

# TENBURY TRANSPORT TRUST

England & Wales · Charity number 1155845

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2014-02-18

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

## Contact

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**Address** Tenbury Transport Trust  
34 Teme Street  
Tenbury Wells  
WR15 8AA

**Phone** 01584 810491

**Email** [admin@TTTrust.org.uk](mailto:admin@TTTrust.org.uk)

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

## Activities

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**Objects:** TO PROVIDE TRANSPORT FACILITIES IN TENBURY AND ITS SURROUNDING AREA FOR ANYONE ATTENDING MEDICAL APPOINTMENTS AND MAKING OTHER ESSENTIAL JOURNEYS WHO HAVE DIFFICULTY IN TRAVELLING ON THEIR OWN ESPECIALLY BY REASON OF AGE, ILL HEALTH, INCAPACITY OR DISABILITY, OR THOSE LIVING IN ISOLATED AREAS WHERE THERE ARE NO ADEQUATE TRANSPORT FACILITIES.

**Activities:** To provide community transport using volunteer drivers both by car and minibus to those who do not have access to public transport or their own vehicle. The area covered is the town of Tenbury Wells and the surrounding Teme Valley.

## Classification

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- **How:** Provides Services
- **What:** General Charitable Purposes, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

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- Herefordshire
- Shropshire
- Worcestershire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£84,619	£92,350	-	-
2024-03-31	£79,888	£96,221	-	-
2023-03-31	£74,476	£80,094	-	-
2022-03-31	£88,785	£79,529	-	-
2021-03-31	£89,191	£64,940	-	-

## Trustees

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Name	Role	Appointed
BRIAN CYRIL ROBERTS		2013-12-19
Elaine Kirkland Padwick		2017-11-06
LOUISE TAYLOR		2013-12-19
Lynda Rickett		2021-09-26
Peter James O'Grady		2025-10-23

**TENBURY TRANSPORT TRUST**

England & Wales - Charity number 1155845

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# Accounts

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**REGISTERED COMPANY NUMBER: CE000838 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1155845**

**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 March 2025  
for  
Tenbury Transport Trust**

Streets Dyke Ruscoe Ltd  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

# Tenbury Transport Trust

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## **Tenbury Transport Trust**

### **Report of the Trustees for the Year Ended 31 March 2025**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of 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).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The purpose of the Trust is to provide transport facilities in Tenbury and its surrounding area for anyone who does not have access to adequate or appropriate transport.

##### **Significant activities**

The Trust provides two levels of service. One is the car service which is designed to take people of all ages who may have special needs or mobility impairments and who would otherwise find it difficult or impossible to access other forms of transport for medical appointments, shopping or other social occasions and the other is a rural bus service, currently operating over four routes to bring people into Tenbury or take them to the local towns of Ludlow, Leominster, Hereford and Malvern. We also fundraise at local events.

In April 2023 the trust purchased a wheelchair accessible vehicle, affectionately known as 'The Wav'. This is a Ford Tourneo Connect 5 seater vehicle with a wheelchair ramp in the rear. It is easy to use and has become a fundamental part of our fleet. The Wav is proving to be popular with our clients, who would otherwise be unable to venture out of their homes.

##### **Public benefit**

The trustees have had regard to the Charity Commission's guidance on public benefit and provide transport facilities for people without adequate or appropriate transport. This enables people to have an opportunity to attend medical appointments, go shopping and to attend other social engagements.

##### **Volunteers**

The majority of the Trust's workforce are volunteer car drivers and mini-bus drivers.

#### **FINANCIAL REVIEW**

##### **Financial position**

The Trust has always operated careful fiscal management. The Trust has seen a significant increase in the number of clients who need to use our services. The Trust has many supporters in the area and during 2024/25 the Trust was fortunate in that it continued to be supported by donations. All of which have enabled the Trust to maintain its financial operating position.

The Trust has hugely increased its client base having invested in social media and advertising and upgraded our IT systems to make more and better use of our infrastructure.

We have retained our School Contract and developed working partnerships with local care providers to enable us to maintain and grow our operation for the foreseeable future. The Trust now has a Facebook page and a new website.

In the year ended 31 March 2025 total income amounted to £84,619 (2024: £79,888). £92,350 (2024: £96,221) was used to defray expenses. At the start of the period total funds brought forward were £101,208 (2024: £117,541). At the end of the period this had fallen to £93,477 (2024: fallen to £101,208).

##### **Reserves policy**

It is our policy to carry a reserve of £45,000, to be able to continue operating the charity with no income for a 3 month period including in the event of needing to replace a vehicle.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## **Tenbury Transport Trust**

### **Report of the Trustees for the Year Ended 31 March 2025**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Tenbury Transport has been in operation since the late 1990's becoming a charity in 2014.

It is governed by its Constitution adopted in 2014 and developed further in 2020 to reflect the changes required of its management structure. It remains however, a Charitable Incorporated Organisation.

#### **Recruitment and appointment of new trustees**

Trustees are appointed or re-appointed annually at the annual general meeting.

#### **Organisational structure**

There is a team of five trustees, one of whom is the Chair, with a requirement for two new trustees. Their role is to oversee the management and direction of the Trust and three administrative officers whose role is to manage the day to day running of the organisation assisted by part time volunteers.

The Trust has a series of policies including GDPR, safeguarding and health and safety and is currently reviewing the status of its DBS holders. The Trust has now introduced an HR consultant.

DBS checks are carried out before employment of all staff involved with the Trust irrespective of the role they hold in the Trust and these are re-checked every three years. The details of two referees are required before the role is confirmed.

The Trust has upgraded its identification badges to include a picture, name and the date of DBS renewal to support its approach to safeguarding.

The Trust is part of the Worcestershire Community Transport Consortium which links all community transport operators along with a representative of Worcestershire County Council.

The Trust also has links with Malvern Hills District Council and the local Town Council as well as forging partnerships with members of the local care community.

#### **Conclusion**

2024/2025 brought with it many challenges but throughout the Trust has continued to move forward, supporting the local community and consistently maintaining its reputation for providing a high level of service. The Trust is exceptionally lucky with its drivers, office staff, volunteers and trustees who work tirelessly to deliver the service and maintain our excellent reputation. Without their dedication the Trust would not exist and I am grateful for the time and effort they have given which has enabled the Trust to continue to offer such high standards of service over many years.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

CE000838 (England and Wales)

##### **Registered Charity number**

1155845

##### **Registered office**

34 Teme Street  
Tenbury Wells  
Worcestershire  
WR15 8AA

##### **Trustees**

W White  
B C Roberts  
L Taylor  
E K Padwick  
L Rickett

**Tenbury Transport Trust**

**Report of the Trustees  
for the Year Ended 31 March 2025**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**  
Streets Dyke Ruscoe Ltd  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

Approved by order of the board of trustees on 11 August 2025 and signed on its behalf by:

A handwritten signature in black ink that reads "L Taylor". The signature is written in a cursive style with a large initial 'L' and a long horizontal stroke at the end.

L Taylor - Trustee

**Independent Examiner's Report to the Trustees of  
Tenbury Transport Trust**

**Independent examiner's report to the trustees of Tenbury Transport Trust ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

**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**

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.



B E Prime

Streets Dyke Ruscoe Ltd  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

Date: 20/08/25

**Tenbury Transport Trust**

**Statement of Financial Activities  
for the Year Ended 31 March 2025**

	Notes	2025 Unrestricted fund £	2024 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	2	23,371	16,918
<b>Charitable activities</b>	5		
Community transport		59,143	61,308
Other trading activities	3	669	24
Investment income	4	840	809
Other income	6	596	829
<b>Total</b>		<u>84,619</u>	<u>79,888</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Community transport		<u>92,350</u>	<u>96,221</u>
<b>NET INCOME/(EXPENDITURE)</b>		(7,731)	(16,333)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<u>101,208</u>	<u>117,541</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>93,477</u></u>	<u><u>101,208</u></u>

The notes form part of these financial statements

**Tenbury Transport Trust**

**Balance Sheet  
31 March 2025**

	Notes	2025 Unrestricted fund £	2024 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	12	30,357	35,981
<b>CURRENT ASSETS</b>			
Debtors	13	3,395	1,203
Prepayments and accrued income		4,228	3,981
Cash at bank and in hand		59,054	67,923
		<u>66,677</u>	<u>73,107</u>
<b>CREDITORS</b>			
Amounts falling due within one year	14	(1,138)	(5,747)
		<u>65,539</u>	<u>67,360</u>
<b>NET CURRENT ASSETS</b>			
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		95,896	103,341
<b>ACCRUALS AND DEFERRED INCOME</b>	15	(2,419)	(2,133)
		<u>93,477</u>	<u>101,208</u>
<b>NET ASSETS</b>			
<b>FUNDS</b>	16		
Unrestricted funds		93,477	101,208
<b>TOTAL FUNDS</b>		<u>93,477</u>	<u>101,208</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 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.

**Tenbury Transport Trust**

**Balance Sheet - continued**  
**31 March 2025**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 11 August 2025 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'L Taylor', written in a cursive style.

L Taylor - Trustee

## Tenbury Transport Trust

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 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.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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 resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 20% on cost
Fixtures and fittings	- 15% on reducing balance
Motor vehicles	- 15% on reducing balance
Computer equipment	- 33% on cost

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

##### **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.

##### **Debtors**

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

##### **Bank and cash in hand**

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in instant access interest bearing savings accounts.

