



Trustees' Annual Report for the period

Period start date		Period end date		
From	1st	Jan	2024	To 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
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			\
2	Phil Baildon			\
3	Robert Bourne			\
4	Harry Buchanan			\
5	Martin Doyle	Vehicles officer		\
6	John Feavours 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 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	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 15th 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. 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.

The constitution is publicly available on the HCB website at www.harboroughcommunitybus.uk

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 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

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



Receipts and payments accounts

CC16a

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 £
A1 Receipts					
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	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	30,304	-	-	30,304	54,964
A2 Asset and investment sales.					
Sale of VW minibus		-	-		12,000
	-	-	-	-	-
Sub total	-	-	-	-	12,000
Total receipts	30,304	-	-	30,304	66,964
A3 Payments					
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
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	19,365	-	-	19,365	14,649
A4 Asset and investment purchases.					
New bus			-	-	41,878
	-	-	-	-	-
Sub total	-	-	-	-	41,878
Total payments	19,365	-	-	19,365	56,527
Net of receipts/(payments)	10,939	-	-	10,939	10,437
A5 Transfers between funds				-	-
A6 Cash funds last year end	49,805	1,483		35,453	40,851
Cash funds this year end	60,744	1,483	-	62,227	51,288

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	7,943	-	-
	CAF Savings A/C	52,801	1,483	-
	Petty Cash	-	-	-
	Total cash funds	60,744	1,483	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (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)	When due (optional)
B5 Liabilities	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	12.05.2025	



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Section F

Other optional information

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Section G

Declaration

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Signed on behalf of the charity's trustees

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



Receipts and payments accounts

CC16a

For the period
from

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To

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	-	-	-	-	-
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	Total cash funds	60,744	1,483	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
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B2 Other monetary assets	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (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)	When due (optional)
B5 Liabilities	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	12.05.2025	



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 HARBOUROUGH
LEICESTERSHIRE LE16 9SP