



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	January	2021		31	December	2021

## Section A Reference and administration details

**Charity name** Maidstone Cycle Campaign Forum

**Other names charity is known by**

**Registered charity number (if any)** 1172691

**Charity's principal address** c/o Little Oaks,

68 Oakwood Road,

Maidstone, Kent

**Postcode**

**ME16 8AL**

### 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	Paul Harper	Chair and Treasurer		
2	Matthew Fraser			
3	Duncan Edwards		Appointed 18 <sup>th</sup> May 2021	
4	Angelo Martinez		Resigned 18 <sup>th</sup> May 2021	
5				
6				
7				
8				
9				
10				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### 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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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charitable Incorporated Organisation with voting members other than its charity trustees
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Founder Trustees will retire and be eligible for re-election in accordance with the Constitution

### 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 Maidstone Cycle Campaign Forum is an affiliated member of Cycling UK (formerly the CTC).

Risks to the forum and its finances are regularly reviewed by the Executive Committee, which includes the Trustees.

Maidstone Cycle Campaign Forum has an annual business plan and associated budget.

In 2020 the Maidstone Cycle Campaign Forum adopted a new organisational structure. This included setting out Job

Descriptions for the following roles:

- ☐ Chair
- ☐ Treasurer
- ☐ Secretary
- ☐ Vice Chair
- ☐ Website and Communication Officer
- ☐ Infrastructure Planning and Active Transport Officer
- ☐ Community Liaison and Champion for Active Travel Officer
- ☐ Membership and Diversity Officer
- ☐ Non Officer Trustees

The Maidstone Cycle Campaign Forum is known as MCCF in short. The above officers form the Committee of the Forum and are responsible for the day to day coordination. Each role holder is entitled to get working groups to assist them, in addition a number of start and finish task groups may be set up as deemed necessary.

## Summary of the objects of the charity set out in its governing document

To promote cycling for the public benefit in and around the Borough of Maidstone as a means of furthering the following charitable purposes:

- (1) the promotion of public health;
- (2) the promotion of the conservation and protection of the environment;
- (3) the promotion of public safety, particularly on the highways;
- (4) the promotion of healthy recreation in the interests of social welfare, and community participation in healthy recreation;
- (5) the advancement of education; and
- (6) to support the relief of the needs of people with mental and physical disabilities

## 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)

This is our fourth full year as a registered charity and Charitable Incorporated Organisation. Following our setting up processed in 2017, 2021, like 2020 was a strange year for the Maidstone Cycle Campaign Forum, as with wider society due to the impact of the Covid-19 pandemic on our activities.

We continued to try to address our three year strategic objectives.

The main activities in 2021 included:

Undertook work on a number of major planning reviews

Following the cancellation of our CycleFest'20 which had to be cancelled due to the Covid-19 Pandemic, we were able to hold CycleFest'21. This was a successful event attracting new members. Unfortunately due to Covid 19 there was no support from either Maidstone Borough Council or Kent County Council.

We had previously been awarded a grant from Tesco Bag for Life following their collect at a number of local Tesco's in West Maidstone. However due to Covid 19 the grant process had not proceeded. We were pleased therefore the receive a one off grant of £1,166 in 2021.

We continued to work Maidstone Borough Council on the cycling and walking aspects of major planning applications. This included our continuing involvement in the Church Road Otham development.

The Forum became an active partner in the MERLIN (Medway Ecological Riverine Link), which aims to create an open space for cycling and walking from Allington Lock to Barming Bridge.

**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.

The Maidstone Cycle Campaign Forum is entirely run by its Trustees and Volunteers.

Over the year about 10 people (including the volunteers) have been involved in undertaking all the activities done by the Forum.

### Summary of the main achievements of the charity during the year

The period under review covers the period from 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021 our fourth full calendar year of operation. This is our fourth Trustees Annual Report, following on from The Maidstone Cycle Campaign Forum (MCCF) becoming registered as a CIO on the 24<sup>th</sup> April 2017.

2021, like 2020 was a strange year for the Maidstone Cycle Campaign Forum, as with wider society due to the impact of the Covid-19 pandemic on our activities. Overall the year has been one of modest advance for the MCCF.

