



# Trustees' Annual Report for the period

| From | Period start date |         |      | To | Period end date |          |      |
|------|-------------------|---------|------|----|-----------------|----------|------|
|      | 01                | January | 2023 |    | 31              | December | 2023 |

## 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 |                     |                                   |   |
| 4  |                |                     |                                   |   |
| 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)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|   |  |
|---|--|
| Type of governing document<br>(eg. trust deed, constitution)        | Charitable Incorporated Organisation with voting members other than its charity trustees         |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation   |
| Trustee selection methods<br>(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.

|  |
|--|
| <p>The Maidstone Cycle Campaign Forum is an affiliated member of Cycling UK (formerly the CTC).</p> <p>Risks to the forum and its finances are regularly reviewed by the Executive Committee, which includes the Trustees.</p> <p>Maidstone Cycle Campaign Forum has an annual business plan and associated budget.</p> <p>In 2020 the Maidstone Cycle Campaign Forum adopted a new organisational structure. This included setting out Job Descriptions for the following roles:</p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Treasurer</li> <li>• Secretary</li> <li>• Vice Chair</li> <li>• Website and Communication Officer</li> <li>• Infrastructure Planning and Active Transport Officer</li> <li>• Community Liaison and Champion for Active Travel Officer</li> <li>• Membership and Diversity Officer</li> <li>• Non Officer Trustees</li> </ul> <p>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.</p> |
|--|

## 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 sixth full year as a registered charity and Charitable Incorporated Organisation. Following our setting up in 2017, 2023 was the first full year after the Covid-19 Pandemic and restrictions.

We continued to try to address our three-year strategic objectives, of which this is our final year.

The main activities in 2023 included:

Undertook work on a number of major planning reviews

Holding of our CycleFest'23 which was the third one post Covid-19 Pandemic, following our relaunch CycleFest'21. This was a successful event attracting new members. Kent County Council took part again, unfortunately for the third year there was no support from Maidstone Borough Council.

We had previously been awarded a grant from Groundwork/ Tesco Bag for Life following their collect at a number of local Tesco's in West Maidstone. This grant has now been fully used to develop our website and also support CycleFest.

We continued to work Maidstone Borough Council on the cycling and walking aspects of major planning applications.

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 2023 to 31<sup>st</sup> December 2023 our sixth full calendar year of operation. This is our sixth 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.

2023 was the first full year after the Covid-19 Pandemic and restrictions.

Overall, the year has been one of modest advance for the MCCF.

Due to the Pandemic, there are less people generally volunteering in the charitable sector, following a concerted campaign by our new Membership and Diversity Officer (appointed in January 2021) by the end of 2021 our membership was back up to over 20. Unfortunately, in 2023 membership had fallen to under 20.

Holding of our CycleFest'23 which was the third one post Covid-19 Pandemic, following our relaunch CycleFest'21. This was a successful event attracting new members. Kent County Council took part again, unfortunately since 2020 there was no support from Maidstone Borough Council. Also, we no longer have Lenn Pott's cycle collection as Len has had to move into a care home.

Maidstone Bridges Gyrotory 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.

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 2022 has been focusing on getting Village Green status for land adjacent to London Road by the railway bridge.

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 which has been spent to sustain our activities over 2021 to 2023.



## Section E

## Financial review

### 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 | £126 |
| Donations     | £16  |

The main area of expenditure were:

Website £214

Affiliation to Cycling UK £88

These areas of expenditure were able to be funded by our restricted funds enabling our unrestricted reserves to modestly grow.

## Section F

## Other optional information

The Forum is looking forward to 2024. Whilst our current three year strategic plan will come to an end we will be looking to update it and roll it forward.

## 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 2023               |  |  | To | 31st                | Dec-23  |       |

