

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO

England & Wales · Charity number 1172934

Details

Status Registered

Legal form CIO

Registered 2017-05-09

Register [View on the Charity Commission register](#)

Contact

Address Bishop's Stortford Town Council
The Old Monastery
Windhill
Bishop's Stortford
CM23 2ND

Phone 01279715000

Activities

Objects: TO PROVIDE TRANSPORT FACILITIES FOR THE RESIDENTS OF BISHOP'S STORTFORD AND THE SURROUNDING AREA FOR PEOPLE WHO HAVE SPECIAL NEED OF SUCH FACILITIES BECAUSE THEY ARE ELDERLY, POOR OR DISABLED, PEOPLE WITH YOUNG CHILDREN OR THOSE LIVING IN ISOLATED AREAS WHERE THERE ARE NO ADEQUATE PUBLIC TRANSPORT FACILITIES

Activities: Providing community transport services for the elderly, disabled, people with young children and those living in isolated areas of Bishop's Stortford and surrounding area

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Disability, The Prevention Or Relief Of Poverty, Other Charitable Purposes
- **Who:** Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£111,024	£94,830	-	-
2024-03-31	£128,761	£122,401	-	-
2023-03-31	£117,635	£213,754	-	-
2022-03-31	£109,543	£113,169	-	-
2021-03-31	£101,486	£72,470	-	-

Trustees

Name	Role	Appointed
Hannah Jane Walter		2026-02-04
James Parker		2023-01-18
Keith Wood		2021-01-27
Richard Holloway		2023-01-25
Stephen John Skinner		2026-02-04
Victoria Bateman		2023-01-25

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO

England & Wales - Charity number 1172934

Accounts

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO
ACCOUNTS
YEAR ENDING 31st MARCH 2025

Bishop's Stortford Community Transport CIO

Trustees Annual Report for the Year Ending 31st March 2025

Reference and Administration Details

Charity Name	Bishop's Stortford Community Transport CIO
Charity Number	1172934
Company Number	CE009924
Charity Address	The Old Monastery, Windhill, Bishop's Stortford, Herts, CM23 2ND

The Trustees managing the charity were as follows;

V Bateman
G Goldspink (Resigned 23 October 2024)
R Holloway
J Holme (Appointed 24 July 2024, Resigned 28 July 2025)
J Parker
J Skinner
K Wood

Structure, Governance and Management

The Bishop's Stortford Community Centres CIO is governed by a Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees and the trustees are appointed as follows:

- i) Between three and seven trustees appointed by charity trustees
- ii) Between zero and three trustees nominated by Bishop's Stortford Town Council

The Trustees administer the charity and meet quarterly.

Objectives and Activities

The objects of the CIO are to provide transport facilities for the residents of Bishop's Stortford and the surrounding area for people who have special need of such facilities because they are elderly, poor or disabled, people with young children or those living in isolated areas where there are no adequate public transport facilities.

The Trustees have had regard to the Charity Commission's guidance on public benefit.

Achievements and Performance

This is detailed in the attached report by the Chairman of the CIO.

Financial Review

Bishop's Stortford Community Transport CIO takes a flexible approach to reserves and does not assign a set amount that must always be held in general reserve. Funds held in an earmarked reserve will only be used for the purpose of the earmarked reserve. Reserves are held in instant access and notice accounts in order to fund day to day operation and maximise interest received. No funds are in deficit and amounts can be found under Statements of Assets and Liabilities.

Independent Examiners Report to the Trustees of Bishop's Stortford Community Transport CIO

I report on the accounts of the CIO (Charity No. 1172934) for the year ending 31st March 2025, which are set out on pages 4 and 5.

Respective responsibilities of Trustee and Examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiners Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts present with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiners Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Dated 01/08/2025

Print Name

Martin Brooks

Address

Gold Stag Accounts Ltd
Suite 1
The Courtyard
The Old Monastery
Windhill
Bishop's Stortford
Hertfordshire
CM23 2ND

