

# DOWNLAND VOLUNTEER GROUP

England & Wales - Charity number 1112181

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [05572984](#)

**Registered** 2005-11-21

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** The Surgery  
High Street  
Compton  
Newbury  
RG20 6NJ

**Phone** 01635578394

**Email** [dvg\\_office@btinternet.com](mailto:dvg_office@btinternet.com)

**Website** [www.downlandvolgroup.org](http://www.downlandvolgroup.org)

## Activities

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**Objects:** The objects of the charity are to promote charitable purposes for the general benefit of such inhabitants of the villages of the Berkshire Downs and surrounding area as the trustees think fit with particular focus on (but not limited to) providing volunteers and transport facilities to:(a) the elderly, sick, disabled or otherwise in need to enable them to attend appointments, events, gatherings, social occasions and other recreational and leisure activities; (b) children to attend sports events or other recreational, leisure or educational activities; and(c) people otherwise in need due to there being no adequate public transport facilities to attend appointments, events, gatherings, social occasions and other educational, recreational and leisure activities.

**Activities:** We provide transport for persons in the Downland areas of West Berkshire who are elderly, sick or disabled or who are otherwise in need. We take people to Hospitals, Doctors' Surgeries, Dentists, Opticians, to social meetings and to anywhere else that may be appropriate.

## Classification

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- **How:** Provides Human Resources, Provides Services
- **What:** General Charitable Purposes, Disability
- **Who:** Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies

## Geography

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- **Area of benefit:** DOWNLAND AREAS
- Oxfordshire
- Reading
- West Berkshire
- Wiltshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£32,693	£25,889	-	-
2024-03-31	£38,633	£102,362	-	-
2023-03-31	£179,282	£13,139	-	-
2022-03-31	£3,542	£3,703	-	-
2021-03-31	£4,046	£3,251	-	-

## Trustees

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Name	Role	Appointed
JEAN POCOCK		2015-10-07
Joe Clerkin		2015-10-07
William Gareth Beard		2022-05-17

**DOWNLAND VOLUNTEER GROUP**

England & Wales - Charity number 1112181

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# Accounts

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## Downland Volunteer Group Trustees Annual Report (TAR)

The Downland Volunteer Group is a registered Charity (No 1112181) and a Private Limited Company by guarantee without share capital use of 'Limited' exemption (Companies House Reference 05572984).

This report for 2024/25 is compiled and endorsed by the management committee comprising the following Trustees.

Joe Clerkin<sup>1</sup> Chairman, Trustee and Director  
Jean Pocock<sup>1</sup> Trustee and Director  
William Beard<sup>1</sup> Trustee and Director

And the following other committee members

Rollo Duckworth  
Rosita Maskell  
John May  
Jim Callaghan

Registered Address

The Surgery  
High Street  
Compton  
RG20 6NJ

Principal Banking

MetroBank  
Southampton Row  
London

Contact Details

Email: [DVG.Office@btinternet.com](mailto:DVG.Office@btinternet.com)  
[DVG.Office@btinternet.com](mailto:DVG.Office@btinternet.com)  
[DVG.Handebus@btinternet.com](mailto:DVG.Handebus@btinternet.com)

Website: [Downlandvolgroup.org.uk](http://Downlandvolgroup.org.uk)

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<sup>1</sup> Signatories to the Metrobank Account

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## Objectives and Activities;

The objectives of the DVG are identified in the Constitution as

“TO RELIEVE PERSONS IN THE DOWNLAND AREAS WHO ARE ELDERLY, SICK OR DISABLED OR WHO ARE OTHERWISE IN NEED BY THE PROVISION OF VOLUNTEERS TO ASSIST SUCH PERSONS IN ANY WAY THAT MAY BE REQUIRED”

## Achievements and performance report presented at the AGM on 12/6/24.

In my Annual Report at last years AGM I began with saying the financial year April 23-March 24 was an exceptionally busy year. For our last financial year 24-25 that phrase is still applicable. We have seen a 34% increase in trips made to assist Downland residents attend their medical appointments. This a breakdown of the main destinations

<b>Destination</b>	<b>No of Trips</b>	<b>% of total</b>
Chieveley Surgery	379	28
West Berks Hospital	231	17
Royal Berks Hospital	153	12
Other Hospitals	67	5
Fitness & Rehab	212	16
Compton Surgery	25	2
Other Locations	270	20
Total	1337	100

The other locations cover Dentists, Opticians, Physiotherapy etc.

To cope with this increase demand, we have had to introduce a new software system called 'Optimise' to streamline the booking of these increased number of trips. This year we also plan to update our phone system to help patients contact us more easily. As you know the DVG is made up of volunteer car drivers, office volunteers and HandeBus drivers. Our office in the Compton Surgery is open Mon-Fri from 9.30-11.30 am so in those 2 hours it is important that requests can be handled quickly and efficiently, hence the need for an efficient booking system.

We are most grateful to all our volunteers. We estimate that in the last financial year they gave 3465 hours of their time for free to support the Downland community. Our volunteer drivers covered 31,133 miles in their own cars helping patients to attend their medical appointments.

The big challenge every year is finding new volunteers to cope with the increase in demand for our service. Also, in the last year three volunteers decided to step down all having given over 25 years of service to our community. We are most grateful to Ian

Whipp a former Chairman and to Norma Smith and Linda Gibson, the latter two are still involved with the Luncheon Club which is supported by the DVG that meets on the last Friday of the month enabling older residents to share a meal and socialise with other 'regulars' that attend.

We are grateful to all our volunteers and those organisations that support us such as West Berks Council and the Dept of Transport who support our HandeBus operation.

Finally thank you to my colleagues on the DVG Committee for the time and effort they give to help the DVG to grow and meet the challenges we face given the continued increase in de

Report to be provided by Joe Clerkin, Chair of DVG and Rollo Duckworth HandeBus Manager

Joe Clerkin

Chairman

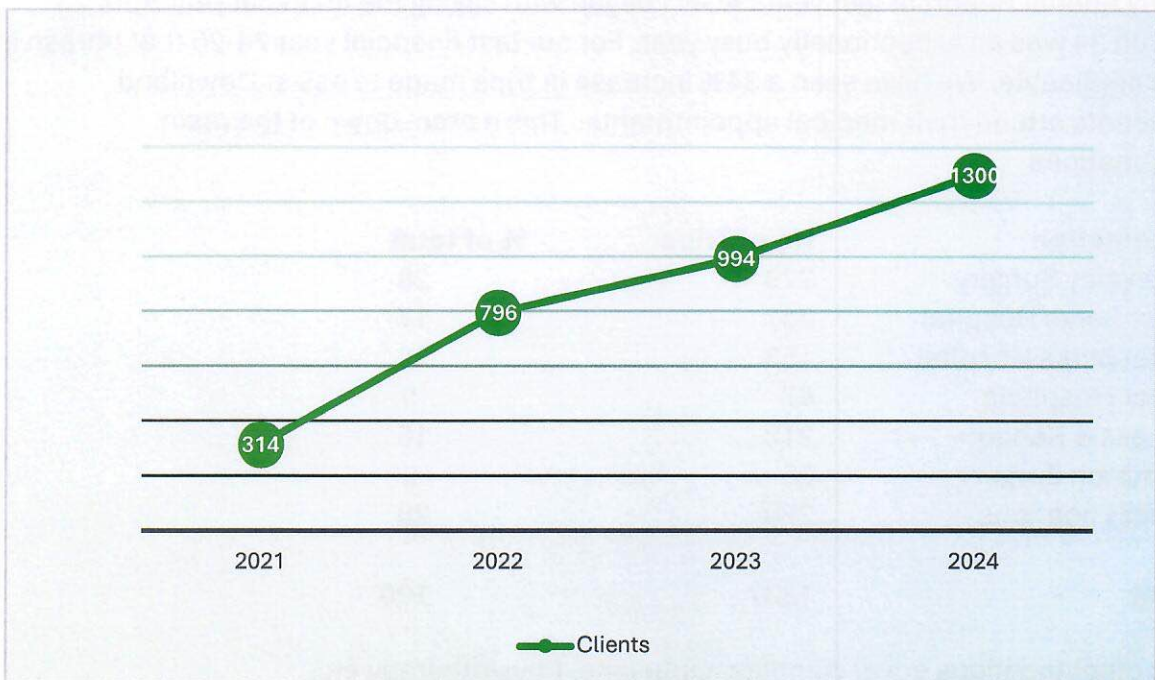


Figure 1 Return Car drives in 2024/25

## Financial report – Presented by the treasurer at the AGM June 2025.

This is my fourth treasurer's report since taking on the role in November 2021. I would like to thank the other committee members for their support and challenge to me throughout the last year which, financially speaking, has been very busy. As already mentioned by Joe and Rollo our activities have increased significantly in 2024-25 cf 2023-24

I would also like to thank all of our volunteers, car and bus drivers and office volunteers for making the DVG as successful as possible this year.

