



# Trustees' Annual Report for the period

Period start date			Period end date		
From	1st	Jan	2023	To	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> 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		\
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

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



Harborough Community Bus			1167030	CC16a
Receipts and payments accounts				
For the period from	01/01/2023	To	31/12/2023	

## 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	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 £
B1 Cash funds	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
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	3 minibuses	Unrestricted	-	-
	Garage	Unrestricted	-	-
			-	-
	Assets not valued		-	-
			-	-
			-	-
			-	-
B5 Liabilities	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 Chair of trustees	12.08.2024	