**Bishop's Stortford Community Transport CIO
Receipts and Payments
For the Year Ending 31st March 2025**



	2025		2024	
	Restricted Fund	Unrestricted Fund	Total Funds	Total Funds
Receipts				
VAT Receipts		15,138	15,138	24,766
Minibus Lettings		7,633	7,633	6,348
Fares		46,786	46,786	45,467
Revenue Grants Received	1,125	10,500	11,625	9,410
Miscellaneous Income		3,851	3,851	11,925
Reimbursed Expenses		6,719	6,719	3,728
Interest Received		1,276	1,276	2,053
Appeals & Donations		17,996	17,996	25,064
Total Receipts	1,125	109,899	111,024	128,761
Payments				
VAT Payments		8,025	8,025	13,090
Wages		30,816	30,816	30,802
Employers Pension		134	134	260
Staff Training		43	43	
Staff Expenses				
Staff Catering/Hospitality		164	164	96
Other Staff Related Costs		226	226	
Insurance		469	469	440
Equipment		1,463	1,463	664
Vehicle Maintenance Costs	331	14,253	14,584	5,879
Vehicle Replacement				37,000
Fuel and Oil	1,000	7,188	8,188	7,718
Road Fund Licence		393	393	379
Vehicle Insurance		11,776	11,776	11,508
Printing & Stationary		553	553	329
Marketing				
Subscriptions		215	215	445
Bank Charges		192	192	191
Accounting/Administration		17,324	17,324	13,300
Professional Fees		70	70	65
Other Supplies & Services		195	195	235
Cost Reallocations				
Total Payments	1,331	93,499	94,830	122,401
Net Receipts/(Payments)	(206)	16,400	16,194	6,360
Transfer Between Funds	375	(375)		
Cash Funds from Last Year End		10,375	10,375	4,015
Cash Funds this Year End	169	26,400	26,569	10,375

Bishop's Stortford Community Transport CIO

**Statement of Assets and Liabilities
For the Year Ending 31st March 2025**

	Restricted Fund	Unrestricted Fund	2025 Total Funds	2024 Total Funds
Cash Funds				
Lloyds Current Account		8,446	8,446	10,235
Lloyds Call Account		102	102	100
Lloyds Treasury Account	169	17,812	17,981	
Float		40	40	40
	169	26,400	26,569	10,375
Other Monetary Assets				
Monies Due to Charity at 31/03		1,453	1,453	8,943
Liabilities				
Monies Owed by Charity at 31/03	169	1,240	1,409	4,152
Investment Assets				
None				

Approved for and on Behalf of Bishop's Stortford Community Transport CIO on behalf of all the Trustees

Signed		Dated	<u>23/10/2025</u>
Print Name	<u>KEITH WOOD</u>		
Signed		Dated	<u>14/11/2025</u>
Print Name	<u>JAMES PARKER</u>		

Bishop's Stortford Community Transport CIO

Chair's Report 2025

It gives me great pleasure to present the Chair's Report for 2025. This year has been one of both challenge and change for Bishop's Stortford Community Transport (BSCT CIO), but also one of resilience and new opportunities.

We were deeply saddened by the resignation of long-standing Trustee George Goldspink due to ill health; he sadly passed away in March 2025. George's commitment, wisdom, and good humour made a lasting contribution to BSCT CIO, and he will be greatly missed. In July, Trustee Juliet Holme also resigned, leaving two Trustee vacancies to fill.

After many years of partnership, Age Concern (New Apton Day Centre) concluded their self-drive minibus hire with BSCT in May 2025, having chosen instead to lease their own vehicle (a trend that appears to be increasing among community groups). This marked something of a watershed moment for the CIO, as the very first minibus was originally purchased in 1983 primarily to support Age Concern. With demand for self-drive hire now declining, and the cost of maintaining three vehicles proving unsustainable, Trustees made the decision to reduce the fleet from three minibuses to two.

This year also marked the end of another era as Fordyce Furnival, the long-time sponsor of the Stortford Shuttle, stepped down. We thank them sincerely for their support and welcome new sponsors for 2025/26: ITVET, Bishop's Stortford Orthodontists, and Bishop's Stortford BID. Their contributions will help ensure the continued operation of the Stortford Shuttle.

We are grateful to Tesco Stronger Starts for awarding BSCT CIO a grant of £1,500, which has supported fuel and maintenance costs, keeping the Shuttle on the road and affordable for our passengers. We are also grateful to Bishop's Stortford Town Council, which operates the service and maintains the finances on a day-to-day basis. The CIO reimburses the Council for the cost, however the fee is largely offset by a grant from the Council for which we are most thankful. We are especially grateful to the dedicated staff at the Council and the drivers who, in practice, do all the hard work of keeping the services going.