##### **Creditors**

## Tenbury Transport Trust

### Notes to the Financial Statements - continued for the Year Ended 31 March 2025

#### 1. ACCOUNTING POLICIES - continued

##### Debtors

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

#### 2. DONATIONS AND LEGACIES

	2025	2024
	£	£
Donations	9,267	6,260
Grants	11,562	8,211
Membership fees	2,542	2,447
	<u>23,371</u>	<u>16,918</u>
	2025	2024
	£	£
Pershore & District Volunteer Centre grant	7,093	7,211
Turner Trust	4,000	0
G E Godson Trust	300	1,000
Bus Service Operators Grant	169	0
	<u>11,562</u>	<u>9,138</u>
Total grants	<u>11,562</u>	<u>9,138</u>
	2025	2024
	£	£
Fundraising events	669	24
	<u>669</u>	<u>24</u>
	2025	2024
	£	£
Deposit account interest	840	809
	<u>840</u>	<u>809</u>

#### 3. OTHER TRADING ACTIVITIES

#### 4. INVESTMENT INCOME

## Tenbury Transport Trust

### Notes to the Financial Statements - continued for the Year Ended 31 March 2025

#### 5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2025 £	2024 £
Service contract	Community transport	5,807	7,032
Fares	Community transport	37,219	37,003
Mileage	Community transport	16,117	17,273
		<u>59,143</u>	<u>61,308</u>

#### 6. OTHER INCOME

	2025 £	2024 £
Sundry income	596	829
	<u>596</u>	<u>829</u>

#### 7. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Community transport	<u>55,133</u>	<u>12</u>	<u>4,484</u>	<u>59,629</u>

There are no costs included within sundries in relation to gestures of goodwill to volunteers. (2024: £0.00).

Support costs, included in the above, are as follows:

#### Management

	2025 Community transport £	2024 Total activities £
Wages	41,418	36,946
Pensions	1,230	1,033
Telephone	992	1,180
Postage and stationery	326	719
Sundries	437	1,026
Computer costs	3,762	3,515
Training	780	280
Travelling expenses	277	-
Depreciation of tangible and heritage assets	5,909	6,684
Loss on sale of tangible fixed assets	2	-
	<u>55,133</u>	<u>51,383</u>

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2025**

**7. SUPPORT COSTS - continued  
Finance**

	2025 Community transport £	2024 Total activities £
Bank charges	12	-

**Governance costs**

	2025 Community transport £	2024 Total activities £
Independent examination fees	1,506	1,151
Professional fees	2,978	2,972
	<u>4,484</u>	<u>4,123</u>

**8. NET INCOME/(EXPENDITURE)**

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

	2025 £	2024 £
Depreciation - owned assets	5,909	6,684
Other operating leases	3,300	3,300
Deficit on disposal of fixed assets	2	-
	<u>9,211</u>	<u>10,284</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Expenses were reimbursed to 0 trustees ( 2024 : 0 trustee) for travel on the charity's business.

**10. STAFF COSTS**

	2025 £	2024 £
Wages and salaries	41,418	36,946
Other pension costs	1,230	1,033
	<u>42,648</u>	<u>37,979</u>

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

	2025	2024
Part time staff	4	3
	<u>4</u>	<u>3</u>

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

The full time equivalent is estimated to be 2 ( 2024 : 2)

## Tenbury Transport Trust

### Notes to the Financial Statements - continued for the Year Ended 31 March 2025

#### 10. STAFF COSTS - continued

The Trust considers its key management personnel comprise the trustees & the office manager. The total employment benefits including employer pension contributions of the key management personnel were £15,054 (2024 : £13,186).

#### 11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	16,918
<b>Charitable activities</b>	
Community transport	61,308
Other trading activities	24
Investment income	809
Other income	829
<b>Total</b>	<u>79,888</u>
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Community transport	<u>96,221</u>
<b>NET INCOME/(EXPENDITURE)</b>	(16,333)
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	117,541
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>101,208</u></u>

Tenbury Transport Trust

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2025

12. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1 April 2024	471	140	46,995	3,315	50,921
Additions	120	-	-	167	287
Disposals	-	-	-	(222)	(222)
At 31 March 2025	<u>591</u>	<u>140</u>	<u>46,995</u>	<u>3,260</u>	<u>50,986</u>
<b>DEPRECIATION</b>					
At 1 April 2024	49	54	13,169	1,668	14,940
Charge for year	118	5,087	-	704	5,909
Eliminated on disposal	-	-	-	(220)	(220)
At 31 March 2025	<u>167</u>	<u>5,141</u>	<u>13,169</u>	<u>2,152</u>	<u>20,629</u>
<b>NET BOOK VALUE</b>					
At 31 March 2025	<u>424</u>	<u>(5,001)</u>	<u>33,826</u>	<u>1,108</u>	<u>30,357</u>
At 31 March 2024	<u>422</u>	<u>86</u>	<u>33,826</u>	<u>1,647</u>	<u>35,981</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade debtors	<u>3,395</u>	<u>1,203</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade creditors	<u>1,138</u>	<u>5,747</u>

15. ACCRUALS AND DEFERRED INCOME

	2025 £	2024 £
Accruals and deferred income	<u>2,419</u>	<u>2,133</u>

Membership income has been deferred as this is paid on a 12-month rolling basis from joining. Deferred income for the current year £1,220 (2024 £1,172.50).

Tenbury Transport Trust

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2025

16. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
<b>Unrestricted funds</b>			
General fund	101,208	(7,731)	93,477
<b>TOTAL FUNDS</b>	<u>101,208</u>	<u>(7,731)</u>	<u>93,477</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	84,619	(92,350)	(7,731)
<b>TOTAL FUNDS</b>	<u>84,619</u>	<u>(92,350)</u>	<u>(7,731)</u>

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
<b>Unrestricted funds</b>			
General fund	117,541	(16,333)	101,208
<b>TOTAL FUNDS</b>	<u>117,541</u>	<u>(16,333)</u>	<u>101,208</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	79,888	(96,221)	(16,333)
<b>TOTAL FUNDS</b>	<u>79,888</u>	<u>(96,221)</u>	<u>(16,333)</u>

## Tenbury Transport Trust

### Notes to the Financial Statements - continued for the Year Ended 31 March 2025

#### 16. MOVEMENT IN FUNDS - continued

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

	At 1.4.23 £	Net movement in funds £	At 31.3.25 £
<b>Unrestricted funds</b>			
General fund	117,541	(24,064)	93,477
<b>TOTAL FUNDS</b>	<u>117,541</u>	<u>(24,064)</u>	<u>93,477</u>

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 £
<b>Unrestricted funds</b>			
General fund	164,507	(188,571)	(24,064)
<b>TOTAL FUNDS</b>	<u>164,507</u>	<u>(188,571)</u>	<u>(24,064)</u>

All funds are held in a General unrestricted fund and are available to use in accordance with the charitable activities at the discretion of the trustees.

#### 17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

**TENBURY TRANSPORT TRUST**

England & Wales - Charity number 1155845

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# Accounts

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**REGISTERED COMPANY NUMBER: CE000838 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1155845**

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 31 March 2024**  
**for**  
**Tenbury Transport Trust**

Dyke Ruscoe & Hayes Ltd  
Chartered Certified Accountants  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

**Tenbury Transport Trust**

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for the Year Ended 31 March 2024**

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## Tenbury Transport Trust

### Report of the Trustees for the Year Ended 31 March 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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).

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

The purpose of the Trust is to provide transport facilities in Tenbury and its surrounding area for anyone who does not have access to adequate or appropriate transport.

##### Significant activities

The Trust provides two levels of service. One is the car service which is designed to take people of all ages who may have special needs or mobility impairments and who would otherwise find it difficult or impossible to access other forms of transport for medical appointments, shopping or other social occasions and the other is a rural bus service, currently operating over four routes to bring people into Tenbury or take them to the local towns of Ludlow, Leominster, Hereford and Malvern. We also fundraise at local events.

In April 2023 the trust purchased a wheelchair accessible vehicle, affectionately known as 'The Wav'. This is a Ford Tourneo Connect 5 seater vehicle with a wheelchair ramp in the rear. It is easy to use and has become a fundamental part of our fleet. The Wav is proving to be popular with our clients, who would otherwise be unable to venture out of their homes.

##### Public benefit

The trustees have had regard to the Charity Commission's guidance on public benefit and provide transport facilities for people without adequate or appropriate transport. This enables people to have an opportunity to attend medical appointments, go shopping and to attend other social engagements.

##### Volunteers

The majority of the Trust's workforce are volunteer car drivers and mini-bus drivers.

#### FINANCIAL REVIEW

##### Financial position

The Trust has always operated careful fiscal management. The Trust has seen a significant increase in the number of clients who need to use our services. The Trust has many supporters in the area and during 2023/24 the Trust was fortunate in that it continued to be supported by donations. All of which have enabled the Trust to maintain its financial operating position.

The Trust has hugely increased its client base having invested in social media and advertising and upgraded our IT systems to make more and better use of our infrastructure.

We have retained our School Contract and developed working partnerships with local care providers to enable us to maintain and grow our operation for the foreseeable future. The Trust now has a Facebook page and a new website.

In the year ended 31 March 2024 total income amounted to £79,888 (2023: £74,476). £96,221 (2023: £80,094) was used to defray expenses. At the start of the period total funds brought forward were £117,541 (2023: £123,159). At the end of the period this had fallen to £101,208 (2023: fallen to £117,541).

##### Reserves policy

It is our policy to carry a reserve of £45,000, to be able to continue operating the charity with no income for a 3 month period including in the event of needing to replace a vehicle.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## **Tenbury Transport Trust**

### **Report of the Trustees for the Year Ended 31 March 2024**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Tenbury Transport has been in operation since the late 1990's becoming a charity in 2014.

