

# **RAMSBURY COMMUNITY TRANSPORT C.I.O.**

## **Trustee's Annual Report 2020-2021**

### **Objectives**

The object of the CIO is to provide a community transport service for the inhabitants of Ramsbury and its neighbourhood who are in need of such services because of age sickness disability (mental or physical) or poverty or because of a lack of availability of adequate and safe public services.

### **Activities**

We provide bus services which result from consultation with people living in our village and the surrounding area and are designed to provide the maximum benefit to those in need of them.

The main beneficiaries are people who would otherwise not be able to access shops, the Doctors surgery etc. Consequently, these individuals' quality of life is enhanced by the reduction in isolation, ability to access shops and services, and improved health monitoring, providing potentially longer life expectancy. Furthermore, the public will benefit by the alleviation of isolation and the integration of the those who have need of our services with society, and better chances of securing work where lack of adequate public transport facilities have prevented this. We do not anticipate that any harm will result to beneficiaries from the provision of our services. All of our drivers are qualified and receive appropriate training. Our bus services are available to all residents in the area of benefit but they are aimed at those who have special need for such services. No trustee or any organisation connected with any trustee will receive any benefit from our services otherwise than by virtue of living in the area of benefit and having need for public transport facilities.

### **Public Benefit**

Prior to the outbreak of the Covid 19 Pandemic, RCT provided the following local bus services:-

- Twice weekly shopping trips to Hungerford from the surrounding areas.
- Monthly shopping trips to Newbury
- Bi Monthly Shopping Trips to Marlborough
- Twice weekly services to the Ramsbury Medical Surgery to and from Ramsbury and surrounding villages.
- Transport facility for local clubs and organisations.eg Scouts etc.
- Day Excursions

Due to government legislation, in response to the Covid19 outbreak, all our activities were suspended from the 23<sup>rd</sup> March until the 11<sup>th</sup> September 2020. Following this initial period of lockdown, we introduced twice weekly pre-bookable services, which fully comply with the regulations relating to maximum numbers of passengers and social distancing etc. We continued to monitor the status of the Pandemic and updated our services accordingly until we resumed normal timetables on the 1<sup>st</sup> September 2021.

The CIO will conduct regular health and safety risk assessments in relation to volunteers, the buses, the service routes, and the service users who have impaired mobility, and plan accordingly. The CIO will use its best endeavours not to turn away anyone who needs our services: the only reason why we may have to turn anyone away is where our risk assessments indicate that our buses are unsuitable or that the risk of harm to the service user or our volunteers is too high.

Most services are provided free of charge, since, at least ninety percent of our passengers have bus passes, as a result of age or infirmity. In this case, we recover a proportion of the cost of the “commercial fare” from the Wiltshire or Berkshire County Councils. Those passengers who do not have bus passes pay a cash fare which is significantly lower than that charged by the local commercial bus operator.

## **Achievements and Performance**

Since the last Annual Report in January 2021, the following significant achievements have been realised:-

- We continued our commitment to MiDAS training of all drivers.
- We received a donation from the Parish Council towards the cost of a replacement minibus.
- There have been delays in the delivery of the new bus due to component shortages. Delivery is now expected in Q1 of 2022. I would again like to give special thanks to Ewan Robbie, one of our committee members, for his excellent work, in project managing the specification and chasing the delivery of the new bus.

## **Financial Review**

The accounts have been prepared on an accruals basis.

The final accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities Statement of Recommended Practice FRSSE SORP (2015) for small charities.

The reserves policy of the charity dictates our aim to maintain reserves for at least 2 years operational cost. In addition we seek to set aside £12.5k per annum for the replacement of our bus which we endeavour to do on a 5 year cycle.

Despite the pandemic, at this date there are no immediate concerns over the financial viability of the charity providing there are no significant changes in the provision of external funds. Revenues continue to be down on 2019 (the last full year without Covid). However the trustees remain confident that sufficient funds can be obtained to maintain the operation of our services.

The charity has no subsidiary or associated undertakings.

We would particularly like to thank Ramsbury and Axford Parish Council for their generous grant of £22,000 towards the cost of the bus about to be delivered. The charity's 5year plan includes sums being accrued by the council, who have committed to continue this arrangement, which is very much appreciated.

### **Structure, governance and Management**

The governing document for Ramsbury Community Transport C.I.O. is our constitution dated 26<sup>th</sup> February, 2014, which, is based on the foundation model issued by the Charity Commission. We are constituted as a Charitable Incorporated Organisation.

The method used to recruit new trustees is specified in our constitution.

### **Reference and administrative details**

Name: Ramsbury Community Transport C.I.O.

