

Capital of Cycling

Charity number 1179161

Annual Report and Financial Statements

for the year ended 31 July 2022



West Yorkshire Community Accounting Service

Capital of Cycling

Annual Report and Financial Statements for the year ended 31 July 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Capital of Cycling

Trustees' report for the year ended 31 July 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Dr Adam Tasker	Chair	
Daniel Batchelor		Resigned 16 November 2022
Dean Carroll		
Lynette Evans		
Imran Hussain		Appointed on 18 May 2022
Charity number	1179161	Registered in England and Wales

Registered and principal address	Bankers
Rawson Road	Yorkshire Bank plc
Bradford	14 Broadway
BD1 3SH	Bradford BD1 1EZ

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 11 July 2018

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution at a properly convened meeting of the charity's trustees.

The charity's objects

To promote community participation in healthy recreation for the benefit of the public by the provision of cycling activities and facilities.

To advance amateur sport for the public benefit by providing facilities and support for cycling such as through cycling training and cycle maintenance to make bicycles safe to ride.

To develop the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

To promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment by promoting cycling and active travel activities and infrastructure as alternatives to fossil fuel-based modes.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Objectives and activities

The charity's main activities

We provide a range of services to the public in the hope of encouraging cycling activity for wellbeing and to meet social needs such as alleviating transport poverty.

We run learn to ride sessions and support a range of other organisations in helping people cycle including disability cycling, youth groups and recovery groups.

We run a community-cycling hub which contains fleets of bikes, houses a workshop, bike recycling project and learn to ride track and hosts events and engagement projects.

Public benefit statement

The trustees continuously review the activities of Capital of Cycling against its charitable objectives. The Board is satisfied that all activities are related to these objectives. No specific issues to the detriment of these objectives have been identified.

The trustees have referred to the guidance provided by the Charity Commission for England and Wales. This guidance explains how a charity should demonstrate a link between its charitable aims and the benefits it provides to the public. The trustees have considered this guidance when discussing the development of future plans.

The Board can demonstrate that promoting cycling for individuals, groups and communities contributes to the conservation and protection of the environment, the health and safety of the public, community participation in healthy recreation and amateur sports and social welfare. It provides a programme of education to support these activities.

Through a range of public engagement activities and services Capital of Cycling develops the capacity and skills of the members of the socially and economically disadvantaged community of Bradford in such a way that they are better able to identify and help meet their needs, and to participate more fully in society, through group activities, volunteering and training in cycling and cycle maintenance.

Achievements and performance

This report's period includes a venue move, which started just before Christmas 2021, and has been taking place alongside the redevelopment of our new workshop space. There have been some twists and turns along the way, the main one being that after almost completing the move, we were invited to keep the venue we'd just moved out of, on very favourable terms, due to major Local Authority project delays affecting the building's demolition. So we had two venues available until October 2022.

We've also been undergoing an organisational 'visioning' process that has included a co-design phase which was initially envisaged to take place more formally at the beginning of the Reaching Communities funded charity project but has morphed into a cycle hubs network collaboration process. Emerging from Covid with partners, a lot of visioning regarding how we're working together has been taking place, including discussion about the challenges facing the communities we work with, in this new landscape. Combined with the venue changes, it felt like the right time to pause and give space to vision with staff, volunteers and partners as participants. We've been working on the theme of 'governance'.

Day-to-day delivery of workshop sessions and cycle lessons have continued, along with our refugee bike gifting project and the many outreach and community building activities. Community groups in central Bradford postcodes are making great progress in developing cycling and bike related provision, supported by the co-creation of a hub network.

Securing and moving to a new venue

We were given notice in the run-up to Christmas to move out of the Hall Ings venue. The original landlord, NCP, had handed the lease of the building back to Bradford Council, whose plan was to demolish it to make way for an attractive walk-way, between Bradford Interchange and City Park, next to the Town Hall. There was a prospect of HS Rail arriving in Bradford. We knew Hall Ings was a 'meanwhile' space but the turnaround time of two months that included the run-up to Christmas was still a challenge.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

We had already scouted a new venue, a former blood donation unit on Rawson Road in the area informally known as 'top of town'. This venue also sits under a partially derelict car park and shares a block with the Oastler indoor Market. It was 'all hands on deck' in the run-up. Helpfully, winter was a relatively quiet delivery period.

