires a specialist team for maintenance and repair and all the mechanics who work with Pedal Power receive training and gain experience of working with adaptive trikes and accessories. This means that every mechanic who joins our team is enriching their knowledge and understanding of cycles. Specialist upskilling at its best!



213 donated bikes were recycled and sold, with proceeds supporting the charity. We also donated over 100 children's bikes to the Ukrainian charity and Oasis.



- We also offer maintenance and repair services to the public and are well regarded in the field
- Refurbishing and re-selling donated bikes serves the multi-purpose of raising funds for the charity, providing affordable bikes to the public, plus reducing landfill!
- For donated bikes that cannot be upcycled, we strip the parts and donate them to the Cardiff Rivers charity for scrap – nothing is wasted!
- South Wales Police security marking scheme continues to work with us to highlight the sad need for security as bike theft has risen significantly. We offer Dr Bike safety check sessions at the same time, free of charge.

Dealership

Pedal Power continues to offer a wide range of adapted cycle sales alongside cargo bikes. A growth area for us, this is an important way to both support wider inclusive cycling in communities and support Pedal Power as a charity, generating income and enabling us to maintain the latest models in the ever expanding inclusive cycling manufacturing world.

We're the largest dealer in Wales for adaptive cycles including Van Raam, Ice Trike, Hase, HP Velotechnik, PF Mobility, Mission, Hugbike amongst others



Training

Many people coming to Pedal Power for the first time will be apprehensive and our membership ensures that assessments and re-assessments are undertaken regularly. Our experienced cycling officers are in high demand for this service. Often, learning to ride and building confidence sessions will need to be taught with additional sensitivity and patience, in particular to adults and children with additional needs.

We are also delighted to have a growing number of older people beginning or renewing their cycling journeys, either in response to health issues or to environmental issues, or both!

We delivered 475 adult lessons with 517 attendances; 396 children's lessons with 1598 attendances and 294 group rides with 495 attendances

Our e assist and low-step-through cycles, both two and three wheeled, have been very popular with this group, encouraging independence and more frequent activity. The number of our social rides, supported by trained volunteers continues to grow through popular demand. We are also delighted to be working regularly with the NHS, using cycling as a powerful rehabilitation activity.

We are also managing to maintain a number of our social rides with the help of volunteers. We were delighted to be able to take cycles to Llandough Hospital, where we worked with patients on the Mental Health Services for Older People ward and also took recumbent trikes to the Spinal Injuries Unit so patients and staff could experience the benefits first-hand.

Financial constraints reduced our Cycling Officer capacity although we continued to be extremely busy!



Volunteer testimonial—Mike Feeney

I became a volunteer at Pedal Power in April 2023. I had bumped into Sam Farnfield, a fellow Cargo Bike Cyclist, at several cycle events.

His enthusiasm and positivity were infectious, inspiring me to visit Pedal Power.

I was immediately struck by the warmth, friendliness and positivity of the people and the charity. The culture is welcoming, inclusive and relaxed.

During COVID, I stepped away from the classic 9 to 5 as work related stress was affecting my health. The consultant suggested making some radical changes or else I would be spending too much time in his waiting room!

Empty nesters, we downsized our lives and our home for a less complicated life.

This gave me the opportunity to set up as a part-time mobile bike mechanic on my Bullitt Cargo bike. More importantly as I approach 60, it gave me time to focus on what matters, my health.

From humble beginnings, I enjoyed a 25-year career as a Chartered Engineer Officer in the Royal Navy. The Navy invested in my training and education. Having always been altruistic, I am committed to repaying that debt.

Being at Pedal Power gives me an enormous sense of belonging, satisfaction and enjoyment. A firm believer in happenstance, coming to Pedal Power when I did, probably meant that it was indeed the right time.

As well as assisting with a range of activities, the opportunity to become a Tandem Pilot for Stokers with Sight Loss is challenging, exhilarating and fulfilling.

A lifelong cyclist both for commuting and leisure, Pedal Power has given me the chance to share my love of cycling with others.

“Assisting others to ‘enjoy the simple pleasures of cycling with the wind in your face’ has taught me to stop taking cycling and my mobility for granted”.



Community cafe

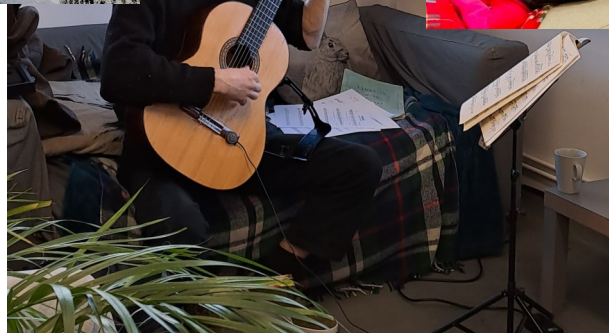
Our café is the social hub of Pedal Power and continues to play a vital role. It provides not only reasonably priced refreshments but also a welcoming social space where people can relax and feel at home, with no pressure to purchase or to leave.

Our Community Notice board helps keep everyone in touch with local events and we have a growing number of organisations who like to use the space for meetings.

Over the winter we were a registered Warm Space and we continue to offer a variety of activities and events. Our now established exhibition space for local artists has a rolling program. Students from the guitar department of the Royal Welsh College of Music and Drama treat us regularly to astonishing virtuoso performances.

We have hosted visits from local choirs (Oasis One World Choir, Voicemale and Women in Harmony) and facilitated craft sessions for props for the Butetown Carnival and lanterns for our own wonderful lantern cycle rides. Not to forget our monthly Not in the Pub quiz and 'Tune-filled Tuesdays' drop in singing sessions.

Whatever brings you to Pedal Power our aim is always to make you feel welcome, included and want to return!



Areas of focus and activities

Members: Everyone is welcome at Pedal Power, but our unique membership offer is designed for people with disabilities and means for only £25 per year (£15 per child) every individual is able to receive an assessment and re-assessments for free, access to all our extensive fleet of adaptive cycles and accessories, reduced hire fees and the ability for their carer to cycle for free.

Pedal Power is about community, and we make every effort to get to know our members and are proud to say that many have been coming to us for many years. Our process of offering re-assessments means that we can adapt our service to meet often changing needs, and this year we provided opportunities for them to participate for free in our annual Ride for All, Winter Lantern Rides at Pontcanna and the Bay and our festive Yuletide Ride.

Support workers and organisations: Pedal Power continues to work hard at making strong relationships with special schools, colleges, care homes and third sector community organisations from Cardiff, the Vale, RCT and beyond. We always encourage visits and taster sessions as this is definitely the most effective way for people to understand what Pedal Power has to offer. Our free e cycle taster sessions continue to be received enthusiastically and we also continue to offer cycle training to carers to improve their confidence when accompanying clients.

Volunteers: We're extremely fortunate to have a strong volunteer tradition and many loyal individuals who have been with Pedal Power for many years. Roles are varied - supporting cycle hire, helping out in the cafe, supporting our music session and reception, facilitating questionnaires and providing support for social rides and confidence building sessions including working with Sight-Life and piloting tandems. This is an area of our service that we understand is very important in encouraging people to take up cycling and increase cycling activities in their daily lives and our cycle volunteers play a significant part as role models.