Further thanks go to Terry Goodsell for examining the accounts this year and keeping me on an even keel.

Finally, I would like to thank all of our financial benefactors throughout the year - some I will refer to shortly.

As has already been mentioned by Joe, our activities increased in both car and bus activities and every journey is a further financial transaction. In respect of the accounts we began the year with a Charity Bank savings account, a COIF savings account and three separate Metrobank accounts. Latterly, these included the main current account, the Butlin legacy account, and the Project Pegasus account. In May, we closed the COIF account and deposited the £21,858.22 into the Metrobank Current Account. This was to ensure the funds are protected under the Financial Services Compensation Scheme (£85,000 per financial group). In January 2025 this figure was transferred to a new reserve Metrobank savings account to keep it transparently visible from other funds. The Charity Bank fund which contains the bulk of the Butlin Legacy matured in June and the sum was re-invested in a higher interest account with the same group. In last year's report we predicted the interest would be about £2,800, in actual fact the interest £2764.54 was paid into the Metrobank current account for use as additional income. We anticipate maintaining the principal funds in the Charity Bank although recognise interest rates are on the decline.

Other decisions made were to make available debit cards from the account as some subscriptions and transactions can only be carried out using this technology. The sum-up machine (which is not a DVG asset) was upgraded as the previous device used the 3G signal which is now no longer available. This is kept on the bus although is currently little used. We also have the capability to take credit and debit card payments over the phone, should this be necessary using the Square system. This has yet to be used.

We are grateful that West Berkshire Council were able to enhance their grant to us in the face of exacting budgetary pressures. Contributions from Boeing continue at a substantial but reduced level from the previous year. We were also pleased received a number of individual donations including the Brightwalton Cantemas concert. Additionally, although we were saddened to hear of the demise of the Hermitage Horticultural Society, we were pleased to hear that they wished to donate their residual funds to support our activities.

Our Bus Service Operators Grant from the Department for Transport had an unexpected boost to £3273 this year which is almost ten times the figure in previous years. This meant that the Handebus was in slight operational surplus this year. We also disposed of our trusty old Handybus and were paid a handsome £2500 which we have put in the Handebus reserved account.

### Considering Income

In the income and expenditure table we highlight the performance of the driving activity as well as the Handebus. We can see increased activity (30% increase) in the Car Driving has resulted in increased turnover although losses were reduced having increased the Butlin subsidy for donations for surgery visits. We are aware that there is a small but increasing propensity for clients to book appointments further a-field and we recently advised clients and drivers to expect increased donation amounts for trips to Henley, Bracknell and Windsor to name but a few locations.

We can also see the Handebus made a slight surplus with the increased activities, and also increasing passenger numbers.

Joe volunteered to do some pharmacy runs which is an additional cost for which we received income in 2025/26 so does not appear in these accounts.

### Considering Expenditure

For expenditure our largest operational expenditure continues to be the car drivers' reimbursed mileage. We argue that the various grants and spectacular money management allows to keep the costs to our clients down. It is understood that although the distances travelled by our Downland volunteers are higher than other volunteer groups the charges we make to our clients remains low in comparison.

Our bus insurance has unfortunately increased to £1700, considerably higher than the older bus.

We provided a few gifts, to some of our drivers who have handed in their (DVG) keys. We also had a few get togethers with volunteers at Hilliers. This is to enable those that rarely meet to get together and build the team.

However, we have instigated two additional significant costs as follows:

The first is legal fees. As discussed by Joe - we were keen to enable the use of the new Handebus to support a wider spectrum of our Downland residents so needed to take legal advice on how to change our Articles of Association and Objects. As a result the fees from Gardner Leader have impacted some of our expenditure. However, by widening the appeal of the bus we can ensure it is used more and therefore offset its fixed costs better still in the years to come. Legal fees will continue during 2025-26.

The second is Optimise. Increasing bookings take a large toll on our office workers and we had a very good bespoke system developed and maintained by David Sheppard. However, a workings group determined that a more helpful commercial solution was

available. For this system we pay a transaction charge of between 30 and 50p per booking. So this came to £1679 last year. However, we do have a number of credits in hand at the end of the year.

Finally, we undertook additional training for securing wheelchairs in the back of the Handebus.

### Conclusion and Forward Look

To conclude, our operating finances remain healthy and this year we have invested in our office systems and modernised our constitution and made a cash surplus of £6792. However our balance sheet shows a loss of **£5564**. This is due to depreciation of the bus and also writing off the installation cost of the charge-point.

Looking further to 2025/26 we anticipate our activities will increase further, as will some of our costs but improved use of the bus should compensate for this. The one off legal costs will be repeated somewhat this year.

Terry has examined the accounts and provided his report.

I commend these accounts for approval by the AGM and am happy to take questions.

W. Gareth Beard  
Treasurer, Director and Company Secretary.

Examined Accounts – Balance Sheet at 31/3/25

<b>Downland Volunteer Group</b>			
	<b>24/25</b>	Year End	<b>23/24</b>
<b><u>Fixed Assets</u></b>		<b><u>Fixed Assets</u></b>	
Old Handybus *	0	Old Handybus *	2500
New HandeBus *	78556	New HandeBus *	78556
Chargepoint	2910	Chargepoint	2910
		None	
	36		
<b><u>Current Assets</u></b>		<b><u>Assets at 31/3/24</u></b>	
C.O.I.F.	0	C.O.I.F.	21858
MetroBank Current	15647	MetroBank Current	9838
MetroBank Savings Butlin	10455	MetroBank Savings Butlin	11717
MetroBank Savings Handybus	6166	MetroBank Savings Handybus	3605
MetroBank Reserve	21899	MetroBank Reserve	0
Charity Bank	84000	Charity Bank	84000
Cash in Hand	7	Cash in Hand	365
Debtors	0	Debtors	0
<b>Cash Assets</b>	<b>138174</b>	<b>Cash Assets</b>	<b>131382</b>
	0		0
Easee Chargepoint	2910	Easee Chargepoint	2910
Old Handybus *	0	Old Handybus *	2500
New HandeBus *	78556	New HandeBus *	78556
<b>Fixed Assets</b>	<b>81466</b>		<b>83966</b>
<b>Total Assets</b>	<b>£219,639.96</b>	<b>Total Assets</b>	<b>£215,348.22</b>
<b><u>Current Liabilities</u></b>		<b><u>Current Liabilities</u></b>	
Depreciation Bus	7856		0
Depreciation Chargepoint	2000		0
<b>Totals Liabilities</b>	<b>0</b>	<b>Totals Liabilities</b>	<b>0</b>
Capital Employed	209784	Capital Employed	215348
* Physical assets added onto balance Sheet			
<b>Surplus based upon Cash Assets</b>	<b>6792</b>		
Surplus based upon I&E	6808		
Surplus based upon assets	-5564	Handybus sale	