Due to the Pandemic at the end of 2020 we only had 12 fully paid up members with 1 member in arrears. The new Membership and Diversity Officer (appointed in January 2021) is tasked with getting our membership back up to its previous level and then expanding it from there. By the end of 2021 our membership was back up to over 20.

We have had three new volunteers assist the group in the year.

Following the cancellation of our CycleFest'20 which had to be cancelled due to the Covid-19 Pandemic, we were able to hold CycleFest'21. This was a successful event attracting new members and we had as in previous years a display of Len Pott's vintage cycle collection which was the highlight of the day. Unfortunately due to Covid 19 there was no support from either Maidstone Borough Council or Kent County Council

Maidstone Bridges Gyratory Campaign, MCCF has serious concerns on the safety of the current arrangements and provision for cyclists around this critical junction and road system in the centre of Maidstone. We have been campaigning and also working with Maidstone Borough Council and Kent County Council to look into improvements. As this is being written only limited progress has been made and our campaign continues.

Medway Towpath Blockages – we have campaigned and raised the issue of blockages along the towpath at East Farleigh (which has been solved) and at Aylesford where the towpath has collapsed due to the February 2020 rain. Kent County Council have delayed the works indefinitely, which is a major scandal.

Church Road Otham – this was our major item of work in 2020. Duncan Edwards led a massive review of this planning inquiry and managed to get MCCF rule 6 status to be an active participant in the inquiry. We prepared a statement of evidence which was presented, and due to the work by Duncan and his team (Including a number of other members of the forum) we managed to get the inspector to accept most of the issue we raised. In 2021 we have had a continuing role in this development to ensure that the developer implements the active travel measures approved by the inspector as part of their getting planning permission approval.

The Forum remains an active partner in the MERLIN (Medway Ecological Riverine Link), which aims to create an open space

for cycling and walking from Allington Lock to Barming Bridge. A number of our members remain heavily involved with the project which in 2021 has been focusing on getting Village Green status for land adjacent to London Road by the railway bridge.

Undertook work on a number of major planning reviews

We had previously been awarded a grant from Tesco Bag for Life following their collect at a number of local Tesco's in West Maidstone. However due to Covid 19 the grant process had not proceeded. We were pleased therefore to receive a one off grant of £1,166 in 2021.



**Brief statement of the charity's policy on reserves**

The Forum operates on a break even policy. All activities must be covered by project generated income. Membership subscriptions are to cover the running costs of the forum and to support our unfunded campaigning work. Reserves would therefore only normally be held in respect of programmed work.

**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.

In the period under review the main sources of income were:

Subscriptions	£208
Donations	£75
Groundwork/ Tesco Bags of Life	£1,166

The main area of expenditure were:

CycleFest'21	£500
Affiliation to Cycling UK	£82

**Section F Other optional information**

The Forum is looking forward to 2022 to continue work on its three year strategic plan including holding its fifth CycleFest event in September 2022.

The Forum delivered a seminar in April 2019 which explored how well-designed roads and well-designed cycling infrastructure, can enable 'active travel,' and achieve a shift to more cycling and walking providing the community with a healthy travel choice for the benefit of all.

Three high profile speakers, Rachel Aldred from the University of Westminster, Neil Guthrie from Atkins Global and Phil Jones, road engineering consultant and chairman of PJA, spoke about the benefits of active travel and about their experience of how well designed cycling infrastructure can achieve a shift to more cycling and walking.

**Section G Declaration**

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



**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Paul Harper	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>		



Maidstone Cycle Campaign Forum				Charity No (if any)	1172691	CC17a
Annual accounts for the period						
1st January 2021			To	31st	Dec-21	

