

# HARBOROUGH COMMUNITY BUS

England & Wales - Charity number 1167030

## Details

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**Other names** HCB

**Status** Registered

**Legal form** CIO

**Registered** 2016-05-10

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

## Contact

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**Address** 86 St. Marys Road  
Market Harborough  
LE16 7DX

**Phone** 0300 365 3210

**Email** [harboroughcommunitybus@gmail.com](mailto:harboroughcommunitybus@gmail.com)

**Website** [www.harboroughcommunitybus.co.uk](http://www.harboroughcommunitybus.co.uk)

## Activities

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**Objects:** THE OBJECT OF THE CIO CALLED HARBOROUGH COMMUNITY BUS (HCB) IS THE PROVISION OF A CHARITABLE TRANSPORT SERVICE FOR COMMUNITY GROUPS FROM THE MARKET HARBOROUGH AREA, OR INDIVIDUALS LIVING IN THAT AREA, WHO ARE IN NEED OF SUCH A SERVICE BECAUSE OF AGE, SICKNESS, DISABILITY OR POVERTY.HCB IS THE CIO REPLACING AND AMALGAMATING TWO PRECURSOR REGISTERED CHARITIES NAMELY # 504931 - MARKET HARBOROUGH COMMUNITY SERVICE VEHICLE FUND (CVF) AND# 1093671 - PEOPLE'S ACCESSIBLE TRANSPORT FOR HARBOROUGH (PATH)THE MERGER REPRESENTS THE CULMINATION OF 18 MONTHS NEGOTIATIONS TO BRING THE GROUPS TOGETHER. THEIR OBJECTS, ARE TO ALL INTENTS AND PURPOSES IDENTICAL, GIVING AN EXCELLENT FIT TO CONTINUE THEIR CHARITABLE WORKS AND TAKING THE OPPORTUNITY TO BECOME A CIO AT THE SAME TIME.THIS APPLICATION IS FOR HCB. THE CVF AND PATH GROUPS CONTINUE TO OPERATE AND NOW HAVE THE SAME TRUSTEES - INDEED THE SAME TRUSTEES AS FOR HCB. ANSWERS TO QUESTIONS IN THIS APPLICATION ABOUT CURRENT OPERATIONS AND FINANCES RELATE TO THE WORK OF CVF AND PATH ADDED TOGETHER. ONCE HCB IS REGISTERED, AND OPERATIONS COMBINED, CVF AND PATH WILL BOTH CLOSE.

**Activities:** THE OBJECT OF HARBOROUGH COMMUNITY BUS (HCB) IS THE PROVISION OF A CHARITABLE TRANSPORT SERVICE FOR COMMUNITY GROUPS FROM THE MARKET HARBOROUGH AREA, OR INDIVIDUALS LIVING IN THAT AREA, WHO ARE IN NEED OF SUCH A

SERVICE BECAUSE OF AGE, SICKNESS, DISABILITY OR POVERTY.HCB IS OPERATED ENTIRELY BY VOLUNTEERS UNDER A SECTION 19 BUS PERMIT. SMALL CHARGES ARE MADE TO CONTRIBUTE TO RUNNING COSTS.

## Classification

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- **How:** Provides Services
- **What:** Disability, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups

## Geography

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- Leicestershire
- Northamptonshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£30,304	£19,365	-	-
2023-12-31	£54,964	£56,527	-	-
2022-12-31	£18,029	£12,631	-	-
2021-12-31	£17,505	£55,636	-	-
2020-12-31	£33,218	£15,414	-	-

## Trustees

Name	Role	Appointed
<b>JOHN FEAVYOUR QPM</b>	Chair	2016-02-15
David Lander		2022-01-31
HARRY BUCHANAN		2016-02-15
Ian Milne		2018-01-29
Kevin Millard		2022-01-31
MR BOB BOURNE		2016-02-15
MR GERRY KEMPE		2016-02-15
MR MICK SQUIRRELL		2016-02-15
MR PHIL BAILDON		2016-02-15
Martin Ronald Arthur Doyle		2017-01-30
Robin Ager		2022-01-31

**HARBOROUGH COMMUNITY BUS**

England & Wales - Charity number 1167030

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# Accounts

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# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	1st	Jan	2024	<b>To</b>	31st	Dec	2024

## Section A Reference and administration details

**Charity name** Harborough Community Bus

**Other names charity is known by** HCB

**Registered charity number (if any)** 1167030

**Charity's principal address**

86 St Mary's Rd	
Market Harborough	
Leicestershire	
<b>Postcode</b>	<b>LE16 7DX</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Robin Ager			\
2	Phil Baildon			\
3	Robert Bourne			\
4	Harry Buchanan			\
5	Martin Doyle	Vehicles officer		\
6	John Feavyour QPM	Chair & Secretary		> The Charity trustees
7	Gerry Kempe			/
8	David Lander			/
9	Neil MacDonald		Until 31 Jan 2024	/
10	Ian Milne			/
11	Kevin Millard			/
12	Mick Squirrel	Driving Licence officer		/
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

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

Type of adviser	Name	Address
Independent examiner	David M Mugridge	10 Acorn Close
		Lubenham
		Market Harborough
		LE16 9SP

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

None

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution dated 15 <sup>th</sup> Feb 2016 with no amendments
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees for a three-year period and available for reappointment

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>The trustees meet on a quarterly basis to transact the business of the charity. Meetings include a general report from the Chair/Secretary, a finance update for the previous quarter and a standing report to record the maintenance and safety checks carried out on the minibuses.</p> <p>The constitution is publicly available on the HCB website at <a href="http://www.harboroughcommunitybus.uk">www.harboroughcommunitybus.uk</a></p> <p>The minibuses are all subject to annual MOTs, 10-week safety inspections in accordance with national guidance, monthly checks by designated 'vehicle officers', and daily checks by drivers before they use the vehicle.</p>
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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The object of HCB is the provision of a charitable transport service for community groups from the Market Harborough area, or individuals living in that area, who are in need of such a service because of age, sickness, disability or poverty.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

HCB is a local charitable transport organisation. Charitable transport has been the only activity undertaken by the charity.

HCB owns three minibuses with 13 – 16 passenger seats. Each vehicle is adapted to carry wheelchair passengers by having a hydraulic lift or ramp at the rear of the vehicle and removeable seats to allow for different configurations depending on the passenger needs. These adaptations are routinely used for disabled or less mobile, mainly elderly passengers, without which they would be unable to access transport.