It is governed by its Constitution adopted in 2014 and developed further in 2020 to reflect the changes required of its management structure. It remains however, a Charitable Incorporated Organisation.

#### **Recruitment and appointment of new trustees**

Trustees are appointed or re-appointed annually at the annual general meeting.

#### **Organisational structure**

There is a team of five trustees, one of whom is the Chair, with a requirement for two new trustees. Their role is to oversee the management and direction of the Trust and three administrative officers whose role is to manage the day to day running of the organisation assisted by part time volunteers.

The Trust has a series of policies including GDPR, safeguarding and health and safety and is currently reviewing the status of its DBS holders. The Trust has now introduced an HR consultant.

DBS checks are carried out before employment of all staff involved with the Trust irrespective of the role they hold in the Trust and these are re-checked every three years. The details of two referees are required before the role is confirmed.

The Trust has upgraded its identification badges to include a picture, name and the date of DBS renewal to support its approach to safeguarding.

The Trust is part of the Worcestershire Community Transport Consortium which links all community transport operators along with a representative of Worcestershire County Council.

The Trust also has links with Malvern Hills District Council and the local Town Council as well as forging partnerships with members of the local care community.

#### **Conclusion**

2023/2024 brought with it many challenges but throughout the Trust has continued to move forward, supporting the local community and consistently maintaining its reputation for providing a high level of service. The Trust is exceptionally lucky with its drivers, office staff, volunteers and trustees who work tirelessly to deliver the service and maintain our excellent reputation. Without their dedication the Trust would not exist and I am grateful for the time and effort they have given which has enabled the Trust to continue to offer such high standards of service over many years.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
CE000838 (England and Wales)

**Registered Charity number**  
1155845

**Registered office**  
34 Teme Street  
Tenbury Wells  
Worcestershire  
WR15 8AA

**Tenbury Transport Trust**

**Report of the Trustees  
for the Year Ended 31 March 2024**

**Trustees**

W White

B C Roberts

L Taylor

E K Padwick

M N Willis (resigned 30.6.23)

L Rickett

**Independent Examiner**

Dyke Ruscoe & Hayes Ltd

Chartered Certified Accountants

110 Corve Street

Ludlow

SHROPSHIRE

SY8 1DJ

Approved by order of the board of trustees on 30 September 2024 and signed on its behalf by:



L Taylor - Trustee

**Independent Examiner's Report to the Trustees of  
Tenbury Transport Trust**

**Independent examiner's report to the trustees of Tenbury Transport Trust ('the Company')**

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

**Responsibilities and basis of report**

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

Having satisfied myself that the accounts of 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**

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.

B E Prime

Dyke Ruscoe & Hayes Ltd  
Chartered Certified Accountants  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

30 September 2024

**Tenbury Transport Trust**

**Statement of Financial Activities  
for the Year Ended 31 March 2024**

	Notes	2024 Unrestricted fund £	2023 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	2	16,918	14,446
<b>Charitable activities</b>			
Community transport	5	61,308	58,703
Other trading activities	3	24	669
Investment income	4	809	456
Other income	6	829	202
<b>Total</b>		<u>79,888</u>	<u>74,476</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Community transport		<u>96,221</u>	<u>80,094</u>
<b>NET INCOME/(EXPENDITURE)</b>		(16,333)	(5,618)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		117,541	123,159
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>101,208</u></u>	<u><u>117,541</u></u>

The notes form part of these financial statements

## Tenbury Transport Trust

### Balance Sheet 31 March 2024

	Notes	2024 Unrestricted fund £	2023 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	12	35,981	41,234
<b>CURRENT ASSETS</b>			
Debtors	13	1,203	160
Prepayments and accrued income		3,981	3,356
Cash at bank and in hand		67,923	74,616
		<u>73,107</u>	<u>78,132</u>
<b>CREDITORS</b>			
Amounts falling due within one year	14	(5,747)	-
		<u>67,360</u>	<u>78,132</u>
<b>NET CURRENT ASSETS</b>			
		<u>67,360</u>	<u>78,132</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		103,341	119,366
<b>ACCRUALS AND DEFERRED INCOME</b>	15	(2,133)	(1,825)
		<u>101,208</u>	<u>117,541</u>
<b>NET ASSETS</b>		<u>101,208</u>	<u>117,541</u>
<b>FUNDS</b>	16		
Unrestricted funds		101,208	117,541
<b>TOTAL FUNDS</b>		<u>101,208</u>	<u>117,541</u>

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 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.

**Tenbury Transport Trust**

**Balance Sheet - continued**  
**31 March 2024**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 30 September 2024 and were signed on its behalf by:



L Taylor - Trustee

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

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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 resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 20% on cost
Fixtures and fittings	- 15% on reducing balance
Motor vehicles	- 15% on reducing balance
Computer equipment	- 33% on cost

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**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.

**Debtors**

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

**Bank and cash in hand**

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in instant access interest bearing savings accounts.

**Creditors**

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024**

**1. ACCOUNTING POLICIES - continued**

**Debtors**

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

**2. DONATIONS AND LEGACIES**

	2024	2023
	£	£
Donations	6,260	4,158
Grants	8,211	9,138
Membership fees	2,447	1,150
	<u>16,918</u>	<u>14,446</u>

	2024	2023
	£	£
Pershore & District Volunteer Centre grant	7,211	7,138
Other grants	1,000	2,000
	<u>8,211</u>	<u>9,138</u>

**3. OTHER TRADING ACTIVITIES**

	2024	2023
	£	£
Fundraising events	<u>24</u>	<u>669</u>

**4. INVESTMENT INCOME**

	2024	2023
	£	£
Deposit account interest	<u>809</u>	<u>456</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

	2024	2023
	£	£
Service contract	7,032	7,552
Fares	37,003	37,682
Mileage	17,273	13,469
	<u>61,308</u>	<u>58,703</u>

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024**

**6. OTHER INCOME**

	2024	2023
	£	£
Sundry income	829	202
	<u>          </u>	<u>          </u>

**7. SUPPORT COSTS**

	Management	Governance	Totals
	£	costs £	£
Community transport	51,383	4,123	55,506
	<u>          </u>	<u>          </u>	<u>          </u>

There are no costs included within sundries in relation to gestures of goodwill to volunteers. (2023: £391.00).

Support costs, included in the above, are as follows:

**Management**

	2024	2023
	Community transport £	Total activities £
Wages	36,946	29,261
Pensions	1,033	770
Telephone	1,180	1,299
Postage and stationery	719	785
Sundries	1,026	1,147
Computer costs	3,515	4,482
Training	280	-
Travelling expenses	-	141
Depreciation of tangible and heritage assets	6,684	3,791
	<u>          </u>	<u>          </u>
	<u>51,383</u>	<u>41,676</u>

**Governance costs**

	2024	2023
	Community transport £	Total activities £
Independent examination fees	1,151	1,435
Professional fees	2,972	4,071
	<u>          </u>	<u>          </u>
	<u>4,123</u>	<u>5,506</u>

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024**

**8. NET INCOME/(EXPENDITURE)**

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

	2024	2023
	£	£
Depreciation - owned assets	6,684	3,792
Other operating leases	<u>3,300</u>	<u>3,300</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Expenses were reimbursed to 0 trustees ( 2022 : 0 trustee) for travel on the charity's business.

**10. STAFF COSTS**

	2024	2023
	£	£
Wages and salaries	36,946	29,261
Other pension costs	1,033	770
	<u>37,979</u>	<u>30,031</u>

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

	2024	2023
Part time staff	<u>3</u>	<u>3</u>

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

The full time equivalent is estimated to be 2 ( 2023 : 2)

The Trust considers its key management personnel comprise the trustees & the office manager. The total employment benefits including employer pension contributions of the key management personnel were £13,186 (2023 : £10,695).

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	14,446
<b>Charitable activities</b>	
Community transport	58,703
Other trading activities	669
Investment income	456
Other income	202
<b>Total</b>	<u>74,476</u>

Tenbury Transport Trust

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

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Community transport	80,094
<b>NET INCOME/(EXPENDITURE)</b>	(5,618)
<b>RECONCILIATION OF FUNDS</b>	
<b>Total funds brought forward</b>	
As previously reported	101,522
Prior year adjustment	21,637
<b>As restated</b>	123,159
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>117,541</u>

12. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1 April 2023	-	140	46,995	2,355	49,490
Additions	471	-	-	960	1,431
At 31 March 2024	<u>471</u>	<u>140</u>	<u>46,995</u>	<u>3,315</u>	<u>50,921</u>
<b>DEPRECIATION</b>					
At 1 April 2023	-	39	7,200	1,017	8,256
Charge for year	49	15	5,969	651	6,684
At 31 March 2024	<u>49</u>	<u>54</u>	<u>13,169</u>	<u>1,668</u>	<u>14,940</u>
<b>NET BOOK VALUE</b>					
At 31 March 2024	<u>422</u>	<u>86</u>	<u>33,826</u>	<u>1,647</u>	<u>35,981</u>
At 31 March 2023	<u>-</u>	<u>101</u>	<u>39,795</u>	<u>1,338</u>	<u>41,234</u>

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024**

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2024	2023
	£	£
Trade debtors	1,203	160

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2024	2023
	£	£
Trade creditors	5,747	-

**15. ACCRUALS AND DEFERRED INCOME**

	2024	2023
	£	£
Accruals and deferred income	2,133	1,825

Membership income has been deferred as this is paid on a 12-month rolling basis from joining. Deferred income for the current year £1,172.50 (2023 £865.42).

