

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024
FOR
PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

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FOR THE YEAR ENDED 31 DECEMBER 2024**

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024
ACHIEVEMENT AND PERFORMANCE

Charitable activities

We continue to see an impact on people's confidence to travel, particularly amongst those who are elderly and vulnerable. This provides both challenges and opportunities for PACTO and Pembrokeshire's community transport operators.

Publicity and Promotion

We have continued to play an important role in promoting and publicising Pembrokeshire's community transport services during our Outreach Programme in 2024, attending in excess of 100 events and venues throughout the year. This was evidenced by the increase of service users for all our CT Organisations.



This year PACTO, one of our CTO's Manager and volunteers have been nominated as finalists in national and local community transport awards.

Our Chair of Trustees and Manager of Green Dragon Community Transport Caroline Wilson was shortlisted for the Best Woman of the Year in Community Transport category by the Women in Bus and Coach Organisation.



Sue Canham, RVS Coordinator, was nominated by PACTO for the PAVS Volunteer of the Year award 2024



These awards, along with the recent support from Wales First Minister Eluned Morgan, highlights the value and uniqueness of our organisation and its members in supporting Community Transport.

PACTO launched its new branding and its Projects at an event in March 2024 held at Haverhub, Haverfordwest. Over 120 attendees representing partner organisations and stakeholders were briefed on the coming of age of PACTO in their 20th year and how well-built foundations provide the stability for growth and transformation.



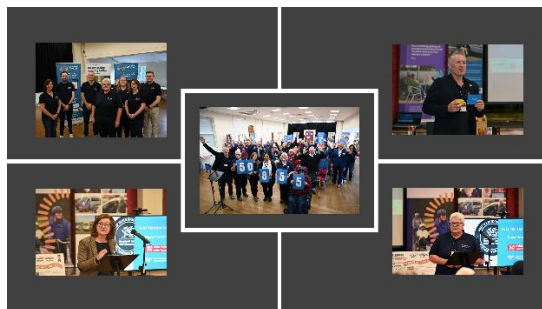
Guidance and Support for Community Transport Operators

PACTO provided a range of specific support to CT operators during 2024 especially through the funding provided for our main projects by Motability Foundation and UK Shared Prosperity Fund (UKSPF).



Representation

From all our public engagement consultations with the public and close partnerships with our CTOs and their passengers, partners, and stakeholders, we've attracted a lot of attention at national and local level. Wales First Minister, Eluned Morgan, opened our Building Tomorrow CT workshop, advocates for PACTO and our work to support Community Transport in October 2024.



Our Project Managers have been invited as guest speakers by local government, CTA, Third Sector, Public Services Board, Hywel Dda Health Board, Aberystwyth University and Local Authorities to give presentations on the sector-leading practice that PACTO is providing for

Community Transport in rural Pembrokeshire. We've also contributed to the national and regional transport strategy and infrastructure plans leading to Bus Reform.

Partnership working is a key focus for us, and we are working with many partners and organisations, e.g. Pembrokeshire County Council, PAVS, CTA, Cranfield Trust, other CT UK operators, Aberystwyth University THINK, WCVA, Transport for Wales, Local Authorities, Town Councils, Politicians, Government, Health Boards, and third-sector organisations.

Training

Routine Minibus Driver Awareness Scheme (MiDAS) training activity continued throughout the year. In 2024, we delivered **245 driver assessments** (compared with 241 in 2023 and 168 in 2022).

The delivery of this programme by Craig Morgan, having trained in excess of 1000 drivers to date, was celebrated with the awarding of **MiDAS Organisation of the Year 2024** at the Community Transport Association's MiDAS 30th Anniversary Event at Aintree in November 2024.



In March 2024, in agreement with our member Community Transport Operators, we reintroduced the **Wheelchair Passport Assessment Process**, ensuring that any wheelchair used by passengers on CT services complied with current regulation and had been crash tested. This assessment will be completed by MiDAS qualified assessors. This also provides clarity for the service users to know that whomever they travel with one assessment covers all. In 2024 our MiDAS Assessors completed **52 assessments** for new users of the transport services provided.

We also assisted Pembrokeshire County Council by providing Bus Safety training to school pupils as part of the Crucial Crew programme for upper primary school pupils held in November 2024.

As part of our **Staff Training Programme**, we have introduced a range of subjects including Safeguarding, Wellness at Work. We have also worked with Sign and Share Club to train selected staff in British Sign Language.

PIVOT (Pembrokeshire Integrated Voluntary Organisations Team) Project –

The PIVOT project aims to prevent unnecessary admissions to hospital and to reduce the intervention required from statutory agencies, by providing home-based low-level prevention and reablement support. Other partners in the project during this time included Pembrokeshire Association of Voluntary Services, British Red Cross, West Wales Care & Repair and Volunteering Matters.

Between January and March 2024, we continued to manage the transport element of the PIVOT project, delivered by Royal Voluntary Service (RVS) volunteer drivers and funded by the Welsh Government Regional Integration Fund (RIF) managed by PAVS.