Although 2025 has brought sadness and significant operational changes, it has also opened new opportunities. The continuing success of the Stortford Shuttle demonstrates the importance of community transport in Bishop's Stortford. On behalf of the Trustees, I would like to thank our staff, drivers, passengers, sponsors, and supporters for their loyalty and encouragement. Together, we continue to make a real difference to the lives of local people.

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO

England & Wales - Charity number 1172934

Accounts

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO
ACCOUNTS
YEAR ENDING 31st MARCH 2024

Bishop's Stortford Community Transport CIO

Trustees Annual Report for the Year Ending 31st March 2024

Reference and Administration Details

Charity Name Bishop's Stortford Community Transport CIO
Charity Number 1172934
Charity Address The Old Monastery, Windhill, Bishop's Stortford, Herts, CM23 2ND

The Trustees managing the charity were as follows;

J Barfoot (Resigned 25 October 2023)
V Bateman
G Goldspink (Resigned 23 October 2024)
R Holloway
J Holme (Appointed 24 July 2024)
J Parker
J Skinner (Appointed 6 February 2024)
K Wood

Structure, Governance and Management

The Bishop's Stortford Community Centres CIO is governed by a Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees and the trustees are appointed as follows:

- i) Between five and seven trustees appointed by charity trustees
- ii) Between zero and two trustees nominated by Bishop's Stortford Town Council

The Trustees administer the charity and meet quarterly.

Objects and Activities

The objects of the CIO are to provide transport facilities for the residents of Bishop's Stortford and the surrounding area for people who have special need of such facilities because they are elderly, poor or disabled, people with young children or those living in isolated areas where there are no adequate public transport facilities.

Achievements and Performance

This is detailed in the attached report by the Chairman of the CIO.

Financial Review

Bishop's Stortford Community Transport CIO maintains its reserves between an instant access savings account and a notice account in order to fund its day to day operation and maximise interest received. No funds are in deficit.

Independent Examiners Report to the Trustees of Bishop's Stortford Community Transport CIO

I report on the accounts of the CIO (Charity No. 1172934) for the year ending 31st March 2024, which are set out on pages 4 and 5.

Respective responsibilities of Trustee and Examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiners Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts present with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

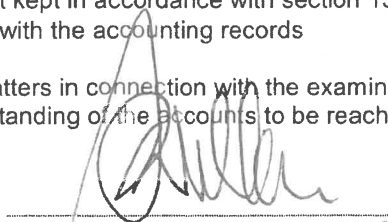
Independent Examiners Statement

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- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Dated

15. July 2024

Print Name

Stuart W J Wilbur

Address

10 Downland Road
Calne
Wiltshire
SN11 0ET

Bishop's Stortford Community Transport CIO
Receipts and Payments
For the Year Ending 31st March 2024

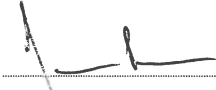
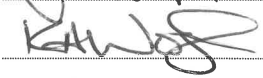
	Restricted Fund	Unrestricted Fund	2024 Total Funds	2023 Total Funds
Receipts				
VAT Receipts		24,766	24,766	9,628
Minibus Lettings		6,348	6,348	6,376
Fares		45,467	45,467	40,214
Revenue Grants Received		9,410	9,410	14,500
Miscellaneous Income		11,925	11,925	6,500
Reimbursed Expenses		3,728	3,728	3,112
Interest Received		2,053	2,053	1,407
Appeals & Donations		25,064	25,064	35,898
Total Receipts		128,761	128,761	117,635
Payments				
VAT Payments		13,090	13,090	26,460
Wages		30,802	30,802	32,604
Employers Pension		260	260	279
Staff Expenses				50
Staff Catering/Hospitality		96	96	57
Insurance		440	440	766
Equipment		664	664	526
Vehicle Maintenance Costs		5,879	5,879	14,451
Vehicle Replacement		37,000	37,000	97,420
Fuel and Oil		7,718	7,718	10,612
Road Fund Licence		379	379	587
Vehicle Insurance		11,508	11,508	15,092
Printing & Stationary		329	329	341
Marketing				234
Subscriptions		445	445	120
Bank Charges		191	191	186
Accounting/Administration		13,300	13,300	12,094
Professional Fees		65	65	60
Other Supplies & Services		235	235	200
Cost Reallocations				1,615
Total Payments		122,401	122,401	213,754
Net Receipts/(Payments)		6,360	6,360	(96,119)
Transfer Between Funds				
Cash Funds from Last Year End		4,015	4,015	100,134
Cash Funds this Year End		10,375	10,375	4,015

