



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	Jan	2021		31st	Dec	2021

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	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 Feavours 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 Squirrel	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 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.

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

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.

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.

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

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.

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. 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

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

Date

22/09/21



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 1/1/2021	To	Period end date 12/31/2021
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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 £
A1 Receipts				
Collections	5,324	-	-	5,324
Fuel Grant	-	-	-	-
Interest	4	-	-	4
Donations	1,961	10,000	-	11,961
Lottery	216	-	-	216
Other Income	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	7,505	10,000	-	17,505
A2 Asset and investment sales, (see table).				
Sale of BX61 Minibus	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	7,505	10,000	-	17,505
A3 Payments				
Insurance	2,556	-	-	2,556
Fuel	1,301	-	-	1,301
Safety Checks/MOTs/Service etc	2,259	-	-	2,259
Other	1,604	-	-	1,604
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	7,720	-	-	7,720
A4 Asset and investment purchases, (see table)				
New bus	3,588	34,000	-	37,588
Garage Work	5,329	5,000	-	10,329
Sub total	8,917	39,000	-	47,917
Total payments	16,637	39,000	-	55,637
Net of receipts/(payments)	- 9,132	- 29,000	-	- 38,132
A5 Transfers between funds			-	-
A6 Cash funds last year end	42,058	31,527	-	73,585
Cash funds this year end	32,926	2,527	-	35,453

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	6,096	-
	CAF Savings A/C	26,818	2,527
	Petty Cash	12	-
	Total cash funds	32,926	2,527
	(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	3 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

Agreed by email and
approved at trustees meeting

John Feavyour QPM - Chair
Liz Robbins - Finance Officer

CC16a

Last year

to the nearest £

3,034
479
437
26,075
193
-
-
-
30,218

3,000
-
3,000

33,218

1,318
774
2,250
493
-
-
-
-
-
4,835

1,000
9,579
10,579

15,414

17,804
-
55,781
73,585



**Endowment
funds**
to nearest £

-
-
-
-

OK

**Endowment
funds**
to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval

1/31/2022

1/31/2022