## Section A Statement of financial activities

| Recommended categories by activity  |  | Details of own analysis   | Note | Unrestricted funds<br>£<br>F01 | Restricted income funds<br>£<br>F02 | Endowment funds<br>£<br>F03 | Total this year<br>£<br>F04 | Total last year<br>£<br>F05 |
|---|--|---|------|--------------------------------|-------------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Incoming resources (Note 3)   |  |   |      |                                |                                     |                             |                             |                             |
| Incoming resources from generated funds                                   |  |   |      |                                |                                     |                             |                             |                             |
| Voluntary income  |  | 162   | S01  | -                              | -                                   | -                           | -                           | -                           |
| Activities for generating funds   |  |   | S02  | 162                            | -                                   | -                           | 162                         | 176                         |
| Investment income   |  |   | S03  | -                              | -                                   | -                           | -                           | -                           |
| Incoming resources from charitable activities                             |  |   | S04  | -                              | -                                   | -                           | -                           | -                           |
| Other incoming resources  |  |   | S05  | -                              | -                                   | -                           | -                           | -                           |
|   |  | <b>Total incoming resources</b>   | S06  | 162                            | -                                   | -                           | 162                         | 176                         |
| Resources expended (Notes 4-8)  |  |   |      |                                |                                     |                             |                             |                             |
| Costs of Generating Funds   |  |   |      |                                |                                     |                             |                             |                             |
| Costs of generating voluntary income                                      |  |   | S07  | -                              | -                                   | -                           | -                           | -                           |
| Fundraising trading costs   |  |   | S08  | -                              | -                                   | -                           | -                           | -                           |
| Investment management costs   |  |   | S09  | -                              | -                                   | -                           | -                           | -                           |
| Charitable activities   |  | 301   | S10  | -                              | 301                                 | -                           | 301                         | 544                         |
| Governance costs  |  |   | S11  | -                              | -                                   | -                           | -                           | -                           |
| Other resources expended  |  |   | S12  | -                              | -                                   | -                           | -                           | -                           |
|   |  | <b>Total resources expended</b>   | S13  | -                              | 301                                 | -                           | 301                         | 544                         |
|   |  | <b>Net incoming/(outgoing) resources before transfers</b>                       | S14  | 162                            | -                                   | 301                         | -                           | 140                         |
|   |  |   | S15  | -                              | -                                   | -                           | -                           | -                           |
|   |  | <b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b> | S16  | 162                            | -                                   | 301                         | -                           | 140                         |
| Gross transfers between funds   |  |   |      |                                |                                     |                             |                             |                             |
| Other recognised gains/(losses)   |  |   |      |                                |                                     |                             |                             |                             |
| 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  | 162                            | -                                   | 301                         | -                           | 140                         |
|   |  |   | S20  | 1,308                          | -                                   | 1,498                       | -                           | 2,806                       |
| Total funds brought forward   |  | <b>Total funds carried forward</b>  | S21  | 1,470                          | 1,197                               | -                           | 2,666                       | 2,806                       |

## Section B Balance sheet

|   |  | Note   | Unrestricted funds<br>£<br>F01 | Restricted income funds<br>£<br>F02 | Endowment funds<br>£<br>F03 | Total this year<br>£<br>F04 | Total last year<br>£<br>F05 |
|---|--|--|--------------------------------|-------------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Fixed assets  |  |  |                                |                                     |                             |                             |                             |
| Tangible assets (Note 9)                                    |  | B01  | -                              | -                                   | -                           | -                           | -                           |
|   |  | B02  | -                              | -                                   | -                           | -                           | -                           |
| Investments (Note 10)                                       |  | B03  | -                              | -                                   | -                           | -                           | -                           |
|   |  | B04  | -                              | -                                   | -                           | -                           | -                           |
|   |  | <b>Total fixed assets</b>                    |                                |                                     |                             |                             |                             |
| Current assets  |  |  |                                |                                     |                             |                             |                             |
| Stock and work in progress                                  |  | B05  | -                              | -                                   | -                           | -                           | -                           |
| Debtors (Note 11)   |  | B06  | -                              | -                                   | -                           | -                           | -                           |
| (Short term) investments                                    |  | B07  | -                              | -                                   | -                           | -                           | -                           |
| Cash at bank and in hand                                    |  | B08  | 1,470                          | 1,196                               | -                           | 2,666                       | 2,806                       |
|   |  | B09  | 1,470                          | 1,196                               | -                           | 2,666                       | 2,806                       |
|   |  | <b>Total current assets</b>                  |                                |                                     |                             |                             |                             |
| Creditors: amounts falling due within one year (Note 12)    |  | B10  | -                              | -                                   | -                           | -                           | -                           |
|   |  | B11  | 1,470                          | 1,196                               | -                           | 2,666                       | 2,806                       |
|   |  | <b>Net current assets/(liabilities)</b>      |                                |                                     |                             |                             |                             |
|   |  | B12  | 1,470                          | 1,196                               | -                           | 2,666                       | 2,806                       |
|   |  | <b>Total assets less current liabilities</b> |                                |                                     |                             |                             |                             |
| Creditors: amounts falling due after one year (Note 12)     |  | B13  | -                              | -                                   | -                           | -                           | -                           |
| Provisions for liabilities and charges                      |  | B14  | -                              | -                                   | -                           | -                           | -                           |
|   |  | B15  | 1,470                          | 1,196                               | -                           | 2,666                       | 2,806                       |
|   |  | <b>Net assets</b>                            |                                |                                     |                             |                             |                             |
| Funds of the Charity  |  |  |                                |                                     |                             |                             |                             |
| Unrestricted funds  |  | B16  | 1,470                          |                                     |                             | 1,470                       | 1,308                       |
|   |  | B17  | -                              |                                     |                             | -                           | -                           |
| Restricted income funds (Note 13)                           |  | B18  |                                | 1,196                               |                             | 1,196                       | 1,498                       |
| Endowment funds (Note 13)                                   |  | B19  |                                |                                     | -                           | -                           | -                           |
|   |  | B20  | 1,470                          | 1,196                               | -                           | 2,666                       | 2,806                       |
|   |  | <b>Total funds</b>                           |                                |                                     |                             |                             |                             |
| Signed by one or two trustees on behalf of all the trustees |  |  |                                |                                     |                             |                             |                             |
|   |  |  | Signature                      |                                     | Print Name                  |                             | Date of approval            |
|   |  |  |                                |                                     | Paul Harper                 |                             |                             |
|   |  |  |                                |                                     | Matthew Fraser              |                             |                             |