In February 2024 the service was commissioned through NHS Wales with a Notice of tender uploaded onto Sell2Wales. The new Assisted Discharge & Home Support Service was due to start on 1st September 2024. The contract consisted of 4 elements which were transport, home adaptations, low level care and a trips & falls, wellbeing element. Plans for continuation of the PIVOT service, through to the start of September, were put in place and the delivery partners awarded a 5-month extension of the service from 1st April 2024 through to 2nd September 2024.

PACTO submitted a tender for the provision of the Rapid Transport to Support Discharge element, in partnership with the Royal Voluntary Service. It was hoped that by going through the commission process the funding would be guaranteed for three years however this was not the case - PIVOT remains at jeopardy should funding not be secured by Hywel Dda Health Board.

On the 8th of July 2024 we were awarded the transport provision contract –

Period of Contract: 1st September 2024 until 31st March 2025 with an option to extend for up to two (2) years in no less than twelve (12) month increments should funding be available for the financial year 2025/26 onwards

The mainstream PIVOT transport service is operated by around 12 RVS volunteers, working on a rota, providing transport and settling at home for people with no other suitable means of getting home. Transport is available 365 days a year coordinated through Porth Preseli based at Withybush Hospital.

We were able to accept journeys for patients who are wheelchair users or who find it difficult to transfer into/out of an ordinary car on a ‘when needed’ basis with the assistance of our member Community Transport Organisations who have wheelchair accessible cars within their fleet.

Overall, PIVOT provided **334 standard car** journeys and **8 wheelchair accessible car** journeys during 2024. (This compared with 567 journeys and 54 wheelchair accessible car journeys in 2023 and 423 and 32 respectively in 2022). The reduction in numbers were attributed to the changeover and extension period when British Red Cross left the partnership. Promotional work is ongoing to reverse that trend.



Unpaid Carers Support

Funding continued during this project year, through Pembrokeshire County Council Social Care, to provide enhanced transport opportunities for Unpaid Carers. We joined with the Royal Voluntary Service (Pembrokeshire) to enhance their Country Cars Service.



The funding provided the following enhancements to the Pembrokeshire Country Cars scheme:

- Unpaid Carers will be able to access a second journey per week. (Country Cars is usually limited to one journey per week). Additional journeys may also be approved in exceptional circumstances, at the Scheme Coordinator's discretion. N.B. This is always subject to the availability of volunteer drivers.
- Where unpaid Carers need to travel with the person that they care for on any Country Cars journey, the carer will travel free of charge. (Where the Carer is not travelling with the person that they care for, normal fares will apply).

Running from Jan to December the service provided 119 carer journeys and will continue through 2025 subject to further funding.

Fflecsi Pembrokeshire

We continued to support Pembrokeshire County Council, Transport for Wales, and Pembrokeshire Voluntary Transport with the development and promotion of the Fflecsi Pembrokeshire service during 2024. This included promotion of the service and supporting service users and groups with bookings over an expanded area of operation, due to Pembrokeshire County Council converting former fixed bus routes into Fflecsi services in the Milford, Dale Peninsular and South Pembrokeshire areas. PCC provided further funding to incorporate Fflecsi promotion within our Outreach Programme.

Monitoring and Evaluation

We have started our Journey to Excellence by completing a diagnostic survey with the Cranfield Trust.

The J2E framework measures progress in four essential management areas:

- Leadership and strategic direction
- Financial management and sustainability
- People management and performance
- Identify strengths and areas for development



Their work with us will continue into 2025

- Pro bono consultancy project started at the end of February 2024.
- PACTO requested **guidance and support through the project's implementation stage.**
- **Internal Community Transport Organisations Review** – support with the consultation and strategic review process on how community transport services are structured and run in Pembrokeshire by consulting with the CT operators, passengers, community, service users, user groups, trustees, staff, volunteers, key stakeholders and partners.
- **Support with 'Organisation Health Checks Frameworks'** for CT organisations to ensure that they are providing the quality of service their service users need and that they have all the necessary processes, governance and operating models in place to ensure their organisation is in good shape for the future.
- Christopher Garlick appointed as the consultant volunteer – professionally qualified portfolio/programme consultant – Programme Assurance Consultant

Projects in 2024

Community Transport Transformation Project – Motability Foundation Fund



Project Manager – Wyndham Williams,

Accessible Car Coordinator - Damian Golden

Transport Connectors – Ruby Woods and Jo Hicks.

In the first year of the project, we have made significant progress in achieving certain project milestones and meeting objectives and KPIs. We have completed the most extensive public engagement CT consultation to have ever been held in Wales across Pembrokeshire. This included the delivery of over 100 face-to-face public engagement events, including eight CT workshops with several underrepresented community groups across the County. 700 responses to our passenger survey and 80 responses to our partner survey.