We've now moved all our workshop activity, the bulk of the community building use and our general office functions up to the new venue.

The indoor cycling track is something that we can't replicate at the new space. We have permission to use two floors of the even bigger car park area above the new building to use for cycle lessons, if and when the old building becomes unavailable, but the convenience of location and 'ready to go' nature of the old space make it sensible to continue using it for lessons while we can. It is rain-proof, and bikes are securely stored at the point of use.

The intended demolition of the Hall Ings venue forms part of the Transforming Cities Project which would include closing a major road (Hall Ings) and building new cycle-paths out of town, so despite the loss of venue, it's a project we've expressed support for. However, the changed economic landscape - including high levels of inflation and so on, mean the plans appear to have been paused and we've been asked to retain tenancy of the original venue for now. Our occupancy saves the Local Authority landlord money in rates and insurance and they agreed to provide a comparable lease to the one we had with NCP. We have not been able to get a clear picture of how long we will have tenancy at Hall Ings from the Council. We have enquiries in with West Yorkshire Combined Authority and a channel of dialogue with the Council but the answer seems to be a moving target just now. We expect to have it for the Summer at least.

The new Rawson Road venue is nicely decorated and habitable for offices, and the workshop is more attractive and spacious which is beneficial for attendees, but the building doesn't have as much storage space as the old one (mainly for bikes). We have thus secured new nearby storage, in a former Home Bargains shop which has a very large floor space and upstairs storage. This is close enough to the new venue that we are able to ferry bikes between the workshop and this storage space with relative ease, using an electric Carla hand-trailer we received as a part of an electric cargo bikes bid with the local authority. Also using this building are several local charities and community arts groups so this has been useful networking-wise.

We've had regular volunteer slots throughout this period and they have been instrumental in helping us set up the new venue.



The next project is the large resource room we hope to tidy in a large room adjacent to the workshop which will contain child seats, bike attachments, bike racks for cars, donated cycle apparel and all manner of useful items which we can loan and gift to community groups and beneficiaries.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

Hubs Network Progress

We've been meeting regularly with a small network of community hubs we are supporting in development. These selected partners are working in areas of particular deprivation. We're regularly meeting with representatives from Bradford Moor PASS, Mary Magdalene CiC and Scholemoor Beacon, with a focus on community-led regeneration projects which link to cycling or maintenance activities. Our first meeting was in August 2021 and the discussions have led to the network being formalised in March 2022.

lbrar of Moor PASS says, *'This is about accessibility, accessibility, accessibility, and in an area where it's so hard to put bread on the table, you know the amount of people that access food banks, when we talk cycling we've got to be realistic, 30-40% of people can barely feed themselves, parents aren't buying a bike, and half the time the parents a week later have sold the bike on for £15. They've taken it from us and they've sold it, you can look down and judge them, but poverty is the issue. So accessibility, accessibility, accessibility'*



Local Streets Mechanics scheme idea is developing through this network - bespoke training / support package. 8 mechanics recruited in March. Community champions model - inductions, tool kits being purchased to be stored in the cabin in Attock Park. Making a film about the progress of this in partnership with Moor PASS.

Youth employability pathway - in development. Aiming for young people to see the value in committing to longer training programmes and involvement, where they can see how they can benefit via employability and gain direct income from maintenance and bike sales.

Women's bike club in BD3 is getting off the ground. Issues identified around visibility and culture. We fixed up 7 bikes for this group. Women recruited by Moor PASS and led rides booked.

Schools Cluster - potentially 6 schools based on work with Feversham Primary. Assistant principal from Feversham has agreed to be lead in partnership with Moor PASS and Capital of Cycling. Partners in the hub are setting up cycling clubs, training up local mechanics, working with local community orgs. School partnerships have resulted in signing up parents to support kids riding to school. Together, we're helping with the provision of bikes to schools. Feversham Primary Academy is acting as an exemplar.

www.thetelegraphandargus.co.uk/news/19458661.mp-praises-feversham-primary-academy-capital-cycling

Scholemoor Beacon - meeting 28th March. 4 people present - outcomes training, provision of bikes. This project is using 'Bike and Go' bikes from a cancelled Network Rail bike rental scheme. We acquired a dozen of these pre-pandemic but just recently moved them over to the Scholemoor estate. They are low maintenance, robust, rather large bikes, suitable for the flat-ish area that the Scholemoor group is based at.