Bishop's Stortford Community Transport CIO

**Statement of Assets and Liabilities
For the Year Ending 31st March 2024**

	Restricted Fund	Unrestricted Fund	2024 Total Funds	2023 Total Funds
Cash Funds				
Lloyds Current Account		10,235	10,235	2,975
Lloyds Call Account		100	100	1,000
Float		40	40	40
		10,375	10,375	4,015
Other Monetary Assets				
Monies Due to Charity at 31/03		8,943	8,943	20,253
Liabilities				
Monies Owed by Charity at 31/03		4,152	4,152	917
Investment Assets				
None				

Approved for and on Behalf of Bishop's Stortford Community Transport CIO on behalf of all the Trustees

Signed		Dated	1/11/2024
Print Name	J.W. PARKER		
Signed		Dated	1/11/2024
Print Name	K.A. WOOD		

Bishop's Stortford Community Transport CIO

Chairman's report 2024

I would like to start this report with a big thank you to John Barfoot, who retired as Chairman shortly after delivering the report for 2023. Although chairman for only a few years, he has been a Trustee since 2011. He dedicated much of his time with the Trust/CIO to ensuring the success of the Stortford Shuttle service of which he is the Founding Father. The Trustees honoured this in a presentation held in May 2024, and I am delighted to say that both the Independent and the Flyer carried the story. Words cannot express adequately how grateful we are to John for his dedication to this cause, and we thank him for his efforts throughout his time as a Trustee and Chairman.

This year the CIO celebrated its 40th year anniversary, this was marked by another press release in the local Independent Newspaper: "Community bus marks 40 years on the road with £60k fundraising drive".

The CIO also saw the purchase of another minibus, this time a rather smart, albeit second-hand, Mercedes Sprinter, replacing a very tatty bus that was 15 years old minibus. We are grateful both to Herts County Council and Bishop's Stortford Town Council for grant support that has made this possible. After a few teething troubles this bus now regularly delivers the Age Concern service and is available at other times for ad hoc hires. The old bus was sold for nearly £4K and it was interesting to speak with the dealer who bought it, who told me that it will be refurbished and sold on for perhaps £8K, Sprints being well capable of 250,000 miles or more. This comment prompted us to question whether we should, in future, consider a mid term refurbishment to extend the service lifetime of our busses, a matter which trustees will consider further at a future meeting.

This year we were pleased to be joined by new trustees Jane Skinner and Marisol Holme. Vicky Bateman and Richard Holloway joined at the beginning of 2023 and, together with me and our other existing trustees Prof George Goldspink and Keith Wood, the CIO now has a full complement of Trustees.

The CIO this year has created or updated a comprehensive set of policies covering various matters such as safeguarding, risk management, serious incidents and many other aspects of our operation. Up until now we have relied on the Town Council's policies (which have proved entirely adequate), however the Charity Commission now requires that trust specific policies are provided. We are indebted to the Town Council staff as well as one of all of our trustees (but in particular Vicky Bateman) for drafting and/or critiquing these and now have a solid basis going forward.

At the Trust meeting last October, the Trustees took the difficult decision to raise prices, which have been static for some while, to reflect the true costs of running the busses.

Part of the ongoing cost is met by a grant from the Bishop's Stortford Town Council and we are also enormously grateful to our sponsors Fordyce Furnivall. Having taken these into account, both the fixed and variable costs were calculated, and the daily and mileage charges were adjusted to match, based on the usage patterns at the time. The new charges were effective 1st April 2024. The fees still do not cover the capital cost of the occasional bus replacement; for this we remain dependent on fundraising and grants. To that end the Trust has undertaken several fundraising activities including enrolling with the East Herts lottery, JustGiving, making an appearance at Carnival, and being accepted for a Tesco 'Community Grant' and a half marathon fundraising event.

I would like to conclude my report by thanking my fellow trustees, the tireless staff at Bishop's Stortford Town Council, and of course our drivers. All 'go the extra mile' to ensure that the Charity delivers its services in a cost effective, efficient and customer friendly way and without them we could not continue to provide the services we do.

A handwritten signature in black ink, appearing to read 'James Parker', with a horizontal line underneath.