This valuable feedback and information alongside potential solutions that focus on passengers and their mobility needs and requirements was an opportunity to identify if CTOs are genuinely meeting the needs of passengers, particularly passengers with mobility needs. In addition to gaining insights into how services can be improved and making them more efficient, accessible, and user-friendly. The combination of information from the consultation and that data received from our CTOs, we now have a data set for Pembrokeshire's CT sector, which provides a solid foundation of quantitative and qualitative information, enabling us to make informed, strategic decisions throughout the project with our CTOs, partners, stakeholders and grant funders.

In 2022-23 Pembrokeshire had approximately 1,400 community transport passenger beneficiaries. In 2024, there have been 2,348 passengers beneficiaries, an increase of 68% showing the need for community transport is growing rapidly and 80%, on average, of these passenger beneficiaries have mobility needs. The number of trips on community transport services has increased by 13% in the last 12 months, with 50,855 completed since September 2023.

Since January 2024, there have been 210 new passenger referrals through our new Transport Connector service, of which 83% have extra mobility needs. Through strong partnerships working with CTOs, Third-sector, Pembrokeshire County Council and Hywel Dda Health Board, we've been able to exceed our target by 90%, 948 additional passenger beneficiaries accessing Community Transport services for the first time from a baseline of 1,400 beneficiaries previously.

We've also increased the number of passenger trips on dial-a-ride services by 53% with an additional 13,075 trips over the last year from a baseline of 2,055 per trips month to 3,144 trips per month on average, which has already exceeded our three-year target by 3%. Furthermore, we have over 1,475 passengers who frequently use this service by travelling over eight monthly trips, indicating a significant need for and dependence on this service.

We have developed a strategy to bring CTOs together to work towards an agreed-upon Pembrokeshire CT delivery model that focuses on passengers' needs and works together as one united and future-proof sector. Our recent workshop event highlighted the appetite and

commitment of CTOs to work together on succession planning, governance, sharing resources and standardising policies and procedures across the range of Pembrokeshire CT services.

Through hard work and commitment to CT data collection, we now have a wealth of rich data and information for the CT sector in Pembrokeshire. This will help us make strategic decisions related to the project and create a more robust data collection system that will be manageable for our CTOs in the future

The support and recognition for this project has been overwhelming. It has strong community support and engagement, indicating a broad backing base for the project from all levels.

We have a vast amount of learning to document and share with other community transport operators confronting similar issues regarding governance, standardisation, policies, success planning, volunteer recruitment and sustainability. The lessons we are learning and the solutions we are developing to overcome barriers and challenges within the project can only benefit the wider CT sector across the UK.

Foundations for Growth Project - UK Shared Prosperity Fund (UKSPF)

Funded by UK Government  Wedi ei ariannu gan Llywodraeth y DU

Project Manager – Ady Poole

Transport Connector – Alison Morgan

Development Officer – Jemma Sinclair

Liftsharing Coordinator – Toni Dorkings

Media & Marketing Officer – Tom Pritchard

The development of our **Transport Connector Service** was very successful. Recruiting a suitable candidate was essential. It was key in our plan to reach a new and wider audience around the County. The research and development of our Transport Gazetteer was undertaken by Alison Morgan which has provided an excellent tool in journey planning for Pembrokeshire.



Unfortunately, one member of staff, Jemma Sinclair (Community Transport Development Officer), left us at the end of August 2024. At that time there were only 4 months left of the project period, so we were not in a position to recruit a new member of staff. Elements of their role were picked up by the two remaining FTE i.e. net zero/low carbon feasibility study and development of travel training services to build people's confidence and skills to travel independently. Regrettably we had to put on hold our plans to assist, support and guide people around employment, life skills and education.

Having identified two feasibility studies for alternative fuel use to address our fleet carbon footprint we were able to

- Source an electric vehicle which has been placed for use with a local charity to enhance wellbeing and reduce isolation for veterans and those with mental health issues
- Secured funding to purchase a minibus and delivery infrastructure to use HVO (Hydrotreated Vegetable Oil) which has an 80% reduction in carbon emissions compared to diesel fuel.

Some Positive Impacts:

We assisted **CLARBESTON ROAD AFC** with a grant towards the transport costs for their Clarby Warriors Team their disability football squad.



Testimonial

'Clarbeston Road AFC received support from PACTO for transport for our disability football squad, comprising 39 players aged 10 to 58, to travel to festivals in which they take part approximately every month during the football season. As well as the social and physical benefits of playing in these festivals, travelling together is an important part of enhancing their socialising and bonding and is a highlight for many of them.

The increasing cost of coach travel was impacting on the club's ability to provide this and to attend every festival available to us. The support we received has allowed us to continue to provide this, and we are very grateful.

The process was quite clear and efficient and Ady Poole was very helpful at all stages.'

GDCT UKSPF Update

'6 journeys have been undertaken to date, since receiving support from PACTO and UKSPF.

All were wellbeing journeys, getting people out of home and reducing isolation especially over the Christmas period when isolation and loneliness is far greater than any other time of the year.

These trips enabled our passenger beneficiaries to meet with friends and to enjoy tea, coffee or a meal, something they would have been unable to do if we had not received this support.