Examined Accounts – Income and Expenditure at 31/3/25

INCOME		2024/2025	Budget	INCOME		2023/24
<b>Car Clients</b>				<b>Clients</b>		
Passenger Contributions		10442	9000	Passenger Contributions		6598
Ms Butlin		1377	1000	Ms Butlin		717
Less Drivers Expenses		-13505	-12000	Less Drivers Expenses		-10731
		-1686	-2000			-3416
<b>Handybus</b>				<b>Handybus</b>		
Dept of Transport		3273	750	Dept of Transport		408
Handybus Fares		4286	4000	Handybus Billings		2416
Less Handybus Costs including training		-6234	-3850	Less Handybus Costs		-4576
		1326				-1752
<b>Other Mileage Costs</b>				<b>Stroke Club/Parkinsons &amp; Misc</b>		
Pharmacy Runs		109		Re-imbursed Costs		0
Office Mileage		266		Less Mileage Costs		0
		-375				0
<b>Income</b>				<b>Other Income</b>		
West Berks Council		4993	4472	West Berks Council		4472
Bank Interest		0	180	Bank Interest-COIF		1040
Boeing match funding		2459	2000	Boeing		5979
Donations Misc		1362	1500	Donations Misc		1635
Handybus Sale		2500	0	HandeBus donations		14672
Reserves interest		41				
Butlin Interest		115	269	Butlin Interest		269
Pegasus Interest		61	36	Pegasus Interest		428
Charity Bank and CCLA Interest		3011	2800	Charity Bank Interest		0
Donations PC's & Fete		150		Donations PC's & Fete		0
<b>Total non-vehicle income</b>		<b>14692</b>	<b>11257</b>			<b>38633</b>
<b>Total Vehicle Income</b>		<b>18001</b>				
<b>Total Income</b>		<b>32692</b>		<b>Total Income</b>		<b>38633</b>
<b>Projected Income</b>			<b>26007</b>			
<b>Turnover</b>						<b>23265</b>
Carry over From Previous year (Cash)		365				
<b>EXPENDITURE</b>				<b>EXPENDITURE</b>		
AGM and Other Meeting Costs		301	85	AGM Costs		42
Audit Fees		0	60	Audit Fees		83
Butlin Subsidy *		0		Butlin Transfers (1)		717
Computer Costs		11	3000	Computer Costs		180
Drivers Expenses		13505	12000	Drivers Expenses		10731
DBS Costs		178	400	DBS Costs		358
Public Liability Insurances		86	380	Public Liability Insurances		439
Driver Assessment /Training Costs		691	900	Driver Assessment Costs		0
HandeBus Expenses		5662	0	HandeBus Expenses		6234
Gifts		130	60	Gifts		188
Legal & Professional Costs		1673	440	Legal & Professional Costs		59
Lunch Club		400	400	Lunch Club		400
HandeBus transfer		0	0	Handybus Transfer		0
Optimise		1679	0	Optimise (did not exist)		284
Office maintenance		20	0	Office Maintenance		0
Office Mileage		266		Office Workers Mileage and Office Costs		284
Pharmacy Mileage		109		Pharmacy Mileage		0
Parking Discs/Parking Fees		62	20	Parking Discs/Parking Fees		2
Printing, Postage & Stationery		303		Printing, Postage & Stationery		832
Subscriptions + donations		2		Subscriptions		0
Telephone		663		Telephone		607
Website & Publicity Costs		149		Website & Publicity Costs		218
<b>Total Expenditure</b>		<b>25889</b>	<b>17745</b>	<b>Total Expenditure</b>		<b>21658</b>
Surplus/(Deficit) for Year		<b>6804</b>	<b>8262</b>	Surplus/(Deficit) for Half year		<b>17738</b>

## Structure, governance and management;

Three of the company directors are also Trustees of the Charity, a fourth Trustee resigned at the AGM in 2024 due to other commitments. In addition to the Trustees the Charity is run through a management committee which comprises another four committee members. Following the Extraordinary General Meeting in January these seven individuals comprise the current Members of the group and they have voting rights. The management committee meets every quarter or more frequently as needed. Generally, the following are discussed, performance and stakeholder engagement, finances, HandeBus update, office volunteers update, driver volunteers recruitment, complaints and other business. Meeting decisions are recorded through minutes and actions are allocated to members present. The Governance document was updated this year taking advice from legal specialists in this topic. The Group awaited the approval of the Charity Commission.

The Chairman generally is responsible for the overarching management of the Group, liaising externally with key stakeholders including West Berkshire Council, the Downland Practice, local Members of Parliament and other voluntary groups within the West Berkshire Council. He is accountable for any service agreements made with other organisations. The Chairman will investigate any complaints against the group or its members.

The Treasurer who is also the Company Secretary is responsible for the financial probity of the group and compliance with the articles of association and the Service Level Agreement with West Berkshire Council. The Treasurer arranges for financial transactions including the payment of expenses, insurances, application for grants and the banking of donations. The Treasurer operates within an agreed written Financial Scheme of Delegation which allows sole authorisation of payments up to £200, another committee member is required to approve any expenditure up to £1000 and the whole committee must approve all expenditure over £1000. The treasurer is not allowed to transfer money to himself. Any expenses to be settled by cheque requiring two other signatories.

The Bus Manager is responsible for the smooth running of the HandeBus service, co-ordinates the drivers, the maintenance of the bus and liaison with the Department of Transport for the Bus Service Operators Grant. He ensures the DVG meets the requirements of the Section 19 permit from the Transport Commissioner.

Another Trustee co-ordinates the office volunteer rota and looks after the smooth liaison with the clients and the drivers. She ensures that new volunteers are appropriately vetted using the Disclosure and Barring Service.

Another committee member is responsible for the operation of the Optimise system and liaison with DataCapture Ltd, the package provider. Bespoke reports are generated for him.

A further member takes the formal meeting minutes which especially records actions and decisions by the Committee.

Our last member has an accounting and company background and advises the committee on such matters.

Following legal advice the AGM now acts as an advisory meeting at which the volunteer and other community stakeholders may question the seven members including the three Directors of the group. It is intended that any significant issue with the way in which the Group is run could be aired at the Meeting and members may take a view as to any course of action which may be required – including the dismissal of a Director. This modus operandi will be reviewed in 2025/26.

Key decisions taken in 2024/25 were the changes to the constitution, the closure of the COIF account, disposal of the old Handybus, provision of chargecards, the opening of an additional account the investment in an off the shelf cloud based booking system and introducing Mr Jim Callaghan as a fourth signatory on the Account to replace Mr M Purchase.

### Investment Policy

The DVG does not have a formal investment policy. The current strategy is to invest all funds in such a way that they are protected under the Financial Services Compensation Scheme (FSCS). During the 2023-24 period part of the Butlin Restricted fund (£84,000) was split invested with the Charity Bank (Account Reference), the remaining operational part was invested in an instant savings account with the MetroBank. The figures are detailed in the section on Restricted Funds.

The other Restricted fund (for the HandeBus) is invested in a separate MetroBank instant savings account.

For the period 2023-24 some reserved but unrestricted funds were invested with CCLA. These funds were not protected by FSCS and have been transferred to the recently opened fourth Metrobank account. The Charity Bank and MetroBank are separate financial entities which results in the total protection by FSCS being £190,000.

### Reserves Policy

The DVG does not have a reserves policy but has approximately £38,000 in unrestricted reserves. This will be sufficient to cover any for-seeable liabilities for several years. No significant liabilities were identified at the end of 2024/25.

### Creditors

The group has no significant creditors. However in September the HandeBus was involved in an incident which caused a claim to be made on the insurance. Repairs were made and our insurer's solicitors are pursuing the third party for damages. This has resulted in an increased premium, loss of no claims discount and impuned the reputation of one of our drivers. We believe the third party was wholly at fault and we await the result of legal proceedings against the individuals.

## Insurances

The DVG annually renews Public Liability and Employers Liability insurance. Additionally, the DVG holds vehicle insurance for the Handebus.