James Parker

October 2024

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO

England & Wales - Charity number 1172934

Accounts

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO
ACCOUNTS
YEAR ENDING 31st MARCH 2023

Bishop's Stortford Community Transport CIO

Trustees Annual Report for the Year Ending 31st March 2023

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Charity Address The Old Monastery, Windhill, Bishop's Stortford, Herts, CM23 2ND

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V Bateman (Appointed 25th January 2023)
C Gauld-Clark (Resigned 26th October 2022)
R Gilbert (Resigned 3rd May 2022)
G Goldspink
R Holloway (Appointed 25th January 2023)
J Parker (Appointed 18th January 2023)
C Richardson (Deceased 12th March 2023)
K Wood

Structure, Governance and Management

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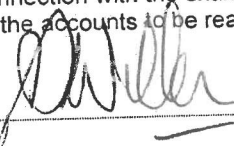
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Signed



Dated

30 June 2023

Print Name

Stuart W J Wilbur

Address

10 Downland Road
Calne
Wiltshire
SN11 0ET

Bishop's Stortford Community Transport CIO
Receipts and Payments
For the Year Ending 31st March 2023

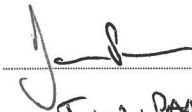
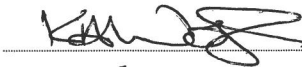
	Restricted Fund	Unrestricted Fund	2023 Total Funds	2022 Total Funds
Receipts				
VAT Receipts		9,628	9,628	7,362
Minibus Lettings		6,376	6,376	9,252
Fares	40,214		40,214	38,974
Revenue Grants Received	13,115	1,385	14,500	27,257
Miscellaneous Income	6,500		6,500	417
Reimbursed Expenses	2,571	541	3,112	3,695
Interest Received	1,178	229	1,407	108
Appeals & Donations	35,860	38	35,898	22,478
Total Receipts	99,438	18,197	117,635	109,543
Payments				
VAT Payments		26,460	26,460	9,548
Wages	32,604		32,604	31,853
Employers Pension	279		279	221
Staff Expenses	50		50	225
Staff Catering/Hospitality	57		57	25
Insurance	641	125	766	
Equipment	504	22	526	750
Vehicle Maintenance Costs	10,354	4,097	14,451	22,917
Vehicle Replacement	97,420		97,420	14,995
Fuel and Oil	8,434	2,178	10,612	8,325
Road Fund Licence	358	229	587	436
Vehicle Insurance	9,424	5,668	15,092	6,341
Printing & Stationary	294	47	341	200
Marketing	234		234	38
Subscriptions	66	54	120	175
Bank Charges	156	30	186	196
Accounting/Administration	10,123	1,971	12,094	11,753
Professional Fees	50	10	60	60
Other Supplies & Services	200		200	4,547
Cost Reallocations	1,615		1,615	564
Total Payments	172,863	40,891	213,754	113,169
Net Receipts/(Payments)	(73,425)	(22,694)	(96,119)	(3,626)
Transfer Between Funds	(24,143)	24,143		
Cash Funds from Last Year End	97,568	2,566	100,134	103,760
Cash Funds this Year End	0	4,015	4,015	100,134

Bishop's Stortford Community Transport CIO

**Statement of Assets and Liabilities
For the Year Ending 31st March 2023**

	Restricted Fund	Unrestricted Fund	2023 Total Funds	2022 Total Funds
Cash Funds				
Lloyds Current Account		2,975	2,975	10,100
Lloyds Call Account		1,000	1,000	39,474
HTB Notice Account				50,520
Float		40	40	40
		4,015	4,015	100,134
Other Monetary Assets				
Monies Due to Charity at 31/03		20,253	20,253	8,703
Liabilities				
Monies Owed by Charity at 31/03		917	917	2,713
Investment Assets				
None				

Approved for and on Behalf of Bishop's Stortford Community Transport CIO on behalf of all the Trustees

Signed		Dated	<u>26/10/2023</u>
Print Name	<u>J.W. PARKER</u>		
Signed		Dated	<u>27/10/2023</u>
Print Name	<u>KEITH WOOD</u>		

Bishop's Stortford Community Transport CIO
CHAIRMAN'S REPORT 2023

As always, I want to start this report with thanks for the "over and above" effort that is given by the staff, trustees, and drivers. It is a delight to chair a CIO that always goes the extra mile to ensure that users have the best service that we can give.

