

## **TANDEM TREKKERS – Registered Charity 1175326**

### **TRUSTEES REPORT 01 January 2021 – 31 December 2021**

The Board of Trustees of Tandem Trekkers is pleased to present its' annual report for 2021.

#### **Annual General Meeting**

Due to on-going Covid-19 concerns, the AGM, covering the year ending 31<sup>st</sup> December 2020, was held remotely on Saturday 27<sup>th</sup> February 2021. 24 members and 5 guests (non-voting) participated. Apologies from 4 members were received.

In line with our constitution three Trustees, Brittany Stead, Diarmuid Ware and David Quarmby retired from office and, being willing to continue to act as Trustees, were unanimously re-elected to office.

The minutes from the previous AGM held on 29<sup>th</sup> February 2020, together with the Trustees Annual Report and the Financial Annual Report for 2019 were all proposed and unanimously accepted by the membership.

Further details of the AGM are as contained in the appropriate minutes.

#### **Trustees - 2021**

Tandem Trekkers was managed by a Board of seven Trustees which convened on six occasions during the period being reported. All meetings were held virtually over Zoom.

Brittany Stead – Chair  
David Quarmby – Vice Chair  
Diarmuid Ware – Secretary  
Andrew Mann – Treasurer  
Tariq Ali  
Keith Sandiford  
Paul Stark

#### **Call for new trustees**

An invitation for any members wishing to serve as Trustees was made on 12<sup>th</sup> July 2021. Five members expressed initial interest. One was found to be ineligible due to not being a full-time resident of the United Kingdom. However, another member subsequently intimated a desire to be considered, thus returning the total expressions of interest back to five. In principle, all five members will join the Board of Trustees early in the New Year 2022.

#### **Membership overview**

At the year-end, our membership numbered 111. This comprised 59 pilots, 48 stokers and 4 solo riders. By gender the breakdown was 72 male and 39 female. Worthy of particular mention was an influx of 12-15 new pilots and potential pilots who had contacted us after seeing various media appearances. Most notable was a four-minute video broadcast on the local ITV Calendar News, and subsequently rescreened on All Around Britain, a national TV programme.

#### **Activity Overview**

A total of 29 rides were arranged during 2021. The first 16 were governed by principles set out in the document Tandem Trekkers' Return to Tandem Cycling Guidelines and Risk Assessment (25/09/20). This document had been submitted and approved by Sports England, British Cycling and Kirklees Council. At the trustees meeting held 02/08/21 it was agreed that several of the stated measures could be relaxed. Details are as contained in the relevant minutes.

Encouragingly, the average attendance at each ride was 17 members.

## **Financial Overview**

In summary, our operating expenses for 2021 were entirely as anticipated. Full details are as contained in the accompanying financial report and accounts.

## **Tandem Fleet Overview**

Our current fleet comprises 23 bikes which includes 4 brand new Orbit Velocity tandems purchased during the year. Details of our current inventory are as contained in the accounts (*non-accessible*) as well as the December 2021 Maintenance Report appended below.

Valuations were undertaken by Barney Harle. The total value of all assets including our tandems, trailers and all spares and accessories was estimated to be £15,700 as at 31 December 2021

Approved by the Board of Trustees of Tandem Trekkers and passed by the membership at the Annual General Meeting [Virtual Meeting] held on 26<sup>th</sup> February 2022.

Brittany Stead  
Chair

Andrew Mann  
Treasurer

[In accordance with a resolution previously passed, this document does not require original “wet” signatures and the above officers are accordingly empowered to electronically submit the same and do so as if signed as per normal protocols.]

## **APPENDIX 01 – MAINTENANCE REPORT**

### **Report and recommendations following annual maintenance day of December 4<sup>th</sup> 2021**

#### **1.0 Regular maintenance of fleet**

- All bikes and equipment were removed from the lock up, the lock up cleaned and all bikes checked over before being put back into storage.
- All of the regular tandems were found to be in reasonably satisfactory order but it was noted that some minor points of maintenance were required.
- A number of minor adjustments and fine-tuning type repairs were carried out on the day using parts and equipment held at the lock up.
- Much of the maintenance activity can be carried out using spare parts and stocks that are kept in the lock up but a number of specialist parts have been purchased as per item 3 below.
- All ride leader packs were taken away to be checked and restocked.

#### **2.0 Additional bikes and equipment**

- It was noted that since previous maintenance report in December 2019 a number of bikes have been added to the fleet namely: -

Blue Orbit L3 – new large flat bar tandem

Blue Orbit L4 – new large flat bar tandem

Blue Orbit M4 – new medium flat bar tandem

Blue Orbit S2 – new small flat bar tandem

Silver Blue Orbit – donation of a medium drop handlebar road tandem

Silver Dawes Duet – donation of a medium size flat bar mountain bike tandem complete with e-bike kit

- Since the 2019 report some items been removed from the fleet namely: -

Purple Orbit – sold April 2021

Pink MTB tandem – sold April 2021

Black Dawes – sold Aug 2021

#### **3.0 Maintenance required**

The following tandems are noted as needing additional minor maintenance over and above that work that could be carried out on the day to ensure they remain fit for purpose

- Orange Dawes – rear drag brake to be removed
- Blue Orbit S2 – new rear derailleur and chain required
- Silver Duet – E-bike kit to be removed and converted to standard pedal cycle

All of these items have been attended to during December 2021 and with the exception of final test ride and tuning all works are now complete.