The charity operates under a Section 19 Permit whose conditions are identical to the object of HCB set out above. As such it cannot carry members of the general public but instead has a membership of over 50 local community groups e.g., disability groups, residents' associations, youth and interest groups, clubs, schools, as well as aged or disabled individuals. The trustees are satisfied that this is a sufficient section of the public to meet the public benefit test of a charity.

The Trustees confirm that they have complied with their duty in Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

In simple terms, the charity operates three minibuses driven by volunteer drivers to transport community groups – and particularly those elderly and infirm who, in the absence of the charity, would struggle to get out at all.

The volunteer drivers are routinely thanked for their efforts as without them, there would be no service. All contributions by membership groups and all donated funds are set against the expenses of running the minibuses i.e. insurance, fuel, safety checks and maintenance.

The volunteer drivers are supported by other volunteers who administer the Charity in the form of call handling, bookings coordinators, vehicle maintenance, invoicing and banking. There are no paid staff.

**Summary of the main achievements of the charity during the year**

There were 550 bookings for 2024 which was a rise of nearly 10% on the previous year and reflected continued growth in community usage which had seen a rise of 25% the previous year.

Volunteers and trustees feel able to meet this demand, but there was an emerging concern that the primary objective was being watered down with the potential for bookings by more able-bodied community groups to impinge on the use by disabled and elderly members.

In early 2024 this came to a head and trustees introduced restrictions on regular use by schools to preserve capacity for use by 'priority members'. Trustees have been clear that where demand exceeds supply of either vehicles or volunteer drivers, priority will be given to the disabled and elderly.

In early 2024 the trustees took delivery of a new minibus to replace their oldest vehicle, which was 12 years old, not least because at 12 years of age, DfT guidance increases the 10-week check to a 6-week schedule with the added costs and logistics that entails. Consideration was given to an electric vehicle, but a cost-effective solution proved to be unavailable.

The new minibus was at a cost of £42k, a purchase made possible with a grant of £30k from Market Harborough & The Bowdens Charity CIO.

On the face of it, the Charity runs a simple service – collecting members from their homes, schools etc., transporting them to social events or other venues and bringing them back home. This belies a complex governance requirement to cover:

- Section 19 permit (DfT community transport permit)
- Driving licence checks
- Driver induction training & refresher training
- Vehicle safety checks, maintenance & cleaning
- Repairs & decorating the garage
- Telephone & email-based bookings
- Driver coordination & allocation
- Invoicing and banking
- Insurance for vehicles & public liability
- Fundraising for new vehicles

The trustees estimate the value of volunteer time given to the Charity during the year to be in the order of £50,000.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

HCB has one fund of restricted reserves – a benevolent fund is maintained, and the balance is kept separate from general reserves. An operational contingency is maintained equivalent to three months' expenditure and a major breakdown reserve is also maintained. The remaining balances are savings towards a replacement minibus – a process requiring several years' surpluses to achieve.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of funding is collections from members. The trustees have adopted a charging policy to contribute to fuel, insurance and maintenance costs. The fuel costs are further ameliorated by the government's bus service operators grant.

Ad hoc donations and applications to grant making bodies are relied on to build reserves for vehicle replacement.

## Section F

## Other optional information

None

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Approved at a trustees' meeting	
<b>Full name(s)</b>	John Feavyour QPM	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	12/05/2025	



**Receipts and payments accounts**

For the period  
from

01/01/2024

To

31/12/2024

**Section A Receipts and payments**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Collections	24,753	-	-	24,753	22,352
Fuel Grant	2,838	-	-	2,838	1,665
Interest	1,187	-	-	1,187	656
Donations	1,344	-	-	1,344	30,100
Lottery	168	-	-	168	191
Other Income	14	-	-	14	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>30,304</b>	<b>-</b>	<b>-</b>	<b>30,304</b>	<b>54,964</b>
<b>A2 Asset and investment sales.</b>					
Sale of VW minibus		-	-		12,000
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,000</b>
<b>Total receipts</b>	<b>30,304</b>	<b>-</b>	<b>-</b>	<b>30,304</b>	<b>66,964</b>
<b>A3 Payments</b>					
Insurance	5,146	-	-	5,146	3,463
Fuel	5,469	-	-	5,469	5,474
Vehicle mechanics	6,822	-	-	6,822	5,198
Other	1,928	-	-	1,928	514
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>19,365</b>	<b>-</b>	<b>-</b>	<b>19,365</b>	<b>14,649</b>
<b>A4 Asset and investment purchases.</b>					
New bus			-	-	41,878
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,878</b>
<b>Total payments</b>	<b>19,365</b>	<b>-</b>	<b>-</b>	<b>19,365</b>	<b>56,527</b>
<b>Net of receipts/(payments)</b>	<b>10,939</b>	<b>-</b>	<b>-</b>	<b>10,939</b>	<b>10,437</b>
<b>A5 Transfers between funds</b>				-	-
<b>A6 Cash funds last year end</b>	<b>49,805</b>	<b>1,483</b>		<b>35,453</b>	<b>40,851</b>
<b>Cash funds this year end</b>	<b>60,744</b>	<b>1,483</b>	<b>-</b>	<b>62,227</b>	<b>51,288</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CAF Current A/C	7,943	-	-
	CAF Savings A/C	52,801	1,483	-
	Petty Cash	-	-	-
	<b>Total cash funds</b>	<b>60,744</b>	<b>1,483</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	<b>Details</b>	<b>to nearest £</b>	<b>to nearest £</b>	<b>to nearest £</b>
<b>B2 Other monetary assets</b>	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>	None		-	-
			-	-
			-	-
			-	-
			-	-
		<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>	3 minibuses	Unrestricted	-	-
	Garage	Unrestricted	-	-
			-	-
	Assets not valued		-	-
			-	-
			-	-
			-	-
			-	-
		<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>	None		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
	<b>Approved at trustees meeting</b>	<b>John Feavyour QPM Chair of trustees</b>		12.05.2025



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	1st	Jan	2024	<b>To</b>	31st	Dec	2024

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

86 St Mary's Rd	
Market Harborough	
Leicestershire	
<b>Postcode</b>	<b>LE16 7DX</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
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6	John Feavyour QPM	Chair & Secretary		> The Charity trustees
7	Gerry Kempe			/
8	David Lander			/
9	Neil MacDonald		Until 31 Jan 2024	/
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12	Mick Squirrel	Driving Licence officer		/
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16				
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	David M Mugridge	10 Acorn Close
		Lubenham
		Market Harborough
		LE16 9SP

## Name of chief executive or names of senior staff members (Optional information)

None

## Section B Structure, governance and management

### Description of the charity's trusts

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## Section E

## Financial review

### Brief statement of the charity's policy on reserves

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### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
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Ad hoc donations and applications to grant making bodies are relied on to build reserves for vehicle replacement.