In these challenging times, with cuts to funding, the trustees will have to innovate to ensure the future of Stortford Shuttle and the self-drive hire minibus service. Funding is sound in the short term, but plans need to be made now to secure new funding streams for the future.

In January, we thought that many of our bus reliability problems would be solved with the long-awaited arrival of the new EVM Mercedes bus. A great vehicle, but sadly very unreliable so far. Tracey has done a great job, keeping on top of all the repairs that the bus has needed but EVM are still working on some outstanding issues. My hope is, that when this bus has got through its teething problems, that it will prove to be as tenaciously reliable as the other Mercedes buses.

The CIO will now be entering a new phase. Since retiring as a Councillor, I have been gradually retiring from all the other tasks that came with that role and, today I shall retire from my role as chairman of this trust.

I joined in 2009 with the vision to set up a local bus service, this vision driven by the huge response we had to the Town Plan questionnaire. In the early days, we had to work hard to publicise the "Stortbus" but as the service developed and became viable, we were able to attract sufficient funding to grow and enhance the service. Thank you to everyone who has helped to make this vision a reality.

I know that the trust is being left in safe hands.

John Barfoot

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO

England & Wales - Charity number 1172934

Accounts

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO
ACCOUNTS
YEAR ENDING 31st MARCH 2022

Bishop's Stortford Community Transport CIO

Trustees Annual Report for the Year Ending 31st March 2022

Reference and Administration Details

Charity Name Bishop's Stortford Community Transport CIO
Charity Number 1172934
Charity Address The Old Monastery, Windhill, Bishop's Stortford, Herts, CM23 2ND

The Trustees managing the charity were as follows;

Cllr J Barfoot
Cllr P Demonti (Resigned 1st May 2021)
Mr C Gauld-Clark
Cllr R Gilbert (Resigned 3rd May 2022)
Prof G Goldspink
Mr C Richardson
Mr K Wood

Structure, Governance and Management

The Bishop's Stortford Community Centres CIO is governed by a Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees and the trustees are appointed as follows:

- i) Between five and seven trustees appointed by charity trustees
- ii) Between zero and two trustees nominated by Bishop's Stortford Town Council

The Trustees administer the charity and meet quarterly.

Objects and Activities

The objects of the CIO are to provide transport facilities for the residents of Bishop's Stortford and the surrounding area for people who have special need of such facilities because they are elderly, poor or disabled, people with young children or those living in isolated areas where there are no adequate public transport facilities.

Achievements and Performance

This is detailed in the attached report by the Chairman of the CIO.

Financial Review

Bishop's Stortford Community Transport CIO maintains its reserves between an instant access savings account and a notice account in order to fund its day to day operation and maximise interest received. No funds are in deficit.

Independent Examiners Report to the Trustees of Bishop's Stortford Community Transport CIO

I report on the accounts of the CIO (Charity No. 1172934) for the year ending 31st March 2022, which are set out on pages 4 and 5.

Respective responsibilities of Trustee and Examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiners Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts present with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

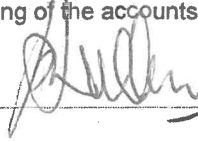
Independent Examiners Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Dated

26 July 2022

Print Name

Stuart W J Wilbur

Address

10 Downland Road
Calne
Wiltshire
SN11 0ET

Bishop's Stortford Community Transport CIO

Receipts and Payments For the Year Ending 31st March 2022

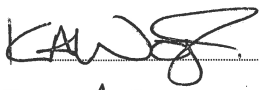

	Restricted Fund	Unrestricted Fund	2022 Total Funds	2021 Total Funds
Receipts				
VAT Receipts		7,362	7,362	5,634
Minibus Lettings		9,252	9,252	1,620
Fares	38,974		38,974	34,592
Revenue Grants Received	27,087	170	27,257	28,907
Miscellaneous Income	278	139	417	
Reimbursed Expenses	3,367	328	3,695	3,048
Interest Received	106	2	108	479
Appeals & Donations	22,478		22,478	27,206
Total Receipts	92,290	17,253	109,543	101,486
Payments				
VAT Payments		9,548	9,548	5,286
Wages	31,759	94	31,853	30,618
Employers Pension	221		221	284
Staff Expenses	225		225	21
Staff Catering/Hospitality		25	25	54
Insurance				499
Equipment	691	59	750	579
Vehicle Maintenance Costs	19,027	3,890	22,917	9,983
Vehicle Replacement	14,995		14,995	
Fuel and Oil	6,665	1,660	8,325	5,836
Road Fund Licence	291	145	436	770
Vehicle Insurance	4,089	2,252	6,341	5,640
Printing & Stationary	136	64	200	
Marketing	38		38	26
Subscriptions	92	83	175	145
Bank Charges	192	4	196	180
Accounting/Administration	11,518	235	11,753	11,753
Professional Fees	59	1	60	368
Other Supplies & Services	4,547		4,547	150
Cost Reallocations	564		564	278
Total Payments	95,109	18,060	113,169	72,470
Net Receipts/(Payments)	(2,819)	(807)	(3,626)	29,016
Transfer Between Funds	1,667	(1,667)		
Cash Funds from Last Year End	98,720	5,040	103,760	74,744
Cash Funds this Year End	97,568	2,566	100,134	103,760