## Service Level Agreement and other permissions

In February 2022 the DVG agreed a Service Level Agreement with West Berkshire Council in order to qualify for a £50,000 capital grant to replace the Handybus. The Treasurer holds the compliance arrangements for all of the conditions in the agreement and this is reviewed annually.

The DVG have two Permits under Section 19 of the Transport Act which allows the hire and reward recovery of fares on a not for profit basis. One of these was temporary pending disposal of the second bus. We also hold a number of blue badges which are renewed periodically. These allow our drivers to park in blue badge spaces at various venues this reduces costs and speeds up our parking and transfer time.

## Assets

During 2024/25 the DVG applied depreciation to two fixed assets. The bus and the chargepoint installation.

## Safeguarding

Before a new volunteer is accepted to work on behalf of the group they are vetted using the Disclosure and Barring Service Enhanced checks. Many of our volunteers were vetted some time ago and as a matter of policy the group decided to renew these checks on a rolling five year programme. We maintain records for each volunteer.

One complaint has been received by the group over the driving characteristics of one of our volunteers in 2024/25. A discrete examination of the complaint was undertaken and we have taken some steps to avoid that situation re-occurring. Many clients continue to express their thanks and admiration for the services we provide.

Our new booking system has improved compliance with the General Data Protection Regulations and the security of the sensitive information required to manage our clients' information. The physical security of the DVG office at Compton has also been improved this year.

## Restricted Funds

The two restricted funds operated by the group are

	<b>2024/25</b>	<b>2023/24</b>	<b>2022/23</b>
<b>Butlin</b>	£94445	£95717	£96162
<b>HandeBus</b>	£6166	£3605	£68034
<b>Total Restricted</b>	£100,611	£99,322	£164,196

The Butlin fund was created from a bequest by Mrs Barbara Butlin in 2022 and is restricted, in accordance with her wishes, for subsidising transport of clients to and from GP surgeries. The interest from the fund is not restricted and is used to support the finances of the group generally.

The HandeBus fund was created from donations and grants obtained through 2022/23 and 2023/24 for the procurement of a replacement electric HandeBus. The majority of the fund was expended in 2023/24 for the procurement of an original Ford eTransit van, the conversion by GM Minibuses, type certification, livery and the installation of a chargepoint at the Downland Practice in Chieveley. The fund has been used subsequently for some minor functional modifications to the bus also. A residual amount exists in case further modifications are required, this reserve was augmented in 2024/25 by the sale of the old bus.

## Unrestricted Funds

The unrestricted funds comprise the MetroBank Current Account and the MetroBank Reserve Account. The historical funds are presented for completeness.

	<b>2024/25</b>	<b>2023/24</b>	<b>2022/23</b>
<b>Total</b>	£37,546	£31,696	£30,524

## Depreciation

At the end of 2024/25 the DVGs key assets were the HandeBus, the Chargepoint and the office computer. No allowance for depreciation had been made for the bus or the charge-point in 2023/24 but has been made in 2024/25. It is proposed to allow for depreciation of the HandeBus at 10% of the original value per annum and the charge-point unit at 20% such that the bus will be written off after 10 years and the charge-point after 5 years. The installation cost of the chargepoint has been written off this year.

The bus depreciation is based upon the warranty on the battery on the bus of 8 years. The chargepoint installation was largely the modification of the surgery electrics and therefore is not an asset which the DVG can easily remove.

Signed on behalf of and with the agreement of the Trustees and in accordance with the Charity Commission statement of recommended practice (SoRP) guidance. The Trustee Annual Report is required as the Charity turnover exceeds £25,000.



Joe Clerkin  
Chairman

**DOWNLAND VOLUNTEER GROUP ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**  
**INDEPENDENT EXAMINER'S REPORT TO**  
**DIRECTORS OF THE DOWNLAND VOLUNTEER GROUP**

Having examined the necessary documentation I have pleasure in reporting on the abbreviated accounts and the profit and loss account enclosed with this report for the year ended 31 March 2025 without undertaking a full audit

**Independent Examiner's Statement**

I am of the opinion that:

- a. The financial statements are in agreement with the accounting records kept by the company under Section 386 of the Companies Act 2006.
- b. Having regard to, and on the basis of, the information contained in those accounting records the attached financial statements have been drawn up in a manner consistent with the accounting provisions of the Companies Act 2006, so far as these are applicable to the company.
- c. The audit exemption conditions have been met by the company and, at no time during the year, did the company fall into a non-exemption category.
- d. No matter has come to my attention in connection with the examination which gave me reasonable cause to believe that in any material respect accounting records have not been kept, or that the accounts do not accord with those records.
- e. There are no matters which have come to my attention in connection with the examination, to which the directors attention should be drawn to enable a proper understanding of the accounts to be reached.
- f. I am satisfied that the Treasurer, supported by the Directors, has put in place safe, efficient arrangements and maintain robust controls on payments as an integrated part of the overall financial control system.

Signed: Terry Goodsell

Date: 13 May 2025

Terry Goodsell  
Independent Examiner



**DOWNLAND VOLUNTEER GROUP**

England & Wales - Charity number 1112181

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# Accounts

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## Downland Volunteer Group Trustees Annual Report (TAR)

The Downland Volunteer Group is a registered Charity (No 1112181) and a Private Limited Company by guarantee without share capital use of 'Limited' exemption (Companies House Reference 05572984).

This report is compiled and endorsed by the management committee comprising the following Trustees.

Joe Clerkin<sup>1</sup> Chairman, Trustee and Director  
Jean Pocock<sup>1</sup> Trustee and Director  
William Beard<sup>1</sup> Trustee and Director

And the following other committee members

Rollo Duckworth  
Rosita Maskell

Registered Address

The Surgery  
High Street  
Compton  
RG20 6NJ

Principal Banking

MetroBank  
Southampton Row  
London

Contact Details

Email: [DVG.Office@btinternet.com](mailto:DVG.Office@btinternet.com)  
[DVG.Office@btinternet.com](mailto:DVG.Office@btinternet.com)  
[DVG.Handebus@btinternet.com](mailto:DVG.Handebus@btinternet.com)

Website: [Downlandvolgroup.org.uk](http://Downlandvolgroup.org.uk)

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<sup>1</sup> Signatories to the Metrobank Account

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## Objectives and Activities;

The objectives of the DVG are identified in the Constitution as

**“TO RELIEVE PERSONS IN THE DOWNLAND AREAS WHO ARE ELDERLY, SICK OR DISABLED OR WHO ARE OTHERWISE IN NEED BY THE PROVISION OF VOLUNTEERS TO ASSIST SUCH PERSONS IN ANY WAY THAT MAY BE REQUIRED”**

## Achievements and performance report presented at the AGM on 12/6/24.

The last financial year which runs from April to March was an exceptionally busy year. Our volunteer drivers made a total of 994 trips to medical appointments in that period compared to 746 trips in the previous financial year. In this calendar year from the 1st of January we have gained 27 new clients possibly due to the press coverage we have received in recent months.

The highlight of the year was the launch of the new all-electric HandeBus. The launch held in February at Hilliers was well attended with both District Councillors, the Mayor of Newbury and a number of our sponsors present. We received good press coverage in the Newbury Weekly News featuring our MP Laura Farris endorsing this greener community transport vehicle, and in the village news sheets featuring the District Councillors supporting our commitment to an environmentally friendly form of transport. In turn we featured on some of their social media releases. I mentioned at the last AGM that it would be parked in Leckhampstead but we decided to continue parking at the Chieveley surgery where it is recharged each night.

The DVG's main activity is helping residents attend their medical appointments. This is the breakdown of where we have taken them:

Location	No. of Trips	% of Total
Chieveley Surgery	226	23
W. Berks Hospital	192	19
Rehabilitation	145	15
Royal Berks Hospital	131	13
Other Hospitals	78	
Dentists	45	5
Compton Surgery	33	3
Misc	144	14
Total	994	100

We have 35 Volunteer drivers, 12 office volunteers and 8 HandeBus drivers. We have calculated, from the detailed records we keep to support the Grant we receive from West Berks Council, our volunteers gave an estimated 2,500 hours of their time for free

helping the Downland community. When you talk with the people we take to their medical appointments, many will acknowledge the support they receive from the DVG and in some instances how they would find it impossible to attend their appointments without us.