**16. MOVEMENT IN FUNDS**

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
<b>Unrestricted funds</b>			
General fund	117,541	(16,333)	101,208
<b>TOTAL FUNDS</b>	<u>117,541</u>	<u>(16,333)</u>	<u>101,208</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	79,888	(96,221)	(16,333)
<b>TOTAL FUNDS</b>	<u>79,888</u>	<u>(96,221)</u>	<u>(16,333)</u>

**Comparatives for movement in funds**

	At 1.4.22	Prior year adjustment	Net movement in funds	At 31.3.23
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	101,522	21,637	(5,618)	117,541
<b>TOTAL FUNDS</b>	<u>101,522</u>	<u>21,637</u>	<u>(5,618)</u>	<u>117,541</u>

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024**

**16. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	74,476	(80,094)	(5,618)
<b>TOTAL FUNDS</b>	<u>74,476</u>	<u>(80,094)</u>	<u>(5,618)</u>

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

	At 1.4.22 £	Prior year adjustment £	Net movement in funds £	At 31.3.24 £
<b>Unrestricted funds</b>				
General fund	101,522	21,637	(21,951)	101,208
<b>TOTAL FUNDS</b>	<u>101,522</u>	<u>21,637</u>	<u>(21,951)</u>	<u>101,208</u>

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 £
<b>Unrestricted funds</b>			
General fund	154,364	(176,315)	(21,951)
<b>TOTAL FUNDS</b>	<u>154,364</u>	<u>(176,315)</u>	<u>(21,951)</u>

All funds are held in a General unrestricted fund and are available to use in accordance with the charitable activities at the discretion of the trustees.

**17. RELATED PARTY DISCLOSURES**

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

**Tenbury Transport Trust**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2024**

	2024 £	2023 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	6,260	4,158
Grants	8,211	9,138
Membership fees	2,447	1,150
	<u>16,918</u>	<u>14,446</u>
<b>Other trading activities</b>		
Fundraising events	24	669
<b>Investment income</b>		
Deposit account interest	809	456
<b>Charitable activities</b>		
Service contract	7,032	7,552
Fares	37,003	37,682
Mileage	17,273	13,469
	<u>61,308</u>	<u>58,703</u>
<b>Other income</b>		
Sundry income	829	202
	<u>79,888</u>	<u>74,476</u>
<b>Total incoming resources</b>		
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Other operating leases	3,300	3,300
Insurance	498	495
Advertising	563	620
Sundries	135	828
Bus costs	20,430	15,360
Car services costs	15,789	12,309
	<u>40,715</u>	<u>32,912</u>
<b>Support costs</b>		
<b>Management</b>		
Wages	36,946	29,261
Pensions	1,033	770
Telephone	1,180	1,299
Postage and stationery	719	785
Sundries	1,026	1,147
Computer costs	3,515	4,482
Training	280	-
Travelling expenses	-	141
Carried forward	44,699	37,885

This page does not form part of the statutory financial statements

**Tenbury Transport Trust**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2024**

	2024 £	2023 £
<b>Management</b>		
Brought forward	44,699	37,885
Plant and machinery	49	-
Fixtures and fittings	15	18
Motor vehicles	5,969	3,450
Computer equipment	651	323
	<u>51,383</u>	<u>41,676</u>
<b>Governance costs</b>		
Independent examination fees	1,151	1,435
Professional fees	2,972	4,071
	<u>4,123</u>	<u>5,506</u>
Total resources expended	<u>96,221</u>	<u>80,094</u>
<b>Net expenditure</b>	<u>(16,333)</u>	<u>(5,618)</u>

**TENBURY TRANSPORT TRUST**

England & Wales - Charity number 1155845

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# Accounts

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**REGISTERED COMPANY NUMBER: CE000838 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1155845**

**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 March 2023  
for  
Tenbury Transport Trust**

Dyke Ruscoe & Hayes Ltd  
Chartered Certified Accountants  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

# Tenbury Transport Trust

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## **Tenbury Transport Trust**

### **Report of the Trustees for the Year Ended 31 March 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The purpose of the Trust is to provide transport facilities in Tenbury and its surrounding area for anyone who does not have access to adequate or appropriate transport.

##### **Significant activities**

The Trust provides two levels of service. One is the car service which is designed to take people of all ages who may have special needs or mobility impairments and who would otherwise find it difficult or impossible to access other forms of transport for medical appointments, shopping or other social occasions and the other is a rural bus service, currently operating over three routes to bring people into Tenbury or take them to the local towns of Leominster and Malvern.

We also fundraise at local events.

##### **Public benefit**

The trustees have had regard to the Charity Commission's guidance on public benefit and provide transport facilities for people without adequate or appropriate transport. This enables people to have an opportunity to attend medical appointments, go shopping and to attend other social engagements.

##### **Volunteers**

The majority of the Trust's workforce are volunteer car drivers and mini-bus drivers.

#### **FINANCIAL REVIEW**

##### **Financial position**

The Trust has always operated careful fiscal management and this enabled it to ride out the difficulties created by the impact of the pandemic. The Trust has seen a small rise in the number of volunteers and a many more clients are now joining us, at a rate of about 15 per month. The Trust has many supporters in the area and during 2022/23 the Trust was fortunate in that it continued to be supported by donations, was able to access various grants and, from our own income-generating services. All of which have enabled the Trust to maintain its financial operating position.

The Trust was able to provide journeys for clients as part of our 'out and About' project due to funding of £2,500 from Worcestershire County Council which was aimed at reducing loneliness and isolation. Agreeing a strategy aimed at growth and development, since January 2021 the Trust has hugely increased its client base having invested in social media and advertising and upgraded our IT systems to make more and better use of our infrastructure.

We have retained our School Contract and developed working partnerships with local care providers to enable us to maintain and grow our operation for the foreseeable future. The Trust has a Facebook page and a website.

In the year ended 31 March 2023 total income amounted to £74,476 (2022: £113,785). £80,094 (2022: £82,892) was used to defray expenses. At the start of the period total funds brought forward were £123,159 (2022:£92,396). At the end of the period this had fallen to £117,541 (2022: risen to £123,159).

A prior year adjustment was made during the year to reflect assets owned by the Trust but not previously shown on its balance sheet.

##### **Reserves policy**

It is our policy to carry a reserve of £30,000, to be able to continue operating the charity with no income for a 3 month period.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## **Tenbury Transport Trust**

### **Report of the Trustees for the Year Ended 31 March 2023**

Tenbury Transport has been in operation since the late 1990's becoming a charity in 2014.

It is governed by its Constitution adopted in 2014 and developed further in 2020 to reflect the changes required of its management structure. It remains however, a Charitable Incorporated Organisation.

#### **Recruitment and appointment of new trustees**

Trustees are appointed or re-appointed annually at the annual general meeting.

#### **Organisational structure**

There is a team of six trustees, one of whom is the Chair, with a requirement for a seventh trustee. Their role is to oversee the management and direction of the Trust and two paid administrative officers whose role is to manage the day to day running of the organisation assisted by part time volunteers.

The Trust has a series of policies including GDPR, safeguarding and health and safety and is currently reviewing the status of its DBS holders. The Trust has now introduced an HR consultant.

DBS checks are carried out before employment of all staff involved with the Trust irrespective of the role they hold in the Trust and these are re-checked every three years. The details of two referees are required before the role is confirmed.

The Trust is part of the Worcestershire Community Transport Consortium which links all community transport operators along with a representative of Worcestershire County Council.

The Trust also has links with Malvern Hills District Council and the local Town Council as well as forging partnerships with members of the local care community.

#### **Conclusion**

2022/2023 brought with it many challenges, particularly in the recruitment of volunteer drivers. However, throughout the Trust has continued to move forward, supporting the local community and consistently maintaining its reputation for providing a high level of service.

The Trust is exceptionally lucky with its drivers, office staff, volunteers and trustees who work tirelessly to deliver the service and maintain our excellent reputation.

Without their dedication the Trust would not exist and I am grateful for the time and effort they have given which has enabled the Trust to continue to offer such high standards of service over many years.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

CE000838 (England and Wales)

##### **Registered Charity number**

1155845

##### **Registered office**

34 Teme Street  
Tenbury Wells  
Worcestershire  
WR15 8AA

##### **Trustees**

W White  
B C Roberts  
L Taylor  
E K Padwick  
M N Willis (resigned 30.6.23)  
L Rickett

**Tenbury Transport Trust**

**Report of the Trustees  
for the Year Ended 31 March 2023**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**

Dyke Ruscoe & Hayes Ltd  
Chartered Certified Accountants  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

Approved by order of the board of trustees on 14 November 2023 and signed on its behalf by:

L Taylor - Trustee

## **Independent Examiner's Report to the Trustees of Tenbury Transport Trust**

### **Independent examiner's report to the trustees of Tenbury Transport Trust ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

#### **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**

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.