Partnerships & collaborations:

- Women Connect First
- SRCDC South Riverside Community Development Centre
- Welsh Cycling - Breeze Rides
- Innovate Trust, craft sessions and participation in Bute town Carnival
- WMC - Bute town Carnival
- BACA – Butetown Arts and Culture Association
- Welsh Indonesian Society
- SCOPE
- MS Society
- Headway
- Leonard Cheshire taster Day
- Wizzkidz
- PHW - Move More, Eat Well
- Royal Welsh College of Music and Drama
- Southshore TV - charity of the year 2023
- Cardiff Met
- SightLife
- Oasis
- Cardiff Rivers Group
- South Wales Police
- Cardiff Council—funding for our Adult Services for another year
- Waterfront partners - this is a group to which we subscribe in order to keep abreast of business developments in the Bay area
- Visit Cardiff



Schools and young people: We work closely with special schools to enable children to access our services at our main location and by visiting their sites with our cycles. Schools we worked with include Ty Coch, Red Rose, Ysgol Y Deri, Headlands, Woodlands, Ty Gwyn, Riverbank, Glan Taf, Ysgol Treganna and St Teilos. We also supported the Big Moose Supertri with 60 children participating.

Pedal Power continues to work actively with schools, colleges and other organisations to deliver our services and improve outcomes for individuals and communities.

All Wales partnership working: We have maintained our contact with colleagues from the Wales Inclusive Cycling Forum (established 2013) where we work to promote inclusive cycling throughout Wales with Disability Sports Wales, Bikeability Swansea, Pedal Power Wrexham, Cycling UK (formerly CTC) and Sustrans. We have created the Wales Inclusive Cycling Directory that sits on our website, and are working at further developing links and support for other inclusive cycling organisations across Wales.

We have also continued to work in partnership with Cardiff Council, Welsh Government, WCVA and C3SC in order to access all possible support for the future of the charity.



Achievements & Performance—Projects

Welsh Government capital funding for SeE Cycling Differently

SeE Cycling Differently is a project that has enabled us to purchase e cycles (e bikes, e trikes and e cargo bikes) to supplement and enhance our already extensive and varied fleet. The e assist function of e cycles has been a game changer for many of our customers as it enables cyclists to cycle for longer, go further and most definitely go steeper, thereby helping to remove more barriers to cycling. It addresses the needs of those disabled by illness and injury, also giving confidence to explore further, particularly to our more senior customers. In its final year, SeE Cycling Differently has worked with over 200 regular riders at Pedal Power and provided cycle training and loans of e-cargo bikes to 15 organisations to support increased up-take and making e-cycling the new normal!

Principality cycling in schools

Funding from Principality enabled us to provide free cycling session to SEN schools and disabled children either on site at Pedal Power or visiting their school. The project was a huge hit and we would love to find future funding to keep this going. We believe the learning and positive first cycling experiences which we can provide are essential to give all children equity in participating in cycling.

National Lottery funded Better By Bike

Aimed at enabling people on low incomes to enjoy cycling by providing free lessons and cycle training so riders can go further, learn to cycle and achieve their cycling ambitions. We also offer maintenance classes and Dr Bike sessions to help them keep their bikes working safely, and low cost or free cycles for participants to help them carry on cycling.



National Grid Winter Warmers (Warm Space)

Winter 2023 was Pedal Power's second year of being a warm space or warm bank. Listed on Warm Welcome website, the aims of warm spaces fit perfectly with our community cafe aims - no purchasing pressure, stay as long as you want, friendly, supportive and welcoming environment where people can be themselves.

We aim to tackle social isolation and loneliness by being a cafe that is always there for everyone and importantly, completely accessible. This National Grid funding enabled us to pilot ideas on linking warm spaces and cycling, with the aims of building community alongside health and wellbeing.

What a joy the winter was with this funding. We hosted community takeover days providing food from around the world, regular music and singing sessions, a monthly 'non-pub' quiz (that has continued). Also weekly entertainment and crafts and lantern-making workshops to create lanterns for three evening rides across the city taking place across communities. Our final lantern ride saw upwards of 50 participants cycling across Cardiff Bay Barrage, bringing smiles to everyone participating and watching. So popular was the response that lantern rides now seem to be expected as a winter tradition for Pedal Power!



Customer testimonials—Better by Bike



My name is Nour... In 2023, Sheila taught me about this wonderful place to train a skill that I did not know before, which is riding a bike. It was a gift for me from Sheila for my birthday, so I decided to go to you, so I registered with you and it was a gift from Sheila. When I joined your group, I found it impossible to know how to ride a bike and I did not know how to ride a bike. I had no balance and I was very afraid, but the trainers were very, very wonderful, to the point that I am still surprised at how well I can ride. In fact, my trainers were patient with me, and I appreciate their efforts with me, and they taught me with kindness, patience, and sincerity. Now I am grateful to them, and I can ride a bike with complete confidence. Now I have confidence. Quite the opposite. Before, I had a phobia of driving, but now I have gotten rid of this phobia. I thank all my coaches, and I thank Sheila for her birthday gift.



My name is Tahera... Thank you so much for the opportunity to be part of your project. It was a wonderful experience that not only helped me achieve my dream of cycling but also introduced me to the Better By Bike scheme and your fantastic team. You, your colleagues, and everyone involved

worked hard to give me the confidence I needed to learn and cycle confidently. Starting cycling has been a transformative journey for me, and I am now thoroughly enjoying it. The scheme provided the perfect support and motivation to get started, and I'm truly grateful for that.



Achievements & performance—services

Cycling services

Summer 2023 saw a much needed increase in Cycling Officers to support our ever increasing demand. Working really hard our team **delivered 475 adult lessons** with **517 attendances** and **396 child lessons** with **1598 attendances**. We also provided **294 group rides** with over **495 attendances**.

Inclusive cycling

Our membership as of 31/03/2024 stands at 1151 and **we delivered 12,392 member hires (this includes carers bikes) across both sites**. We are pleased to say this has increased in number by nearly **one thousand rides on last year**.

General cycle services

We are unique in being able to hire large numbers of cycles at a time and had two multi hires this year from Belgium and from France totaling **163 participants**.

However, general hire continues to be slower to recover with our **total being 3683**, only a few hundred above last year's figures across both sites. This makes a total number of hires (member and general) across both sites of **16,075**

We continued to take in and refurbish donated bikes and a total of **213 donated bikes** were recycled and sold. We also donated a number of children's bikes to the Ukrainian Hub and to Oasis numbering **over 100**.

Dealership

We have continued to provide sales of specialist trikes and adapted cycles working with individuals as well as providing advice and knowledge to organisations and large purchases from Cardiff Council for their bikes to schools project.



People & Events

We were delighted to be able to re-instate our Ride for All in 2023. This ride has at its core the aim to provide a social and inclusive ride, which our members can participate in and enjoy without charge. It also encourages other cyclists of all ages and abilities to participate, thereby raising our visibility in the capital city.