We averaged 10 persons per journey

Average journey distance was 30-35 miles

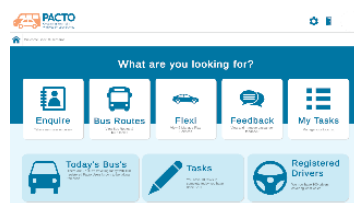
80% of these passengers have disability or mobility issues two passengers were wheelchairs users'

We are developing two different **software applications** which we will be in a position to trial and launch in 2025: -

- our workplace liftsharing app **Take Me Too Work!** We are in discussion with two major employers in Pembrokeshire to do this.



- our **Transport Gazetteer** to be converted to a digital platform (aka Gaz) to enable our Transport Connector Team to have instant access to the information they need to assist journey planning for service beneficiaries.



Through this project we have been able to assist our Community Transport Organisations with funding for IT equipment, enhanced Dial a Ride Services, mobility equipment (e.g wheelchairs and ramps) and the coordination of services they provide.

As we are a grant dependant organisation access to financial support is essential to establish and maintain the key objectives of our Organisation.

The requirement to always provide a new project to gain funding is difficult especially when we need to ensure that the foundation of our organisation continues to support the staff who have amazing knowledge and expertise to deliver the services we provide.

The reality of losing staff at the end of a project is constant and it can be very hard to replace such expertise. The early period of a project is inevitably given over to training and familiarisation rather than hitting the ground running from day one. We need to consider income generation and increasing our Core Team to ensure skills and experience can be retained moving forward.

The legacy and longer-term impact of UKSPF means we have a Core Foundation Team who can continue the delivery of our county wide Outreach Programme to promote our Community Transport Organisations and inform and advise service users of all transport opportunities there are in Pembrokeshire.

Key Outcomes for the UKSPF Project included:

Number of organisations receiving grants (number of)	6
Number of organisations receiving non-financial support (number of)	8
Number of local events or activities supported (numerical value)	101
Number of people reached (number of)	2497
Number of people attending training sessions (number of)	188
Number of feasibility studies developed as a result of support (number of)	2
Number of enterprises receiving non-financial support (number of)	4
Number of socially excluded people accessing support (number of)	41
Number of people receiving support to sustain employment (number of)	49
Number of people supported to gain a qualification (number of)	8
Increased users of facilities/amenities (number of users)	1005
Improved perception of facility/infrastructure project (number of people)	2465

The number of projects arising from funded feasibility studies (number of projects)	2
Number of active or sustained participants in community groups as a result of support (number of participants)	40
People gaining a qualification or completing a course following support (number of people)	84
Number of people gaining qualifications, licences and skills (number of people)	124

Social Media and Marketing

Our Social Media presence has measurably increased following our rebranding at the beginning of the year. We have built up a strong community which sees people regularly engaging in the comments section and also messaging us directly, which means they see us as somewhere they can rely on to get the information they need.



The PACTO website was identified as an area for improvement so with the assistance of Web Adept we have been able to start development of fresher, more modern, inclusive and interactive web pages which will be launched in 2025.

FINANCIAL REVIEW

Principal funding sources

The charity's main sources of funding during 2024 were Pembrokeshire County Council, the Motability Foundation, the UK Shared Prosperity Fund, the Postcode Lottery and the Welsh Government's Regional Integrated Fund (RIF, via Pembrokeshire Association of Voluntary Services).

Total incoming resources were £538,314 (2023 £333,673). Resources expended during the year were £429,970 (2023 £206,137) resulting in a surplus of £108,344 (2023 surplus £127,536).

Restricted funds amount to £294,581 (2023 £231,588) and unrestricted to £124,064 (2023 £78,713) giving total funds as at 31 December 2024 of £418,645 (2023 £301,301).

Reserves policy

A reserves policy for the organisation has been formally agreed, in line with the recommended practice of the Charity Commission. In current circumstances, the Board recognises the need to build adequate reserves for the organisation realised through sound management of available resources, making sensible provision for the future and to cover any deficit in funds for activities for which future funding may not be secured. Trustees are pro-actively working to ensure that reserves are maintained at the required level and monitor this position on a regular basis.

It is established that the general reserves take into account at least three months' overheads / running costs; provision against the risk of funding being reclaimed by funders; sufficient funds to cover any deficit in resources for restricted projects or for core activity which may not be

funded in the future; and sufficient working capital to finance cashflow shortfalls anticipated for any restricted project or programme. For 2022, the minimum required level of unrestricted surplus reserves was £35,000. For 2023 the level was increased to £80,000. The level of reserves is reviewed annually by the Board.

FUTURE PLANS

PACTO has a duty to support, protect, preserve and develop transport opportunities for communities in Pembrokeshire.

Our priorities for 2025 are as follows:

Our Mission: To facilitate innovative transport solutions for everyone across Pembrokeshire.

- To work with our Community Transport operators to resolve transport challenges.
- To provide an extensive pool of knowledge and resources for our partners across the transport sector, present and future.
- To be courageous and bold in championing the voice of all service users to facilitate sector-leading transport solutions.
- To be recognised across Pembrokeshire and beyond as a household name in the Community Transport sector.