P K Reynolds

Dyke Ruscoe & Hayes Ltd  
Chartered Certified Accountants  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

14 November 2023

## Tenbury Transport Trust

### Statement of Financial Activities for the Year Ended 31 March 2023

		2023 Unrestricted fund £	2022 Total funds as restated £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
Donations and legacies	2	14,446	43,204
<b>Charitable activities</b>	5		
Community transport		58,703	69,685
Other trading activities	3	669	423
Investment income	4	456	242
Other income	6	202	231
<b>Total</b>		<u>74,476</u>	<u>113,785</u>
<b>EXPENDITURE ON</b>			
Raising funds		-	130
<b>Charitable activities</b>			
Community transport		80,094	82,892
<b>Total</b>		<u>80,094</u>	<u>83,022</u>
<b>NET INCOME/(EXPENDITURE)</b>		(5,618)	30,763
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>			
As previously reported		101,522	92,396
Prior year adjustment	12	21,637	-
<b>As restated</b>		<u>123,159</u>	<u>92,396</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>117,541</u></u>	<u><u>123,159</u></u>

The notes form part of these financial statements

## Tenbury Transport Trust

### Balance Sheet 31 March 2023

	Notes	2023 Unrestricted fund £	2022 Total funds as restated £
<b>FIXED ASSETS</b>			
Tangible assets	13	41,235	22,038
<b>CURRENT ASSETS</b>			
Debtors	14	160	-
Prepayments and accrued income		3,356	1,796
Cash at bank and in hand		74,616	100,532
		<u>78,132</u>	<u>102,328</u>
<b>CREDITORS</b>			
Amounts falling due within one year	15	-	(347)
		<u>78,132</u>	<u>101,981</u>
<b>NET CURRENT ASSETS</b>			
		<u>78,132</u>	<u>101,981</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		119,367	124,019
<b>ACCRUALS AND DEFERRED INCOME</b>	16	(1,826)	(860)
		<u>117,541</u>	<u>123,159</u>
<b>NET ASSETS</b>			
		<u>117,541</u>	<u>123,159</u>
<b>FUNDS</b>	17		
Unrestricted funds		117,541	123,159
		<u>117,541</u>	<u>123,159</u>
<b>TOTAL FUNDS</b>		<u>117,541</u>	<u>123,159</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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.

**Tenbury Transport Trust**

**Balance Sheet - continued**  
**31 March 2023**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 14 November 2023 and were signed on its behalf by:

L Taylor - Trustee

**Notes to the Financial Statements  
for the Year Ended 31 March 2023**

**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.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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 resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 15% on reducing balance
Motor vehicles	- 15% on reducing balance
Computer equipment	- 33% on cost

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**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.

**Debtors**

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

**Bank and cash in hand**

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in instant access interest bearing savings accounts.

**Creditors**

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023**

**1. ACCOUNTING POLICIES - continued**

**Debtors**

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

**2. DONATIONS AND LEGACIES**

	2023	2022 as restated
	£	£
Donations	4,158	30,684
Grants	9,138	11,227
Membership fees	1,150	1,293
	<u>14,446</u>	<u>43,204</u>
	2023	2022
	£	£
Pershore & District Volunteer Centre grant	7,138	7,957
Other grants	2,000	3,270
	<u>9,138</u>	<u>11,227</u>

**3. OTHER TRADING ACTIVITIES**

	2023	2022 as restated
	£	£
Fundraising events	669	423
	<u>669</u>	<u>423</u>

**4. INVESTMENT INCOME**

	2023	2022 as restated
	£	£
Deposit account interest	456	242
	<u>456</u>	<u>242</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

		2023	2022 as restated
	Activity	£	£
Service contract	Community transport	7,552	25,378
Fares	Community transport	37,682	33,221
Mileage	Community transport	13,469	11,086
		<u>58,703</u>	<u>69,685</u>

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023**

**6. OTHER INCOME**

	2023	2022 as restated
	£	£
Sundry income	202	231
	<u>202</u>	<u>231</u>

**7. SUPPORT COSTS**

	Management	Governance	Totals
	£	costs £	£
Community transport	41,676	5,506	47,182
	<u>41,676</u>	<u>5,506</u>	<u>47,182</u>

Included within sundries are costs in relation to gestures of goodwill to volunteers totalling £391.00 (2022: £285.00).

Support costs, included in the above, are as follows:

**Management**

	2023	2022 as restated
	Community transport £	Total activities £
Wages	29,261	29,010
Pensions	770	411
Telephone	1,299	1,437
Postage and stationery	785	600
Sundries	1,147	1,167
Computer costs	4,482	3,219
Training	-	551
Travelling expenses	141	71
Depreciation of tangible and heritage assets	3,791	4,220
	<u>41,676</u>	<u>40,686</u>

**Governance costs**

	2023	2022 as restated
	Community transport £	Total activities £
Independent examination fees	1,435	876
Professional fees	4,071	3,972
	<u>5,506</u>	<u>4,848</u>

## Tenbury Transport Trust

### Notes to the Financial Statements - continued for the Year Ended 31 March 2023

#### 8. NET INCOME/(EXPENDITURE)

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

	2023	2022 as restated
	£	£
Depreciation - owned assets	3,791	4,220
Other operating leases	3,300	3,300
	<u>3,300</u>	<u>3,300</u>

#### 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Expenses were reimbursed to 0 trustees ( 2022 : 0 trustee) for travel on the charity's business.

#### 10. STAFF COSTS

	2023	2022 as restated
	£	£
Wages and salaries	29,261	29,010
Other pension costs	770	411
	<u>30,031</u>	<u>29,421</u>

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

	2023	2022 as restated
Full time staff	-	1
Part time staff	3	3
	<u>3</u>	<u>4</u>

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

The full time equivalent is estimated to be 2 ( 2022 : 1)

The Trust considers its key management personnel comprise the trustees & the office manager. The total employment benefits including employer pension contributions of the key management personnel were £10,695 (2021 : £11,386).

## Tenbury Transport Trust

### Notes to the Financial Statements - continued for the Year Ended 31 March 2023

#### 11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund as restated £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	43,204
<b>Charitable activities</b>	
Community transport	69,685
Other trading activities	423
Investment income	242
Other income	231
<b>Total</b>	<u>113,785</u>
<b>EXPENDITURE ON</b>	
Raising funds	130
<b>Charitable activities</b>	
Community transport	<u>82,892</u>
<b>Total</b>	<u>83,022</u>
<b>NET INCOME</b>	30,763
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	92,396
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>123,159</u></u>

#### 12. PRIOR YEAR ADJUSTMENT

The financial statements include a prior year adjustment to reflect assets owned by the Trust but not previously shown on its balance sheet.

Tenbury Transport Trust

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023

13. TANGIBLE FIXED ASSETS

	Long leasehold £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1 April 2022	-	140	25,000	1,362	26,502
Additions	-	-	21,995	993	22,988
	<u>-</u>	<u>-</u>	<u>21,995</u>	<u>993</u>	<u>22,988</u>
At 31 March 2023	-	140	46,995	2,355	49,490
	<u>-</u>	<u>140</u>	<u>46,995</u>	<u>2,355</u>	<u>49,490</u>
<b>DEPRECIATION</b>					
At 1 April 2022	-	21	3,750	693	4,464
Charge for year	18	-	262	3,511	3,791
	<u>18</u>	<u>-</u>	<u>262</u>	<u>3,511</u>	<u>3,791</u>
At 31 March 2023	18	21	4,012	4,204	8,255
	<u>18</u>	<u>21</u>	<u>4,012</u>	<u>4,204</u>	<u>8,255</u>
<b>NET BOOK VALUE</b>					
At 31 March 2023	(18)	119	42,983	(1,849)	41,235
	<u>(18)</u>	<u>119</u>	<u>42,983</u>	<u>(1,849)</u>	<u>41,235</u>
At 31 March 2022	-	119	21,250	669	22,038
	<u>-</u>	<u>119</u>	<u>21,250</u>	<u>669</u>	<u>22,038</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 as restated £
Trade debtors	160	-
	<u>160</u>	<u>-</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 as restated £
Trade creditors	-	343
Other creditors	-	4
	<u>-</u>	<u>347</u>

16. ACCRUALS AND DEFERRED INCOME

	2023 £	2022 as restated £
Accruals and deferred income	1,826	860
	<u>1,826</u>	<u>860</u>

Tenbury Transport Trust

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023

17. MOVEMENT IN FUNDS

	At 1.4.22 £	Prior year adjustment £	Net movement in funds £	At 31.3.23 £
<b>Unrestricted funds</b>				
General fund	101,522	21,637	(5,618)	117,541
<b>TOTAL FUNDS</b>	<u>101,522</u>	<u>21,637</u>	<u>(5,618)</u>	<u>117,541</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	74,476	(80,094)	(5,618)
<b>TOTAL FUNDS</b>	<u>74,476</u>	<u>(80,094)</u>	<u>(5,618)</u>

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
<b>Unrestricted funds</b>			
General fund	92,396	30,763	123,159
<b>TOTAL FUNDS</b>	<u>92,396</u>	<u>30,763</u>	<u>123,159</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	113,785	(83,022)	30,763
<b>TOTAL FUNDS</b>	<u>113,785</u>	<u>(83,022)</u>	<u>30,763</u>

## Tenbury Transport Trust

### Notes to the Financial Statements - continued for the Year Ended 31 March 2023

#### 17. MOVEMENT IN FUNDS - continued

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

	At 1.4.21 £	Prior year adjustment £	Net movement in funds £	At 31.3.23 £
<b>Unrestricted funds</b>				
General fund	92,396	21,637	25,145	139,178
<b>TOTAL FUNDS</b>	<u>92,396</u>	<u>21,637</u>	<u>25,145</u>	<u>139,178</u>

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 £
<b>Unrestricted funds</b>			
General fund	188,261	(163,116)	25,145
<b>TOTAL FUNDS</b>	<u>188,261</u>	<u>(163,116)</u>	<u>25,145</u>

All funds are held in a General unrestricted fund and are available to use in accordance with the charitable activities at the discretion of the trustees.

#### 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

**TENBURY TRANSPORT TRUST**

England & Wales - Charity number 1155845

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# Accounts

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**REGISTERED COMPANY NUMBER: CE000838 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1155845**

**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 March 2022  
for  
Tenbury Transport Trust**

Dyke Ruscoe & Hayes Ltd  
Chartered Certified Accountants  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

**Tenbury Transport Trust**

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for the Year Ended 31 March 2022**

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## **Tenbury Transport Trust**

### **Report of the Trustees for the Year Ended 31 March 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The purpose of the Trust is to provide transport facilities in Tenbury and its surrounding area for anyone who does not have access to adequate or appropriate transport.