## Section F

## Other optional information

None

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Approved at a trustees' meeting	
<b>Full name(s)</b>	John Feavyour QPM	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	12/05/2025	



**Receipts and payments accounts**

For the period  
from

01/01/2024

To

31/12/2024

**Section A Receipts and payments**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
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Lottery	168	-	-	168	191
Other Income	14	-	-	14	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>30,304</b>	<b>-</b>	<b>-</b>	<b>30,304</b>	<b>54,964</b>
<b>A2 Asset and investment sales.</b>					
Sale of VW minibus		-	-		12,000
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,000</b>
<b>Total receipts</b>	<b>30,304</b>	<b>-</b>	<b>-</b>	<b>30,304</b>	<b>66,964</b>
<b>A3 Payments</b>					
Insurance	5,146	-	-	5,146	3,463
Fuel	5,469	-	-	5,469	5,474
Vehicle mechanics	6,822	-	-	6,822	5,198
Other	1,928	-	-	1,928	514
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>19,365</b>	<b>-</b>	<b>-</b>	<b>19,365</b>	<b>14,649</b>
<b>A4 Asset and investment purchases.</b>					
New bus			-	-	41,878
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,878</b>
<b>Total payments</b>	<b>19,365</b>	<b>-</b>	<b>-</b>	<b>19,365</b>	<b>56,527</b>
<b>Net of receipts/(payments)</b>	<b>10,939</b>	<b>-</b>	<b>-</b>	<b>10,939</b>	<b>10,437</b>
<b>A5 Transfers between funds</b>				-	-
<b>A6 Cash funds last year end</b>	<b>49,805</b>	<b>1,483</b>		<b>35,453</b>	<b>40,851</b>
<b>Cash funds this year end</b>	<b>60,744</b>	<b>1,483</b>	<b>-</b>	<b>62,227</b>	<b>51,288</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CAF Current A/C	7,943	-	-
	CAF Savings A/C	52,801	1,483	-
	Petty Cash	-	-	-
	<b>Total cash funds</b>	<b>60,744</b>	<b>1,483</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	<b>Details</b>	<b>to nearest £</b>	<b>to nearest £</b>	<b>to nearest £</b>
<b>B2 Other monetary assets</b>	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>	None		-	-
			-	-
			-	-
			-	-
			-	-
		<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>	3 minibuses	Unrestricted	-	-
	Garage	Unrestricted	-	-
			-	-
	Assets not valued		-	-
			-	-
			-	-
			-	-
			-	-
		<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>	None		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
	<b>Approved at trustees meeting</b>	<b>John Feavyour QPM Chair of trustees</b>		12.05.2025



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Harborough Community Bus

**On accounts for the year  
ended**

December 2024

**Charity no  
(if any)**

1167030

**Set out on pages**

(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 31/12/2024.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

30/10/2025

**Name:**

David Michael Mugridge

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

10 ACORN CLOSE, LUBENHAM  
MARKET HARBOURGH  
LEICESTERSHIRE LE16 9SP

**HARBOROUGH COMMUNITY BUS**

England & Wales - Charity number 1167030

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# Accounts

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# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	Jan	2023		31st	Dec	2023

## Section A Reference and administration details

<b>Charity name</b>	Harborough Community Bus
<b>Other names charity is known by</b>	HCB
<b>Registered charity number (if any)</b>	1167030
<b>Charity's principal address</b>	86 St Mary's Rd
	Market Harborough
	Leicestershire
<b>Postcode</b>	<b>LE16 7DX</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Robin Ager	Assistant coordinator		\
2	Phil Baildon	Vehicles officer		\
3	Robert Bourne			\
4	Harry Buchanan			\
5	Martin Doyle	Chief Vehicles officer		\
6	John Feavoyour QPM	Chair		> The Charity trustees
7	Gerry Kempe	Vehicles officer		/
8	David Lander			/
9	Neil MacDonald	Training officer		/
10	Ian Milne	Chief Coordinator		/
11	Kevin Millard			/
12	Mick Squirrell	Driving Licence officer		/
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	Lee Reynolds FMAAT	Business Services (Leicester) Ltd
		The Manor, Main St, Tur Langton, LE8 0PJ

## Name of chief executive or names of senior staff members (Optional information)

None

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 15 <sup>th</sup> Feb 2016 with no amendments
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees for a three-year period and available for reappointment

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>The trustees meet on a quarterly basis to transact the business of the charity. The constitution and copies of all minutes are publicly available on the HCB website at <a href="http://www.harboroughcommunitybus.uk">www.harboroughcommunitybus.uk</a></p> <p>The minibuses are all subject to annual MOTs, 10-week safety inspections in accordance with national guidance, monthly checks by designated 'vehicle officers', and daily checks by drivers before they use the vehicle. During the year, the operations manual was added to the HCB website.</p> <p>Trustees regularly review their policies and 2023 included consideration of the displays in their lock up garage to recognise it as a 'workplace' under H&amp;S legislation, the preparation of a fire risk assessment for the garage, and GDPR awareness training for trustees.</p>
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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The object of HCB is the provision of a charitable transport service for community groups from the Market Harborough area, or individuals living in that area, who are in need of such a service because of age, sickness, disability or poverty.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

HCB is a local charitable transport organisation. Charitable transport has been the only activity undertaken by the charity.

HCB uses three minibuses with 13 – 16 seats. Each vehicle is adapted to carry wheelchair passengers by having a hydraulic lift or ramp at the rear of the vehicle and removeable seats to allow for different configurations depending on the passenger needs. These adaptations are routinely used for disabled or less mobile, mainly elderly passengers, without which they would be unable to access transport.