May I take this opportunity to thank all our volunteers for the time and effort they give to support our community.

Our big challenge this year is to recruit more volunteers given the growing demand for our services. Our services depend on the generosity of volunteers giving their time to support the Downland communities. Please encourage your friends and neighbours who may be able to spare a few hours a week, or a month to join us in helping the residents in our area. They will be most welcome.

Thank you again to our volunteers.

Joe Clerkin

Chairman

## Financial report – Presented by the treasurer at the AGM on 12/6/24.

This is my third treasurer's report since taking on the role in November 2021.

I would like to thank the other committee members for their support and challenge to me throughout the last year which, financially speaking, has been very busy. I would also like to thank all of our volunteers, car and bus drivers and office volunteers.

Further thanks go to Terry Goodsell for examining the accounts this year and keeping me on an even keel.

Finally, I would like to thank all of our financial benefactors throughout the year - some I will refer to shortly.

As has already been mentioned by Joe, this year has been very busy. For the accounts we began with a COIF savings account and three separate Metrobank accounts.

Latterly, this includes a current account, the Butlin legacy account, and the Project Pegasus account. At the start of the year we were mindful that the Financial Services Compensation Scheme only allows the protection of up to £85,000 in a single banking entity. As our assets were substantially greater than that, we felt we needed to move money into another bank account and we chose the Charity Bank as it offered (at the time) a reasonable rate of interest at 3.36%. As such £84,000 was moved to that bank. This matures in June this year so no income is recorded against that as yet. We anticipate about £2800 in total. We have chosen that that interest will become income to our operating funds. We anticipate keeping the investment with the Charity Bank account where interest rates have risen for another year.

In addition, by October, the Pegasus account rose to a substantial figure and I am grateful to Susan Leman for her individual contributions as well as the contribution from Phillip Wahlen on behalf of him and his sister. Philip has sadly passed away but not before participating in the January Handebus launch and witnessing the fruits of his generosity. The Good Exchange contributed some further match funding and we received £1,500 unexpectantly from the Miss Lawrence Trust based in Kintbury. We also received a considerable contribution from my own employer Boeing, who match fund \$10 for every hour of volunteering I donate to the DVG. This came to nearly £6,000.

Clearly we also spent a lot of money last year. Most notably, the bulk of the capital expenditure for 2023/24 was the new Handebus at £78556 and the chargepoint installation at £2910.

If we look at the Income and Expenditure for the year:

We can see increased activity in both the Car Driving and the Handebus has resulted in increased turnover and increased losses in those areas. To compensate we have increased the Butlin subsidy from £3 to £4 for surgery visits and increased the individual contribution for clients from £1 to £2. Prior to the subsidy the clients were paying £4 for surgery visits.

Examined Accounts – Balance Sheet at 31/3/24

	<u>23/24</u>		<u>22/23</u>
<b><u>Fixed Assets</u></b>		<b><u>Fixed Assets</u></b>	
Old Handybus *	2500	Old Handybus *	2500
New HandeBus *	78556	New HandeBus *	0
Chargepoint	2910	Chargepoint	0
Fixed Assets Total	83966		2500
<b><u>Cash Assets</u></b>		<b><u>Cash Assets</u></b>	
C.O.I.F.	21858	C.O.I.F.	21688
MetroBank Current	9838	MetroBank Current	8838
MetroBank Savings Butlin	11717	MetroBank Savings Butlin	96162
MetroBank Savings Handybus	3605	MetroBank Savings Handybus	68034
Charity Bank	84000	Charity Bank	0
Cash in Hand	365	Cash in Hand	357
Total Cash Assets	131382		195079
<b>Total Assets</b>	<b>215349</b>	<b>Total Assets</b>	<b>197579</b>
<b><u>Current Liabilities</u></b>		<b><u>Current Liabilities</u></b>	
<b>Totals Liabilities</b>	<b>0</b>	<b>Totals Liabilities</b>	<b>0</b>
Capital Employed	215349	Capital Employed	197579

\* Physical assets added onto balance Sheet

<u>INCOME</u>		<u>2023/24</u>	<u>INCOME</u>		<u>2022/23</u>
<b>Clients</b>			<b>Clients</b>		
Passenger Contributions		6598	Passenger Contributions		3355
Ms Butlin (1)		717	Ms Butlin (1)		300
Less Drivers Expenses		-10731	Less Drivers Expenses		-6535
		-3416			-2880
<b>Handybus</b>			<b>Handybus</b>		
Dept of Transport		408	Dept of Transport		588
Handybus Billings		2416	Handybus Billings		1711
Less Handybus Costs		-4576	Less Handybus Costs		-2654
		-1752			-355
<b>Other Income</b>			<b>Other Income</b>		
West Berks Council		4472	West Berks Council		3487
Bank Interest-COIF		1040	Bank Interest-COIF		4
Boeing		5979	Boeing		1749
Donations Misc		1635	Donations Misc		3346
HandeBus donations		14672	HandeBus Donations		68000
Butlin Interest		269	Butlin Interest		
Pegasus Interest		428	Pegasus Interest		34
Charity Bank Interest		0	Charity Bank Interest		0
Donations PC's & Fete		0	Donations PC's & Fete		250
		38633			76870
<b>Total Income</b>		<b>38633</b>	<b>Total Income</b>		<b>73635</b>
<b>Turnover</b>		<b>37936</b>			<b>82790</b>
<u>EXPENDITURE</u>			<u>EXPENDITURE</u>		
AGM Costs		42	AGM Costs		85
Audit Fees		83	Audit Fees		60
Butlin Transfers (1)		717	Butlin Transfers		300
Computer Costs		180	Computer Costs		22
DBS Costs		358	DBS Costs		104
Insurances (2)		439	Insurances		322
Driver Assessment Costs		0	Driver Assessment Costs		275
Legal & Professional Costs		59	Legal & Professional Costs		13
Lunch Club (3)		400	Lunch Club		420
Office Workers Mileage and Office Costs		284	Office Costs		588
Office maintenance		0	Office maintenance		0
Parking Discs/Parking Fees		2	Parking Discs/Parking Fees		27
Printing, Postage & Stationery		832	Printing, Postage & Stationery		313
Gifts (5)		188	Gifts		0
Good Exchange (4)		1180	Good Exchange		0
Subscriptions + donations		0	Subscriptions and donations		0
Telephone		607	Telephone		593
Website & Publicity Costs		218	Website & Publicity Costs		0
<b>Total Expenditure</b>		<b>20895</b>	<b>Total Expenditure</b>		<b>3122</b>
<b>Surplus/(Deficit) for Year</b>		<b>17738</b>	<b>Surplus/(Deficit) for Year</b>		<b>70513<sup>a</sup></b>
HandeBus Donations		16610	HandeBus Donations		68034 <sup>a</sup>
<b>Total Operating Surplus</b>		<b>1128</b>			<b>2479</b>
<b>Notes</b>					
(1) The Butlin income is a transfer from a restricted account to the general account so is shown as both an income and expenditure					
(2) This is business public and employer liability insurance. Vehicle Insurance is covered under Handybus costs					
(3) This is a single contribution to the Lunch Club Christmas Lunch					
(4) This figure is the amount transferred to the Good Exchange to obtain the match funding for the HandeBus. The figure is returned in the donations figure					
(5) These are gifts to volunteers and our auditor who have retired from service to the DVG					
<sup>a</sup> Figure corrected					

## Considering Income

We received significant donations primarily for the HandeBus but these included a very generous retirement collection from Bob Lemans funeral and also significant donations from Susan Leman, The Good Exchange and Philip Wahlen.

We were pleased to receive an increase in the grant offered by West Berkshire Council. We have also received continued support from the West Ilsley Quiz and Bingo. As mentioned, the match funding from Boeing has significantly increased – it takes a lot of time to procure a bus!

