

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

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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').

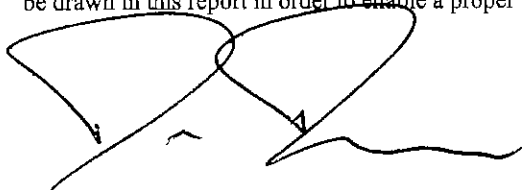
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	2	11,773	13,697
Charitable activities	5		
Community Transport		56,849	85,451
Other trading activities	3	-	1,421
Investment income	4	316	187
Other income	6	20,253	-
Total		<u>89,191</u>	<u>100,756</u>
 EXPENDITURE ON			
Raising funds		1	412
Charitable activities			
Community Transport		64,939	81,901
Total		<u>64,940</u>	<u>82,313</u>
 NET INCOME		<u>24,251</u>	<u>18,443</u>
 RECONCILIATION OF FUNDS			
Total funds brought forward		68,145	49,702
 TOTAL FUNDS CARRIED FORWARD		<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 £
FIXED ASSETS			
Tangible assets	12	496	-
CURRENT ASSETS			
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>
CREDITORS			
Amounts falling due within one year	14	(935)	-
NET CURRENT ASSETS		<u>93,091</u>	<u>68,145</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		93,587	68,145
ACCRUALS AND DEFERRED INCOME	15	(1,191)	-
NET ASSETS		<u>92,396</u>	<u>68,145</u>
FUNDS	16		
Unrestricted funds		92,396	68,145
TOTAL FUNDS		<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

**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

4. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	316	187

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	Totals
	£	costs £	£
Community Transport	39,287	1,270	40,557
	<u> </u>	<u> </u>	<u> </u>

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> </u>	<u> </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	23	183

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	497	1,501
	<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	1	1
Part time staff	4	5
	<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 £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	13,697
Charitable activities	
Community Transport	85,451
Other trading activities	1,421
Investment income	187
Total	<u>100,756</u>
EXPENDITURE ON	
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 £
Charitable activities	
Community Transport	81,901
Total	82,313
NET INCOME	18,443
RECONCILIATION OF FUNDS	
Total funds brought forward	49,702
TOTAL FUNDS CARRIED FORWARD	68,145

12. TANGIBLE FIXED ASSETS

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

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	-	1,730
Other debtors	-	65
	-	1,795

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
	£	£	£
Unrestricted funds			
General fund	68,145	24,251	92,396
	<u>68,145</u>	<u>24,251</u>	<u>92,396</u>
TOTAL FUNDS	<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
	£	£	£
Unrestricted funds			
General fund	89,191	(64,940)	24,251
	<u>89,191</u>	<u>(64,940)</u>	<u>24,251</u>
TOTAL FUNDS	<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
	£	£	£
Unrestricted funds			
General fund	49,702	18,443	68,145
	<u>49,702</u>	<u>18,443</u>	<u>68,145</u>
TOTAL FUNDS	<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 £
Unrestricted funds			
General fund	100,756	(82,313)	18,443
TOTAL FUNDS	<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 £
Unrestricted funds			
General fund	49,702	42,694	92,396
TOTAL FUNDS	<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 £
Unrestricted funds			
General fund	189,947	(147,253)	42,694
TOTAL FUNDS	<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.