Using discretion to spend the following parts, tools, supplies have been purchased to carry out the works and to bring the ride leader packs back up to standard: -

- Replacement front wheel for Silver Duet to replace e-bike motor - £14.93
- First aid supplies and insulating tape for ride leader packs - £11.95
- Replacement rear mech, brake noodles and tools for Blue Orbit S2 and general use £ 39.94

Total spend for which reimbursement will be sought is £66.82.

#### **4.0 Strategic direction of tandem fleet**

Through various means of acquisition and disposal the inventory sheets now show 22 tandems in the lock up (*plus one currently off-site*).

This number of bikes is as many as is feasible to fit in the lock up and more than can be used in any form of session it is therefore recommended that we consider reducing the number of tandems we hold. Discussions have therefore been held with regard grading the fleet and looking at which bikes could / should be disposed of.

The fleet has now been split and quantified into 3 groups as shown in table below

- **MAIN RIDE OUT BIKES**

- Blue Orbit - Small 1
- Blue Orbit - Small 2
- Blue Orbit - Med 1
- Blue Orbit - Med 2
- Blue Orbit - Med 3
- Blue Orbit - Med 4
- Blue Orbit - Large 1
- Blue Orbit - Large 2
- Blue Orbit - Large 3
- Blue Orbit - Large 4
- Black Orbit Drops
- Silver Orbit Drops
- Blue Orbit Drops

- **TRAINING FLEET / RESERVE USE**

- Emmerdale 1
- Silver Dawes
- Orange Dawes
- Yellow Red Thorn
- Silver Dawes Duet

- **HELD FOR POSSIBLE DISPOSAL**

- Grey Viking
- Grey Viking
- Red Orbit
- Silver Blue Orbit Drop
- Harry Quinn

## **Tandem Trekkers – Registered Charity 1175326**

### **Annual Accounts: 1st January 2021 – 31st December 2021**

The Trustees of Tandem Trekkers are pleased to present their 2021 Annual Accounts, as appended and as described below.

The accounts have been prepared on a simplified receipts and payments basis with all purchases, including any capital purchases and sales, shown as payments and receipts and hence without the need to prepare an accompanying balance sheet. However, an asset valuation list has been appended to the accounts.

The numbers show an operating deficit of £5,317.35 which is absolutely in line with our expectations.

Our anticipated running costs are budgeted at £6,000.00 per annum less subscriptions paid by stokers which typically amount to £1,000.00. Hence, we would typically expect our annual operating costs to be £5,000.00.

This year, subscriptions amounted to £1,052.03. However, our operational costs were slightly higher than normal due to the need to spend £432.00 on essential trailer maintenance and just over £200.00 on extra insurance. This additional insurance was mandated by the terms of the British Cycling grant which required us to insure against the loss of the three brand new tandems acquired.

In summary, as stated above, our finances for 2021 fall entirely within operational parameters.

Moreover, our end of year balance is slightly in excess of £10,000 and hence sufficient to fund two years of normal operation; double the length of time previously agreed as our reserve.

Consequently, the trustees are entirely satisfied that the finances of Tandem Trekkers are more than adequate to meet our foreseeable future requirements.

Approved by the Board of Trustees of Tandem Trekkers and passed by the membership at the Annual General Meeting held on 26th February 2022.

Brittany Stead  
Chair

Andrew Mann  
Treasurer

[In accordance with a resolution previously passed, this document does not require original “wet” signatures and the above officers are accordingly empowered to electronically submit the same and do so as if signed as per normal protocols.]

## SUMMARY

### Tandem Trekkers Accounts 2021

		<u>Receipts</u>		<u>Payments</u>	
<u>Dec-20</u>		<u>Opening Balance:</u>	<u>Dec-21</u>	<u>Dec-20</u>	<u>Dec-21</u>
-			-	Track hire	70.00
<b>12510.45</b>		<b>Yorkshire</b>	<b>15556.03</b>	Tandem Maintenance	442.45
<b>139.02</b>	Cash on hand		-	Tandem storage	1759.68
	<b>Restricted</b>			Volunteer Expenses	1036.52
2500.00		<b>Freemasons</b>	-	Third Party Insurance	712.00
1220.00		<b>ESC Lottery Fund</b>	-	Affiliations	255.00
500.00		<b>One Community</b>	-	Weekend away	-
-		<b>British Cycling</b>	4230.00	Tandem purchases	6868.00
		<b>BC (in error)</b>	4230.00	Sundries	-
	<b>Unrestricted</b>			Web domain & hosting	59.99
320.00		Donations	145.00	Zoom subscriptions	172.68
90.00		Subscriptions	1052.03	YHA lost deposit for Paul Stark	-
-		Weekend away	-	PPE Equipment	-
213.66		Blind Drunk social	230.00	Racks for storage	-
-		AGM	-	Repayment to BC for grant in error	4230.00
-		Ride lunches	46.40	Extra ride leader pack	125.47
1335.98		Sale of bicycles	1100.00	Tandem Insurance	201.92
				Trailer Maintenance	432.00
10.00		Miscellaneous donations	-		
103.42		Gift Aid Reclaims from HMRC	-		
5.00		Amazon Europe Core	14.93		
360.00		Christmas Social	-		
				<b>Closing balance:</b>	
				<b>Yorkshire</b>	<b>10238.68</b>
<b>19307.53</b>			<b>26604.39</b>		<b>26604.39</b>

