



# 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

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 31.01.22	\
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 31.01.22	\
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
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## 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.

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](http://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 following 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.

## 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 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

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



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Harborough Community Bus

1167030

## Receipts and payments accounts

CC16a

For the period  
from

1/1/2022

To

12/31/2022

### 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	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</b> (Gross income for AR)	18,029	-	-	18,029	17,505
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	18,029	-	-	18,029	17,505
<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>	12,631	-	-	12,631	7,720
<b>A4 Asset and investment purchases, (see table)</b>					
New bus	-	-	-	-	37,588
Garage Work	-	-	-	-	10,329
<b>Sub total</b>	-	-	-	-	47,917
<b>Total payments</b>	12,631	-	-	12,631	55,637
<b>Net of receipts/(payments)</b>	5,398	-	-	5,398	38,132
<b>A5 Transfers between funds</b>	522	522	-	-	-
<b>A6 Cash funds last year end</b>	32,926	2,527	-	35,453	73,585
<b>Cash funds this year end</b>	38,846	2,005	-	40,851	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 £	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
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	3 minibuses	Unrestricted	-	-
	Garage	Unrestricted	-	-
			-	-
	Assets not valued		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	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	31.07.23	
		Chair of trustees		