



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1.1.23** Period start date To **31.12.23** Period end date

Charity name: Tavistock Community Transport Association

Charity registration number: 1171763

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide a community transport service for the residents of Tavistock and the surrounding area
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We provide transport for those residents who are in need, due to age, sickness or disability, poverty or a lack of availability of public transport services In addition to transporting 8,000+ passengers to and from Tavistock each year we make an invaluable contribution to mental and physical health, especially for senior members of the community. Our regular service promotes activity, combats loneliness and fosters social interaction. We support the local economy and tourism by promoting leisure activities such as walking and cycling. We also provide support for other organisations. e.g W.I. Rotary, Youth Club etc.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	All drivers and other staff are volunteers
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During the period our services have continued to recover passenger numbers following the pandemic. Passenger numbers were still reduced from prepandemic levels</p> <p>We continue to try to recruit new drivers We have developed a new website and have been running an advertising campaign for our routes and for new drivers</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity is in a healthy financial position
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The policy is to hold reserves to allow the purchase of a new bus every 6 years
Amount of reserves held	Para 1.22	£80,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	none

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	County Council ticket reimbursement re passengers using bus passes
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Lack of volunteers and any government change re bus passes for senior citizens
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by request

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Policies agreed : Safeguarding, Harassment & Bullying Health & Safety Complaints Induction & Training of new drivers Maintenance Emergency Procedures Risk Assessment
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	Member of the Community Transport Association
Other		

Reference and Administrative details

Charity name	Tavistock Community Transport Association
Other name the charity uses	Tavistock Country Bus
Registered charity number	1171763
Charity's principal address	4 Hazel Grove Yelverton Devon PL20 6DX

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	Jeremy Langton	Chairman		
2	Robin Burdfield	Treasurer		
3	Roger Huish	Passenger data		
4	Colin Grice	Maintenance		
5	John Carr	Secretary		
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Jeremy Langton	
Full name(s)	Jeremy Adam Langton	
Position (eg Secretary, Chair, etc)	Chairman	
Date	22.2.24	

TAVISTOCK COMMUNITY TRANSPORT ASSOCIATION

YEAR ENDED 31ST DECEMBER 2023

OPERATING STATEMENTS

Tavistock Community Transport Association

Operating Statement

Year Ended 31st December 2023

2022 £		2023 £
	INCOME:	
577	Fares	723
319	Sundries	-
4,735	Operating subsidies - Cornwall Council	3,312
20,697	Operating subsidies - Devon County Council	15,637
136	Operating subsidies - Other	82
780	Fuel Duty Rebate	1,954
-	DCC Grant	2,489
6,407	Donations/tips	976
-	Interest on deposit accounts	2,483
<hr/> 33,652		<hr/> 27,655
	TOTAL	
	EXPENDITURE:	
6,105	Fuel	5,320
1,505	Services & Repairs	4,828
322	Bus Hire/ TASS charges	459
1,661	Licence & Insurances	1,714
188	Postage & Telephone	168
330	Printing/ Publicity & Stationery	2,261
122	Officers' expenses	176
1,024	Drivers' Dinner	1,357
-	Training	703
356	Accountancy & Professional	280
413	Sundry expenses	276
500	Ticketer licence (& machine)	3,207
9,458	Depreciation	9,458
<hr/> 21,984		<hr/> 30,209
	TOTAL	
<hr/> <hr/> 11,668	Excess of Income/ (Expenditure)	<hr/> <hr/> - 2,554