Local adult cycle lessons are being delivered by partners in the network (mainly Mary Magdalene CiC in Manningham, but also some maintenance sessions with other partners) as part of the latest tender with WYCA

Evening youth sessions - emphasis is on cycling activity, shift from youth mechanics schemes. In conjunction with Bradford Bikery

Four community hubs have agreed to formalise the network. These are not the only hubs we're supporting - we're supporting a bid for a hub in Shipley in conjunction with Kirkgate Centre and Shipley Town Council, to name just one, so we expect the network to expand, but for now the small, responsive and local arrangement brings an excellent admin to productive activity ratio.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

Capital of Cycling is working with the hub partners in co-design via this responsive network, with a focus on how our activities can meet local needs.

The biggest barrier to well being is poverty in the areas the hub network operates. Through listening to embedded community partners we're moving on from simple bike distribution schemes to focus more on building resilient community connections, skills and relationships - which might include ongoing maintenance training or supply of used parts to targeted locales.

Workshop Offerings and Activities

In this period we've created two regular workshop fix-n-learn 'drop-ins'. One which is referral based and needs based - e.g. for low income groups, locals and refugees and a more general 'bike kitchen' which is available to the public, with book-able slots and a suggested donation system for parts and stand-use.

We've also been offering a regular women's only drop-in called 'Spokes not Blokes'.

Members of local women's cycling groups attending

Increased gender diversity in workshop volunteer sessions & drop-ins

Attendees state they feel much more confident in the workshop after experiencing it without men for specific sessions.

"My Bike Kitchen session was welcoming and empowering. I sorted out long term issues with my bike that I thought were impossible to fix myself. Em gave me the tools and guided me while I had a go at fixing my bike, knowing that their expertise and support was available the whole time. Ever since I've felt really excited to get back on my repaired bike. Thanks so much!" - Harry Jelle

Volunteer Days: Regular volunteers (approximately 5 returning volunteers with several more dropping in and out). Of particular note - Tom, recovering from addiction, great at woodwork and Ahmed (right) a refugee from Iran, who was really into cycling back in Iran. He's helped us fix dozens of bikes for the refugee bike gifting project



Lessons and Families Learn to Ride

We've worked with Cycle North to deliver WYCA commissioned adult lessons and maintenance training throughout this period for over 300 participants. We've been one of the most successful regions in West Yorkshire in meeting our delivery targets for cycling lessons. Capital of Cycling has coordinated the Bradford offer using our own cycle trainers as well as administering bookings and admin for partners Mary Magdalene CiC, BeCycling and other local freelance trainers.

We also ran a successful family Learn to Ride activity at Hall Ings - very popular, with 42 participants, many kids and some adults who learned to ride for the very first time.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

This Girl Can

This is a funded project, applied for by our Outreach officer and Emily, one of our mechanics. This Girl Can has been leading to referrals to Bingley Belles and closer working with them and the Queensbury Queens.

"I signed up for This Girl Can to improve confidence on the bike, skills in route finding and maintenance. I was helped to feel welcome and at ease and the instructors were all really patient and fun. Since the sessions, I have been on my bike on the canal and can't wait to get back to it again. I just ordered a cycle rack for my car so I can join Bingley Belles (local women's cycling group) and also not rely on having my husband for transport. I'm loving it actually and would love more sessions!"

- This Girl Can Participant



Case Study - Jane Robinson: Jane used to cycle lots, including touring with her husband in New Zealand. She had lost her confidence and not cycled for over 10 years but joined us for This Girl Can and found it very empowering. *"We cycled along traffic-free routes, navigated city traffic, used mobile phone apps for navigation and even got the bikes on a train. This showed lots of possible opportunities too."*

COP26 Ride

Three of our staff were accompanied by three volunteers and they rode 300 miles from Bradford to Glasgow for COP26. Emily has summarised the associated activities as follows:

- 8 times attending workshop sessions to prep bikes

- 2 volunteer riders collected and used donated clothes, bags & cycling gear

- 2 x Meetings with volunteers & staff to decide route & accommodation options as a group before starting the ride

- Donated 3 bikes to volunteers to ride

- [Got in the newspaper](#)

- Spoke with lots of local environmental groups

- 25 joined us to wave us off and cycle the first few miles

- Joined 300 others on Critical Mass ride from Edinburgh to Glasgow as last leg, spoke to 15 people each about

- 37 people donated to help us cover costs of volunteers taking part

- Raised £1,000 to support volunteers & raise money for activities

- Spoke to 50 people whilst protesting at COP26 about why cycling there was important and it inspired others to

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Financial review

The net receipts for the year was £15,826, including net receipts of £8,858 on unrestricted funds and net receipts of £6,968 on restricted funds.