The charity operates under a Section 19 Permit whose conditions are identical to the object of HCB set out above. As such it cannot carry members of the general public but instead has a membership of over 50 local community groups e.g., disability groups, residents' associations, youth and church groups, clubs, schools, as well as aged or disabled individuals. The trustees are satisfied that this is a sufficient section of the public to meet the public benefit test of a charity.

The Trustees confirm that they have complied with their duty in Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

In simple terms, the charity operates three minibuses driven by volunteer drivers to transport community groups – and particularly those elderly and infirm who, in the absence of the charity, would struggle to get out at all.

The volunteer drivers are routinely thanked for their efforts as without them, there would be no service. All contributions by membership groups and all donated funds are set against the expenses of running the minibuses i.e. insurance, fuel, safety checks and maintenance.

The volunteer drivers are supported by other volunteers who administer the Charity in the form of call handling, bookings coordinators, vehicle maintenance, invoicing and banking. There are no paid staff.

**Summary of the main achievements of the charity during the year**

There were 503 bookings for 2023 which was a rise of 25% on the previous year and reflected continued growth in community usage which continued a trend after the post-covid recovery in 2022.

The number of members using the charity also continued to rise. Volunteers and trustees felt able to meet the demand, but there was an emerging concern that the primary objective was being watered down with the potential for bookings by more able-bodied community groups to impinge on the use by disabled and elderly members.

In early 2024 this came to a head and trustees introduced restrictions on use by schools to preserve capacity for use by 'priority members'. Trustees have been clear that where demand exceeds supply of either vehicles or volunteer drivers, priority will be given to the disabled and elderly.

The Operations Manual developed in 2022 was refreshed and published on the charity's website as for the information of users, and to support the resilience of the charity.

During 2023, the trustees ordered a new minibus to replace their oldest vehicle which was 12 years old, not least because at 12 years of age, DfT guidance increases the 10-week check to a 6-week schedule with the added costs and logistics that entails. Consideration was given to an electric vehicle, but a cost-effective solution proved to be unavailable.

A new minibus was delivered in January 2024 at a cost of £42k, a purchase made possible with a grant of £30k from Market Harborough & The Bowdens Charity CIO.

On the face of it, the Charity runs a simple service – collecting members from their homes, schools etc., transporting them to social events or other venues and bringing them back home. This belies a complex governance requirement to cover:

- Section 19 permit (DfT community transport permit)
- Driving licence checks
- Driver induction training & refresher training
- Vehicle safety checks and maintenance
- Telephone & email-based bookings
- Driver coordination & allocation
- Invoicing and banking
- Insurance for vehicles & public liability
- Fundraising for new vehicles

The trustees estimate the value of volunteer time given to the Charity during the year to be in excess of £35,000.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

HCB has one fund of restricted reserves – a benevolent fund is maintained, and the balance is kept separate from general reserves. An operational contingency is maintained equivalent to three months' expenditure and a major breakdown reserve is also maintained. The remaining balances are savings towards a replacement minibus – a process requiring several years surpluses to achieve.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of funding is collections from members. The trustees have adopted a charging policy to contribute to fuel, insurance and maintenance costs. The fuel costs are further ameliorated by the government's bus service operators grant.

Ad hoc donations and applications to grant making bodies are relied on to build reserves for vehicle replacement.

## Section F

## Other optional information

None

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Agreed by email and approved at a trustees' meeting	
<b>Full name(s)</b>	John Feavyour QPM	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	12.08.24	



Harborough Community Bus		1167030	
<b>Receipts and payments accounts</b>			
For the period from	01/01/2023	To	31/12/2023

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Collections	22,352	-	-	22,352	15,577
Fuel Grant	1,665	-	-	1,665	721
Interest	656	-	-	656	131
Donations	100	30,000	-	30,100	1,365
Lottery	191	-	-	191	235
Other Income	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>24,964</b>	<b>30,000</b>	<b>-</b>	<b>54,964</b>	<b>18,029</b>
<b>A2 Asset and investment sales.</b>					
Sale of VW minibus	12,000	-	-	12,000	-
	-	-	-	-	-
<b>Sub total</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>-</b>
<b>Total receipts</b>	<b>36,964</b>	<b>30,000</b>	<b>-</b>	<b>66,964</b>	<b>18,029</b>
<b>A3 Payments</b>					
Insurance	3,463	-	-	3,463	2,395
Fuel	5,474	-	-	5,474	3,589
Vehicle mechanics	5,198	-	-	5,198	5,515
Other	514	-	-	514	1,132
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>14,649</b>	<b>-</b>	<b>-</b>	<b>14,649</b>	<b>12,631</b>
<b>A4 Asset and investment purchases.</b>					
New bus	11,878	30,000	-	41,878	-
	-	-	-	-	-
<b>Sub total</b>	<b>11,878</b>	<b>30,000</b>	<b>-</b>	<b>41,878</b>	<b>-</b>
<b>Total payments</b>	<b>26,527</b>	<b>30,000</b>	<b>-</b>	<b>56,527</b>	<b>12,631</b>
<b>Net of receipts/(payments)</b>	<b>10,437</b>	<b>-</b>	<b>-</b>	<b>10,437</b>	<b>5,398</b>
<b>A5 Transfers between funds</b>	<b>522</b>	<b>- 522</b>		<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>38,846</b>	<b>2,005</b>		<b>35,453</b>	<b>40,851</b>
<b>Cash funds this year end</b>	<b>49,805</b>	<b>1,483</b>	<b>-</b>	<b>51,288</b>	<b>46,249</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CAF Current A/C	16,178	-	-
	CAF Savings A/C	33,627	1,483	-
	Petty Cash	-	-	-
	<b>Total cash funds</b>	<b>49,805</b>	<b>1,483</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	<b>Details</b>			
<b>B2 Other monetary assets</b>	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>	None		-	-
			-	-
			-	-
			-	-
			-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>	3 minibuses	Unrestricted	-	-
	Garage	Unrestricted	-	-
			-	-
	Assets not valued		-	-
			-	-
			-	-
			-	-
	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>	None		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
	Approved at trustees meeting	John Feavyour QPM Chair of trustees		12.08.2024

**HARBOROUGH COMMUNITY BUS**

England & Wales - Charity number 1167030

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# Accounts

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# Trustees' Annual Report for the period