Over 100 people took part in our 2023 Ride for All which is marshalled and supported by staff and volunteers. The ride has two iterations, the main ride being through the city centre, and a shorter ride around the park, but everyone joins together at the end for some light entertainment and refreshments.—this year we were treated to a performance by trumpeters from the Royal Welsh College of Music and Drama. Our second annual calendar event, the Yuletide Ride, took place as usual on our last day before the Christmas holidays, with a festive park ride followed by carols in the café and mince pies for all! Pedal Power continues the ethos of inclusion and community all year round.

Through the winter we also held a series of lantern cycle rides. Using lanterns crafted in our café, riders took to the streets in the city centre and across Cardiff Barrage to light up the winter gloom and creating a spectacle for all!

**Over 100 people took part in our Ride for All this year,
which is marshalled and supported by staff and volunteers**



**We were delighted to be
featured in ITV Wales's popular
Coast & Country programme in
March of this year**



Future plans

There is no place for complacency, even though we have come through an extraordinary time. As the challenges continue, so Pedal Power will continue to consolidate its position by:

- Seeking all opportunities to communicate the value and necessity of our service to Welsh Government, Cardiff Council and associated political and financially powerful organisations
- Being a voice for the disabled community in relation to cycling opportunities, through presence at cycle and active travel related meetings and initiatives - Cross Party Group on Active Travel, Sub Committee on Inclusive Active Travel, Transform Cymru
- Pursuing and strengthening relationships with all health-related organisations (Public Health Wales, Cardiff and Vale Health Board, Llandough Hospital and all NHS related) in order to ensure that we are fully utilised as a resource to support preventative approaches to health and wellbeing and thus reduce pressures on the NHS
- Strengthening our links with organisations who benefit from our service and increasing the number of participants attending
- Establishing a more secure understanding of financial support from Cardiff Council and Welsh Government by including Pedal Power in all aspects of Welsh Government's Active Travel plans
- Raising the profile and awareness of Pedal Power throughout the city and the surrounding area Improve the quality of our presence at the Bay site to promote inclusive cycling and the work of the charity
- Building and extending links with adjacent communities in particular BAME and disadvantaged/least likely to cycle community groups



- Strengthening our existing partnerships and seeking new partners
- Extending and improving our marketing and social media strategy, including reviewing marketing materials
- Continuing the improvement of our financial efficacy
- Seeking new and innovative ways to increase funding streams and so improve our financial security
- Continuing to improve the efficiency of all operational areas, internal structures and staff training, to improve our customer provision
- Seeking a variety of sources of funding to ensure the financial stability of the charity
- Continuing to seek funding for core staff

Structure, governance & management legal status

Friends of Pedal Power Ltd. is a company limited by guarantee, registered number 4373456, and is governed by its Memorandum and Articles of Association. Pedal Power is also a charity registered with the Charity Commission, number 1092304.

Recruitment and appointment of new trustees

The Trustees, who are appointed by the Members at the Annual General Meeting, are recruited through local advertisements, organisations with whom the Charity works and interested members of the public. New trustees are provided with induction and ongoing training by the Director and staff. Training includes the responsibilities of the trustees and details of the Charity and its history.

Organisational structure

The Charity is controlled by the Trustees who are all voluntary members. The day to day administration is delegated to the Director and support staff. The Director, Sian Donovan, reports to the Trustees at their regular meetings throughout the year.



Risk Management

The Trustees have recognised the major risks facing the Charity as loss of funding and injuries sustained by those hiring the bikes, especially those with disabilities. To mitigate the financial loss a reserves policy has been set up. To mitigate the risk of injury each hirer signs a set of terms and conditions and is given instructions by the Charity.

Registered Office

Cardiff Caravan Park, Cardiff CF11 9JJ

Trustees

- P Harding (Chair)
- P Ruddock (Deputy Chair)
- S P Cox (Treasurer)
- E J Evans
- C Ferris (resigned 14.5.2023)
- MJ Walsh
- NG Brightmore
- M Eames
- A Hendrickson
- S Johnson
- S Williams



Company Secretary

Ms S Donovan-Trezzine

Independent Examiner

HSJ Accountants, Severn House, Hazell Drive, Newport NP10 8FY

Company No 09112090

Bankers

Barclays, 1-5 St Davids Way, Cardiff CF10 2DP

Report of the Trustees, incorporating a strategic report, approved by order of the Board of Trustees, as the company directors, on 9th July 2024 and signed on its behalf by: P Harding (Trustee)



Company registration number: 04373456

Charity registration number: 1092304

Friends of Pedal Power Project Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

HSJ Accountants Ltd
Severn House
Hazell Drive
Newport
South Wales
NP10 8FY

Friends of Pedal Power Project Ltd

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Friends of Pedal Power Project Ltd

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2024.

Objectives and activities

Overall Charitable Aims and Objectives

Aim - The promotion of community participation in healthy recreation for the benefit of both disabled and able-bodied visitors to, and inhabitants of, the City of Cardiff, Vale of Glamorgan and environs in particular, but not exclusively, by the provision of facilities for cycling and advancement of public education in cycling safely

Objectives

- Overcome barriers to cycling especially for those who are disabled or disadvantaged
- Promote inclusive cycling as a route to equal access to health and wellbeing
- Provide an efficient and effective cycling service open to all children and adults for cycle hire, training and maintenance
- Provide a community facility for cyclists and the public to socialise, access opportunities to improve health and wellbeing, attend community meetings, appreciate the environment, encourage active travel and gain confidence, skills and experience

Strategic Objectives

1 – To be widely recognised as a centre of excellence for inclusive cycling, providing a quality experience of accessible/inclusive cycling from our sites and, through outreach, surrounding areas

- To be working continuously to be an efficient and accountable organisation, maintaining and improving all internal processes
- Regular renewal and updating of equipment and technology
- staff and volunteer training and wellbeing
- robust and effective communication with our stakeholders (WG, CCC, PHW, health orgs)

2 – To maximise the beneficiaries of our services through raised awareness and understanding by relevant groups and organisations and by supporting similar organisations across Wales

- Secure and widespread awareness of our services
- Recognition of who we are and what we provide – brand/quality
- ☐ Inclusion/mention in WG and CC relevant planning e.g. health, wellbeing, active travel
- ☐ Grants and foundations
- ☐ Existing revenue streams
- ☐ Donation

3 – To be securely funding the mission by optimising all sources of income

Friends of Pedal Power Project Ltd

Trustees' Report

Significant activities

The charity carries out a wide range of activities in pursuance of its charitable aims. The Trustees consider that these activities, summarised below, provide benefit both to those who make use of our services and to the wider community.

Activities

- a Inclusive/accessible cycle hire service
- b General cycle hire service
- c Cycle training, cycle maintenance and refurbishment of donated bikes
- d Regular group cycle rides, and social activities
- e Cafe
- f Volunteering and work placement opportunities
- g Information, learning and expertise on inclusive cycling

Chair's Report

Reflecting on all that Pedal Power has achieved during this period I fully endorse the sentiments expressed in this report by our Director, Sian Donovan. Sian has enabled the organisation to be flexible and agile, adapting to the challenging social and economic conditions we and our communities have faced. We have continued to find new ways to support our staff, volunteers, visitors and those who participate in our activities. We continue to have profound impacts for those involved, and it is vital that we continue to develop our valuable work further in years to come.