Cells highlighted in Yellow contain formulas to add up columns C,D and E but these are not protected cells  
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 FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

\*\* - 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.

Note 2

Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional*

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.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources. Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Tax reclaims on donations and gifts

This is only included in the SoFA once the related goods or services have been delivered.

Contractual income and performance related grants

Gifts in kind

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.

Donated services and facilities

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

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.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income

This is included in the accounts when receivable.

Investment gains and losses

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

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

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.

Grants with performance conditions

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.

Grants payable without performance conditions

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.

Support Costs

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

Tangible fixed assets for use by charity

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.

Investments

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.

Stocks and work in progress

These are valued at the lower of cost or market value.

POLICIES ADOPTED ADDITIONAL TO OR DIFFERENT FROM  
THOSE ABOVE

Note 3

Analysis of incoming resources

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

|   | Analysis   | This year<br>£ | Last year<br>£ |
|---|--|----------------|----------------|
| Voluntary income                              | Membership Fees  | 127            | 130            |
|   | Donations  | 16             | 41             |
|   | Other  | 18             |                |
|   | 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                                 | -              | -              |
|   | Maidstone Borough Council Bike Week 2020                                 | -              | -              |
|   | Waitrose Community Fund  | -              | -              |
|   | Groundwork/ Tesco Bags of Life   | -              | 5              |
|   | <b>Total</b>   | <b>162</b>     | <b>176</b>     |
| Activities for generating funds               |  | -              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   | <b>Total</b>   | <b>-</b>       | <b>-</b>       |
| Investment income                             |  | -              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   | <b>Total</b>   | <b>-</b>       | <b>-</b>       |
| Incoming resources from charitable activities |  | -              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   | <b>Total</b>   | <b>-</b>       | <b>-</b>       |

**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<br>£ | Charitable<br>Activity<br>£ | Governance<br>Activity<br>£ | Total Cost<br>£ |
|-------------------|---------------------------|-----------------------------|-----------------------------|-----------------|
|                   | -                         | -                           | -                           | -               |
|                   | -                         | -                           | -                           | -               |
|                   | -                         | -                           | -                           | -               |
|                   | -                         | -                           | -                           | -               |
|                   | -                         | -                           | -                           | -               |
|                   | -                         | -                           | -                           | -               |
|                   | -                         | -                           | -                           | -               |
|                   | -                         | -                           | -                           | -               |
| <b>Total</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 incurred by

|   | This year | Last year |
|---|-----------|-----------|
| Number of trustees who were paid expenses |           |           |
| Nature of the expenses                    |           |           |
| 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 auditor.*

| This year<br>£ | Last year<br>£ |
|----------------|----------------|
|                |                |
|                |                |