Period start date			Period end date				
From	1st	Jan	2022	To	31st	Dec	2022

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

86 St Mary's Rd	
Market Harborough	
Leicestershire	
<b>Postcode</b>	<b>LE16 7DX</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Robin Ager	Assistant coordinator	From 31.01.22	\
2	Phil Baildon	Vehicles officer		\
3	Robert Bourne			\
4	Harry Buchanan	Policy officer		\
5	Martin Doyle	Chief Vehicles officer		\
6	John Feavyour QPM	Chair		\
7	Ian Fraser		Until 31.01.22	\
8	Gerry Kempe	Vehicles officer		> The Charity trustees
9	David Lander		From 31.01.22	/
10	Neil MacDonald	Training officer		/
11	Ian Milne	Chief Coordinator		/
12	Kevin Millard		From 31.01.22	/
13	Liz Robins	Finance Officer	Until 31.01.22	/
14	Mick Squirrell	Driving Licence officer		/
15	Tony Sutton		Until 31.01.22	/
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	Lee Reynolds FMAAT	Business Services (Leicester) Ltd
		The Manor, Main St, Tur Langton, LE8 0PJ

### Name of chief executive or names of senior staff members (Optional information)

None
------

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution dated 15 <sup>th</sup> Feb 2016 with no amendments
How the charity is constituted <small>(eg. trust, association, company)</small>	Charitable Incorporated Organisation (CIO)
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by existing trustees for a three-year period and available for reappointment

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>The trustees meet on a quarterly basis to transact the business of the charity. The constitution and copies of all minutes are publicly available on the HCB website at <a href="http://www.harboroughcommunitybus.uk">www.harboroughcommunitybus.uk</a></p> <p>The trustees have had regard to appropriate corporate governance during the year and in particular the government advice on sanitising and ventilation following the covid pandemic.</p> <p>The minibuses are all subject to annual MOTs, 10-week safety inspections in accordance with national guidance, monthly checks by designated 'vehicle officers', and daily checks by drivers before they use the vehicle.</p>
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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

<p>The object of HCB is the provision of a charitable transport service for community groups from the Market Harborough area, or individuals living in that area, who are in need of such a service because of age, sickness, disability or poverty.</p>
--

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

HCB is a local charitable transport organisation. Charitable transport has been the only activity undertaken by the charity.

HCB uses three minibuses with 14 – 16 seats. Each vehicle is adapted to carry wheelchair passengers by having a hydraulic lift at the rear of the vehicle and removeable seats to allow for different configurations depending on the passenger needs. The lifts are routinely used for disabled or less mobile, mainly elderly passengers, without which they would be unable to access transport.

The charity operates under a Section 19 Permit whose conditions are identical to the object of HCB set out above. As such it cannot carry members of the general public but instead has a membership of approximately 50 local community groups e.g., residents' associations, church groups, sea cadets, as well as aged or disabled individuals. The trustees are satisfied that this is a sufficient section of the public to meet the public benefit test of a charity.

The Trustees confirm that they have complied with their duty in Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

In simple terms, the charity operates three minibuses driven by volunteer drivers to transport community groups – and particularly those elderly and infirm who, in the absence of the charity, would struggle to get out at all.

The volunteer drivers are routinely thanked for their efforts as without them, there would be no service. All contributions by membership groups and all donated funds are set against the expenses of running the minibuses i.e. insurance, fuel, safety checks and maintenance.

The volunteer drivers are supported by other volunteers who administer the Charity in the form of call handling, bookings coordinators, vehicle maintenance, invoicing and banking. There are no paid staff.

**Summary of the main achievements of the charity during the year**

The work of the Charity was substantially affected by the covid pandemic. Most members and many volunteer drivers are elderly and many members in poor health. The decision was made by trustees in March 2020 to suspend operations all together to meet the detail and the spirit of restrictions put in place by the government to prevent the spread of the virus. Operations did not resume until July 2021.

Bookings for 2022 started slowly and gradually rose throughout the year. Numbers by the end of the year were approaching those which the Charity had seen pre-pandemic summing to nearly 400 for the full year.

A major piece of work completed by the trustees during the year was the publication of an Operations Manual providing a reference guide to the activities and roles of the officers and index to relevant national guidance. This is invaluable given that, as mentioned earlier, all roles are undertaken by volunteers.

On the face of it, the Charity runs a simple service – collecting members from their homes, schools etc., transporting them to social events or other venues and bringing them back home. This belies a complex governance requirement to cover:

- Section 19 permit (DfT community transport permit)
- Driving licence checks
- Driver induction training & refresher training
- Vehicle safety checks and maintenance
- Telephone & email-based bookings
- Driver coordination & allocation
- Invoicing and banking
- Insurance for vehicles & public liability
- Blue badge application
- Fundraising for new vehicles

The trustees estimate the value of volunteer time given to the Charity during the year to be well in excess of £30,000.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

HCB has one fund of restricted reserves – a benevolent fund is maintained, and the balance is kept separate from general reserves. An operational contingency is maintained equivalent to three months' expenditure and a major breakdown reserve is also maintained. The remaining balances are savings towards a replacement minibus – a process requiring several years surpluses to achieve.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of funding is collections from members. The trustees have adopted a charging policy to contribute to fuel, insurance and maintenance costs. The fuel costs are further ameliorated by the government's bus service operators grant.

Ad hoc donations and applications to grant making bodies are relied on to build reserves for vehicle replacement.

## Section F

## Other optional information

None

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Agreed by email and approved at a trustees' meeting	
<b>Full name(s)</b>	John Feavyour QPM	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	31 July 2023	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Harborough Community Bus 1167030