## Section A Statement of financial activities

Recommended categories by activity		Details of own analysis	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
<b>Incoming resources (Note 3)</b>								
<b>Incoming resources from generated funds</b>								
Voluntary income		1,487	S01	321	1,166	-	1,487	791
Activities for generating funds			S02	-	-	-	-	-
Investment income			S03	-	-	-	-	-
<b>Incoming resources from charitable activities</b>			S04	-	-	-	-	-
<b>Other incoming resources</b>			S05	-	-	-	-	-
		<b>Total incoming resources</b>	S06	321	1,166	-	1,487	791
<b>Resources expended (Notes 4-8)</b>								
<b>Costs of Generating Funds</b>								
Costs of generating voluntary income			S07	-	-	-	-	-
Fundraising trading costs			S08	-	-	-	-	-
Investment management costs			S09	-	-	-	-	-
<b>Charitable activities</b>		659	S10	-	659	-	659	286
<b>Governance costs</b>			S11	-	-	-	-	-
<b>Other resources expended</b>			S12	-	-	-	-	-
		<b>Total resources expended</b>	S13	-	659	-	659	286
		<b>Net incoming/(outgoing) resources before transfers</b>	S14	321	507	-	828	505
<b>Gross transfers between funds</b>			S15	-	-	-	-	-
		<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>	S16	321	507	-	828	505
<b>Other recognised gains/(losses)</b>								
Gains and losses on revaluation of fixed assets for the charity's own use			S17	-	-	-	-	-
Gains and losses on investment assets			S18	-	-	-	-	-
		<b>Net movement in funds</b>	S19	321	507	-	828	505
<b>Total funds brought forward</b>			S20	901	1,445	-	2,346	1,841
		<b>Total funds carried forward</b>	S21	1,222	1,952	-	3,174	2,346

## Section B Balance sheet

		Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
<b>Fixed assets</b>							
<b>Tangible assets (Note 9)</b>		B01	-	-	-	-	-
		B02	-	-	-	-	-
<b>Investments (Note 10)</b>		B03	-	-	-	-	-
		B04	-	-	-	-	-
<b>Current assets</b>							
<b>Stock and work in progress</b>		B05	-	-	-	-	-
<b>Debtors (Note 11)</b>		B06	-	-	-	-	-
<b>(Short term) investments</b>		B07	-	-	-	-	-
<b>Cash at bank and in hand</b>		B08	1,222	1,952	-	3,174	1,846
		B09	1,222	1,952	-	3,174	1,846
<b>Creditors: amounts falling due within one year (Note 12)</b>		B10	-	-	-	-	-
<b>Net current assets/(liabilities)</b>		B11	1,222	1,952	-	3,174	1,846
<b>Total assets less current liabilities</b>		B12	1,222	1,952	-	3,174	1,846
<b>Creditors: amounts falling due after one year (Note 12)</b>		B13	-	-	-	-	-
<b>Provisions for liabilities and charges</b>		B14	-	-	-	-	-
<b>Net assets</b>		B15	1,222	1,952	-	3,174	1,846
<b>Funds of the Charity</b>							
<b>Unrestricted funds</b>		B16	1,222	-	-	1,222	771
		B17	-	-	-	-	-
<b>Restricted income funds (Note 13)</b>		B18	-	1,952	-	1,952	1,075
<b>Endowment funds (Note 13)</b>		B19	-	-	-	-	-
<b>Total funds</b>		B20	1,222	1,952	-	3,174	1,846
Signed by one or two trustees on behalf of all the trustees		Signature			Print Name	Date of approval	
					Paul Harper		
					Matthew Fraser		

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Cells highlighted in Blue contain formulas in protected cells. The protection can be removed from the tools menu

## Section C Notes to the accounts

### Note 1 Basis of preparation

**This section should be completed by all charities.**

#### 1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);

- and with\*
- or

- and with the Charities Act.

[\*\* except for the following].

**Give details in this box if a different standard has been followed.**

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";

- if disclosures completed in these accounts have been restricted to those required by the FRSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSE)".

\*\* - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

#### 1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (\$ except for the following).

**Give details in this box of any material changes that have been made.**

\$ if no changes have been made to accounting policies then delete these words.

#### 1.3 Changes to previous accounts

No changes have been made to accounts for previous years (\$\$ except for the following).

**Give details in this box of any material changes that have been made.**

\$\$ if no changes have been made to accounts for previous periods then delete these words.