**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**

**Note 7** **Staff and employees**  
Please complete this note if the charity has any employees.

## 7.1 Staff Costs

| This year<br>£ | Last year<br>£ |
|----------------|----------------|
| -              | -              |
| -              | -              |
| -              | -              |
| -              | -              |

**Gross wages, salaries and benefits in kind**

### Employer's National Insurance costs

### Pension costs

|                          |   |   |
|--------------------------|---|---|
|                          | - | - |
| <b>Total staff costs</b> | - | - |

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

**The parts of the charity in which the employees work**

|                          | This year<br>Number | Last year<br>Number |
|--------------------------|---------------------|---------------------|
| Fundraising              | -                   | -                   |
| Charitable<br>Activities | -                   | -                   |
| Governance               | -                   | -                   |
| Other                    | -                   | -                   |
| <b>Total</b>             | <b>-</b>            | <b>-</b>            |

### 7.3 Defined contribution pension scheme

**Please complete if a defined contribution pension scheme is operated.**

**Brief details of the scheme**

| This year<br>£ | Last year<br>£ |
|----------------|----------------|
|                |                |
|                |                |
|                |                |

**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

|                  |                              |               |
|------------------|------------------------------|---------------|
| <b>Section C</b> | <b>Notes to the accounts</b> | <b>(cont)</b> |
|------------------|------------------------------|---------------|

**Note 8** **Grantmaking**

**Note 6** **Grantmaking**  
Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities

**8.1 Total value of grants**

| Purpose for which grants made | Grants to institutions | Grants to individuals |
|-------------------------------|------------------------|-----------------------|
|                               | Total amount £         | Total amount £        |
|                               | -                      | -                     |
|                               | -                      | -                     |
|                               | -                      | -                     |
|                               | -                      | -                     |
|                               | -                      | -                     |
|                               | -                      | -                     |
| <b>Total</b>                  | -                      | -                     |

### 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*

### Support costs of grantmaking

£

### 8.3 Grants made to institutions

*If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution*

| If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution |         |                                  |
|--|---------|----------------------------------|
| Names of institutions  | Purpose | Total amount of grants paid<br>£ |
|  |         | -                                |
|  |         | -                                |
|  |         | -                                |
|  |         | -                                |
|  |         | -                                |
|  |         | -                                |
|  |         | -                                |
|  |         | -                                |
|  |         | -                                |
| <b>Total grants to institutions</b>  |         | -                                |

## 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**

|                              | SL or RB | SL or RB | SL or RB | SL or RB | SL or RB |
|------------------------------|----------|----------|----------|----------|----------|
| **Basis                      |          |          |          |          |          |
| ** Rate                      |          |          |          |          |          |
| 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

\* The "transfers" row is for movements between fixed asset categories.

\*\* 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

**Section C Notes to the accounts (cont)**

**Note 10 Investment assets**

Please complete this note if the charity has any investment assets.

**10.1 Fixed assets investments**

|  | £ |
|--|---|
| Carrying (market) value at beginning of year | - |
| Add: additions to investments at cost        | - |
| Less: disposals at carrying value            | - |
| Add/(deduct): net gain/(loss) on revaluation | - |
| Carrying (market) value at end of year       | - |

Please provide below:

10.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.

10.3 A breakdown of the income from investments agreeing with SOFA row S03.

**Analysis of investments**

**Investment properties**

Investments listed on a recognised stock exchange or held in common investment funds, open ended investment

Investments in subsidiary or connected undertakings and companies

Securities not listed on a recognised Stock Exchange

Cash held as part of the investment portfolio

Other investments

|   | 10.2<br>Market<br>value at<br>year end<br>£ | 10.3<br>Income from<br>investments<br>for the year<br>£ |
|---|---|---|
| Investment properties   | -   | -   |
| Investments listed on a recognised stock exchange or held in common investment funds, open ended investment | -   | -   |
| Investments in subsidiary or connected undertakings and companies   | -   | -   |
| Securities not listed on a recognised Stock Exchange  | -   | -   |
| Cash held as part of the investment portfolio   | -   | -   |
| Other investments   | -   | -   |
| Total   | -   | -   |

**10.4 Material investment holdings**

If any single investment is material in terms of its value (for example represents more than 5 per cent of the value of the charity's total investments)

|                 |  |
|-----------------|--|
| Investment held |  |
| Market Value    |  |

**Section C Notes to the accounts (cont)**

**Note 11 Debtors and prepayments**

Please complete this note if the charity has any debtors or prepayments.