## Receipts and payments accounts

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For the period from	1/1/2022	To	12/31/2022
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Collections	15,577	-	-	15,577	5,324
Fuel Grant	721	-	-	721	-
Interest	131	-	-	131	4
Donations	1,365	-	-	1,365	11,961
Lottery	235	-	-	235	216
Other Income	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>18,029</b>	<b>-</b>	<b>-</b>	<b>18,029</b>	<b>17,505</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>18,029</b>	<b>-</b>	<b>-</b>	<b>18,029</b>	<b>17,505</b>
<b>A3 Payments</b>					
Insurance	2,395	-	-	2,395	2,556
Fuel	3,589	-	-	3,589	1,301
Vehicle mechanics	5,515	-	-	5,515	2,259
Other	1,132	-	-	1,132	1,604
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>12,631</b>	<b>-</b>	<b>-</b>	<b>12,631</b>	<b>7,720</b>
<b>A4 Asset and investment purchases, (see table)</b>					
New bus	-	-	-	-	37,588
Garage Work	-	-	-	-	10,329
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,917</b>
<b>Total payments</b>	<b>12,631</b>	<b>-</b>	<b>-</b>	<b>12,631</b>	<b>55,637</b>
<b>Net of receipts/(payments)</b>	<b>5,398</b>	<b>-</b>	<b>-</b>	<b>5,398</b>	<b>38,132</b>
<b>A5 Transfers between funds</b>	<b>522</b>	<b>522</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>32,926</b>	<b>2,527</b>	<b>-</b>	<b>35,453</b>	<b>73,585</b>
<b>Cash funds this year end</b>	<b>38,846</b>	<b>2,005</b>	<b>-</b>	<b>40,851</b>	<b>35,453</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CAF Current A/C	6,369	-	-
	CAF Savings A/C	32,465	2,005	-
	Petty Cash	12	-	-
	<b>Total cash funds</b>	<b>38,846</b>	<b>2,005</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	None		-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	3 minibuses	Unrestricted	-	-
	Garage	Unrestricted	-	-
			-	-
	Assets not valued		-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	None		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
Approved at trustees meeting	John Feavyour QPM Chair of trustees	31.07.23

**HARBOROUGH COMMUNITY BUS**

England & Wales - Charity number 1167030

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	1st	Jan	2021		31st	Dec	2021

## Section A Reference and administration details

<b>Charity name</b>	Harborough Community Bus
<b>Other names charity is known by</b>	HCB
<b>Registered charity number (if any)</b>	1167030
<b>Charity's principal address</b>	86 St Mary's Rd Market Harborough Leicestershire <b>Postcode</b> LE16 7DX

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Robin Ager	Assistant coordinator	From 31.01.21	\
2	Phil Baildon	Vehicles officer		\
3	Robert Bourne			\
4	Harry Buchanan	Policy officer		\
5	Martin Doyle	Chief Vehicles officer		\
6	John Feavyour QPM	Chair		\
7	Ian Fraser		Until 31.01.21	\
8	Gerry Kempe	Vehicles officer		> The Charity trustees
9	David Lander		From 31.01.21	/
10	Neil MacDonald	Training officer		/
11	Ian Milne	Chief Coordinator		/
12	Kevin Millard		From 31.01.21	/
13	Liz Robins	Finance Officer	Until 31.01.21	/
14	Mick Squirrell	Driving Licence officer		/
15	Tony Sutton		Until 31.01.21	/
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
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None	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	Lee Reynolds FMAAT	Business Services (Leicester) Ltd
		The Manor, Main St, Tur Langton, LE8 0PJ

### Name of chief executive or names of senior staff members (Optional information)

None
------

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 15 <sup>th</sup> Feb 2016 with no amendments
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees for a three-year period and available for reappointment

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> policies and procedures adopted for the induction and training of trustees;</li> <li><input type="checkbox"/> the charity's organisational structure and any wider network with which the charity works;</li> <li><input type="checkbox"/> relationship with any related parties;</li> <li><input type="checkbox"/> trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>The trustees meet on a quarterly basis to transact the business of the charity. The constitution and copies of all minutes are publicly available on the HCB website at <a href="http://www.harboroughcommunitybus.uk">www.harboroughcommunitybus.uk</a></p> <p>The trustees have had regard to appropriate corporate governance during the year and in particular the government advice on sanitising and ventilation in the light of the covid pandemic.</p> <p>The minibuses are all subject to annual MOTs, 10-week safety inspections in accordance with national guidance, monthly checks by designated 'vehicle officers', and daily checks by drivers before they use the vehicle.</p>
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**Summary of the objects of the charity set out in its governing document**

The object of HCB is the provision of a charitable transport service for community groups from the Market Harborough area, or individuals living in that area, who are in need of such a service because of age, sickness, disability or poverty.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

HCB is a local charitable transport organisation. Charitable transport has been the only activity undertaken by the charity.

HCB uses three minibuses with 14 - 16 seats. Each vehicle is adapted to carry wheelchair passengers by having a hydraulic lift at the rear of the vehicle and removeable seats to allow for different configurations depending on the passenger needs. The lifts are routinely used for disabled or less mobile, mainly elderly passengers, without which they would be unable to access transport.

The charity operates under a Section 19 Permit whose conditions are identical to the object of HCB set out above. As such it cannot carry members of the general public but instead has a membership of approximately 50 local community groups e.g., residents' associations, church groups, sea cadets, as well as aged or disabled individuals. The trustees are satisfied that this is a sufficient section of the public to meet the public benefit test of a charity.

The Trustees confirm that they have complied with their duty in Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

In simple terms, the charity operates three minibuses driven by volunteer drivers to transport community groups - and particularly those elderly and infirm who, in the absence of the charity, would struggle to get out at all.

The volunteer drivers are routinely thanked for their efforts as without them, there would be no service. All contributions by membership groups and all donated funds are set against the expenses of running the minibuses i.e. insurance, fuel, safety checks and maintenance.

The volunteer drivers are supported by other volunteers who administer the Charity in the form of call handling, bookings coordinators, vehicle maintenance, invoicing and banking. There are no paid staff.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

The work of the Charity was substantially affected by the covid pandemic. Most members and many volunteer drivers are elderly and many members in poor health. The decision was made by trustees in March 2020 to suspend operations all together to meet the detail and the spirit of restrictions put in place by the government to prevent the spread of the virus. Operations did not resume until July 2021.

Bookings by members resumed steadily during the second half of 2021 as the threat from covid receded. Nevertheless, the volunteer drivers continued to clean and ventilate the vehicles to minimise the risk to users from the virus.

By the middle of 2022 (when this note was being written), bookings were at a level consistent with the highs that had been achieved before the pandemic. Indeed, a recurring theme of the need to recruit new drivers continued to exercise the minds of the trustees.

The beginning of 2022 also saw the drafting and adoption by the trustees of an Operations Manual designed to bring a greater resilience to the Charity in providing a reference guide to the activities and roles of the officers and index to relevant national guidance. Trustees were resolved to further develop the resilience of the Charity going forward.

**Brief statement of the charity's policy on reserves**

HCB has one fund of restricted reserves - a benevolent fund is maintained, and the balance is kept separate from general reserves. An operational contingency is maintained equivalent to three months' expenditure and a major breakdown reserve is also maintained. The remaining balances are savings towards a replacement minibus - a process requiring several years surpluses to achieve.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of funding is collections from members. The trustees have adopted a charging policy to contribute to fuel, insurance and maintenance costs. The fuel costs are further ameliorated by the government's bus service operators grant. The trustees implemented an increase in charges during the year to offset increased fuel costs.