INCOME

Date	Description	Total Amount	Fares	Fuel Rebate
4.1.2023	Fares/Tips	297.67	98.00	
9.1.2023	Cornwall CC	532.50		
10.1.2023	Devon CC	1,000.00		
17.1.2023	Fuel Rebate	293.17		293.17
20.1.2023	VAT Rebate	436.83		
31.1.2023	Devon CC	498.34		
2.2.2023	Fares/Tips	2.36	2.36	
6.2.2023	Cornwall CC	157.50		
10.1.2023	Devon CC	1,000.00		
17.2.2023	Fares/Tips	3.93	3.93	
24.2.2023	Fares/Tips	3.94	3.94	
9.3.2023	Devon CC	1,000.00		
9.3.2023	Cornwall CC	146.25		
14.3.2023	Fares/Tips	138.30	55.00	
14.3.2023	Fares/Tips	1.97	1.97	
31.3.2023	Fuel Rebate	7.12		7.12
	Totals Jan1st - Mar31st	5,519.88	165.20	300.29
6.4.2023	Cornwall CC	521.25		
11.4.2023	Devon CC	2,489.00		
13.4.2023	Devon CC	1,000.00		
18.4.2023	Fuel Rebate	404.17		404.17
25.4.2023	Devon CC	281.49		
3.5.2023	Vat refund	423.13		
4.5.2023	Fares	7.86	7.86	
10.5.2023	Fares	2.95	2.95	
11.5.2023	Devon CC	1000.00		
12.5.2023	Fares/Tips	200.12	80.46	
12.5.2023	Fares	7.87	7.87	
18.5.2023	Fares	2.05	2.05	
22.5.2023	Cornwall CC	146.25		
24.5.2023	Fares	3.90	3.90	
7.6.2023	Fares	7.77	7.77	
8.6.2023	Devon CC	1,000.00		
19.6.2023	Cornwall CC	146.25		
	Totals 1st April - June 30th	7,644.06	112.86	404.17
6.7.2023	cornwall cc	375.00		
10.7.2023	fares/tips	412.95	201.00	
10.7.2023	devon cc	1,000.00		
17.7.2023	fuel rebate	395.40		395.40
18.7.2023	VAT refund	1,284.90		
20.7.2023	cornwall cc	146.25		
25.7.2023	fares/tips	2.91	2.91	
1.8.2023	fares/tips	2.15	2.15	
2.8.2023	devon cc	1,184.02		
8.8.2023	fares/tips	11.57	11.57	

9.8.2023	devon cc	1,000.00		
15.8.2023	torbay cc	82.07		
16.8.2023	fares/tips	1.56	1.56	
21.8.2023	cornwall cc	146.25		
4.9.2023	fares/tips	1.95	1.95	
12.9.2023	fares/tips	1.91	1.91	
18.9.2023	cornwall cc	156.42		
19.9.2023	devon cc	1,000.00		
Totals 1.7.2023 - 30.9.2023		7,205.31	223.05	395.4
5.10.2023	cornwall cc	375.00		
05.10.2023	cash fares and tips	471.09	210	
09.10.2023	devon cc	1,000.00		
18.10.2023	lions donation	100.00		
19.10.2023	cornwall cc	174.12		
24.10.2023	VAT refund	567.35		
24.10.2023	devon cc	1,672.69		
24.10.2023	fuel rebate (dept of transport)	470.96		470.96
7.11.2023	fuel rebate (dept of transport)	58.83		58.83
8.11.2023	devon cc	1,000.00		
8.11.2023	fares	1.93	1.93	
10.11.2023	fares	1.95	1.95	
16.11.2023	cornwall cc	154.00		
17.11.2023	fuel rebate (dept of transport)	324.65		324.65
17.11.2023	fares	1.95	1.95	
11.12.2023	devon cc	1,000.00		
12.12.2023	fares	3.89	3.89	
22.12.2023	cornwall cc	134.88		
28.12.2023	fares	1.95	1.95	
31.12.2023	Interest accrued on deposit a/c's	2,482.59		
Totals Oct 1st - Dec31st 2023		9,997.83	221.67	854.44
Totals 1st Jan 2023 - Dec31st 2023		30,367.08	722.78	1,954.30

Op Subsidies.....			VAT Refund	Sundries	Grants	Tips
devon	cornwall	torbay				
	532.50					199.67
1,000.00						
			436.83			
498.34						
	157.50					
1,000.00						
1,000.00	146.25					83.30
3,498.34	836.25	-	436.83	-	-	282.97
	521.25					
					2,489.00	
1,000.00						
281.49						
			423.13			
1,000.00						119.66
	146.25					
1,000.00						
	146.25					
3,281.49	813.75	-	423.13	-	2,489.00	119.66
	375.00					
						211.95
1,000.00						
			1,284.90			
	146.25					
1,184.02						

1,000.00		82.07				
	146.25					
	156.42					
1000						
4184.02	823.92	82.07	1284.9	-	-	211.95
	375					
						261.09
1,000.00						
	174.12					
			567.35			
1672.69						
1,000.00						
	154.00					
1,000.00						
	134.88					
4672.69	838.00	0.00	567.35	0.00	0.00	261.09
15,636.54	3,311.92	82.07	2,712.21	0.00	2,489.00	875.67