### Considering Expenditure

For expenditure our largest operational expenditure continues to be the car drivers reimbursed mileage. This has increased due to increased trips and the payment of the enhanced mileage rate for passenger carriage. Advice given to our MP Laura Farris from HM Treasury ministers.

Our bus insurance increased primarily from December we were temporarily running two buses.

We provided a few gifts, to our outgoing accounts examiner and a few of our drivers who have handed in their (DVG) keys.

Printing costs increased as we provided more materials to support the launch of the new bus.

Mike Purchase did an excellent job in niftily negotiating our telephone/broadband costs stay broadly the same.

We have introduced two new lines on the expenditure that were not present last year. This is the Butlin donations which is a nil sum gain for the DVG and the transfer of money to the Good Exchange to qualify for their match funding. These lines prevent the accounts double counting income advice given by our external examiner.

For the Balance Sheet we can see the surplus for the year and the procurement of the bus has moved cash assets to fixed assets. Our balance sheet has increased by over £17,500.

### Conclusion and Forward Look

Financially - a very busy year. To conclude our operating finances remain healthy and we have replaced our most significant asset thanks to our generous donors. This has been a second year of enhanced income to procure a Handebus and chargepoint. We have not included any depreciation thus-far and need to agree that in 2024/25.

Looking further to 2024/25 year the office subgroup have been busy looking at improving our office systems. If we adopted an off the shelf system that could cost us circa £1000 per year which we currently could afford. This may become essential if demand for our services continues to grow with, for example, expanded NHS activities in the weekend. We may have to tweak our recommended donations also.

I commend these accounts for approval by the AGM subject to any questions.

The Treasurer's report was accepted by the Annual General Meeting held on 12<sup>th</sup> June 2024.

W. Gareth Beard  
Treasurer

## Structure, governance and management;

Three of the company directors are also Trustees of the Charity, a fourth Trustee resigned at the AGM due to other commitments. In addition to the Trustees the Charity is run through a management committee which comprises another two committee members. The management committee meets every quarter or more frequently as needed. Generally, the following are discussed, performance and stakeholder engagement, finances, HandeBus update, office volunteers update, driver volunteers recruitment and other business. Meeting decisions are recorded through minutes and actions are allocated to members present.

The Chairman generally is responsible for the overarching management of the Group, compliance with the articles of association, liaising externally with key stakeholders including West Berkshire Council, the Downland Practice, local Members of Parliament and other voluntary groups within the West Berkshire Council. He is accountable for any service agreements made with other organisations. The Chairman will investigate any complaints against the group or its members.

The Treasurer is responsible for the financial probity of the group. Generally arranging for financial transactions including the payment of expenses, insurances, application for grants and the banking of donations. The treasurer operates within an agreed written Financial Scheme of Delegation which allows sole authorisation of payments up to £200, another committee member has to approve any expenditure up to £1000 and the whole committee must approve all expenditure over £1000. The treasurer is not allowed to transfer money to himself. Any expenses to be settled by cheque requiring two other signatories.

The Bus Manager is responsible for the smooth running of the HandeBus service, co-ordinates the drivers, the maintenance of the bus and liaison with to the Department of Transport for the Bus Service Operators Grant.

Another Trustee co-ordinates the office volunteer rota and looks after the smooth liaison with the clients and the drivers. She ensures that new volunteers are appropriately vetted using the Disclosure and Barring Service.

Appointment of the committee members is effected by democratic election of the volunteers of the group at the Annual General Meeting. The members are generally the volunteer bus and car drivers and the office volunteers.

Key decisions taken in 2023/24 were the final investment decision, procurement and payment for a replacement for the 2010 diesel Handybus with a state of the art electric HandeBus and a chargepoint. The decision was made to dispose of the old Handybus although this did not occur during 2023/24.

Further work was commissioned to establish improvements to the office systems for recording and allocating volunteers for client transport and improve data security.

## Investment Policy

The DVG does not have a formal investment policy. The current strategy is to invest all funds in such a way that they are protected under the Financial Services Compensation Scheme (FSCS). During the 2023-24 period part of the Butlin Restricted fund (£84,000) was split invested with the Charity Bank (Account Reference), the remaining operational part was invested in an instant savings account with the MetroBank. The figures are detailed in the section on Restricted Funds.

The other Restricted fund (for the HandeBus) is invested in a separate MetroBank instant savings account.

For the period 2023-24 some Reserved Funds were invested with CCLA. These funds are not protected by FSCS and the intention was declared to close this account and bring that balance into the Metrobank suite of accounts. Charity Bank and MetroBank are separate financial entities which results in the total protection by FSCS being £190,000.

## Reserves Policy

The DVG does not have a reserves policy but has approximately £38,000 in unrestricted reserves. This will be sufficient to cover any for-seeable liabilities for several years. No significant liabilities were identified at the end of 2023/24.

## Creditors

During the period 2023/24 one client managed to obtain the services of the group without making any contribution. The Group has written off this liability after strenuous efforts to recover the money.

## Insurances

The DVG annually renews Public Liability and Employers Liability insurance. Additionally, the DVG holds vehicle insurances.

## Service Level Agreement and other permissions

In February 2022 the DVG agreed a Service Level Agreement with West Berkshire Council in order to qualify for a £50,000 capital grant to replace the Handybus. The Treasurer holds the compliance arrangements for all of the conditions in the agreement and this is reviewed annually.

The DVG have two Permits under Section 19 of the Transport Act which allows the recovery of fares on a not for profit basis. One of these is temporary pending disposal of the second bus.

## Assets

During 2023/24 year the DVG had acquired a new HandeBus, installed a three phase charge-point at the Downland Practice and retained the old Handybus pending sale. This accounts for the significant change between cash assets and fixed assets.

## Safeguarding

Before a new volunteer is accepted to work on behalf of the group they are vetted using the Disclosure and Barring Service Enhanced checks. Many of our volunteers were vetted some time ago and as a matter of policy the group decided to renew these checks on a rolling five year programme. We maintain records for each volunteer.

No complaints have been received by the group over the conduct of any of the volunteers in 2023/24. Any complaint would be investigated by the Trustees. Many clients have expressed their thanks and admiration for the services we provide.

A project is underway to look at a more effective, efficient and compliant office system for booking volunteers and clients activities and better manager individuals records, eg addresses. This will improve compliance with the General Data Protection Regulations.

## Restricted Funds

The two restricted funds operated by the group are

	<b>2023/24</b>	<b>2022/23</b>
<b>Butlin</b>	£95717	£96162
<b>HandeBus</b>	£3605	£68034

The Butlin fund was created from a bequest by Mrs Barbara Butlin in 2022 and is restricted, in accordance with her wishes, for subsidising transport of clients to and from GP surgeries. The interest from the fund is not restricted and is used to support the finances of the group generally.

The HandeBus fund was created from donations and grants obtained through 2022/23 and 2023/24 for the procurement of a replacement electric HandeBus. The majority of the fund was expended in 2023/24 for the procurement of an original Ford eTransit van, the conversion by GM Minibuses, type certification, livery and the installation of a chargepoint at the Downland Practice in Chieveley. The fund has been used subsequently for some minor functional modifications to the bus also. A residual amount exists in case further modifications are required, such as a rear air conditioning unit for heating and cooling the passengers. The new bus was publicly launched in January 2024 and many of the donors were invited.

## Depreciation

At the end of 2023/24 the DVGs key assets were the Handebus, the Chargepoint and the office computer. No allowance for depreciation has been made for the bus or the charge-point in 2023/24 but will be made in 2024/25. It is proposed to allow for depreciation of the Handebus at 10% of the original value per annum and the charge-point at 50% such that the bus will be written off after 10 years and the charge-point after 2 years.

The bus depreciation is based upon the warranty on the battery on the bus of 8 years. The chargepoint installation was largely the modification of the surgery electrics and therefore is not an asset which the DVG can easily remove.