Opening balance

Yorkshire	15556.03
	<u>15556.03</u>

Closing balance

Yorkshire	10238.68
	<u>10238.68</u>

Surplus (Deficit) on year

**-5317.35**

## RECEIPTS

### 2021 RECEIPTS

	£		£
<b><u>RESTRICTED</u></b>		<b><u>UNRESTRICTED</u></b>	
British Cycling grant	4230.00	Donation C Shuker	30.00
British Cycling grant IN ERROR	4230.00	Yellow Motobecane tandem sale	200.00
		Amazon Europe Core	14.93
<b>Total:</b>	<b>8460.00</b>	Blind Drunk Social	230.00
		Subs	1052.03
		Blue Claud Butler & White Orbit	200.00
		Pink MTB Tandem	50.00
		Purple Orbit	300.00
		Donation Ann re temple Spa	75.00
		Ride lunches	46.40
		Dawes Horizon	350.00
		Donation S Butler	40.00
		<b>Total:</b>	<b>2588.36</b>

## PAYMENTS

### 2021 PAYMENTS

#### STORAGE COSTS (MONTHLY SO)

	£
JANUARY	146.64
FEBRUARY	146.64
MARCH	146.64
APRIL	146.64
*MAY	146.64
JUNE	146.64
JULY	146.64
AUGUST	146.64
SEPTEMBER	146.64
OCTOBER	146.64
NOVEMBER	146.64
DECEMBER	146.64
	<u>1759.68</u>

#### MISCELLANEOUS

	£
THIRD PARTY INSURANCE	712.00
VOLUNTEER EXPS	1036.52
NEW TANDEMS	6868.00
BRITISH CYCLING/CUK **	255.00
REPAIRS/PARTS	442.45
WEB DOMAIN/SITE	59.99
ZOOM SUBSCRIPTION	172.68
TRAILER MAINTENANCE	432.00
TRACK HIRE	70.00
REFUND OF BC GRANT	4230.00
EXTRA RIDE LEADER PACK	125.47
TANDEM INSURANCE	201.92
	<u>14606.03</u>

\*\* 2 YEARS BC FEES AS 20/21 WAS PAID LATE DUE TO NO RENEWAL NOTICE BEING RECEIVED



## ASSET VALUATION

Valuation of assets at Dec 2021 by Barney Harle									
Operational fleet - Dec 2021									
			ESTIMATED			BASIS OF			
			VALUE			VALUATION			
MAIN RIDE OUT BIKES									
Blue Orbit - Sm 1		2018	£	600		A			
Blue Orbit - Sm 2		2021	£	1,400		A			
Blue Orbit - Med 1		2018	£	600		A			
Blue Orbit - Med 2		2018	£	600		A			
Blue Orbit - Med 3		2018	£	600		A			
Blue Orbit - Med 4		2021	£	1,400		A			
Blue Orbit - Lrge 1		2018	£	1,400		A			
Blue Orbit - Lrge 2		2018	£	600		A			
Blue Orbit - Lrge 3		2021	£	1,400		A			
Blue Orbit - Lrge 4		2021	£	1,400		A			
Black Orbit			£	600		B			
Silver Orbit			£	600		B			
Blue Orbit Drops			£	600		B			
					£11,800				
TRAINING FLEET / RESERVE USE									
Emmerdale 1			£	100		B			
Silver Dawes			£	300		B			
Orange Dawes			£	300		B			
Yellow Red Thorn			£	300		B			
Silver Dawes Duet			£	450		B			
					£1,450				
HELD FOR POSSIBLE DISPOSAL									
Grey Viking			£	200		B			
Grey Viking			£	200		B			
Red Orbit			£	150		C			
SilverBlue Orbit Drp			£	400		B			
Harry Quinn			£	250					
					£1,200				
					£14,450				
Other non-bike assets									
7 bike trailer - purchased 2019			£	400		D			
4 bike trailer - purchased 2017			£	250		D			
Tools various			£	250		E			
Spare parts - various			£	100		F			
3 x Ride leader packs			£	250		G			
					£1,250				
TOTAL ASSET VALUE (31 DEC 21)					£15,700				
LEGEND - Basis of Valuation									
A	Price when new (£1,800) being depreciated to residual value (£600) after 3 years - straight line depreciation								
B	Reference to Ebay / Gumtree recent sales								
C	Provisional sale agreed with members								
D	Estimate of second hand value - B Harle								
E	Estimate of replacement cost of all tools new - B Harle								
F	Estimate of value to replace useful spares - B Harle								
G	Estimate of value to replace - B Harle based on 2021 additional 1 pack								