VAT	Donations	Interest accrued	Control Total
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-	-		5,519.88
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-	-		7,644.06
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-	-	7,205.31
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100

2,482.59

0.00	100.00	2,482.59	9,997.83
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0.00	100.00	2,482.59	30,367.08
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EXPENSES

Date	Description	Total Amount	VAT	Fuel
8.1.2023	Carrs	516.34	86.05	430.29
12.1.2023	Telephone	16.80	2.80	
14.1.2023	sjp motors	95.55	6.00	
14.1.2023	colin grice	45.39	3.40	
16,1,2023	Robin -vat submission	20.00		
1.2.2023	Carrs garage	439.80	73.29	366.51
3.1.2023	Bedford Hotel deposit	100.00		
3.2.2023	colin grice	7.50	1.25	
6.2.2023	Derek - fuel	135.97	17.66	88.31
10.2.2023	Telephone	16.80	2.80	
13.2.2023	Nigel - Accounts	200.00		
1.3.2023	Carrs garage	303.35	50.55	252.80
8.3.2023	North dev voluntary	126.90		
13.3.2023	Telephone	16.80	2.80	
13.3.2023	sjp motors	93.60	15.60	
13.3.2023	sjp motors	95.55	6.00	
13.3.2023	sjp motors	307.26	51.21	
13.3.2023	colin grice	63.58	10.60	45.48
13.3.2023	ABC	9.00	1.50	
20.3.2023	Derek -cleaning	30.00		
20.3.2023	Ray - Fuel	80.00	13.34	
20.3.2023	simply outdoors	50.00	8.33	
23.3.2023	Carrs garage	322.92	53.81	269.11
30.3.2023	Bill Andrew - Fuel	96.87	16.14	80.73
	Totals Jan 1st - Mar31st	3,189.98	423.13	1,533.23
1.4.2023	Bedford Hotel deposit	963.00	177.17	
1.4.2023	Ray - Fuel	99.22	16.54	82.68
6.4.2023	North Devon (training)	534.60		
6.4.2023	Ticket Licences	462.47	77.08	
8.4.2023	Fuel	83.02	13.84	69.18
13.4.2023	Fuel	61.68	10.28	51.40
14.4.2023	telephone	16.80	2.80	
17,4,2023	Fuel	69.58	11.60	57.98
20.4.2023	Fuel	82.09	13.68	68.41
24.4.2023	Fuel	66.35	10.89	55.46
24.4.2023	Fuel	98.32	16.38	81.94
25.4.2023	Robin (committee meeting)	52.30	8.72	
26.4.2023	Robin (VAT submission)	20.00		
28.4.2023	Willis Garage	2,206.55		
30.4.2023	Robin (Drivers dinner bar bill)	562.00	93.65	
30.4.2023	Ray - Fuel and parking	71.99	11.50	57.49
30.4.2023	Graphics	40.00		
4,5,2023	Rentafford	535.00	75.83	
4.5.2023	Bill (fuel)	90.44	15.07	75.37
8.5.2023	Tavy Times Advert	70.80	11.80	
9.5.2023	Chris (Fuel)	58.72	9.79	48.93
12.5.2023	telephone	16.80	2.80	
15.5.2023	Bill (fuel)	53.78	8.96	44.82