Bishop's Stortford Community Transport CIO

**Statement of Assets and Liabilities
For the Year Ending 31st March 2022**

	Restricted Fund	Unrestricted Fund	2022 Total Funds	2021 Total Funds
Cash Funds				
Lloyds Current Account	7,534	2,566	10,100	12,823
Lloyds Call Account	39,474		39,474	40,445
HTB Notice Account	50,520		50,520	50,452
Float	40		40	40
	97,568	2,566	100,134	103,760
Other Monetary Assets				
Monies Due to Charity at 31/03	5,000	3,703	8,703	1,294
Liabilities				
Monies Owed by Charity at 31/03	2,108	605	2,713	1,292
Investment Assets				
None				

Approved for and on Behalf of Bishop's Stortford Community Transport CIO on behalf of all the Trustees

Signed  Dated 31/10/2022
 Print Name KEITH ANTHONY WOOD
 Signed  Dated 16/11/22
 Print Name J R BARFOOT

Bishop's Stortford Community Transport CIO Chairman's Report October 2022

Let me begin this Chairman's Report with thanks. Firstly, my thanks to all the staff and Trustees who give their very best to the CIO which provides such a great service to the people of Bishop's Stortford. Secondly, I would like to thank Ralph Gilbert, for many years of outstanding service as a Trustee who has had to resign his position due to failing health: Thank you, Ralph, we will need to search hard for a new Trustee to replace you.

This report will not be like those of the past as, sadly, we are hitting some very difficult times. In the past year we have lost a great asset, the Fiat Ducato, our only low floor bus, which was very popular with our elderly passengers and drivers alike. Due to ongoing expensive maintenance issues, it became uneconomical to repair and the CIO therefore had no choice but to sell the bus. This means that customers have to negotiate steep steps, and the drivers have their work cut out, manually opening and closing the side entrance door, pulling down the steps, helping customers with their shopping trolleys and finding space for these on board the bus.

We do have finance in place for the replacement for the Ducato, but supply chain delays mean that we still do not know when the bus will be delivered.

The most difficult issue that we will have to contend with is the withdrawal of funding by East Herts Council. As a part of this funding was specifically for the Hadham Hopper, it means that the future of this service is now under review. The funding gap will need to be addressed this year and we will be seeking to maximise sponsorship of the vehicles as this can provide a reliable income stream. However, until we have the new bus, we cannot sell advertising space, so we are having to face a great deal of uncertainty at the moment.

Given this set of circumstances the year ahead looks challenging, but we have faced difficulties in the past, and I feel certain that staff and Trustees will rise to the challenge and continue to give their best for the residents of the town.

John Barfoot
Chairman

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO

England & Wales - Charity number 1172934

Accounts

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO

ACCOUNTS

YEAR ENDING 31st MARCH 2021

Bishop's Stortford Community Transport CIO
Trustees Annual Report for the Year Ending 31st March 2021

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Charity Number 1172934
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Cllr J Barfoot
Cllr P Demonti (Resigned 1st May 2021)
Mr C Gauld-Clark
Cllr R Gilbert
Prof G Goldspink
Mr C Richardson
Mr K Wood (Appointed 27th January 2021)

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Achievements and Performance

This is detailed in the attached report by the Chairman of the CIO.