**Analysis of debtors**

|   | Amounts falling due within one year |                | Amounts falling due after |                |
|---|-------------------------------------|----------------|---------------------------|----------------|
|   | This year<br>£                      | Last year<br>£ | This year<br>£            | Last year<br>£ |
| Trade debtors   | -                                   | -              | -                         | -              |
| Amounts due from subsidiary and associated undertakings | -                                   | -              | -                         | -              |
| Other debtors   | -                                   | -              | -                         | -              |
| Prepayments and accrued income                          | -                                   | -              | -                         | -              |
| Total   | -                                   | -              | -                         | -              |

**Note 12 Creditors and accruals**

Please complete this note if the charity has any creditors or accruals.

**12.1 Analysis of creditors**

|   | Amounts falling due within one year |                | Amounts falling due after |                |
|---|-------------------------------------|----------------|---------------------------|----------------|
|   | This year<br>£                      | Last year<br>£ | This year<br>£            | Last year<br>£ |
| Loans and overdrafts                                  | -                                   | -              | -                         | -              |
| Trade creditors                                       | -                                   | -              | -                         | -              |
| Amounts due to subsidiary and associated undertakings | -                                   | -              | -                         | -              |
| Other creditors                                       | -                                   | -              | -                         | -              |
| Accruals and deferred income                          | -                                   | -              | -                         | -              |
| Total   | -                                   | -              | -                         | -              |

**12.2 Security over assets**

If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.

**Section C Notes to the accounts (cont)**

**Note 13 Endowment and restricted income funds**

Please complete this section if the charity has any endowment or restricted income funds.

**13.1 Funds held**

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

| Fund Name | Type PE, EE or R | Purpose and Restrictions |
|-----------|------------------|--------------------------|
|           |                  |                          |

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### 13.2 Movements of major funds

Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.

| Fund names                     | Fund balances brought forward<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | Transfers<br>£ | Gains and<br>losses<br>£ | Fund<br>balances<br>carried<br>forward<br>£ |
|--------------------------------|------------------------------------|----------------------------|----------------------------|----------------|--------------------------|---|
| Lets Get Maidstone Cycling     |                                    | -                          | -                          | -              | -                        | -   |
| Lets Get Fant Cycling          | 675                                | -                          | -                          | -              | -                        | 675   |
| Lets Get Barming Cycling       | 400                                | -                          | -                          | -              | -                        | 400   |
| Maidstone CycleFest'19         |                                    | -                          | -                          | -              | -                        | -   |
| Maidstone CycleFest'20         | 170                                | -                          | 49                         |                |                          | 121   |
| MaidstoneBike Week'20          | 200                                | -                          | 200                        |                |                          | -   |
| Groundwork/ Twesco Bag of Life | 53                                 | -                          | 53                         | -              | -                        | -   |
|                                | -                                  | -                          | -                          | -              | -                        | -   |
| <b>Total Funds</b>             | <b>1,498</b>                       | <b>-</b>                   | <b>302</b>                 | <b>-</b>       | <b>-</b>                 | <b>1,196</b>                                |

### 13.3 Transfers between funds

Please give details of any transfers between funds.

| From Fund (Name) | To Fund (Name) | Reason | Amount |
|------------------|----------------|--------|--------|
|                  |                |        |        |
|                  |                |        |        |
|                  |                |        |        |
|                  |                |        |        |

## Section C Notes to the accounts (cont)

### Note 14 Transactions with related parties

If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in

#### 14.1 Remuneration and benefits

Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution

| Name of trustee or connected party | Legal<br>authority<br>(eg order, | Amounts paid or benefit |                |
|------------------------------------|----------------------------------|-------------------------|----------------|
|                                    |                                  | This year<br>£          | Last year<br>£ |
|                                    |                                  |                         |                |
|                                    |                                  |                         |                |
|                                    |                                  |                         |                |

#### 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<br>authority | Amount owing   |                |
|---------------------------------------|--------------------|----------------|----------------|
|                                       |                    | This year<br>£ | Last year<br>£ |
| 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 | Description<br>of the | This year<br>£ | Last year<br>£ |
|--------------------------------------|-------------------------|-----------------------|----------------|----------------|
|                                      |                         |                       |                |                |
|                                      |                         |                       |                |                |
|                                      |                         |                       |                |                |

## Section C Notes to the accounts

### Note 15

#### Additional Disclosures

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.