The partnership between the Executive and the Trustees at Pedal Power has enabled us to grow through and after the pandemic in very difficult times, securing a more solid financial base and a strong foundation for the future. Sian has enabled her team to achieve remarkable successes, working with partners, stakeholders and volunteers. I pay tribute to her and her team for their resilience, positivity and dedication and wish her a long and happy retirement when she leaves us in May. I also pay tribute to my fellow trustees for their support, and in taking the lead on important areas of governance work.

We have developed as an organisation into a valued and unique community resource that is at the heart of inclusive cycling and active travel in Cardiff and beyond. Our achievements would not be possible without the support of our funders. We are indebted to Welsh Government and Cardiff City, to Motability and to the others recognised in this report.

Peter Harding, Chair

Friends of Pedal Power Project Ltd

Trustees' Report

Director's Report

The only constant we have is change, as the saying goes, and this has definitely been the dominant theme for this year! We began with the very welcome success of our funding applications (Motability Foundation, National Lottery, Principality Community Foundation, Postcode Lottery, National Grid and Euroclad) surely demonstrating that others too see the worth of inclusive cycling! This brought with it a wave of new staff; in fact, we have doubled our staff over this twelve month period, which has resulted in our largest cycling department ever! Of course, introducing new staff takes time but we also believe increasing our organisational knowledge base provides a robust foundation for the future.

Pedal Power is a community, with cycling at its heart, yes, but also, and very importantly in these challenging times, a welcoming and inclusive space that encourages people to come together and become friends. Through our arts and music related activities, often linking cycling and nature, we aim to provide a stimulating and holistic environment for our members and other customers – positive experiences are the ones worth repeating!

Our outreach work has enabled us to bring taster sessions and lessons across the city from Splott to St Mellons and we have been working with local charities and CICs to try out replacing vehicles with cargo bikes. Just as our winter lantern rides highlighted our inclusive cycles on Pontcanna and the Bay, our summer Ride For All helped raise our visibility through the centre of the city with a great turn out despite the unseasonable downpours! We are passionate in our intent to bring cycling to everyone who wants to enjoy its benefits and very proud to have been described recently as a sanctuary, particularly in these increasingly difficult and insecure times.

Yet more change as I retired as Director in May, and was succeeded by Sam Farnfield, a Pedal Power veteran of eight years. It has been a privilege to be part of the Pedal Power story, probably the best job I have ever had, for all its ups and downs, because of all the wonderful people I have met, staff, volunteers and customers and I have every confidence that the excellent team, led by Sam, will continue to take the charity from strength to strength. The future surely is inclusive cycling!!

Sian Donovan, Director

We believe that cycling should be inclusive and our extensive variety of cycles combined with our experience and expertise in working with all ages and abilities places Pedal Power ideally in providing cycling opportunities to Cardiff and the surrounding areas.

Inclusive cycling

Pedal Power has always believed in removing barriers to cycling, wherever possible. These barriers may be physical and/or perceived so we aim for every cycling experience to be as positive as possible. It is very important that all our customers feel welcomed and valued, particularly the elderly and disabled who often feel most vulnerable. Pedal Power's role in ensuring that all communities are included in cycling has a renewed importance as the benefits of cycling extend past the physical and mental to include the social aspect and general wellbeing. We make efforts to ensure that our staff and volunteers are trained to build relationships with our customers, demonstrating sensitivity to each individual and their needs.

In order to support every cycling journey, whether new or re-newing, we provide the following – assessments to recommend the best bike/trike and accessories, learn to ride sessions for all ages and all abilities, confidence building and skills practice sessions and led social rides at various ability levels. We are very excited that our second site, at Cardiff Bay, which we continue to improve, offers a contrasting and often invigorating experience. Our membership model supports those cyclists who may need a carer or family member to accompany them, encouraging more frequent activity.

Friends of Pedal Power Project Ltd

Trustees' Report

Objectives and activities General Hire

We want everyone to enjoy the benefits of cycling and so In addition to our membership model, designed to support disabled cyclists, we provide a cycle hire service that is open to the general public as well. Our expanded fleet of cycles, now numbering in excess of 200, includes e assist bikes, e cargo bikes, e trikes and top quality 2 wheeled bikes in a variety of sizes, including for children, all available for hire We provide helmet, lock and, if required, a water-resistant poncho - all cycling needs can be met by Pedal Power. We also provide tagalongs, buggies and child seats, ensuring that whole families can enjoy cycling. We are the only cycle hire facility able to provide bikes in large numbers, thereby facilitating group hires and have been delighted to see the gradual return of larger groups from Europe, notably Belgium and France and have recently been working in partnership with a local bike tour company to ensure accessible cycles are available when needed.

Maintenance and repairs

The variety and number of our fleet requires a specialist team for maintenance and repair and all the mechanics who work with Pedal Power receive training and gain experience of working with adaptive trikes and accessories. This means that every mechanic who joins our team is enriching their knowledge and understanding of cycles - specialist upskilling at its best. We also offer maintenance and repair services to the public and are well regarded in the field. As dealers for the majority of our accessible cycles we also assist customers in the build and servicing of their cycles. Refurbishing and re-selling donated bikes serves the dual purpose of raising funds for the charity and providing affordable bikes, plus reducing landfill. For donated bikes who cannot be upcycled, we strip the parts and then donate to another charity (Cardiff Rivers) for scrap - nothing is wasted! South Wales Police security marking scheme continues to work with us in highlighting the sad need for security as bike theft has risen significantly and we offer Dr Bike sessions at the same time.

Training

Many people coming to Pedal Power for the first time will be apprehensive and our membership ensures that assessments and re-assessments are undertaken regularly. Our experienced cycling officers are in high demand for this service. Very often, learning to ride and building confidence sessions will need to be taught with additional sensitivity and patience, in particular to adults and children with additional needs. We are also delighted to have a growing number of older people beginning or re-newing their cycling journeys, either in response to health issues or to environmental issues, or both! Our e assist and low step through cycles, both two and three wheeled, have been very popular with this group, encouraging independence and more frequent activity. The number of our social rides, supported by trained volunteers is growing fast, through popular demand. We are also very pleased to be working regularly with the NHS, using cycling as a powerful rehabilitation activity.

Cafe

Our café is the social hub of Pedal Power and continues to play a vital role providing not only reasonably priced refreshments but also a welcoming social space where people can relax and feel at home, with no pressure to purchase or to leave. Our Community Notice board helps keep everyone in touch with local events and we have a growing number of organisations who like to use the space for meetings. Over the winter we were a registered Warm Space and we continue to offer a variety of activities and events – our now established exhibition space for local artists has a rolling program, students from the guitar department of the Royal Welsh College of Music and Drama treat us regularly to astonishing virtuoso performances, we have hosted visits from local choirs (Oasis One World Choir, Voicemale and Women in Harmony) and facilitated craft sessions for props for the Butetown Carnival and lanterns for our own wonderful lantern cycle rides, not to forget our regular Not in the Pub quiz and Tunefilled Tuesdays drop in singing sessions. Whatever reason brings you to Pedal Power our aim is always to make you want to return!