Signed on behalf of and with the agreement of the Trustees and in accordance with the statement of recommended practice.



Joe Clerkin  
Chairman

## Examiners Report

**DOWNLAND VOLUNTEER GROUP ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**  
**INDEPENDENT EXAMINER'S REPORT TO**  
**DIRECTORS OF THE DOWNLAND VOLUNTEER GROUP**

Having examined the necessary documentation I have pleasure in reporting on the abbreviated accounts and the profit and loss account enclosed with this report for the year ended 31 March 2024 without undertaking a full audit

**Independent Examiner's Statement**

I am of the opinion that:

- a. The financial statements are in agreement with the accounting records kept by the company under Section 386 of the Companies Act 2006.
- b. Having regard to, and on the basis of, the information contained in those accounting records the attached financial statements have been drawn up in a manner consistent with the accounting provisions of the Companies Act 2006, so far as these are applicable to the company.
- c. The audit exemption conditions have been met by the company and, at no time during the year, did the company fall into a non-exemption category.
- d. No matter has come to my attention in connection with the examination which gave me reasonable cause to believe that in any material respect accounting records have not been kept, or that the accounts do not accord with those records.
- e. There are no matters which have come to my attention in connection with the examination, to which the directors attention should be drawn to enable a proper understanding of the accounts to be reached.
- f. I am satisfied that the Treasurer, supported by the Directors, has put in place safe, efficient arrangements and maintain robust controls on payments as an integrated part of the overall financial control system.

Signed: ..........

Date: 21 May 2024

Terry Goodsell  
Independent Examiner



**DOWNLAND VOLUNTEER GROUP**

England & Wales - Charity number 1112181

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# Accounts

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## Trustees' annual report (including Directors' report) for the period

From: 1 April 2022

To: 31 March 2023

Charity name: Downland Volunteer Group

Charity registration number: 1112181

Company number: 5572984

### Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	TO RELIEVE PERSONS IN THE DOWNLAND AREAS WHO ARE ELDERLY, SICK OR DISABLED OR WHO ARE OTHERWISE IN NEED BY THE PROVISION OF VOLUNTEERS TO ASSIST SUCH PERSONS IN ANY WAY THAT MAY BE REQUIRED
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Main activities are a volunteer car service and operation of a local minibus service.  We provide transport for persons in the Downland areas of West Berkshire who are elderly, sick or disabled or who are otherwise in need. We take people to Hospitals, Doctors' Surgeries, Dentists, Opticians, to social meetings and to anywhere else that may be appropriate.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning our activities we have kept in mind the Charity Commission guidance on public benefit.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
	Para 1.38	

Policy on social investment including program related investment		
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>This last financial year has been eventful. Covid still plays a part in what we do. We now for instance, offer weekend transport whether it is for covid vaccinations on a Saturday at the surgery or hospital appointments over the weekend as the NHS catches up on the backlog of patients awaiting treatment.</p> <p>Another thing that happened last year, was one of our regular users, Mrs Barbara Butlin, sadly died and left a generous legacy in her Will to the Downland Volunteer Group. Her wish was this be used to help patients in the Downland villages to attend appointments at the surgeries; consequently we have reduced the suggested contribution for these trips.</p> <p>The other major event this last year is that we ordered a new 100% electric minibus to replace the existing Handybus, which we should receive this Autumn once it is fitted out. These buses are very expensive, both to buy and fit out according to our needs. So we're very grateful to the West Berks Council, Greenham Trust, The Englefield Trust and The Miss Lawrence Trust based in Kintbury, all of whom wish to encourage the use of electric vehicles to improve the environment, plus other generous donations from private individuals. Consequently, the cost to the DVG will be less than had we considered a diesel engine replacement. Also, the running costs are expected to be less than a diesel vehicle.</p> <p>Looking at the numbers for the last financial year we made a total of 746 trips. Compared to the previous year where we made 302 trips once lockdown was lifted. However, we are still not quite up to the pre-covid number of 885 trips. These trips breakdown as follows:</p> <p>Chieveley Surgery 190 25%</p>
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		<p>West Berks Community Hospital 167 22%</p> <p>Royal Berks Hospital RBH 67 9%</p> <p>Other Hospitals 48 6%</p> <p>Compton Surgery 27 4%</p> <p>Other surgeries 12 1%</p> <p>Other destinations 247 33%</p> <p>We currently have 38 volunteer drivers who take passengers in their own cars, 8 Handybus drivers and 12 office support volunteers all of whom offer their services for free. Donated volunteer time totals 1,533 hours supporting our community.</p> <p>We support the Downland Luncheon Club. It's been going since 1998; it happens on the last Friday of the month, except in August and December; and it provides a meal and social gathering. Many of the people who operate it are also members of DVG; and we help provide financial support for their Christmas lunch, which is something that we've done for a number of years. I got a note today from the organiser, just to say thank you. It's very well appreciated.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

### Financial review

Review of the charity's financial position at the end of the period	Para 1.21	Our overall financial position on the current account is that we started with £7,251 and we have finished with £8,838; and we have total
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		assets amounting to £195,079 compared to £38,930 last year. The increase due to two exceptional one-time events: the bequest from Mrs Butlin and grants towards the Handybus replacement. All in all, the financial position of the DVG remains healthy and we made an operating surplus in 2022/23 of £1,647 on our operating income of £14,786 compared to the small loss we made last year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The current reserves are financial balances relating to Mrs Butlin's bequest, replacement of the Handybus in the next year and to de-risk any material changes in operating costs. For example, it is expected the office computer system will need review and update in the next year or so.
Amount of reserves held	Para 1.22	We have total assets amounting to £195,079. The Trustees are satisfied that the level of reserves as shown on the balance sheet are adequate to cover known and anticipated costs in the short term. Please see annual accounts for further detail.
Reasons for holding zero reserves	Para 1.22	N/a
Details of fund materially in deficit	Para 1.24	N/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/a

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, <a href="#">trust deed</a> , <a href="#">memorandum and articles of association etc</a>	Para 1.25	MEMORANDUM AND ARTICLES OF ASSOCIATION INCORPORATED 23 SEPTEMBER 2005
How is the charity constituted? for example <a href="#">limited company</a> , <a href="#">unincorporated association</a> , <a href="#">CIO</a>	Para 1.25	Charitable Company
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Selected by the DVG Committee, who are elected at the DVG's AGM.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and administrative details

Charity name	<b>Downland Volunteer Group</b>
Other name the charity uses	<b>DVG</b>
Registered charity number	<b>1112181</b>
Charity's principal address	<b>The Surgery, High Street, Compton, NEWBURY RG20 6NJ</b>

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Joe Clerkin	Chair		
2	Jean Pocock			
3	Gareth Beard	Treasurer	Appointed 17 May 2022	DVG Committee
4	Michael Purchase		Appointed 17 May 2022	DVG Committee
5				
6				
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14				
15				
16				
17				
18				
19				
20				

## Corporate trustees – names of the directors at the date the report was approved

Director name	
<b>Joe Clerkin</b>	
<b>Jean Pocock</b>	
<b>Gareth Beard</b>	


Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	N/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)**

**Names and addresses of advisers (optional information)**

Type of adviser	Name	Address

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

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information**

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## Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

<b>Signature(s)</b>	<i>Joe Clerkin</i>	
<b>Full name(s)</b>	Joe Clerkin	
<b>Position (for example Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	29/01/2024	