## Section C Notes to the accounts (cont)

### Note 2 Accounting policies

**This statement of accounting policies has been applied by the charity except for those noted. Where a different or additional policy has been adopted then this is detailed in the box below**

#### INCOMING RESOURCES

##### Recognition of incoming

##### resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.  Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.  Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Governance costs</b>	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
<b>Support Costs</b>	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

## ASSETS

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

### POLICIES ADOPTED ADDITIONAL TO OR DIFFERENT FROM THOSE ABOVE

## Section C Notes to the accounts (cont)

**Note 3 Analysis of incoming resources**  
Incoming resources may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
<b>Voluntary income</b>	Membership Fees	208	120
	Donations	75	136
	Other	38	5
	Maidstone Borough Council 'Let's Get Barming Cycling' and CylceFest 2019		-
	Kent County Council Grant 'Let's Get Maidstone Cycling'		-
		-	-
	Maidstone Borough Council 'Let's Get Fant Cycling'	-	-
	Maidstone Borough Council CycleFest 2020	-	170
	Maidstone Borough Council Bike Week 2020	-	200
	Waitrose Community Fund	-	160
	Groundwork/ Tesco Bags of Life	1,166	-
	<b>Total</b>	<b>1,487</b>	<b>791</b>
<b>Activities for generating funds</b>		-	-
		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
<b>Investment income</b>		-	-
		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
<b>Incoming resources from charitable activities</b>		-	-
		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>

## Section C Notes to the accounts (cont)

**Note 5 Support Costs**  
Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Note 6 Details of certain items of expenditure**

### 6.1 Trustee expenses

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses

Number of trustees who were paid expenses  
Nature of the expenses

This year	Last year

Total amount paid

6.2 Fees for examination or audit of the accounts

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or

	£	£
	This year £	Last year £

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

## Section C Notes to the accounts (cont)

### Note 7 Paid employees

Please complete this note if the charity has any employees.

#### 7.1 Staff Costs

Gross wages, salaries and benefits in kind

Employer's National Insurance costs

Pension costs

Total staff costs

	This year £	Last year £
	-	-
	-	-
	-	-
	-	-

#### 7.2 Average number of full-time equivalent employees in the year

The parts of the charity in which the employees work

	This year Number	Last year Number
Fundraising	-	-
Charitable Activities	-	-
Governance	-	-
Other	-	-
Total	-	-

#### 7.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

The costs of the scheme to the charity for the year

The amount of any contributions outstanding at the year end

The amount of any contributions prepaid at the year end

	This year £	Last year £

## Section C Notes to the accounts (cont)

### Note 8 Grantmaking

undertaken.

#### 8.1 Total value of grants

Purpose for which grants made	Grants to institutions Total amount £	Grants to individuals Total amount £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Total	-	-

#### 8.1 Grantmaking costs

if the charity's accounts are prepared on the "activity basis" please give details of any support cost associated with grantmaking. Please enter "Nil" if the charity does not identify and/or allocate support costs.

Support costs of grantmaking

£

#### 8.3 Grants made to institutions

reasonable understanding of the range of institutions supported.

Names of institutions	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
Total grants to institutions		-

## Section C Notes to the accounts (cont)

### Note 9 Tangible fixed assets

Please complete this note if the charity has any tangible fixed assets

#### 9.1 Cost or valuation

	Freehold land & buildings £	Other land & buildings £	Plant, machinery and motor vehicles £	Fixtures, fittings and equipment £	Payments on account and assets under construction £	Total £
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 9.2 Accumulated depreciation and impairment provisions

\*\*Basis

\*\* Rate

SL or RB	SL or RB	SL or RB	SL or RB	SL or RB

Balance brought forward

Depreciation charge for year

Impairment provisions

Revaluations

Disposals

Transfers\*

Balance carried forward

-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

#### 9.3 Net book value

Brought forward

Carried forward

-	-	-	-	-	-
-	-	-	-	-	-

#### 9.4 Revaluation

If any fixed assets have been revalued please give details of the valuer and method of valuation

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\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the

Name of trustee or connected party	Y (eg order, governi na	Amounts paid or benefits received	
		This year £	Last year £

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14.2 Loans  
Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties				
Due from trustees and related parties				

14.3 Other transaction(s) with trustees or related parties  
Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.

Name of the trustee or related party	Relationship to charity	transaction(s)	This year £	Last year £

Section C	Notes to the accounts
<p><b>Note 15 Additional Disclosures</b></p> <p>The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.</p> <div></div>	