Financial Review

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18 JUN 2021

Independent Examiners Report to the Trustees of Bishop's Stortford Community Transport CIO

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- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiners Report

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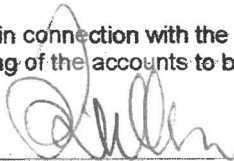
Independent Examiners Statement

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- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Dated 15 June 2021

Print Name

Stuart W J Wilbur

Address

10 Downland Road
Calne
Wiltshire
SN11 0ET

Bishop's Stortford Community Transport CIO

Receipts and Payments For the Year Ending 31st March 2021



	Restricted Fund	Unrestricted Fund	2021 Total Funds	2020 Total Funds
Receipts				
Opening Balance				
VAT Receipts		5,634	5,634	7,270
Minibus Lettings		1,620	1,620	14,288
Fares	34,592		34,592	35,729
Revenue Grants Received	26,187	2,720	28,907	27,330
Reimbursed Expenses	2,361	687	3,048	2,629
Interest Received	326	153	479	422
Appeals & Donations	27,183	23	27,206	10,622
Total Receipts	90,649	10,837	101,486	98,290
Payments				
VAT Payments		5,286	5,286	7,622
Wages	30,593	25	30,618	35,517
Employers Pension	284		284	219
Staff Expenses	21		21	200
Staff Catering/Hospitality	37	17	54	63
Insurance	339	160	499	970
Equipment	592	(13)	579	611
Vehicle Maintenance Costs	7,595	2,388	9,983	16,358
Fuel and Oil	5,613	223	5,836	9,032
Road Fund Licence	488	282	770	755
Vehicle Insurance	3,760	1,880	5,640	4,832
Printing & Stationary				1,666
Marketing	26		26	
Subscriptions	97	48	145	75
Bank Charges	123	57	180	206
Accounting/Administration	7,992	3,761	11,753	11,557
Professional Fees	250	118	368	295
Other Supplies & Services	150		150	2,135
Cost Reallocations	278		278	268
Total Payments	58,238	14,232	72,470	92,381
Net Receipts/(Payments)	32,411	(3,395)	29,016	5,909
Transfer Between Funds	(405)	405		
Cash Funds from Last Year End	66,714	8,030	74,744	68,835
Cash Funds this Year End	98,720	5,040	103,760	74,744

Bishop's Stortford Community Transport CIO

**Statement of Assets and Liabilities
For the Year Ending 31st March 2021**

	Restricted Fund	Unrestricted Fund	2021 Total Funds	2020 Total Funds
Cash Funds				
Lloyds Current Account	7,783	5,040	12,823	14,229
Lloyds Call Account	40,445		40,445	10,435
HTB 30 Day Notice Account	50,452		50,452	50,000
Float	40		40	80
	98,720	5,040	103,760	74,744
Other Monetary Assets				
Monies Due to Charity at 31/03		1,294	1,294	22,444
Liabilities				
Monies Owed by Charity at 31/03	872	420	1,292	2,399
Investment Assets				
None				

Approved for and on Behalf of Bishop's Stortford Community Transport CIO on behalf of all the Trustees

Signed  Dated 27th October 2021
 Print Name K.A. Wood
 Signed  Dated 1/11/2021
 Print Name John Barfoot

Bishop's Stortford Community Transport CIO Chairman's Report October 2021

At the start of this year's Chairman's Report I should like to record my sincere thanks to Phillip Demonti for his 21 years of outstanding service as Chairman of the Trust and CIO. His steady hand in steering the Trust/CIO through years of change is an example to us all.

This year saw the addition of Keith Wood to the CIO, a valued member, as both he and Colin can bring the experience of driving a bus to the table. On the subject of drivers, I should like to offer my thanks also to all the drivers who have continued to work through the difficulties of the second year of the Covid-19 Pandemic. My thanks also to the support staff, Anne, Tracey and James for their enthusiasm and hard work.

We continue to provide three scheduled services, the Stortford Shuttle, the Saturday Shopper Hopper and the Hadham Hopper. These have now become essential services, filling in the gaps left by the commercially run buses. Shopping trips, hospital visits and doctors' appointments are all accessed by these services and I take a pride in the fact that all services have been maintained throughout the pandemic.

The self-drive hire service offered by the CIO has been hit hard during Covid, but this is now starting to pick up again with services for the elderly returning and ad hoc hiring requests coming in again.

Financially the CIO is still in a very good position and is poised to make a decision on the purchase of a new minibus.

I close with thanks to all the Trustees, without whose voluntary help the CIO would struggle to function.

John Barfoot
Chairman

A handwritten signature in black ink, appearing to read 'J Barfoot', written in a cursive style.