	<u>22/23</u>		<u>21/22</u>
<b><u>Fixed Assets</u></b>		<b><u>Fixed Assets</u></b>	
None		None	
<b><u>Current Assets</u></b>		<b><u>Current Assets</u></b>	
C.O.I.F.	21688	C.O.I.F.	31383
MetroBank Current	8838	MetroBank Current	7251
MetroBank Savings Butlin	96162	MetroBank Savings	0
MetroBank Savings Handyb	68034		
Cash in Hand	357	Cash in Hand	296
Debtors-Clients	0	Debtors-Clients	0
Debtors-DOT	0	Debtors-DOT	0
Debtors-Handybus	0	Debtors-Handybus	0
Debtors-Therapy Groups	0	Debtors-Therapy Groups	0
Debtors-W Berks DC	0	Debtors-W Berks DC	0
Insurances Prepaid	0	Insurances Prepaid	0
<b>Total Assets</b>	195079	<b>Total Assets</b>	38930
<b><u>Current Liabilities</u></b>		<b><u>Current Liabilities</u></b>	
Accruals-Audit	0	Accruals-Audit	255
Accruals-Mileage Claims	0	Accruals-Mileage Claims	33
<b>Totals Liabilities</b>	0	<b>Totals Liabilities</b>	288
Capital Employed	195079	Capital Employed	38642
Financed By:		Financed By:	
<b><u>Accumulated Fund</u></b>		<b><u>Accumulated Fund</u></b>	
Opening Balance	38930	Opening Balance	39452
Surplus/(Deficit) for year	1647	Surplus/(Deficit) for year	-413
Less Handybus	-10000		
<b>Total</b>	<b>30577</b>	<b>Total</b>	<b>39039</b>
<b><u>Restricted Funds</u></b>			
Legacy	96162		
Handybus replacement	68034		
Interest	351		

DRW

*David Powell*  
24/4/2023

Balance Sheet March 22

Total	<u>164547</u>		
<b>Totals</b>	<u>195124</u>	<b>Totals</b>	<u>39039</u>

DRW

DRW

*David R. Well*  
24/4/2023

WORKING  
COPIES

INCOME		2022/23	INCOME		2021/22	BUDGET 23/24	
<b>Car Client Income</b>			<b>Clients</b>			<b>INCOME</b>	
Passenger Contributions	3355		Passenger Contributions	2477		<b>Car Client Income</b>	
		✕ 3355	West Berks Council	3487		Passenger Contributio	4711
			Less Drivers Expenses	-2419	3546		
							4711
<b>Handybus income</b>			<b>Handybus</b>			<b>Handybus income</b>	
Dept of Transport	588		Dept of Transport	0		Dept of Transport	600
Grants			Grant-WBDC	0		Grants	
Handybus Billings	1711	✕ 2298	Handybus Billings	1219		Handybus Billings	2000
			Less Handybus Costs	-1711	-491		
							2600
<b>Stroke Club/Parkinsons &amp; Misc</b>			<b>Stroke Club/Parkinsons &amp; Misc</b>			<b>Other Income</b>	
Re-imbursed Costs	0		Re-imbursed Costs	0		West Berks Council Tr	3490
Less Mileage Costs	0	0	Less Mileage Costs	0	0	Boeing Match Funding	1800
						Donations Misc (includ	-296
<b>Other Income</b>			<b>Other Income</b>			Subsidy from Butlin Be	600
West Berks Council Transport Grant	3487		Bank Interest-COIF	4		Donations PC's & Fete	250
Boeing Match Funding	1749		Boeing	0			5844
Donations Misc (including Government su	3346		Donations Misc	237		*£3 is allocated per surgery journey	
Subsidy from Butlin Bequest*	300		Donations PC's & Fete	250	491	<b>Total Income (Turnover)</b>	
Donations PC's & Fete	250	✕ 9133				<b>Turnover</b>	
<b>Total Income (Turnover)</b>	14786	DRW	<b>Total Income</b>	3545		<b>EXPENDITURE</b>	
						Less Drivers Expenses	7500
<b>Turnover</b>			<b>EXPENDITURE</b>			AGM Costs	593
						Audit Fees	127
						Computer Costs	0
<b>EXPENDITURE</b>						DBS Costs	0
Less Drivers Expenses	✕ 6535		AGM Costs	36		Insurances	0
AGM Costs	85		Audit Fees	30		Driver Assessment Costs	13
Audit Fees	60		Computer Costs	848		Legal & Professional Costs	11038
Computer Costs	22		DBS Costs	191		Lunch Club	19
DBS Costs	104		Driver Assessment Costs	55		Office Mileage Costs	0
Insurances	1323		Insurances	322		Office maintenance	0
Driver Assessment Costs	✕ 275		Legal & Professional Costs	18		Parking Discs/Parking Fees	22
Legal & Professional Costs	13		Lunch Club	0		Printing, Postage & Stationery	879
Lunch Club	420		Office Costs	212		Roundings	
Office Mileage Costs	588		Office maintenance	900		Subscriptions + donations	118
Office maintenance	0		Parking Discs/Parking Fees	37		Telephone	0
Parking Discs/Parking Fees	27		Printing, Postage & Stationery	513		Website & Publicity Costs	588
Printing, Postage & Stationery	313		Roundings	0		Handybus Costs (Fuel and mainte	1427
Roundings			Subscriptions + donations	0		<b>Total Expenditure</b>	22323
Subscriptions + donations	0		Telephone	541			
Telephone	593		Website & Publicity Costs	0		<b>Surplus/(Deficit) for year</b>	-9169
Website & Publicity Costs	127	DRW				<b>Surplus/(Deficit) for year based</b>	0
Handybus Costs (Fuel and maintenance)	2654						
<b>Total Expenditure</b>	13139		<b>Total Expenditure</b>	3703			
<b>Surplus/(Deficit) for year</b>	1647		<b>Surplus/(Deficit) for Part year</b>	-158			
<b>Surplus/(Deficit) for year based on accounts</b>	1647	DRW					
<b>Additional Income</b>			<b>Additional Income</b>			<b>Additional Income</b>	
Mrs Butlin Bequest	96218		Mrs Butlin Bequest	N/A		Mrs Butlin Bequest	447619
Interest to Butlin Account	244		Interest to Butlin Account	N/A		Interest to Butlin Account	0
Handybus replacement Grants	68000		Handybus replacement Grants	N/A		Handybus replacement Grants	10000
Interest to Handybus account	34		Interest to Handybus account	N/A		Interest to Handybus account	0
<b>Total</b>	167790	DRW				<b>Total</b>	448450

DRW

*David Webb*  
24/4/2023


STATEMENT  
24/4 TO 29/4 11/10 TO 6/11/11  
MISSING  
CCAP FINANCIAL BAL  
MISSING  
SHORT TRAILERS  
NOT SHOWING UP

**DOWNLAND VOLUNTEER GROUP**  
**ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023**  
**INDEPENDENT EXAMINERS REPORT TO DIRECTORS OF THE DOWNLAND**  
**VOLUNTEER GROUP**

Having examined the necessary documentation I have pleasure in reporting on the abbreviated accounts and the profit and loss account enclosed with this report for the year ended 31<sup>st</sup> March 2023 without undertaking a full audit.

**Independent Examiner's Statement**

- 1 I am of the opinion that:
  - a the financial statements are in agreement with the accounting records kept by the company under Section 386 of the Companies Act 2006;
  - b having regard to, and on the basis of, the information contained in those accounting records, the attached financial statements have been drawn up in a manner consistent with the accounting provisions of the Companies Act 2006, so far as these provisions are applicable to the company; and
  - c the audit exemption conditions have been met by the company and, at no time during the year, did the company fall into a non-exempt category;
  - d no matter has come to my attention in connection with the examination which gave me reasonable cause to believe that in any material respect accounting records have not been kept, or that the accounts do not accord with those records;
  - e there are no matters which have come to my attention in connection with the examination, to which the directors attention should be drawn to enable a proper understanding of the accounts to be reached.
  - f I am satisfied that the Treasurer, supported by the Directors, has put in place safe, efficient arrangements and maintain robust controls on payments as an integrated part of the overall financial control system.
  
- 2 This is my tenth examination as the appointed Independent Examiner for the Downland Volunteer Group and I would like to place on record my sincere thanks Gareth Beard, for all his hard work in preparing the accounts and for providing me with the information and records required to undertake the examination.

Signed:   
David R Weller DMA, ONC/HNC  
Independent Examiner

Date: 26<sup>th</sup> April 2023