Reserves policy

The charity's free reserves, at the year end were £86,035.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to a minimum of three and six months of charitable expenditure - between £34,400 and £68,800 based on actual payments. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

Given the potential for additional cost pressures linked to the premises changes in 2022 and plans to recruit additional staff the trustees are quite comfortable with the additional reserves that the charity has which are over and above the upper reserves target. The trustees plan to further review their reserves policy as part of their ongoing discussions on the future strategic direction of the charity.

Approved by the board of trustees on 29/3/2023

Lynette Evans (Trustee)

Capital of Cycling

Independent examiner's report to the trustees of Capital of Cycling

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 July 2022, which are set out on pages 10 to 13.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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

Rhys North ACA

17/4/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Capital of Cycling

Receipts and payments account

for the year ended 31 July 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants and donations	(2)	10,671	83,601	94,272	171,056
Sales and fees		23,700	-	23,700	19,821
Bank interest		200	-	200	-
Other income		3,561	-	3,561	3
Total receipts		38,132	83,601	121,733	190,880
Payments					
Salaries and NI	(3)	41,253	71,741	112,994	85,987
Payroll charges		1,254	-	1,254	1,067
Training		-	660	660	578
Teachers and trainers		441	3,328	3,769	7,720
Rent and rates		-	4,953	4,953	112
Utilities		-	1,405	1,405	576
Repairs and maintenance		-	949	949	795
Phone and internet		33	640	673	1,297
Stationery and office consumables		156	682	838	589
Insurance		-	85	85	82
Bike repair costs		2,901	3,861	6,762	6,936
Travel		972	861	1,833	134
Refreshments		54	425	479	73
Professional fees		-	63	63	1,000
Sundry costs		(74)	74	-	257
Independent examination		-	720	720	900
Advertising		-	122	122	-
Total payments		46,990	90,569	137,559	108,103
Net receipts / (payments)		(8,858)	(6,968)	(15,826)	82,777
Fund balances brought forward		94,893	26,081	120,974	38,197
Fund balances carried forward	(4)	86,035	19,113	105,148	120,974

Capital of Cycling

Statement of assets and liabilities

as at 31 July 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	85,128	19,113	104,241	102,876
Funds held at Bradford CPA	907	-	907	18,098
Total cash funds	<u>86,035</u>	<u>19,113</u>	<u>105,148</u>	<u>120,974</u>

Debtors and prepayments	2022
	£
Debtors	1,670
Rates rebate	3,954
	<u>5,624</u>

Assets retained for the charity's own use

2 e-bikes
Electric cargo bike

Liabilities	2022
	£
Creditors	1,232
Accruals	720
Other creditors	402
	<u>2,354</u>

The financial statements were approved by the board of trustees on 29/3/2023

Lynette Evans (Trustee)

Capital of Cycling

Notes to the accounts

for the year ended 31 July 2022

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford District Metropolitan Council	8,600	13,998	22,598	52,857
Cycling UK	-	3,000	3,000	9,000
National Lottery Community Fund (NLCF)	-	57,618	57,618	80,940
Sport England	-	8,985	8,985	-
HMRC Job Retention Scheme (JRS)	-	-	-	6,164
Leeds Community Foundation	-	-	-	10,000
Power to Change	-	-	-	6,750
West Yorkshire Combined Authority (WYCA)	-	-	-	5,000
Donations	2,071	-	2,071	345
	<u>10,671</u>	<u>83,601</u>	<u>94,272</u>	<u>171,056</u>

Capital of Cycling

Notes to the accounts continued

for the year ended 31 July 2022

3 Staff costs and numbers	2022	2021
	£	£
Gross salaries	108,698	84,861
Social security costs	7,170	4,425
Employment allowance	(4,531)	(4,425)
Pensions	1,657	1,126
	<u>112,994</u>	<u>85,987</u>