##### **Significant activities**

The Trust provides two levels of service. One is the car service which is designed to take people of all ages who may have special needs or mobility impairments and who would otherwise find it difficult or impossible to access other forms of transport for medical appointments, shopping or other social occasions and the other is a rural bus service, currently operating over three routes to bring people into Tenbury or take them to the local towns of Leominster and Malvern.

We also fundraise at local events.

##### **Public benefit**

The trustees have had regard to the Charity Commission's guidance on public benefit and provide transport facilities for people without adequate or appropriate transport. This enables people to have an opportunity to attend medical appointments, go shopping and to attend other social engagements.

##### **Volunteers**

The majority of the Trust's workforce are volunteer car drivers and mini-bus drivers.

#### **FINANCIAL REVIEW**

##### **Financial position**

The Trust has always operated careful fiscal management and this enabled it to ride out the difficulties created by the impact of the pandemic. The Trust has seen volunteers and clients slowly re-emerge as the programme to inoculate against Covid 19 has rolled out. The Trust has many supporters in the area and during 2021/22 the Trust was fortunate in that it continued to be supported by donations, was able to access various grants and, from January 2021 onwards had its own income-generating services - all of which have enabled the Trust to maintain its financial operating position.

The Trust was able to provide free journeys for clients to and from their Covid vaccinations as part of its commitment to the local community. Having agreed a strategy aimed at growth and development, the Trust has since January 2021 hugely increased its client base after investing in social media and advertising and upgrading the IT systems to make more and better use of existing infrastructure.

We have retained our School Contract and developed working partnerships with local care providers to enable us to maintain and grow our operation for the foreseeable future. As part of this strategy the Trust now has a Facebook page and a new website.

During the year ended 31 March 2022 total income amounted to £88,785 (2021: £89,191). £79,659 (2021:£64,940) was used to defray expenses. At the start of the period total funds brought forward were £92,396 (2021:£68,145). At the end of the period this had risen to £101,522 (2021: risen to £92,396).

##### **Reserves policy**

It is our policy to carry a reserve of £30,000, to be able to continue operating the charity with no income for a 3 month period.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## **Tenbury Transport Trust**

### **Report of the Trustees for the Year Ended 31 March 2022**

Tenbury Transport began operations in the late 1990's, becoming a charity in 2014.

Changes were made to its deed of trust in 2014 when it became a registered charity and the deed was developed further in 2020 to reflect the changes made in its management structure. It remains a Charitable Incorporated Organisation.

#### **Recruitment and appointment of new trustees**

Trustees are appointed or re-appointed annually at the annual general meeting.

#### **Organisational structure**

There is a team of seven trustees, one of whom is the Chair. The Chair's role is to oversee the management and direction of the Trust; the Trust also have an administrative officer whose role is to manage the day to day running of the organisation assisted by part time volunteers.

The Trust has a series of policies including ones on GDPR, safeguarding and health and safety and is currently reviewing the status of its DBS holders. The Trust has now taken on an HR consultant.

DBS checks are carried out before employment of all staff involved with the Trust irrespective of the role they hold in the Trust and these are re-checked every three years. The details of two referees are required before the role is confirmed.

The Trust has upgraded its identification badges to include a picture, name and the date of DBS renewal to support its approach to safeguarding.

The Trust is part of the Worcestershire Community Transport Consortium which links all community transport operators with a representative of Worcestershire County Council.

The Trust also has links with Malvern Hills District Council and the local Town Council as well as forging partnerships with members of the local care community.

#### **Conclusion**

2021/2022 brought with it many challenges but throughout the Trust has continued to move forward, supporting the local community and consistently maintaining its reputation for providing a high level of service.

The Trust is exceptionally fortunate with its drivers, office staff, volunteers and trustees who work tirelessly to deliver the service and maintain our excellent reputation.

Without their dedication the Trust would not exist and I am grateful for the time and effort they have given which has enabled the Trust to continue to offer such high standards of service over many years.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
CE000838 (England and Wales)

**Registered Charity number**  
1155845

**Registered office**  
34 Teme Street  
Tenbury Wells  
Worcestershire  
WR15 8AA

**Tenbury Transport Trust**

**Report of the Trustees  
for the Year Ended 31 March 2022**

**Trustees**

W White

B C Roberts

L Taylor

J Downward

E K Padwick

M N Willis

L Rickett (appointed 26.9.21)

**Independent Examiner**

Dyke Ruscoe & Hayes Ltd

Chartered Certified Accountants

110 Corve Street

Ludlow

SHROPSHIRE

SY8 1DJ

Approved by order of the board of trustees on 16 November 2022 and signed on its behalf by:



L Taylor - Trustee

**Independent Examiner's Report to the Trustees of  
Tenbury Transport Trust**

**Independent examiner's report to the trustees of Tenbury Transport Trust ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

**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').

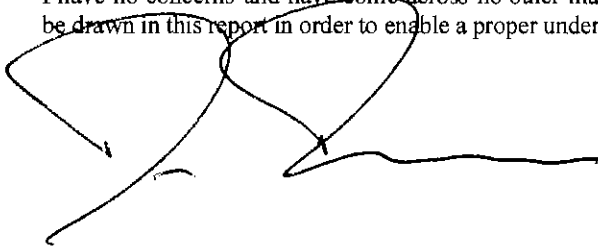
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). 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**

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.



P K Reynolds  
Dyke Ruscoe & Hayes Ltd  
Chartered Certified Accountants  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

16 November 2022

**Tenbury Transport Trust**

**Statement of Financial Activities  
for the Year Ended 31 March 2022**

	Notes	2022 Unrestricted fund £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	2	18,204	11,773
<b>Charitable activities</b>	5		
Community transport		69,685	56,849
Other trading activities	3	423	-
Investment income	4	242	316
Other income	6	231	20,253
<b>Total</b>		<u>88,785</u>	<u>89,191</u>
<b>EXPENDITURE ON</b>			
Raising funds		130	1
<b>Charitable activities</b>			
Community transport		79,529	64,939
<b>Total</b>		<u>79,659</u>	<u>64,940</u>
<b>NET INCOME</b>		9,126	24,251
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		92,396	68,145
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>101,522</u></u>	<u><u>92,396</u></u>

The notes form part of these financial statements

## Tenbury Transport Trust

### Balance Sheet 31 March 2022

	Notes	2022 Unrestricted fund £	2021 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	12	401	496
<b>CURRENT ASSETS</b>			
Prepayments and accrued income		1,796	1,915
Cash at bank and in hand		100,532	92,111
		<u>102,328</u>	<u>94,026</u>
<b>CREDITORS</b>			
Amounts falling due within one year	13	(349)	(935)
		<u>101,979</u>	<u>93,091</u>
<b>NET CURRENT ASSETS</b>			
		<u>102,380</u>	<u>93,587</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>102,380</u>	<u>93,587</u>
<b>ACCRUALS AND DEFERRED INCOME</b>	14	(858)	(1,191)
		<u>101,522</u>	<u>92,396</u>
<b>NET ASSETS</b>			
		<u>101,522</u>	<u>92,396</u>
<b>FUNDS</b>	15		
Unrestricted funds		101,522	92,396
		<u>101,522</u>	<u>92,396</u>
<b>TOTAL FUNDS</b>			
		<u>101,522</u>	<u>92,396</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 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.

**Tenbury Transport Trust**

**Balance Sheet - continued**  
**31 March 2022**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 16 November 2022 and were signed on its behalf by:

A handwritten signature in black ink that reads "L Taylor". The signature is written in a cursive, flowing style.

L Taylor - Trustee

## Tenbury Transport Trust

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 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.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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 resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

##### **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.

##### **Debtors**

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

##### **Bank and cash in hand**

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in instant access interest bearing savings accounts.

##### **Creditors**

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**2. DONATIONS AND LEGACIES**

	2022	2021
	£	£
Donations	5,684	1,583
Grants	11,227	9,486
Membership fees	1,293	704
	<u>18,204</u>	<u>11,773</u>

	2022	2021
	£	£
Pershore & District Volunteer Centre grant	7,957	7,615
Other grants	3,270	1,871
Total grants	<u>11,227</u>	<u>9,486</u>

**3. OTHER TRADING ACTIVITIES**

	2022	2021
	£	£
Fundraising events	423	-
	<u>423</u>	<u>-</u>

**4. INVESTMENT INCOME**

	2022	2021
	£	£
Deposit account interest	242	316
	<u>242</u>	<u>316</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

	2022	2021
	£	£
Service contract	25,378	25,141
Fares	33,221	25,133
Mileage	11,086	6,575
	<u>69,685</u>	<u>56,849</u>

**6. OTHER INCOME**

	2022	2021
	£	£
Sundry income	231	25
Government grants	-	20,228
	<u>231</u>	<u>20,253</u>

	2022	2021
	£	£
HMRC Job Retention Scheme grant	-	10,228
MHDC Business Rates grant	-	10,000
	<u>-</u>	<u>20,228</u>

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**7. SUPPORT COSTS**

	Management £	Governance costs £	Totals £
Community transport	<u>37,323</u>	<u>4,848</u>	<u>42,171</u>

Support costs, included in the above, are as follows:

**Management**

	2022 Community transport £	2021 Total activities £
Wages	29,010	33,548
Pensions	411	497
Telephone	1,437	1,411
Postage and stationery	600	784
Sundries	1,307	1,552
Computer costs	3,619	1,108
Training	551	-
Travelling expenses	71	143
Depreciation of tangible and heritage assets	317	244
	<u>37,323</u>	<u>39,287</u>

**Governance costs**

	2022 Community transport £	2021 Total activities £
Independent examination fees	876	400
Legal fees	3,972	870
	<u>4,848</u>	<u>1,270</u>

**8. NET INCOME/(EXPENDITURE)**

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

	2022 £	2021 £
Depreciation - owned assets	317	244
Other operating leases	<u>3,300</u>	<u>3,300</u>

## Tenbury Transport Trust

### Notes to the Financial Statements - continued for the Year Ended 31 March 2022

#### 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

##### Trustees' expenses

	2022	2021
	£	£
Trustees' expenses	-	23

Expenses were reimbursed to 0 trustees ( 2021 : 1 trustee) for travel on the charity's business.