Friends of Pedal Power Project Ltd

Trustees' Report

Involving People

Members: Everyone is welcome at Pedal Power, but our unique membership offer means for only £25 per year (£15 per child) every individual member is able to receive an assessment and re-assessments, access to all our fleet and accessories, a reduced hire fee and with their carer cycling for free. Pedal Power is about community and we make every effort to get to know our members, many of whom have attended for many years. This year we provided opportunities to participate for free in our annual Ride for All, lantern rides at Pontcanna and the Bay and our festive Yuletide Ride.

Support workers and organisations: Pedal Power continues to work at making strong relationships with special schools, colleges, care homes and third sector community organisations from Cardiff, the Vale, RCT and beyond. We always encourage visits and taster sessions as this is definitely the most effective way of people understanding what Pedal Power has to offer. Our free e cycle tasters continue to be received enthusiastically and we continue to offer cycle training to carers to improve their confidence when accompanying clients.

Volunteers: Were extremely fortunate to have a strong volunteer tradition and many loyal individuals who have been with Pedal Power a long time. The roles are varied - supporting cycle hire, helping out in the cafe, supporting our music session and Reception, facilitating questionnaires and a growing number providing support for social rides and confidence building sessions including working with SightLife and piloting tandems. This is an area of our service that we understand is very important in encouraging people to take up cycling and increase cycling activities in their daily lives and our cycle volunteers play a significant part as role models.

Partnerships:

Women Connect First

SRCDC South Riverside Community Development Centre

Welsh Cycling - Breeze Rides

Innovate Trust, craft sessions and participation in Bute town Carnival WMC - Bute town Carnival

BACA – Butetown Arts and Culture Association

Welsh Indonesian Society SCOPE

MS Society

Leonard Cheshire taster Day Wizzkidz

PHW - Move More, Eat Well

Royal Welsh College of Music and Drama Southshore TV - charity of the year 2023

Cardiff Met

Sightlife

Oasis

Cardiff Rivers Group

Enabling schools to access our services at our main location and visiting their sites including Ty Coch, Red Rose, Ysgol Y Deri, Headlands, Woodlands, Ty Gwyn, Riverbank, Gian Taf, Ysgol Trreganna, St Teilos Supported the Bigmoose Supertri with 60 children participating

Friends of Pedal Power Project Ltd

Trustees' Report

South Wales Police

Cardiff Council - another continuance on our Adult services funding for another year

Waterfront partners - this is a group to which we subscribe in order to keep abreast of business developments in the Bay area

Pedal Power continues to work actively with schools, colleges, other organisations to deliver our services and improve our outcomes for individuals and communities. We have also continued to work in partnership with Cardiff Council, Welsh Government, WCVa and C3SC in order to access all possible support for the future of the charity.

All Wales partnership working: We have maintained our contact with colleagues from the Wales Inclusive Cycling Forum (established 2013) where we work to promote inclusive cycling throughout Wales with Disability Sports Wales, Bikeability Swansea, Pedal Power Wrexham, Cycling UK (formerly CTC) and Sustrans. We now have a page on our website, the Inclusive Cycling Directory and are working at further developing links and support for other inclusive cycling organisations.

Achievement and performance

Projects

Project - Welsh Government capital funding for See Cycling Differently

SeE Cycling Differently is a project that has enabled us to purchase e cycles (e bikes, e trikes and e cargo bikes) to supplement and enhance our already extensive and varied fleet. The e assist function of e cycles has been a game changer for many of our customers as it enables cyclists to cycle for longer, go further and most definitely go steeper! This, therefore, helps with removing more barriers to cycling and addresses the needs of those disabled by illness, injury, also giving confidence to explore further, particularly to our more senior customers. In its final year See Cycling Differently has worked with over 200 regular riders at Pedal Power and provided cycle training and loans of e-cargo bikes to 15 organisations to support increased up take making e-cycling the new normal!

Project – National Lottery funded Better By Bike

Aimed at enabling people on low incomes to enjoy cycling by providing free lessons and cycle training so riders can go further, learn to cycle and achieve their cycling ambitions, maintenance classes and dr bike sessions to keep your bike working safely and low cost or free cycles into communities for participants to help get them cycling.

Project – Principality cycling in schools

Funding from Principality enabled us to provide free cycling session to SEN schools and disabled children either on site at Pedal Power or visiting their school. The project was a huge hit and we would love to find future funding to keep this going as we believe the learning and importantly first cycling experiences which we can provide are essential to give all children the equity in participating in cycling.

Cycling Services

Summer 2023 saw a much needed increase in Cycling Officers to support our ever increasing demand. Working really hard our team delivered 475 adult lessons with 517 attendances and 396 child lessons with 1598 attendances. We also provided 294 group rides with over 495 attendances.

Friends of Pedal Power Project Ltd

Trustees' Report

Inclusive Cycling

Our membership as of 31/03/2024 stands at 1151 and we delivered 12,392 member hires (this includes carers bikes) across both sites. Pleased to say this has increased in number by nearly a thousand rides on last year.

General Cycle Services

We are unique in being able to hire large numbers of cycles at a time and had two multi hires this year from Belgium and from France totaling 163 participants.

However, general hire continues to be slower to recover with our total being 3,683 only a few hundred above last years figures across both sites. This makes a total hire across both sites of 16,075.

We continued to take in and refurbish donated bikes and a total of 213 donated bikes were recycled and sold. We also donated a number of children's bikes to the Ukrainian Hub and to Oasis numbering over 100.

Dealership

We have continued to provide sales of specialist trikes and adapted cycles working with individuals, providing advice and knowledge to organisations and large purchases from Cardiff Council for their bikes to schools project.

Case study

After losing his hearing, the ability to walk and suffering with immense balance issues, Rhys was diagnosed with a rare neurological condition. Our cycling officer was able to work with Rhys to assess his needs and adapt our ICE Trike Adventure with toe clips to help Rhys keep his feet on the pedals. Rhys has now been attending Pedal Power weekly since November 2023.

“Having been a keen cyclist when I was younger, I was ‘wowed’ that there was a way to adapt and cycle again. I was introduced to a recumbent trike, something I was able to use with my poor balance, and disabilities. I was like a kid at Christmas”.

“The Ice Trike also has e-assist, which is great for hills, but I only tend to use it when I need to because my main goal is to improve the strength in my legs to aid with everything else. It's not just the physical aspect that's a factor for me. Getting outdoors, and cycling around the lovely parks, and up the river Taff gives such a huge mental boost.”

Rhys continues his rides for fitness and leisure and has started completing road cycling training with our cycling officer to give him the confidence to take his cycling to the next level, and not stopping there he will soon be trained as a volunteer ride leader to support other recumbent riders heading out on a regular Pedal Power ride. Rhys has told us that the impact Pedal Power has had on his life has been transformative.