17.5.2023	Bus Tax	165.00		
18.5.2023	Roger - Fuel	76.37	12.73	63.64
19.5.2023	Bill (fuel)	59.17	9.86	49.31
23.5.2023	Tavy Times Advert	70.80	11.80	
23.5.2023	Tavy Times Advert	70.80	11.80	
24.5.2023	Jeremy - Fuel	72.50	12.08	60.42
30.5.2023	derek de glanville fuel+wash	84.40	9.07	45.33
30.5.2023	derek de glanville fuel (late)	79.47	13.25	66.22
30.5.2023	ABC	78.00		
10.6.2023	Tavy Times Advert	70.80	11.80	
10.6.2023	Tavy Times Advert	70.80	11.80	
10.6.2023	Tavy Times Advert	70.80	11.80	
12.6.2023	telephone	16.80	2.80	
13.6.2023	Corvia (Ticketer)	3,386.40	564.40	
13.6.2023	Bedford Hotel deposit	80.00	13.33	
23.6.2023	Charity Bank deposit	15,000.00		
	Totals 1st April - 30th June	25,767.62	1,284.90	978.58
01/07/23	advert 53635	70.80	11.80	
02/07/23	parking	10.20	1.70	
04/07/23	fuel	575.54	95.91	479.63
04/07/23	advert 53255	70.80	11.80	
04/07/23	advert 53517	70.80	11.80	
06/07/23	robin - bedford meeting bar bill	57.70		
10/07/23	tavy signs	300.00	50.00	
12/07/23	telephone	16.80	2.80	
13/07/23	VAT Submission	20.00		
13/07/23	Ad Blue	14.99	2.50	12.49
20/07/23	medical	80.00	13.33	
24/07/23	advert	71.60	11.80	
24/07/23	advert 53846	70.80	11.80	
25/07/23	advert 54069	70.80	11.80	
25/07/23	fuel	50.57	8.43	42.14
27.7.2023	ABC	168.66		
30/07/23	bus wash	10.00		
03/08/23	advert 54428	70.80	11.80	
03/08/23	advert 54626	70.80	11.80	
03/08/23	derek fuel	82.93	13.82	69.11
03/08/23	lamerton stores	450.86	75.13	375.73
06/08/23	parking	10.20	1.70	
10/8/2023	telephone	16.80	2.80	
12/08/23	sjp motors	99.60	16.60	
12/08/23	adbert 54806	70.80	11.80	
14/08/23	fuel	84.94	14.15	70.79
25/08/23	fuel	88.60	14.77	73.83
26/08/23	bus insurance	1,268.86		
26/08/23	advert 55179	70.80	11.80	
26/08/23	roger parking	5.40		
30/08/23	advert 54900	70.80	11.80	
31/08/23	jeremy parking	11.50		
31/08/23	public liability insurance	280.00		
1.9.2023	advert 55323	70.80	11.80	
1.9.2023	sjp motors	236.54	39.42	
1.9.2023	colin -screenwash	23.05	3.84	
5.9.2023	fuel	325.62	54.25	271.37
12.9.2023	telephone	16.80	2.80	
17.9.2023	advert 55499	70.80	11.80	

	Totals 1/7/2023 - 30.9.2023	5,227.36	567.35	1,395.09
02.10.2023	Bedford Hall Hire	40.00		
02.10.2023	Fuel	679.70	113.30	566.40
02.10.2023	advert 56044	70.80	11.80	
03.10.2023	advert 55675	70.80	11.80	
03.10.2023	advert 55854	70.80	11.80	
10.10.2023	bus parking	10.00		
10.10.2023	advert 56221	70.80	11.80	
10.10.2023	bus parking	5.00		
11.10.2023	telephone	16.80	2.80	
18.10.2023	VAT submission	20.00		
18.10.2023	advert 56400	70.80	11.80	
31.10.2023	advert 56770	70.80	11.80	
31.10.2023	advert 56605	70.80	11.80	
3.11.2023	Fuel	555.90	92.66	463.24
6.11.2023	parking	10.20		
10.11.2023	telephone	16.80	2.80	
18.11.2023	advert - 57126	70.80	11.80	
18.11.2023	advert56940	70.80	11.80	
18.11.2023	advert 56770	70.80	11.80	
19.11.2023	colin -various bus bits	47.50	7.92	
25.11.2023	bus ticket	5.20		
26.11.2023	sjp motors	538.74	89.79	
26.11.2023	sjp motors	77.55	3.00	
26.11.2023	colin -various bus bits	16.82	2.80	
3.12.2023	advert 57506	70.80	11.80	
3.12.2023	advert 57296	70.80	11.80	
3.12.2023	jeremy -bus ticket	4.00		
3,12,2023	robin - bedford bar (meeting)	59.25	9.87	
3.12.2023	colin -various bus bits	34.80	5.80	
4.12.2023	Fuel - lamerton stores	460.39	76.73	383.66
4.12.2023	advert 57649	70.80	11.80	
11.12.2023	charity bank xfer-see bank acc	4,365.35		
12.12.2023	telephone	16.80	2.80	
18.12.2023	advert 57807	70.80	11.80	
18.12.2023	advert 58017	70.80	11.80	
18.12.2023	Bedford hall hire	40.00		
18.12.,2023	sjp motors	852.94	142.16	
	-	-		
	Totals 1st October - dec 31 2023	8,935.74	729.43	1,413.30
	-	-		
	Totals 1 Jan - Dec 31 2023	43,120.70	3,004.81	5,320.20
	-	-		
	-	-		
	-	-		
	-	-		
	-	-		