To work with CT operators, passengers, partner and support organisations and other stakeholders to review how community transport services are currently structured and delivered in Pembrokeshire, and to identify opportunities for the future.

To develop the social and human capital to underpin a strong Community Transport sector in Pembrokeshire ready to meet forthcoming challenges.

To implement and establish our Take Me Too Work! lift-sharing scheme and develop a plan for the future of the project.

To continue to manage the transport element of the PIVOT project, the Rapid Transport Service in support of Patient Discharge for Hywel Dda Health Board (NHS) in Pembrokeshire, in partnership with the Royal Voluntary Service, West Wales Care and Repair, Volunteering Matters and St Johns Ambulance.

To continue to deliver the gold standard MiDAS Training and WAV Car Driver assessments to drivers within the voluntary and community sector, schools and the local authority.

To seek and secure funding to strengthen and develop community transport operations in Pembrokeshire.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

All those charged with governance (directors or trustees), key management personnel and any individual or entity that has control of the charity as well as their spouses, domestic partners and dependents are related parties.

As PACTO is an umbrella organisation designed to provide support for its members, who may nominate a trustee to represent them on the board, transactions between the organisation and its members have not been disclosed separately. None of the individual organisations can control

the decisions of the board without the agreement of the other trustees. The members are charitable organisations and none of the trustees gain personally.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees maintain a risk register, which is reviewed at least quarterly.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number: 07825882 (England and Wales)

Registered Charity number: 1148810

Registered office

Dolwerdd
Bethesda
Narberth
SA67 8HF

Trustees / Directors

- CA Wilson (Chair)
- E Bingham (Vice Chair)
- M Harries (Treasurer)
- T Norman
- K Bradbury
- M Harvey

Independent Examiner

Bevan Buckland LLP Chartered Accountants

45 High Street

Haverfordwest

Pembrokeshire

SA61 2BP

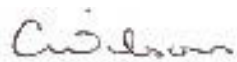
COMMENCEMENT OF ACTIVITIES

The charitable company was incorporated on 27 October 2011 and began charitable activities 1 January 2012.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 24th September 2025 and signed on its behalf by:

Signature:



Print name: **CAROLINE WILSON** Chair of Trustees

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

Independent examiner's report to the trustees of Pembrokeshire Association of Community Transport Organisations ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 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 the Company 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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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 the Company 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.

Alun Evans FCA

Bevan Buckland LLP
Chartered Accountants
Haverfordwest
SA61 2BP

Date:

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	-	-	-	41
Other trading activities	3	20,389	514,240	534,629	331,055
Investment income	4	3,685	-	3,685	2,577
Total		<u>24,074</u>	<u>514,240</u>	<u>538,314</u>	<u>333,673</u>
EXPENDITURE ON					
Charitable activities	5				
Charitable activities		<u>7,554</u>	<u>422,416</u>	<u>429,970</u>	<u>206,137</u>
NET INCOME		16,520	91,824	108,344	127,536
Transfers between funds	15	<u>28,831</u>	<u>(28,831)</u>	<u>-</u>	<u>-</u>
Net movement in funds		45,351	62,993	108,344	127,536
RECONCILIATION OF FUNDS					
Total funds brought forward		78,713	231,588	310,301	182,765
TOTAL FUNDS CARRIED FORWARD		<u><u>124,064</u></u>	<u><u>294,581</u></u>	<u><u>418,645</u></u>	<u><u>310,301</u></u>

The notes form part of these financial statements

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS (REGISTERED NUMBER: 07825882)**

**STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	11	-	125,996	125,996	-
CURRENT ASSETS					
Debtors	12	11,211	35,385	46,596	33,125
Cash at bank and in hand		114,268	141,161	255,429	286,857
		<u>125,479</u>	<u>176,546</u>	<u>302,025</u>	<u>319,982</u>
CREDITORS					
Amounts falling due within one year	13	(1,413)	(7,963)	(9,376)	(9,681)
NET CURRENT ASSETS		<u>124,066</u>	<u>168,583</u>	<u>292,649</u>	<u>310,301</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		124,066	294,579	418,645	310,301
NET ASSETS		<u>124,066</u>	<u>294,579</u>	<u>418,645</u>	<u>310,301</u>
FUNDS	15				
Unrestricted funds				124,066	78,713
Restricted funds				<u>294,579</u>	<u>231,588</u>
TOTAL FUNDS				<u>418,645</u>	<u>310,301</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 24 September 2025 and were signed on its behalf by:



C A Wilson - Trustee

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached the the item (s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Where income has related expenditure (as with fundraising or contract income) the income and related expenditure are reported gross in the Statement of Financial activities.

Donations and grants are recognised when receivable. In the event that a donation is subject to fulfilling performance conditions before the Charity is entitled to the funds, the income is deferred and not recognised until it is probable that the that those conditions will be fulfilled in the reporting period.

Interest on deposits held is included when receivable and the amount can be measured reliably by the Charity which is normally upon notification of the interest paid or by the bank.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

Support costs are made up of administration and management, finance costs and governance costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the Charity.

Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided to write off the cost less estimated residual value of tangible fixed assets by equal instalments over their estimated useful economic lives as follows:

Motor vehicles	-	20% straight line
Office equipment	-	25% straight line

Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore meets the definition of a charitable company for UK corporation tax purposes.

Fund accounting

Unrestricted funds - these are funds which can be used in accordance with the Charity's charitable objects at the discretion of the Trustees.

Designated funds - these funds are set aside by the Trustees out of unrestricted funds for specific purposes.

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

1. ACCOUNTING POLICIES - continued

Fund accounting

Restricted funds - these are funds received for undertaking an activity specified by the donor.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Going concern

The trustees have considered the financial performance of the Charity for the foreseeable future, in particular, the next 12 to 18 months and are confident that the Charity is a going concern.

Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any discounts due. Accrued income is included at best estimate of the amounts receivable at the balance sheet date.

Cash and cash equivalents

Cash and cash equivalents comprise cash in hand and demand deposits that are readily convertible to a known amount of cash and are subject to an insignificant risk to changes in value.

Creditors

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Leased assets: the Charity as lessor

The motor vehicles owned by the Charity are provided on free leases to local organisations in Pembrokeshire for the provision of community transport services. These organisations have the responsibility of the day to day running of these vehicles including insurance and maintenance.

2. DONATIONS AND LEGACIES

	2024 £	2023 £
Donations	-	41
	<u> </u>	<u> </u>

3. OTHER TRADING ACTIVITIES

	2024 £	2023 £
Grants	514,240	311,692
Training fees	19,691	17,038
Project management fee	-	2,325
Miscellaneous income	698	-
	<u>534,629</u>	<u>331,055</u>

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

4. INVESTMENT INCOME

	2024 £	2023 £
Deposit account interest	<u>3,685</u>	<u>2,577</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
Charitable activities	<u>424,138</u>	<u>5,832</u>	<u>429,970</u>

6. SUPPORT COSTS

	Management £
Charitable activities	<u>5,832</u>

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024 £	2023 £
Depreciation - owned assets	<u>31,499</u>	<u>5,997</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

	2024 £	2023 £
Honorarium	540	540
Expenses paid	434	174
	<u>974</u>	<u>714</u>

Trustees are entitled to the re-imbursement of expenses necessary incurred on Charity business. 1 trustee was re-imbursed for expenses incurred during the ordinary course of the Charity business (2023 - 1).

9. STAFF COSTS

	2024 £	2023 £
Wages and salaries	228,336	105,172
Other pension costs	4,776	4,006
	<u>233,112</u>	<u>109,178</u>

The total key management personnel remuneration benefits during the year were £30,390 (£2023 2 27,916).

The average monthly number of employees during the year was as follows:

	2024	2023
Community Transport Development Officer	1	1
Training Coordinator	1	-
Project Officers	1	1
Manager	1	1
Project Assistants	6	3
	<u>10</u>	<u>6</u>

No employees received emoluments in excess of £60,000.

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	40	1	41
Other trading activities	19,363	311,692	331,055
Investment income	2,577	-	2,577
Total	<u>21,980</u>	<u>311,693</u>	<u>333,673</u>
EXPENDITURE ON			
Charitable activities			
Charitable activities	1,076	205,061	206,137
NET INCOME	20,904	106,632	127,536
Transfers between funds	14,534	(14,534)	-
Net movement in funds	35,438	92,098	127,536
RECONCILIATION OF FUNDS			
Total funds brought forward	43,274	139,491	182,765
TOTAL FUNDS CARRIED FORWARD	<u>78,712</u>	<u>231,589</u>	<u>310,301</u>

11. TANGIBLE FIXED ASSETS

	Motor vehicles £	Computer equipment £	Totals £
COST			
At 1 January 2024	247,729	1,769	249,498
Additions	157,495	-	157,495
Disposals	(183,773)	-	(183,773)
At 31 December 2024	<u>221,451</u>	<u>1,769</u>	<u>223,220</u>
DEPRECIATION			
At 1 January 2024	247,729	1,769	249,498
Charge for year	31,499	-	31,499
Eliminated on disposal	(183,773)	-	(183,773)
At 31 December 2024	<u>95,455</u>	<u>1,769</u>	<u>97,224</u>
NET BOOK VALUE			
At 31 December 2024	<u>125,996</u>	<u>-</u>	<u>125,996</u>
At 31 December 2023	<u>-</u>	<u>-</u>	<u>-</u>

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Debtors	45,084	31,934
Prepayments	1,512	1,191
	<u>46,596</u>	<u>33,125</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Suppliers	1,614	557
Social security and other taxes	4,115	3,475
Other creditors	3,647	5,649
	<u>9,376</u>	<u>9,681</u>

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2024	2023
	£	£
Within one year	11,900	9,782
Between one and five years	5,950	17,850
	<u>17,850</u>	<u>27,632</u>