Fundraising events

We were delighted to be able to re-instate our Ride For All this year. This ride has at its core the aim to provide a social and inclusive ride, which our members can participate in without charge, encouraging other cyclists of all ages and abilities to participate and thus raising our visibility within the capital city. The ride has two iterations, the main ride being through the city centre, a shorter ride being around the park, but everyone joins together at the end for some light refreshments. This year we were treated to an impromptu performance by trumpeters from the Royal Welsh College of Music and Drama. Over 100 people took part in our Ride for All this year which is marshalled and supported by staff and volunteers.

Friends of Pedal Power Project Ltd

Trustees' Report

Our second annual calendar event the Yuletide Ride took place as usual on our last day before the Christmas holidays, with a festive park ride followed by carols in the café and mince pies for all! Pedal Power continues the ethos of inclusion and community all year round.

Throughout winter we held a series of lantern cycle rides, with lanterns crafted in our café, riders took to the streets in the city centre and across Cardiff barrage to light up the winter gloom, our final Cardiff Bay ride in February had over 50 participants and was a beautiful spectacle for all taking part.

Financial review Reserves policy

The Trustees' policy is to work towards a minimum level of unrestricted funds equivalent to six months operating costs and to provide sufficient funds to allow the Charity to meet redundancy and other major employee and contractual obligations should the funding levels fall or be deferred to give time to find alternative sources of the income.

The trustees are mindful of the need to increase the level of available reserves by increasing core income thereby reducing the charity's reliance on grant funding.

The level of available unrestricted funds at the balance sheet date after the investment in unrestricted fixed assets is £115,480 (2022: £66,573).

Results

The total incoming resources for the year amounted to £744,702 (2023: £393,590). The surplus on unrestricted funds of £37,427 (2023: (£40,163)) has resulted in unrestricted funds carried forward increasing to £219,188 (2023: £68,864). The deficit on restricted funds (after transfers) of £42,058 (202: £59,564). has resulted in funds carried forward decreasing to £707,036 (2023: £749,094).

Future plans

There is no place for complacency, even though we have come through an extraordinary time, as the challenges continue and so Pedal Power will continue to consolidate its position by -

- Seeking all opportunities to communicate the value and necessity of our service to Welsh Government, Cardiff Council and associated political and financially powerful organisations.
- Continuing to be a voice for the disabled community in relation to cycling opportunities through presence at cycle and active travel related meetings and initiatives - Cross Party Group on Active Travel, Sub Committee on Inclusive Active Travel, Transform Cymru
- Continuing to pursue and strengthen relationships with all health-related organisations (Public Health Wales, Cardiff and Vale Health Board, Llandough Hospital and all NHS related) in order to ensure that we are fully utilised as a resource to support preventative approaches to health and thus reduce pressures on the NHS
- Strengthen our links with organisations who benefit from our service and increase the number of participants attending
- Establishing a more secure understanding of financial support from Cardiff Council and Welsh Government by including Pedal Power in all aspects of Welsh Government's Active Travel plans
- Continuing to raise the profile and awareness of Pedal Power throughout the city and the surrounding area Improve the quality of our presence at the Bay site to promote inclusive cycling and the work of the charity
- Building and extending links with adjacent communities in particular BAME and disadvantaged/least likely to cycle community groups

Friends of Pedal Power Project Ltd

Trustees' Report

- Continuing to seek a variety of sources of funding to ensure the financial stability of the charity
Continuing to seek funding for core staff
- Continuing to strengthen our existing partnerships and seeking new partners
- Extending and improving our marketing and social media strategy, including reviewing marketing materials
- Continuing improvement of our financial efficacy
- Seeking new and innovative ways to increase funding streams and so improve our financial security
- Continuing to improve the efficiency of all operational areas, internal structures and staff training to improve our customer provision

Structure, governance and management Legal status

Friends of Pedal Power Ltd. is a company limited by guarantee, registered number 4373456, and is governed by its Memorandum and Articles of Association and a charity registered with the Charity Commission, number 1092304.

Recruitment and appointment of new trustees

The Trustees who are appointed by the Members at the Annual General Meeting are recruited through local advertisements, organisations with whom the Charity works and interested members of the public. New trustees are provided with induction and continuing training by the Director and staff. Training includes responsibilities of trustees and details of the Charity and its history.

Organisational structure

The Charity is controlled by the Trustees who are all voluntary members. The day to day administration is delegated to the Director and support staff. The Director, Sian Donovan, reports to the Trustees at their regular meetings throughout the year.

The Trustees have recognised the major risks facing the Charity as loss of funding and injuries sustained by those hiring the bikes, especially those with disabilities. To mitigate the financial loss a reserves policy has been set up. To mitigate the risk of injury each hirer signs a set of terms and conditions and is given instructions by the Charity.

Friends of Pedal Power Project Ltd

Trustees' Report

Reference and Administrative Details

Charity Registration Number: 1092304
Company Registration Number: 04373456
The charity is incorporated in Wales.
Registered Office: Pontcanna Caravan Park
Off Dogo Street
Cardiff
CF11 9JJ
Independent Examiner: HSJ Accountants Ltd
Severn House
Hazell Drive
Newport
South Wales
NP10 8FY

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees: Mr P T Harding
Ms N Brightmore
Mr S P Cox
Mr E J Evans
Mr P A P Ruddock
Mr M Eames
Mr M J Walsh
Mrs S G Williams (appointed 30 January 2024)
Mr A Hendrickson
Mrs S M Johnson (appointed 12 December 2023)
Mrs C Ferris (resigned - 14 May 2023)

Secretary: Ms S T Donovan

Friends of Pedal Power Project Ltd

Trustees' Report

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Friends of Pedal Power Project Ltd for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees of the charity on 9 July 2024 and signed on its behalf by:

Peter Harding
.....
Mr P T Harding
Chairman and Trustee

Friends of Pedal Power Project Ltd

Independent Examiner's Report to the trustees of Friends of Pedal Power Project Ltd ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Friends of Pedal Power Project Ltd are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Friends of Pedal Power Project Ltd as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



Mr Andrew Hill FCCA ACA DChA BFP
ACCA

Severn House
Hazell Drive
Newport
South Wales
NP10 8FY

Date: 14/08/2024

Friends of Pedal Power Project Ltd

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds General £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	37,139	-	37,139
Charitable activities	4	388,577	196,999	585,576
Other trading activities	5	121,584	-	121,584
Investment income	6	403	-	403
Total Income		<u>547,703</u>	<u>196,999</u>	<u>744,702</u>
Expenditure on:				
Raising funds	7	(90,628)	-	(90,628)
Charitable activities	8	<u>(419,648)</u>	<u>(126,159)</u>	<u>(545,807)</u>
Total Expenditure		<u>(510,276)</u>	<u>(126,159)</u>	<u>(636,435)</u>
Net income		37,427	70,840	108,267
Transfers between funds		<u>112,898</u>	<u>(112,898)</u>	<u>-</u>
Net movement in funds		150,325	(42,058)	108,267
Reconciliation of funds				
Total funds brought forward		<u>68,863</u>	<u>749,094</u>	<u>817,957</u>
Total funds carried forward	19	<u><u>219,188</u></u>	<u><u>707,036</u></u>	<u><u>926,224</u></u>

The notes on pages 17 to 28 form an integral part of these financial statements.