Ad hoc donations and applications to grant making bodies are relied on to build reserves for vehicle replacement.

**Section F Other optional information**

None

**Section G Declaration**

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	Agreed by email and approved at a trustees' meeting	
<b>Full name(s)</b>	John Feavoyour QPM	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	

**Date**

22/09/21



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>Harborough Community Bus</b>	No (if any) <b>1167030</b>
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## Receipts and payments accounts

For the period from	Period start date <b>1/1/2021</b>	To	Period end date <b>12/31/2021</b>
------------------------	--------------------------------------	----	--------------------------------------

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
<b>A1 Receipts</b>				
Collections	5,324	-	-	5,324
Fuel Grant	-	-	-	-
Interest	4	-	-	4
Donations	1,961	10,000	-	11,961
Lottery	216	-	-	216
Other Income	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>7,505</b>	<b>10,000</b>	<b>-</b>	<b>17,505</b>
<b>A2 Asset and investment sales, (see table).</b>				
Sale of BX61 Minibus	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>7,505</b>	<b>10,000</b>	<b>-</b>	<b>17,505</b>
<b>A3 Payments</b>				
Insurance	2,556	-	-	2,556
Fuel	1,301	-	-	1,301
Safety Checks/MOTs/Service etc	2,259	-	-	2,259
Other	1,604	-	-	1,604
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>7,720</b>	<b>-</b>	<b>-</b>	<b>7,720</b>
<b>A4 Asset and investment purchases, (see table)</b>				
New bus	3,588	34,000	-	37,588
Garage Work	5,329	5,000	-	10,329
<b>Sub total</b>	<b>8,917</b>	<b>39,000</b>	<b>-</b>	<b>47,917</b>
<b>Total payments</b>	<b>16,637</b>	<b>39,000</b>	<b>-</b>	<b>55,637</b>
<b>Net of receipts/(payments)</b>	<b>- 9,132</b>	<b>- 29,000</b>	<b>-</b>	<b>- 38,132</b>
<b>A5 Transfers between funds</b>				<b>-</b>
<b>A6 Cash funds last year end</b>	<b>42,058</b>	<b>31,527</b>	<b>-</b>	<b>73,585</b>
<b>Cash funds this year end</b>	<b>32,926</b>	<b>2,527</b>	<b>-</b>	<b>35,453</b>

# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	CAF Current A/C	6,096	-
	CAF Savings A/C	26,818	2,527
	Petty Cash	12	-
	<b>Total cash funds</b>	<b>32,926</b>	<b>2,527</b>
	(agree balances with receipts and payments account(s))	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>	None	-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>	None		-
			-
			-
			-
			-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>	3 minibuses	Unrestricted	-
	Garage	Unrestricted	-
			-
	<b>Assets not valued</b>		-
			-
			-
			-
			-

Categories	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>	None		-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name
Agreed by email and approved at trustees meeting	John Feavyour QPM - Chair Liz Robbins - Finance Officer

**CC16a**

**Last year**

**to the nearest £**

<b>3,034</b>
<b>479</b>
<b>437</b>
<b>26,075</b>
<b>193</b>
-
-
-
<b>30,218</b>

<b>3,000</b>
-
<b>3,000</b>

<b>33,218</b>
---------------

<b>1,318</b>
<b>774</b>
<b>2,250</b>
<b>493</b>
-
-
-
-
-
<b>4,835</b>

<b>1,000</b>
<b>9,579</b>
<b>10,579</b>

<b>15,414</b>
---------------

<b>17,804</b>
-
<b>55,781</b>
<b>73,585</b>



**Endowment funds**  
to nearest £

-
-
-
-

OK

**Endowment funds**  
to nearest £

-
-
-
-
-
-

**Current value (optional)**

-
-
-
-
-

**Current value (optional)**

-
-
-
-
-
-
-
-
-
-

**When due (optional)**


Date of approval

1/31/2022
<b>1/31/2022</b>

**HARBOROUGH COMMUNITY BUS**

England & Wales - Charity number 1167030

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	1st	Jan	2020		31st	Dec	2020

## Section A Reference and administration details

<b>Charity name</b>	Harborough Community Bus
<b>Other names charity is known by</b>	HCB
<b>Registered charity number (if any)</b>	1167030
<b>Charity's principal address</b>	86 St Mary's Rd
	Market Harborough
	Leicestershire
<b>Postcode</b>	<b>LE16 7DX</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Phil Baidon	Vehicles officer		\
2	Robert Bourne			\
3	Harry Buchanan			\
4	Martin Doyle	Chief Vehicles officer		\
5	John Feavyour QPM	Chair		\
6	Ian Fraser	Policy/fundraising officer		\
7	Gerry Kempe	Vehicles officer		The charity trustees
8	Neil MacDonald	Training officer		/
9	Ian Milne	Chief Coordinator		/
10	Liz Robbins	Finance officer		/
11	Mick Squirrell	Driving Licence officer		/
12	Tony Sutton			
13				
14				
15				
16				
17				
18				
19				
20				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year
None	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	Lee Reynolds FMAAT	Business Services (Leicester) Ltd
		The Manor, Main St, Tur Langton, LE8 0PJ

### Name of chief executive or names of senior staff members (Optional information)

None
------

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 15 <sup>th</sup> Feb 2016 with no amendments
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees for a three-year period and available for reappointment

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>The trustees meet on a quarterly basis to transact the business of the charity. The constitution and copies of all minutes are publicly available on the HCB website at <a href="http://www.harboroughcommunitybus.uk">www.harboroughcommunitybus.uk</a></p> <p>The trustees have had regard to appropriate corporate governance during the year and for example the ongoing judicial review by the Bus and Coach Association of the Department for Transport, in respect of operations under Section 19 Permits.</p> <p>The minibuses are all subject to annual MOTs, 10-week safety inspections in accordance with national guidance, monthly checks by designated 'vehicle officers', and daily checks by drivers before they use the vehicle.</p>
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**Summary of the objects of the charity set out in its governing document**

The object of HCB is the provision of a charitable transport service for community groups from the Market Harborough area, or individuals living in that area, who are in need of such a service because of age, sickness, disability or poverty.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

HCB is a local charitable transport organisation. Charitable transport has been the only activity undertaken by the charity.