#### 10. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	29,010	33,548
Other pension costs	411	497
	<u>29,421</u>	<u>34,045</u>

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

	2022	2021
Full time staff	1	1
Part time staff	3	3
	<u>4</u>	<u>4</u>

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

The full time equivalent is estimated to be 1 ( 2021 : 2)

The Trust considers its key management personnel comprise the trustees & the office manager. The total employment benefits including employer pension contributions of the key management personnel were £11,386 (2021 : £17,061).

#### 11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	11,773
<b>Charitable activities</b>	
Community transport	56,849
Investment income	316
Other income	20,253
<b>Total</b>	<u>89,191</u>
<b>EXPENDITURE ON</b>	
Raising funds	1

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £
<b>Charitable activities</b>	
Community transport	64,939
<b>Total</b>	<u>64,940</u>
<b>NET INCOME</b>	24,251
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	68,145
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>92,396</u></u>

**12. TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>COST</b>	
At 1 April 2021	740
Additions	222
	<u>962</u>
At 31 March 2022	962
<b>DEPRECIATION</b>	
At 1 April 2021	244
Charge for year	317
	<u>561</u>
At 31 March 2022	561
<b>NET BOOK VALUE</b>	
At 31 March 2022	<u>401</u>
At 31 March 2021	<u><u>496</u></u>

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022	2021
	£	£
Trade creditors	345	935
Other creditors	4	-
	<u>349</u>	<u>935</u>

**14. ACCRUALS AND DEFERRED INCOME**

	2022	2021
	£	£
Accruals and deferred income	<u>858</u>	<u>1,191</u>

**15. MOVEMENT IN FUNDS**

	At 1.4.21	Net movement in funds	At 31.3.22
	£	£	£
<b>Unrestricted funds</b>			
General fund	92,396	9,126	101,522
	<u>92,396</u>	<u>9,126</u>	<u>101,522</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	88,785	(79,659)	9,126
	<u>88,785</u>	<u>(79,659)</u>	<u>9,126</u>

**Comparatives for movement in funds**

	At 1.4.20	Net movement in funds	At 31.3.21
	£	£	£
<b>Unrestricted funds</b>			
General fund	68,145	24,251	92,396
	<u>68,145</u>	<u>24,251</u>	<u>92,396</u>

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**15. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	89,191	(64,940)	24,251
<b>TOTAL FUNDS</b>	<u>89,191</u>	<u>(64,940)</u>	<u>24,251</u>

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

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
<b>Unrestricted funds</b>			
General fund	68,145	33,377	101,522
<b>TOTAL FUNDS</b>	<u>68,145</u>	<u>33,377</u>	<u>101,522</u>

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 £
<b>Unrestricted funds</b>			
General fund	177,976	(144,599)	33,377
<b>TOTAL FUNDS</b>	<u>177,976</u>	<u>(144,599)</u>	<u>33,377</u>

All funds are held in a General unrestricted fund and are available to use in accordance with the charitable activities at the discretion of the trustees.

**16. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2022.

**TENBURY TRANSPORT TRUST**

England & Wales - Charity number 1155845

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# Accounts

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**REGISTERED COMPANY NUMBER: CE000838 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1155845**

**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 March 2021  
for  
Tenbury Transport Trust**

Dyke Ruscoe & Hayes Ltd  
Chartered Certified Accountants  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

# Tenbury Transport Trust

## Contents of the Financial Statements for the Year Ended 31 March 2021

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## **Tenbury Transport Trust**

### **Report of the Trustees for the Year Ended 31 March 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The purpose of the Trust is to provide transport facilities in Tenbury and its surrounding area for anyone who does not have access to adequate or appropriate transport.

##### **Significant activities**

The Trust provides two levels of service. One is the car service which is designed to take people of all ages who may have special needs or mobility impairments and who would otherwise find it difficult or impossible to access other forms of transport for medical appointments, shopping or other social occasions and the other is a rural bus service, currently operating over two routes to bring people into Tenbury or take them to the local town of Leominster.

We also fundraise at two local events, Applefest and Tenbury Agricultural Show.

##### **Public benefit**

The trustees have had regard to the Charity Commission's guidance on public benefit and provide transport facilities for people without adequate or appropriate transport. This enables people to have an opportunity to attend medical appointments, go shopping and to attend other social engagements.

##### **Volunteers**

The majority of the Trust's workforce are volunteer car drivers and mini-bus drivers.

## **Tenbury Transport Trust**

### **Report of the Trustees for the Year Ended 31 March 2021**

#### **FINANCIAL REVIEW**

##### **Financial position**

The Trust has always operated careful fiscal management and this enabled it to ride out the difficulties created by the major flooding that took place in Tenbury before and after Christmas which closed off much of the town, the impact of the pandemic and successive lockdowns resulting in our clients and our drivers self-isolating for most of 2020.

In March 2020 the Trust took the view, based on Government guidance, to cease operations and furlough staff. The Trust did not re-open for business until June and suffered two further closures later in the year following Government guidance.

The Trust has many supporters in the area and during 2020 the Trust was fortunate in that it continued to be supported by donations, was able to access various grants and, from January 2021 onwards by our own income-generating services. All of which have enabled the Trust to maintain its financial operating position.

From January to March 2021 the Trust was able to provide free journeys for clients to and from their covid vaccinations as part of its commitment to the local community.

Whilst the Trustees realised that closure was a financial risk and that it would take time to rebuild our client base once we re-opened in January 2021 what it was not expecting was that January 2021 would see the emergence of a community transport Charity (Teme Wheels) in direct competition to the Trust.

This situation arose because our Manager, a paid post, decided to resign. The matter was thoroughly investigated and all proper work based procedures followed. The result was that the Trust had behaved appropriately with no case to answer but the matter went to ACAS and was settled extremely quickly. At the same time, a few of the volunteer drivers also resigned in support of the Manager and decided to set up this new community transport Charity.

Agreeing a strategy aimed at growth and development, since January 2021 the Trust has hugely increased its client base having invested in social media and advertising and upgraded our IT systems to make more and better use of our infrastructure. We have retained our School Contract and developed working partnerships with the local care providers which will enable the Trust to offset the loss incurred during 2020 and enable us to maintain and grow our operation for the foreseeable future. The Trust now has a facebook page and is currently updating its website.

During the year ended 31 March 2021 total income amounted to £89,191 (2020: £100,756). £64,940 (2020:£82,313) was used to defray expenses. At the start of the period total funds brought forward were £68,145 (2020:£49,702). At the end of the period this had risen to £92,396 (2020: risen to £68,145).

##### **Reserves policy**

It is our policy to carry a reserve of £30,000, to be able to continue operating the charity with no income for a 3 month period.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Tenbury Transport has been in operation since the late 1990's becoming a charity in 2014.

It is governed by its Constitution adopted in 2014 and developed further in 2020 to reflect the changes required of its management structure. It remains however, a Charitable Incorporated Organisation.

##### **Recruitment and appointment of new trustees**

Trustees are appointed or re-appointed annually at the annual general meeting.

##### **Organisational structure**

There is a team of six trustees, one of whom is the Chair, with a requirement for a seventh trustee. Their role is to oversee the management and direction of the Trust and an administrative officer whose role is to manage the day to day running of the organisation assisted by part time volunteers.

## **Tenbury Transport Trust**

### **Report of the Trustees for the Year Ended 31 March 2021**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Trust has a series of policies including GDPR; safeguarding and health and safety and is currently reviewing the status of its DBS holders. As a result of the resignation of a member of staff during the winter the Trust has now introduced an HR consultant.

DBS checks are carried out before employment of all staff involved with the Trust irrespective of the role they hold in the Trust and these are re-checked every three years. The details of two referees are required before the role is confirmed.

The Trust has upgraded its identification badges to include a picture, name and the date of DBS renewal to support its approach to safeguarding.

The Trust is part of the Worcestershire Community Transport Consortium which links all community transport operators along with a representative of Worcestershire County Council.

The Trust also has links with Malvern Hills County Council and the local Town Council as well as forging partnerships with members of the local care community.

#### **Conclusion**

2020/2021 brought with it many challenges but throughout the Trust has continued to move forward, supporting the local community and consistently maintaining its reputation for providing a high level of service. In January 2021 the Trust won an award for the Best Community Transport Provider 2021 and was also presented with the Judges Choice, Heart of Malvern award which had been won in 2020 but was not able to be presented due to the pandemic.