15. MOVEMENT IN FUNDS

	At 1.1.24	Net	Transfers	At
	£	movement	between	31.12.24
		in funds	funds	£
Unrestricted funds				
General fund	78,713	16,522	28,831	124,066
Restricted funds				
PCC	(12,917)	1,322	11,595	-
PIVOT	4,941	3,700	(113)	8,528
RCDF Welsh Government	5	-	(5)	-
Lottery Take me Too	46,355	(1,569)	(44,786)	-
Welsh Government Volunteering Pembs				
Project	650	-	(650)	-
Postcode Lottery Grant	30,000	(3,150)	(3,977)	22,873
Motability Foundation	156,285	84,705	5,618	246,608
UK Shared Prosperity Fund	(74)	11,360	3,487	14,773
PCC Carers Transport Grant	6,343	(4,546)	-	1,797
	<u>231,588</u>	<u>91,822</u>	<u>(28,831)</u>	<u>294,579</u>
TOTAL FUNDS	<u>310,301</u>	<u>108,344</u>	<u>-</u>	<u>418,645</u>

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	24,074	(7,552)	16,522
Restricted funds			
PCC	43,509	(42,187)	1,322
PIVOT	31,960	(28,260)	3,700
Lottery Take me Too	-	(1,569)	(1,569)
Postcode Lottery Grant	-	(3,150)	(3,150)
Motability Foundation	242,760	(158,055)	84,705
UK Shared Prosperity Fund	196,011	(184,651)	11,360
PCC Carers Transport Grant	-	(4,546)	(4,546)
	<u>514,240</u>	<u>(422,418)</u>	<u>91,822</u>
TOTAL FUNDS	<u>538,314</u>	<u>(429,970)</u>	<u>108,344</u>

Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.12.23 £
Unrestricted funds				
General fund	43,274	20,905	14,534	78,713
Restricted funds				
PCC	-	(12,917)	-	(12,917)
PIVOT	2,582	2,359	-	4,941
Big Lottery Bus Buddies	3,526	(3,576)	50	-
RCDF Welsh Government	6,002	(5,997)	-	5
Lottery Take me Too	112,147	(65,792)	-	46,355
WCVA Voluntary Services Grant	6,653	-	(6,653)	-
CTA Winter Pressures	7,931	-	(7,931)	-
Welsh Government Volunteering Pembs Project	650	-	-	650
Postcode Lottery Grant	-	30,000	-	30,000
Motability Foundation	-	156,285	-	156,285
UK Shared Prosperity Fund	-	(74)	-	(74)
PCC Carers Transport Grant	-	6,343	-	6,343
	<u>139,491</u>	<u>106,631</u>	<u>(14,534)</u>	<u>231,588</u>
TOTAL FUNDS	<u>182,765</u>	<u>127,536</u>	<u>-</u>	<u>310,301</u>

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	21,980	(1,075)	20,905
Restricted funds			
PCC	39,631	(52,548)	(12,917)
PIVOT	40,280	(37,921)	2,359
Big Lottery Bus Buddies	-	(3,576)	(3,576)
RCDF Welsh Government	-	(5,997)	(5,997)
Lottery Take me Too	-	(65,792)	(65,792)
Postcode Lottery Grant	30,000	-	30,000
Motability Foundation	177,957	(21,672)	156,285
UK Shared Prosperity Fund	17,460	(17,534)	(74)
PCC Carers Transport Grant	6,365	(22)	6,343
	<u>311,693</u>	<u>(205,062)</u>	<u>106,631</u>
TOTAL FUNDS	<u>333,673</u>	<u>(206,137)</u>	<u>127,536</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.12.24 £
Unrestricted funds				
General fund	43,274	37,427	43,365	124,066
Restricted funds				
PCC	-	(11,595)	11,595	-
PIVOT	2,582	6,059	(113)	8,528
Big Lottery Bus Buddies	3,526	(3,576)	50	-
RCDF Welsh Government	6,002	(5,997)	(5)	-
Lottery Take me Too	112,147	(67,361)	(44,786)	-
WCVA Voluntary Services Grant	6,653	-	(6,653)	-
CTA Winter Pressures	7,931	-	(7,931)	-
Welsh Government Volunteering Pembs Project	650	-	(650)	-
Postcode Lottery Grant	-	26,850	(3,977)	22,873
Motability Foundation	-	240,990	5,618	246,608
UK Shared Prosperity Fund	-	11,286	3,487	14,773
PCC Carers Transport Grant	-	1,797	-	1,797
	<u>139,491</u>	<u>198,453</u>	<u>(43,365)</u>	<u>294,579</u>
TOTAL FUNDS	<u>182,765</u>	<u>235,880</u>	<u>-</u>	<u>418,645</u>

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	46,054	(8,627)	37,427
Restricted funds			
PCC	83,140	(94,735)	(11,595)
PIVOT	72,240	(66,181)	6,059
Big Lottery Bus Buddies	-	(3,576)	(3,576)
RCDF Welsh Government	-	(5,997)	(5,997)
Lottery Take me Too	-	(67,361)	(67,361)
Postcode Lottery Grant	30,000	(3,150)	26,850
Motability Foundation	420,717	(179,727)	240,990
UK Shared Prosperity Fund	213,471	(202,185)	11,286
PCC Carers Transport Grant	6,365	(4,568)	1,797
	<u>825,933</u>	<u>(627,480)</u>	<u>198,453</u>
TOTAL FUNDS	<u>871,987</u>	<u>(636,107)</u>	<u>235,880</u>