Friends of Pedal Power Project Ltd

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds General £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	39,982	-	39,982
Charitable activities	4	119,928	140,549	260,477
Other trading activities	5	93,046	-	93,046
Investment income	6	85	-	85
Total Income		<u>253,041</u>	<u>140,549</u>	<u>393,590</u>
Expenditure on:				
Raising funds	7	(71,560)	-	(71,560)
Charitable activities	8	<u>(221,644)</u>	<u>(197,890)</u>	<u>(419,534)</u>
Total Expenditure		<u>(293,204)</u>	<u>(197,890)</u>	<u>(491,094)</u>
Net expenditure		(40,163)	(57,341)	(97,504)
Transfers between funds		<u>2,223</u>	<u>(2,223)</u>	<u>-</u>
Net movement in funds		(37,940)	(59,564)	(97,504)
Reconciliation of funds				
Total funds brought forward		<u>106,804</u>	<u>808,658</u>	<u>915,462</u>
Total funds carried forward	19	<u><u>68,864</u></u>	<u><u>749,094</u></u>	<u><u>817,958</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2023 is shown in note 19.

The notes on pages 17 to 28 form an integral part of these financial statements.

Friends of Pedal Power Project Ltd

(Registration number: 04373456)
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	14	753,253	749,848
Current assets			
Debtors	15	35,207	24,941
Cash at bank and in hand	16	163,222	76,528
		198,429	101,469
Creditors: Amounts falling due within one year	17	(25,458)	(33,359)
Net current assets		172,971	68,110
Net assets		926,224	817,958
Funds of the charity:			
Restricted income funds			
Restricted funds		707,036	749,094
Unrestricted income funds			
Unrestricted funds		219,188	68,864
Total funds	19	926,224	817,958

For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 13 to 28 were approved by the trustees, and authorised for issue on 9 July 2024 and signed on their behalf by:

Peter Harding
.....
Mr P T Harding
Chairman and Trustee

Stephen Cox
.....
Mr S P Cox
Trustee

The notes on pages 17 to 28 form an integral part of these financial statements.

Friends of Pedal Power Project Ltd

Statement of Cash Flows for the Year Ended 31 March 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash income/(expenditure)		108,267	(97,504)
Adjustments to cash flows from non-cash items			
Depreciation	7	44,875	61,030
Investment income	6	<u>(403)</u>	<u>(85)</u>
		152,739	(36,559)
Working capital adjustments			
Increase in debtors	15	(10,267)	(24,941)
(Decrease)/increase in creditors	17	<u>(7,901)</u>	<u>33,359</u>
Net cash flows from operating activities		<u>134,571</u>	<u>(28,141)</u>
Cash flows from investing activities			
Interest receivable and similar income	6	403	85
Purchase of tangible fixed assets	14	<u>(48,280)</u>	<u>(1,688)</u>
Net cash flows from investing activities		<u>(47,877)</u>	<u>(1,603)</u>
Net increase/(decrease) in cash and cash equivalents		86,694	(29,744)
Cash and cash equivalents at 1 April		<u>76,528</u>	<u>106,272</u>
Cash and cash equivalents at 31 March		<u><u>163,222</u></u>	<u><u>76,528</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 17 to 28 form an integral part of these financial statements.

Friends of Pedal Power Project Ltd

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Charity status

The charity is limited by guarantee, incorporated in Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Pontcanna Caravan Park

Off Dogo Street

Cardiff

CF11 9JJ

These financial statements were authorised for issue by the trustees on 9 July 2024.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Friends of Pedal Power Project Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

Donations and legacies

Membership and voluntary income including donations and legacies is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Grants receivable

Grants are accounted for in the financial year to which they relate. Grants received to finance the cost of fixed assets are recognised as restricted funds and used to finance the annual depreciation charge.

Friends of Pedal Power Project Ltd

Notes to the Financial Statements for the Year Ended 31 March 2024

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when, the donor specifies that the donation must only be used in future accounting periods; or the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Other trading activities

Income derived from events is recognised as earned (that is, as the related goods or services are provided). The monies received from the sale of bicycles are re-invested into new bikes or spare parts.

Charitable activities

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Other income

Incoming resources from tax reclaims are included in the statement of financial activities at the same time as the gift to which they relate.

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Taxation

The company is a registered charity and all its income is primary purpose it is, therefore, exempt from taxation.

Friends of Pedal Power Project Ltd

Notes to the Financial Statements for the Year Ended 31 March 2024

Tangible fixed assets

Individual fixed assets costing £1,000.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Freehold property	2% on cost
Bikes & bike storage	10% to 33% on cost
Motor vehicles	25% on cost

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Friends of Pedal Power Project Ltd

Notes to the Financial Statements for the Year Ended 31 March 2024

3 Income from donations and legacies

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Donations and legacies;			
Donations from individuals	37,139	37,139	39,982
	<u>37,139</u>	<u>37,139</u>	<u>39,982</u>

4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Cycle and Membership	<u>388,577</u>	<u>196,999</u>	<u>585,576</u>	<u>260,477</u>

Friends of Pedal Power Project Ltd

Notes to the Financial Statements for the Year Ended 31 March 2024

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Training	20,402	-	20,402	11,743
Bike Servicing and repairs	18,187	-	18,187	13,669
Cardiff City Council	27,002	30,000	57,002	25,595
C3SC	-	-	-	4,500
DWP Workchoice	-	-	-	18,714
Social Care Recovery	-	-	-	40,000
Planet Passionate	-	4,000	4,000	4,000
Moondance Foundation	-	-	-	24,935
See Cycling Differently	-	60,000	60,000	48,400
Big Lottery - Better By Bike	-	98,967	98,967	-
Crane Foundation	-	4,032	4,032	-
Motability	-	207,001	207,001	-
National Grid	10,000	-	10,000	-
Postcode Lottery Community Fund	25,000	-	25,000	-
Principality Community Fund	10,000	-	10,000	-
Membership and session fees	8,557	-	8,557	8,092
Hire income	62,428	-	62,428	60,829
	<u>181,576</u>	<u>404,000</u>	<u>585,576</u>	<u>260,477</u>

5 Income from other trading activities

	Unrestricted funds General £	Total funds £	Total 2023 £
Trading income;			
Sales of goods and services	121,584	121,584	93,046
	<u>121,584</u>	<u>121,584</u>	<u>93,046</u>

6 Investment income

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Interest receivable and similar income;			
Interest receivable on bank deposits	403	403	85
	<u>403</u>	<u>403</u>	<u>85</u>

Friends of Pedal Power Project Ltd

Notes to the Financial Statements for the Year Ended 31 March 2024

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total 2024 £	Total 2023 £
Costs of goods sold		90,628	90,628	71,560
		<u>90,628</u>	<u>90,628</u>	<u>71,560</u>