The Trust is exceptionally lucky with its drivers, office staff, volunteers and trustees who work tirelessly to deliver the service and maintain our excellent reputation

Without their dedication the Trust would not exist and I am grateful for the time and effort they have given which has enabled the Trust to continue to offer such high standards of service over many years.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
CE000838 (England and Wales)

**Registered Charity number**  
1155845

**Registered office**  
34 Teme Street  
Tenbury Wells  
Worcestershire  
WR15 8AA

**Trustees**  
W White  
B C Roberts  
L Taylor  
J Downward  
Mrs E K Padwick  
M N Willis

**Company Secretary**

**Tenbury Transport Trust**

**Report of the Trustees  
for the Year Ended 31 March 2021**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**

Dyke Ruscoe & Hayes Ltd

Chartered Certified Accountants


110 Corve Street

Ludlow

SHROPSHIRE

SY8 1DJ

Approved by order of the board of trustees on 20 October 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'W White', written over a diagonal line that extends from the text above.

W White - Trustee

**Independent Examiner's Report to the Trustees of  
Tenbury Transport Trust**

**Independent examiner's report to the trustees of Tenbury Transport Trust ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

**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').

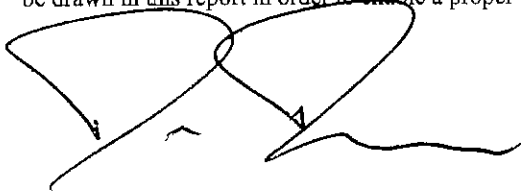
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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**

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.



P K Reynolds  
Dyke Ruscoe & Hayes Ltd  
Chartered Certified Accountants  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

20 October 2021

**Tenbury Transport Trust**

**Statement of Financial Activities  
for the Year Ended 31 March 2021**

		2021 Unrestricted fund £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
Donations and legacies	2	11,773	13,697
<b>Charitable activities</b>	5		
Community Transport		56,849	85,451
Other trading activities	3	-	1,421
Investment income	4	316	187
Other income	6	20,253	-
<b>Total</b>		<u>89,191</u>	<u>100,756</u>
<b>EXPENDITURE ON</b>			
Raising funds		1	412
<b>Charitable activities</b>			
Community Transport		64,939	81,901
<b>Total</b>		<u>64,940</u>	<u>82,313</u>
<b>NET INCOME</b>		<u>24,251</u>	<u>18,443</u>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		68,145	49,702
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>92,396</u></u>	<u><u>68,145</u></u>

The notes form part of these financial statements

## Tenbury Transport Trust

### Balance Sheet 31 March 2021

	Notes	2021 Unrestricted fund £	2020 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	12	496	-
<b>CURRENT ASSETS</b>			
Debtors	13	-	1,795
Prepayments and accrued income		1,915	-
Cash at bank and in hand		92,111	66,350
		<u>94,026</u>	<u>68,145</u>
<b>CREDITORS</b>			
Amounts falling due within one year	14	(935)	-
		<u>93,091</u>	<u>68,145</u>
<b>NET CURRENT ASSETS</b>			
		<u>93,587</u>	<u>68,145</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>93,587</u>	<u>68,145</u>
<b>ACCRUALS AND DEFERRED INCOME</b>	15	(1,191)	-
		<u>92,396</u>	<u>68,145</u>
<b>NET ASSETS</b>			
		<u>92,396</u>	<u>68,145</u>
<b>FUNDS</b>	16		
Unrestricted funds		92,396	68,145
<b>TOTAL FUNDS</b>		<u>92,396</u>	<u>68,145</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 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.

**Tenbury Transport Trust**

**Balance Sheet - continued**  
**31 March 2021**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 20 October 2021 and were signed on its behalf by:

W White - Trustee

## Tenbury Transport Trust

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 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.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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 resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

##### **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.

##### **Debtors**

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

##### **Bank and cash in hand**

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in instant access interest bearing savings accounts.

##### **Creditors**

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

## Tenbury Transport Trust

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

#### 2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	1,583	4,455
Grants	9,486	7,898
Membership fees	704	1,344
	<u>11,773</u>	<u>13,697</u>

	2021	2020
	£	£
Pershore & District Volunteer Centre Grant	7,615	7,110
Other Grants	1,871	788
Total Grants	<u>9,486</u>	<u>7,898</u>

#### 3. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising events	-	1,421
	<u>-</u>	<u>1,421</u>

#### 4. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	316	187
	<u>316</u>	<u>187</u>

#### 5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2021	2020
		£	£
Service contract	Community Transport	25,141	33,335
Fares	Community Transport	25,133	31,304
Mileage	Community Transport	6,575	20,812
		<u>56,849</u>	<u>85,451</u>

#### 6. OTHER INCOME

	2021	2020
	£	£
Sundry income	25	-
Government grants	20,228	-
	<u>20,253</u>	<u>-</u>

	2021	2020
	£	£
HMRC Job Retention Scheme Grant	10,228	-
MHDC Business Rates Grant	10,000	-
Total Government Grants	<u>20,228</u>	<u>-</u>

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**7. SUPPORT COSTS**

	Management £	Governance costs £	Totals £
Community Transport	39,287	1,270	40,557

Support costs, included in the above, are as follows:

**Management**

	2021 Community Transport £	2020 Total activities £
Wages	33,548	35,001
Pensions	497	1,501
Telephone	1,411	1,402
Postage and stationery	784	641
Sundries	1,552	861
Computer costs	1,108	3,495
Travelling expenses	143	675
Depreciation of tangible and heritage assets	244	-
	<u>39,287</u>	<u>43,576</u>

**Governance costs**

	2021 Community Transport £	2020 Total activities £
Independent examination fees	400	-
Legal fees	870	-
	<u>1,270</u>	<u>-</u>

**8. NET INCOME/(EXPENDITURE)**

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

	2021 £	2020 £
Depreciation - owned assets	244	-
Other operating leases	3,300	3,300
	<u>3,300</u>	<u>3,300</u>

## Tenbury Transport Trust

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

#### 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

##### Trustees' expenses

	2021	2020
	£	£
Trustees' expenses	<u>23</u>	<u>183</u>

Expenses were reimbursed to 1 trustee ( 2020 : 1 trustee) for travel on the charity's business.

#### 10. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	33,548	35,001
Other pension costs	<u>497</u>	<u>1,501</u>
	<u>34,045</u>	<u>36,502</u>

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

	2021	2020
Full time staff	<u>1</u>	<u>1</u>
Part time staff	<u>4</u>	<u>5</u>
	<u>5</u>	<u>6</u>

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

The full time equivalent is estimated to be 2 ( 2020 : 3)

The Trust considers its key management personnel comprise the trustees & the office manager. The total employment benefit including employer pension contributions of the key management personal were £17,061 (2020 : £20,739).

#### 11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	13,697
<b>Charitable activities</b>	
Community Transport	85,451
Other trading activities	1,421
Investment income	<u>187</u>
<b>Total</b>	<u>100,756</u>
<b>EXPENDITURE ON</b>	
Raising funds	412

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £
<b>Charitable activities</b>	
Community Transport	81,901
<b>Total</b>	<u>82,313</u>
<b>NET INCOME</b>	<u>18,443</u>
<b>RECONCILIATION OF FUNDS</b>	
<b>Total funds brought forward</b>	49,702
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>68,145</u></u>

**12. TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>COST</b>	
Additions	740
<b>DEPRECIATION</b>	
Charge for year	244
<b>NET BOOK VALUE</b>	
At 31 March 2021	<u>496</u>
At 31 March 2020	<u>-</u>

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Trade debtors	-	1,730
Other debtors	-	65
	<u>-</u>	<u>1,795</u>
	<u>-</u>	<u>1,795</u>

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
	£	£
Trade creditors	935	-
	<u>935</u>	<u>-</u>

**15. ACCRUALS AND DEFERRED INCOME**

	2021	2020
	£	£
Accruals and deferred income	1,191	-
	<u>1,191</u>	<u>-</u>

**16. MOVEMENT IN FUNDS**

	At 1.4.20	Net movement in funds	At 31.3.21
	£	£	£
<b>Unrestricted funds</b>			
General fund	68,145	24,251	92,396
	<u>68,145</u>	<u>24,251</u>	<u>92,396</u>
<b>TOTAL FUNDS</b>	<u>68,145</u>	<u>24,251</u>	<u>92,396</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	89,191	(64,940)	24,251
	<u>89,191</u>	<u>(64,940)</u>	<u>24,251</u>
<b>TOTAL FUNDS</b>	<u>89,191</u>	<u>(64,940)</u>	<u>24,251</u>

**Comparatives for movement in funds**

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
<b>Unrestricted funds</b>			
General fund	49,702	18,443	68,145
	<u>49,702</u>	<u>18,443</u>	<u>68,145</u>
<b>TOTAL FUNDS</b>	<u>49,702</u>	<u>18,443</u>	<u>68,145</u>

## Tenbury Transport Trust

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

#### 16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	100,756	(82,313)	18,443
<b>TOTAL FUNDS</b>	<u>100,756</u>	<u>(82,313)</u>	<u>18,443</u>

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

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	49,702	42,694	92,396
<b>TOTAL FUNDS</b>	<u>49,702</u>	<u>42,694</u>	<u>92,396</u>

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 £
<b>Unrestricted funds</b>			
General fund	189,947	(147,253)	42,694
<b>TOTAL FUNDS</b>	<u>189,947</u>	<u>(147,253)</u>	<u>42,694</u>

All funds are held in a General unrestricted fund and are available to use in accordance with the charitable activities at the discretion of the trustees.

#### 17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

**Tenbury Transport Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**18. GOING CONCERN**

In the opinion of the trustees there are no material uncertainties about the charity's ability to continue and the charity is expected to remain a going concern for at least 12 months from the date of signing of these financial statements.

In arriving at this opinion, the trustees have assumed that the current pandemic will continue indefinitely and have based their forecasts on the financial resources available to the charity, its liabilities and when they fall due and on the levels of government support announced to date.