Charity Registration Number: 1156281

Registered Address: 2 The Paddocks, Ramsbury, Marlborough, Wiltshire, SN8 2QF

Charity Trustees: Christopher Morgan, Ronald Young, Graham Cherrington, Carena Dennis, Charles Vere-Whiting & Caspar Helmer

Committee Members: Janet Hunter, Linda Curtis & Ewan Robbie.

### **Acknowledgements**

In conclusion, I would take this opportunity to express my sincere thanks to everyone involved in the running of the Ramsbury Community Transport for the contribution they make to the organisation and operation of an important service to our community I would particularly mention the following individuals and organisations:

- Volunteer Drivers
- The Bus Cleaning Team
- Trustees & Committee Members
- Elaine at the Ramsbury Post Office
- Midway Stores
- Steve Sherman – External Auditor
- Wiltshire Council
- Community First
- The Co-Op Community Fund
- Scapa Healthcare for providing a parking space
- Trevor Hunter

This Report was prepared on behalf of the Trustees of Ramsbury Community Transport C.I.O.

Christopher Morgan  
Chairman & Trustee  
15th January, 2022



# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

Report to the trustees/  
members of

Ramsbury Community Transport CIO

On accounts for the year  
ended

31<sup>st</sup> March, 2021

Charity no  
(if any)

1156281

Set out on pages

3 and 4

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2021**.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

20/12/2021

Name:

Stephen Sherman

Relevant professional  
qualification(s) or body

Fellow of the Institute of Chartered Accountants in England and Wales

(if any):	
Address:	10 Burdett Street
	Ramsbury
	Wiltshire SN8 2QX

Section B	Disclosure
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**Ramsbury Community Transport CIO 1156281**  
**Balance Sheet as at 31 March 2021**

	31/03/2021		31/03/2020	
	£	£	£	£
<b>Fixed Assets</b>				
Tangible Assets				
Cost	52,977		40,236	
Accumulated Depreciation	(40,236)		(40,236)	
<b>Total Fixed Assets</b>	<b>12,741</b>		<b>-</b>	
				<b>-</b>
<b>Current assets</b>				
Debtors				
Sales invoices not paid	2,770		1,009	
Prepayments			-	
Cash at bank and in hand				
Current account	13,611		6,560	
Cash in hand	17		-	
Ramsbury Community Bus	66,410		81,304	
<b>TOTAL ASSETS</b>	<b>95,549</b>		<b>88,873</b>	
<b>Creditors: amounts falling due within one year</b>				
Payments in advance			-	
Purchase invoices not paid			97	
Accruals	643		642	
VAT	(18)		(43)	
<b>TOTAL LIABILITIES</b>	<b>625</b>		<b>696</b>	
<b>TOTAL NET ASSETS</b>		<b>94,924</b>		<b>88,177</b>
		<b>94,924</b>		<b>88,177</b>
<b>Funds of the charity</b>				
Unrestricted funds		<b>94,924</b>		<b>88,177</b>
Profit & Loss Account (3100)	82,965		88,177	
Net Profit / Loss (prior year(s))	5,212			
Net Profit / Loss (current year)	6,747			

*G Cherrington*  
 Treasurer 18/12/21

**Ramsbury Community Transport CIO 1156281**  
**Statement of financial activities for the year ended 31 March 2021**

	Y/E 31/03/2021		Y/E 31/03/2020	
	£	£	£	£
<b>Income</b>				
Bus Pass Income Berks	900		935	
Bus Pass Income Wilts	2,243		2,238	
Community Hire	-		567	
Donation	1,893		341	
Excursion	-		1,355	
Froxfield Service Allowance	2,603		2,743	
Grant - Community First	-		250	
Grant - Wilts CC Grant	3,430		3,430	
Interest received	105		259	
Private Hire	-		1,636	
Scheduled Services	-		403	
Surgery	327		1,344	
Service and other income	348		120	
		11,848		15,621
<b>Direct expenses</b>				
Cost of sales - goods			721	
Depreciation			-	
Fuel	514		2,037	
Insurance	1,319		1,341	
		(1,833)		(4,099)
<b>Overheads</b>				
General expenses	16		238	
Marketing	95		132	
Motor	599		1,285	
Office costs	266		375	
Professional fees	651		746	
Repairs and renewals	1,482		3,291	
Subscriptions	0		10	
Telephone	159		135	
Training	-		100	
		(3,269)		(6,312)
<b>Net income / (expenditure)</b>		6,747		5,210
<b>Total funds brought forward</b>		88,177		82,965
<b>Total funds carried forward</b>		94,924		88,177

*L Cherry*  
*Treasurer 18/12/21*