HCB uses three minibuses with 14 - 16 seats. Each vehicle is adapted to carry wheelchair passengers by having a hydraulic lift at the rear of the vehicle and removeable seats to allow for different configurations depending on the passenger needs. The lifts are routinely used for disabled or less mobile, mainly elderly passengers, without which they would be unable to access transport.

The charity operates under a Section 19 Permit whose conditions are identical to the object of HCB set out above. As such it cannot carry members of the general public but instead has a membership of over 60 local community groups, aged and disabled individuals e.g. residents' associations, church groups, sea cadets. The trustees are satisfied that this is a sufficient section of the public to meet the public benefit test of a charity.

The Trustees confirm that they have complied with their duty in Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

In simple terms, the charity operates three minibuses driven by volunteer drivers to transport community groups - and particularly those elderly and infirm who, in the absence of the charity, would struggle to get out at all.

The volunteer drivers are routinely thanked for their efforts as without them, there would be no service. All contributions by membership groups and all donated funds are set against the expenses of running the minibuses i.e. insurance, fuel, safety checks and maintenance.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The work of the Charity was substantially affected by the covid pandemic. Most members and many volunteer drivers are elderly and many members in poor health. The decision was made by trustees in March 2020 to suspend operations all together to meet the detail and the spirit of restrictions put in place by the government to prevent the spread of the virus. Operations did not resume until July 2021.

The Charity uses a lock-up garage as its operating base, the access to which is on the site of a former local hospital. The site was redeveloped during 2020 the opportunity taken to upgrade the garage to include power, water and drainage. This has materially improved the working conditions for the volunteers as well as facilitated hand washing in line with covid guidance.

The development also incorporated a new storage area, roller shutter doors and a large canopy to provide under cover storage for the third minibus and a weather protected area under which to prepare minibuses for bookings e.g. the removal of seats to allow transport of wheelchair bound passengers.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

HCB has one fund of restricted reserves - a benevolent fund is maintained, and the balance is kept separate from general reserves. An operational contingency is maintained equivalent to three months' expenditure and a major breakdown reserve is also maintained. The remaining balances are savings towards a replacement minibus - a process requiring several years surpluses to achieve.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of funding is collections from members. The trustees have adopted a charging policy to contribute to fuel, insurance and maintenance costs. The fuel costs are further ameliorated by the government's bus service operators grant.

Ad hoc donations and applications to grant making bodies are relied on to build reserves for vehicle replacement.

**Section F Other optional information**

None

**Section G Declaration**

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	Agreed by email	Agreed by email
<b>Full name(s)</b>	John Feavyour QPM	Liz Robbins
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Finance officer
<b>Date</b>	10/05/21	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>Harborough Community Bus</b>	No (if any) <b>1167030</b>
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## Receipts and payments accounts

For the period from	Period start date <b>1/1/2020</b>	To	Period end date <b>12/31/2020</b>
------------------------	--------------------------------------	----	--------------------------------------

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
<b>A1 Receipts</b>				
Collections	3,034	-	-	3,034
Fuel Grant	479	-	-	479
Interest	437	-	-	437
Donations	1,075	25,000	-	26,075
Lottery	193	-	-	193
Other Income	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>5,218</b>	<b>25,000</b>	<b>-</b>	<b>30,218</b>
<b>A2 Asset and investment sales, (see table).</b>				
Sale of BX61 Minibus	3,000	-	-	3,000
	-	-	-	-
<b>Sub total</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>3,000</b>
<b>Total receipts</b>	<b>8,218</b>	<b>25,000</b>	<b>-</b>	<b>33,218</b>
<b>A3 Payments</b>				
Insurance	1,318	-	-	1,318
Fuel	774	-	-	774
Safety Checks/MOTs/Service etc	2,250	-	-	2,250
Other	493	-	-	493
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>4,835</b>	<b>-</b>	<b>-</b>	<b>4,835</b>
<b>A4 Asset and investment purchases, (see table)</b>				
Deposit for New bus	-	1,000	-	1,000
Garage Work	4,579	5,000	-	9,579
<b>Sub total</b>	<b>4,579</b>	<b>6,000</b>	<b>-</b>	<b>10,579</b>
<b>Total payments</b>	<b>9,414</b>	<b>6,000</b>	<b>-</b>	<b>15,414</b>
<b>Net of receipts/(payments)</b>	<b>- 1,196</b>	<b>19,000</b>	<b>-</b>	<b>17,804</b>
<b>A5 Transfers between funds</b>	<b>161</b>	<b>- 161</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>48,093</b>	<b>7,688</b>	<b>-</b>	<b>55,781</b>
<b>Cash funds this year end</b>	<b>47,058</b>	<b>26,527</b>	<b>-</b>	<b>73,585</b>

# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	CAF Current A/C	14,139	-
	CAF Savings A/C	32,902	26,527
	Petty Cash	17	-
	<b>Total cash funds</b>	<b>47,058</b>	<b>26,527</b>
	(agree balances with receipts and payments account(s))	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>	None	-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>	None		-
			-
			-
			-
			-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>	2 minibuses	Unrestricted	-
	Garage	Unrestricted	-
			-
	<b>Assets not valued</b>		-
			-
			-
			-
			-

Categories	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>	None		-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name
Chair	John Feavyour QPM
Finance Officer	Liz Robbins

**CC16a**



**Last year**

**to the nearest £**

17,697
1,173
59
8,713
93
100
-
-
27,835

-
-
-

27,835
--------

3,695
4,719
5,391
1,911
-
-
-
-
-
15,716

-
-
-

15,716
--------

12,119
-
43,661
55,780



**Endowment funds**  
to nearest £

-
-
-
-

OK

**Endowment funds**  
to nearest £

-
-
-
-
-
-

**Current value (optional)**

-
-
-
-
-

**Current value (optional)**

-
-
-
-
-
-
-
-
-

**When due (optional)**


**Date of approval**




Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
HARBOROUGH COMMUNITY BUS

On accounts for the year ended

31st DECEMBER 2020 Charity no (if any) 1167030

Set out on pages

(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 12 2020

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable. AAT

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: [Signature]

Date: 28/4/21

Name: LEE REYNOLDS

Relevant professional qualification(s) or body

AAT