Community Transport Association - 2023

Repairs and running	Tax and Insurance	Officer Expenses	Professional	Drivers Dinner	Sundries
89.55					
41.99			20.00		
				100.00	6.25
30.00					
			200.00		
78.00					
89.55					
256.05					7.50
30.00					
66.66					
681.80	0.00	0.00	220.00	100.00	13.75
				785.83	
					43.58
					20.00
2,206.55				468.35	
				3.00	
			40.00		

165.00

30.00

66.67

2,236.55

165.00

0

40.00

1,257.18

130.25

8.50

57.70

250.00

20.00

66.67

10.00

8.50

83.00

1,268.86

5.40

11.50

280.00

197.12

19.21

567.83	1,548.86	57.7	20.00	0	92.07
		40.00			
10.00					
5.00					
		20.00			
10.20					
39.58					
		5.20			
448.95					
74.55					
14.02					
		4.00			
		49.38			
29.00					
					40.00
710.78					
1,342.08	-	118.58	-	-	40.00
4,828.26	1,713.86	176.28	280.00	1,357.18	276.07

Postage/Phone	Hire	Printing / Publicity	Tickets/ Ticketer	Training	Bankl Xfer
14.00					
14.00					
14.00				126.90	
		7.50			
				41.67	
42.00	0.00	7.50	0.00	168.57	
			385.39	534.60	
14.00					
	459.17				
		59.00			
14.00					-

		59.00			
		59.00			
		78.00			
		59.00			
		59.00			
		59.00			
14.00					
			2,822.00		
					15,000.00
42.00	459.17	432.00	3,207.39	534.60	15,000.00
		59.00			
		59.00		#	
		59.00			
14.00					
		59.80			
		59.00			
		59.00			
		168.66			
		59.00			
		59.00			
14.00					
		59.00			
		59.00			
		59.00			
		59.00			
14.00					
		59.00			

42.00	-	936.46	-	-	-
		59.00			
		59.00			
		59.00			
		59.00			
14.00					
		59.00			
		59.00			
		59.00			
14.00					
		59.00			-
		59.00			
		59.00			
		59.00			
		59.00			
14.00					4,365.35
		59.00			
		59.00			
42.00	-	885.00	-	-	4,365.35
168.00	459.17	2,260.96	3,207.39	703.17	19,365.35

Control

3,189.98

0

0

25,767.62

5,227.36

8,935.74

43,120.70

Tavistock Community Transport Association

Year Ended 31st Decemberr 2023

TREASURER'S CERTIFICATE

I certify that I have examined and hereby approve the attached Operating Statements and that I have made available all relevant documents and information for the preparation of these accounts.

HONORARY TREASURER

ACCOUNTANT'S CERTIFICATE

The attached Operating Statements have been prepared and audited from the records, receipts and explanations supplied by the Hon. Treasurer and are certified in accordance herewith.

NIGEL W. RENDLE ACMA, CGMA.

DATED:

As at 31st December 2023

2022			2023		
£	£		£	£	
		FIXED ASSETS:			
		Motor Vehicles:			
56,750		New Vehicle at Cost (Dec 2020)	56,750		
18,916		Less Accumulated Depreciation	28,374		
	37,834			28,376	
		Equipment			
229		Acquisitions at Cost	229		
229		Less Accumulated Depreciation	229		
	-			-	
		CURRENT ASSETS:			
437		Debtors & Prepayments	729		
29,566		Bank Current Account	14,330		
70,000		Charity Bank Accounts (3 off)	91,848		
13		Cash in Hand	13		
	100,016			106,920	
		less CURRENT LIABILITIES:			
-	200	Trade & Sundry Creditors	-	200	
		TOTAL ASSETS:			
	<u>137,650</u>			<u>135,096</u>	
		REPRESENTED BY GENERAL RESERVES:			
125,982		Balance brought forward	137,650		
11,668		Surplus/(deficit) for year	- 2,554		
	137,650				
		TOTAL GENERAL RESERVES:			
	<u>137,650</u>			<u>135,096</u>	

Tavistock Community Transport Association

Year Ended 31st Decemberr 2023

TREASURER'S CERTIFICATE

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HONORARY TREASURER

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NIGEL W. RENDLE ACMA, CGMA.

DATED: