



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	January	2024		31	December	2024

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)

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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.

<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"> • 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 <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>
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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 seventh full year as a registered charity and Charitable Incorporated Organisation.

Our three-year strategic plan completed in 2023.

The main activities in 2024 included:

Undertook work on a number of major planning reviews

Due to lack of support from Maidstone Borough Council, a decision was taken not to continue with the yearly Maidstone CycleFest, but instead to look at pop up events instead.

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

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.

Additional details of objectives and activities (Optional information)

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

Over the year about 5 people (including the volunteers) have been involved in undertaking all the activities done by the Forum.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The period under review covers the period from 1st January 2024 to 31st December 2024 our seventh full calendar year of operation. This is our seventh Trustees Annual Report, following on from The Maidstone Cycle Campaign Forum (MCCF) becoming registered as a CIO on the 24th April 2017.

2024 was the second full year after the Covid-19 Pandemic and restrictions.

As with a lot of charities, we have noticed than in the post covid world, attracting volunteers has become more difficult. Also with the demand on funders we were unable to finance a further Maidstone CycleFest.

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.

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 2024 has been focusing on getting Village Green status for land adjacent to London Road by the railway bridge.

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	£39
Donations	£27

The main area of expenditure were:

Website £259

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

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Paul Harper	
Position (eg Secretary, Chair, etc)	Chair	
Date		



Maidstone Cycle Campaign Forum				Charity No (if any)	1172691	CC17a
Annual accounts for the period						
1st January 2024			To	31st	Dec-24	

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
Incoming resources (Note 3)								
Incoming resources from generated funds								
Voluntary income		66	S01	66	-	-	66	162
Activities for generating funds			S02	-	-	-	-	-
Investment income			S03	-	-	-	-	-
Incoming resources from charitable activities			S04	-	-	-	-	-
Other incoming resources			S05	-	-	-	-	-
		Total incoming resources	S06	66	-	-	66	162
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		347	S10	-	347	-	347	301
Governance costs			S11	-	-	-	-	-
Other resources expended			S12	-	-	-	-	-
		Total resources expended	S13	-	347	-	347	301
		Net incoming/(outgoing) resources before transfers	S14	66	-	347	-	281
			S15	-	-	-	-	-
		Net incoming/(outgoing) resources before other recognised gains/(losses)	S16	66	-	347	-	281
Gross transfers between funds								
			S17	-	-	-	-	-
			S18	-	-	-	-	-
		Net movement in funds	S19	66	-	347	-	281
			S20	-	-	-	-	-
Total funds brought forward			S21	66	-	347	-	281
		Total funds carried forward		66	-	347	-	2,667

Section B Balance sheet

		Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
Fixed assets							
Tangible assets (Note 9)		B01	-	-	-	-	-
		B02	-	-	-	-	-
Investments (Note 10)		B03	-	-	-	-	-
		B04	-	-	-	-	-
Current assets							
Stock and work in progress		B05	-	-	-	-	-
Debtors (Note 11)		B06	-	-	-	-	-
(Short term) investments		B07	-	-	-	-	-
Cash at bank and in hand		B08	1,536	850	-	2,385	2,666
		B09	1,536	850	-	2,385	2,666
Total current assets							
			-	-	-	-	-
Creditors: amounts falling due within one year (Note 12)		B10	-	-	-	-	-
Net current assets/(liabilities)		B11	1,536	850	-	2,385	2,666
Total assets less current liabilities		B12	1,536	850	-	2,385	2,666
			-	-	-	-	-
Creditors: amounts falling due after one year (Note 12)		B13	-	-	-	-	-
Provisions for liabilities and charges		B14	-	-	-	-	-
Net assets		B15	1,536	850	-	2,385	2,666
Funds of the Charity							
Unrestricted funds		B16	1,536			1,536	1,670
		B17	-			-	-
Restricted income funds (Note 13)		B18		850		850	1,196
Endowment funds (Note 13)		B19			-	-	-
Total funds		B20	1,536	850	-	2,385	2,866
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.

Accounting Standards;

Financial Reporting Standards for Smaller Enterprises;

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 £	Last year £
Voluntary income	Membership Fees	39	127
	Donations	27	16
	Other	-	-
	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	-	-
	Total	66	143
Activities for generating funds		-	-
		-	-
		-	-
		-	-
		-	-
	Total	-	-
Investment income		-	-
		-	-
		-	-
		-	-
	Total	-	-
Incoming resources from charitable activities		-	-
		-	-
		-	-
		-	-
	Total	-	-

Note 5 **Support Costs**

Note 6 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 £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-

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 £	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		

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 **Paid employees**
Please complete this note if the charity has any employees.

7.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	-	-
Employer's National Insurance costs	-	-
Pension costs	-	-
Total staff costs	-	-

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

This year £	Last year £

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

Section C Notes to the accounts (cont)

Note 8 **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

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

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

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

	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 Market value at year end £	10.3 Income from investments for the year £
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	Last year	This year	Last year
	£	£	£	£
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	Last year	This year	Last year
	£	£	£	£
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 £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	Fund balances carried forward £
Lets Get Maidstone Cycling		-	-	-	-	-
Lets Get Fant Cycling	675	-	-	-	-	675
Lets Get Barming Cycling	150	-	-	-	-	150
Lets Get Heath Cycling	250	-	225	-	-	25
Maidstone CycleFest20	121	-	121	-	-	0
MaidstoneBike Week'20	-	-	-	-	-	-
Groundwork/ Twesco Bag of Life	-	-	-	-	-	-
Total Funds	1,196	-	347	-	-	850

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 authority (eg order,	Amounts paid or benefit	
		This year £	Last year £

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	Description of the	This year £	Last year £

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.

