



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	Jan	2020		31st	Dec	2020

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
Postcode 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	Phil Baildon	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 th 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 www.harboroughcommunitybus.uk</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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Section C	Objectives and activities
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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

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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

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



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

Harborough Community Bus

No (if any)

1167030

Receipts and payments accounts

For the period
from

Period start date
1/1/2020

To

Period end date
12/31/2020

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

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

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

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets	None	-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets	None		-
			-
			-
			-
			-
			-

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

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities	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)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 12 2020

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. **ART**

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:

28/4/21

Name:

LEE REYNOLDS

Relevant professional
qualification(s) or body

FMART