PURPOSE OF RESTRICTED FUNDS

Pembrokeshire County Council - the Core Fund grant from Pembrokeshire County Council is for the promotion of community transport within the county of Pembrokeshire. To work on behalf of the voluntary sector, in partnership with the Council and other statutory and commercial bodies to:

- jointly develop Community Transport strategy, policy and practice
- contribute to the development of a comprehensive integrated network of accessible community transport throughout Pembrokeshire, for the benefit of all residents regardless of age.

PIVOT - this fund is provided by Hywel Dda Health Board to help prevent unnecessary admissions to hospital and to reduce intervention required from statutory agencies, by providing home-based low-level prevention and reablement services and by PACTO with the Royal Voluntary Service (Pembrokeshire) providing rapid transport on discharge or to urgent appointments.

Lottery Take me Too - this funding was provided to match people who need transport with someone who is going their way, and is happy to give them a lift. Take Me Too! is a small part of a growing global journey sharing movement.

Postcode Lottery Fund - this grant was received for the continued support of community transport services.

Motability Foundation - this grant is to allow PACTO to work, in the first year, with CT operators, passengers, partner and support organisations and other stakeholders to review how community transport services are currently structured and delivered in Pembrokeshire, and to identify opportunities for the future. The second and third years of the project will allow the implementation of the changes which have been identified. The funding will also provide for 2 new wheelchair accessible cars, 3 second-hand accessible cars, and 4 second-hand accessible minibuses. (A mixture of replacement vehicles and fleet enhancements).

UK Shared Prosperity Fund - this grant is to develop the social and human capital to underpin a strong Community Transport sector in Pembrokeshire ready to meet forthcoming challenges, such as the reshaping of conventional public transport networks under financial pressure, and the transition towards a zero carbon future. Developing a Transport Connector service to support people to identify and access the transport options that best meet their needs, support Community Transport operators to build the foundations to confidently and sustainably grow their services, and further develop community lift-sharing options with a focus on assisting with travel to work, groups and events.

Pembrokeshire County Council - this grant was awarded under the Access for Carers in Public and Community Transport Schemes and is designed to provide community transport for carers.

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

15. MOVEMENT IN FUNDS - continued

Transfers between funds

With the agreement of funders, any remaining balance on project completion is moved into our unrestricted reserves and used to support PACTO's Charitable activities. In 2024 this included the following projects; RCDF Welsh Government, Lottery Take Me Too, WG Volunteering Pembs Project. In agreement with Pembrokeshire County Council historic underspend of our core grant is moved into Unrestricted Funds'.

16. EMPLOYEE BENEFIT OBLIGATIONS

The Charity contributes to a defined contribution pension scheme. The scheme assets are held separately to those of the Charity in an independently administered fund. The cost to the Charity amounted to £4,776 (2023 £4,006) of which £nil (2022=£3 nil) was outstanding at the year end.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2024.

18. MEMBER'S GUARANTEE

The charity is a private company limited by guarantee and consequently does not have share capital. The liability of the members in the event of liquidation is limited to £10 per member.

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	-	41
Other trading activities		
Grants	514,240	311,692
Training fees	19,691	17,038
Project management fee	-	2,325
Miscellaneous income	698	-
	<hr/> 534,629	<hr/> 331,055
Investment income		
Deposit account interest	3,685	2,577
	<hr/>	<hr/>
Total incoming resources	538,314	333,673
EXPENDITURE		
Charitable activities		
Wages	227,362	104,458
Employers pension	4,776	4,006
Telephone	6,048	2,438
Postage and stationery	834	184
Advertising and publicity	11,414	3,862
Office running costs	14,673	4,228
Travel and subsistence	15,975	15,233
Meetings	3,767	1,216
Travel support	3,270	8,260
Vehicle running costs	4,861	573
Training	15,760	1,911
Vehicle hire	1,153	340
Computer and internet	12,594	2,028
IT Development	19,288	23,275
Recruitment	159	111
Project management	17,848	18,925
Grants made	22,568	-
Equipment purchases	5,683	3,448
Professional and consultancy	4,606	-
Motor vehicles	31,499	5,997
	<hr/> 424,138	<hr/> 200,493
Support costs		
Management		
Trustees' expenses	434	174
Trustees' honorarium	540	540
Independent examination fee	2,289	2,489
Insurance	1,593	1,514
Payroll and membership	912	854
Sundry	-	13
Bank charges	64	60
	<hr/> 5,832	<hr/> 5,644
Total resources expended	<hr/> 429,970	<hr/> 206,137
Net income	<hr/> <hr/> 108,344	<hr/> <hr/> 127,536

This page does not form part of the statutory financial statements