8 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Cycle and Membership		120,996	16,887	137,883	112,083
Staff costs		291,576	109,272	400,848	300,037
Allocated support costs	9	2,251	-	2,251	2,147
Governance costs	9	4,825	-	4,825	5,267
		<u>419,648</u>	<u>126,159</u>	<u>545,807</u>	<u>419,534</u>

Friends of Pedal Power Project Ltd

Notes to the Financial Statements for the Year Ended 31 March 2024

9 Analysis of governance and support costs

Support costs allocated to charitable activities

		Governance costs £	Staff costs £	Administration costs £	Premises costs including depreciation £	Total 2024 £	Total 2023 £
Office and support	A	-	51,475	1,253	998	53,726	39,140
Accounts and examination	B	4,825	-	-	-	4,825	5,267
		<u>4,825</u>	<u>51,475</u>	<u>1,253</u>	<u>998</u>	<u>58,551</u>	<u>44,407</u>

Basis of allocation

Reference	Method of allocation
A	14% of associated expenditure
B	100% of associated expenditure

Friends of Pedal Power Project Ltd

Notes to the Financial Statements for the Year Ended 31 March 2024

10 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	2024 £	2023 £
Depreciation of fixed assets	44,875	61,030

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

12 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	367,678	263,810
Social security costs	15,219	17,550
Pension costs	17,951	18,677
	400,848	300,037

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2024 No	2023 No
Directors & finance	3	2
Cycle & Cafe activities	22	18
	25	20

No employee received emoluments of more than £60,000 during the year.

Friends of Pedal Power Project Ltd

Notes to the Financial Statements for the Year Ended 31 March 2024

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

14 Tangible fixed assets

	Land and buildings £	Bikes & equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2023	839,797	185,891	16,823	1,042,511
Additions	-	48,280	-	48,280
At 31 March 2024	839,797	234,171	16,823	1,090,791
Depreciation				
At 1 April 2023	173,456	102,384	16,823	292,663
Charge for the year	16,796	28,079	-	44,875
At 31 March 2024	190,252	130,463	16,823	337,538
Net book value				
At 31 March 2024	649,545	103,708	-	753,253
At 31 March 2023	666,341	83,507	-	749,848

15 Debtors

	2024 £	2023 £
Trade debtors	22,468	11,232
Prepayments	4,030	5,240
Other debtors	8,709	8,469
	35,207	24,941

16 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	10,113	9,141
Cash at bank	153,109	67,387
	163,222	76,528

Friends of Pedal Power Project Ltd

Notes to the Financial Statements for the Year Ended 31 March 2024

17 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	8,817	3,521
Other taxation and social security	5,436	-
VAT grant repayable	3,341	1,901
Other creditors	4,914	(1)
Accruals	2,950	27,938
	<u>25,458</u>	<u>33,359</u>

18 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £17,951 (2023 - £18,677).

19 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General fund	68,863	547,703	(510,276)	112,898	219,188
Restricted funds					
Big Lottery fund	208,615	-	(6,000)	-	202,615
Cardiff Council - Capital Grant	77,741	-	(2,232)	-	75,509
Welsh Government - Communities Facilities Activities Programme	379,985	-	(8,655)	-	371,330
Glamorgan Voluntary Service	3,436	-	-	(3,436)	-
The Crane Foundation	-	4,032	(4,032)	-	-
See Cycling Differently	79,317	60,000	(59,855)	(79,462)	-
Planet Passionate	-	4,000	(4,000)	-	-
Big Lottery - Better By Bike	-	98,967	(41,385)	-	57,582
Cardiff County Council	-	30,000	-	(30,000)	-
Total restricted funds	<u>749,094</u>	<u>196,999</u>	<u>(126,159)</u>	<u>(112,898)</u>	<u>707,036</u>
Total funds	<u>817,957</u>	<u>744,702</u>	<u>(636,435)</u>	<u>-</u>	<u>926,224</u>

Friends of Pedal Power Project Ltd

Notes to the Financial Statements for the Year Ended 31 March 2024

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
<i>General</i>					
General fund	106,803	253,040	(293,203)	2,223	68,863
Restricted					
Big Lottery fund	214,615	-	(6,000)	-	208,615
Cardiff Council - Capital Grant	79,973	-	(2,232)	-	77,741
Welsh Government - Communities Facilities Activities Programme	388,640	-	(8,655)	-	379,985
Cardiff Rotary Grant - Sparks	2,223	-	-	(2,223)	-
Moondance Foundation	-	24,935	(24,935)	-	-
Glamorgan Voluntary Service	6,953	-	(3,517)	-	3,436
The Crane Foundation	566	-	(566)	-	-
See Cycling Differently	115,688	48,400	(84,771)	-	79,317
Cardiff Third Sector Council	-	4,500	(4,500)	-	-
Planet Passionate	-	4,000	(4,000)	-	-
DWP Workchoice	-	18,714	(18,714)	-	-
Social Care Recovery Fund	-	40,000	(40,000)	-	-
Total restricted funds	<u>808,658</u>	<u>140,549</u>	<u>(197,890)</u>	<u>(2,223)</u>	<u>749,094</u>
Total funds	<u><u>915,461</u></u>	<u><u>393,589</u></u>	<u><u>(491,093)</u></u>	<u><u>-</u></u>	<u><u>817,957</u></u>

The specific purposes for which the funds are to be applied are as follows:

See Cycling Differently is a Welsh Government funded project enabling Pedal Power to purchase and integrate e-bikes, e-trikes and e-cargo bikes into our existing fleet in order to further support our provision of inclusive access to the benefits of cycling.

Transfers totalling £112,898 from restricted reserves to general unrestricted reserves during the year ended 31 March 2024 have been made in accordance with paragraph 2.26 of Charities SORP (FRS 102) as the balances reflected capital grants which have been defrayed with the resulting assets retained for general charitable purposes.

Friends of Pedal Power Project Ltd

Notes to the Financial Statements for the Year Ended 31 March 2024

20 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2024 £
Tangible fixed assets	103,708	649,545	753,253
Current assets	140,938	57,491	198,429
Current liabilities	(25,458)	-	(25,458)
Total net assets	<u>219,188</u>	<u>707,036</u>	<u>926,224</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2023 £
Tangible fixed assets	2,291	747,557	749,848
Current assets	75,190	26,279	101,469
Current liabilities	(8,617)	(24,742)	(33,359)
Total net assets	<u>68,864</u>	<u>749,094</u>	<u>817,958</u>

21 Analysis of net funds

	At 1 April 2023 £	Financing cash flows £	At 31 March 2024 £
Cash at bank and in hand	<u>76,528</u>	<u>86,693</u>	<u>163,221</u>
Net debt	<u>76,528</u>	<u>86,693</u>	<u>163,221</u>
	At 1 April 2022 £	Financing cash flows £	At 31 March 2023 £
Cash at bank and in hand	<u>106,272</u>	<u>(29,744)</u>	<u>76,528</u>
Net debt	<u>106,272</u>	<u>(29,744)</u>	<u>76,528</u>