The average number employees during the year was 7.0, being an average of 4.2 full time equivalent (2021: 6.3, 3.6 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	-	1,126
Amount of any contributions outstanding at the year end	172	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Cycling UK Big Bike Revival	2,648	-	2,648	-	-
Cycling UK Big Bike Revival 2022	-	3,000	643	-	2,357
BC Restart Grant	-	11,500	7,132	-	4,368
Leading the Way	-	-	35	-	(35)
NLCF Reaching Communities	23,433	57,618	71,906	-	9,145
BDMC Sports Chest	-	2,498	2,498	-	-
Sport England This Girl Can	-	8,985	5,707	-	3,278
	<u>26,081</u>	<u>83,601</u>	<u>90,569</u>	<u>-</u>	<u>19,113</u>

Fund name	Purpose of restriction
Cycling UK Big Bike Revival	To support community capacity building incorporating a hub and spokes community regeneration approach.
Cycling UK Big Bike Revival 2022	To support the delivery of the Big Bike Revival programme using the Fix-Learn-Ride model.
BC Restart Grant	To support the CIO to regenerate areas adversely affected by the Covid pandemic lockdown.
Leading the Way	To support a programme for governance and leadership for the CIO. A grant has been received since the year end to meet the £35 costs incurred.
NLCF Reaching Communities	To provide a series of free public events and services to encourage the uptake of cycling amongst the public.
BDMC Sports Chest	To fund facilitation of mechanics training sessions and purchase of equipment.
Sport England This Girl Can	To provide beginners cycling classes for women.

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Capital of Cycling

Charity number 1179161

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Trustees' report (continued) for the year ended 31 July 2022

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Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

We had already scouted a new venue, a former blood donation unit on Rawson Road in the area informally known as 'top of town'. This venue also sits under a partially derelict car park and shares a block with the Oastler indoor Market. It was 'all hands on deck' in the run-up. Helpfully, winter was a relatively quiet delivery period.

We've now moved all our workshop activity, the bulk of the community building use and our general office functions up to the new venue.

The indoor cycling track is something that we can't replicate at the new space. We have permission to use two floors of the even bigger car park area above the new building to use for cycle lessons, if and when the old building becomes unavailable, but the convenience of location and 'ready to go' nature of the old space make it sensible to continue using it for lessons while we can. It is rain-proof, and bikes are securely stored at the point of use.

The intended demolition of the Hall Ings venue forms part of the Transforming Cities Project which would include closing a major road (Hall Ings) and building new cycle-paths out of town, so despite the loss of venue, it's a project we've expressed support for. However, the changed economic landscape - including high levels of inflation and so on, mean the plans appear to have been paused and we've been asked to retain tenancy of the original venue for now. Our occupancy saves the Local Authority landlord money in rates and insurance and they agreed to provide a comparable lease to the one we had with NCP. We have not been able to get a clear picture of how long we will have tenancy at Hall Ings from the Council. We have enquiries in with West Yorkshire Combined Authority and a channel of dialogue with the Council but the answer seems to be a moving target just now. We expect to have it for the Summer at least.

The new Rawson Road venue is nicely decorated and habitable for offices, and the workshop is more attractive and spacious which is beneficial for attendees, but the building doesn't have as much storage space as the old one (mainly for bikes). We have thus secured new nearby storage, in a former Home Bargains shop which has a very large floor space and upstairs storage. This is close enough to the new venue that we are able to ferry bikes between the workshop and this storage space with relative ease, using an electric Carla hand-trailer we received as a part of an electric cargo bikes bid with the local authority. Also using this building are several local charities and community arts groups so this has been useful networking-wise.

We've had regular volunteer slots throughout this period and they have been instrumental in helping us set up the new venue.



The next project is the large resource room we hope to tidy in a large room adjacent to the workshop which will contain child seats, bike attachments, bike racks for cars, donated cycle apparel and all manner of useful items which we can loan and gift to community groups and beneficiaries.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

Hubs Network Progress

We've been meeting regularly with a small network of community hubs we are supporting in development. These selected partners are working in areas of particular deprivation. We're regularly meeting with representatives from Bradford Moor PASS, Mary Magdalene CiC and Scholemoor Beacon, with a focus on community-led regeneration projects which link to cycling or maintenance activities. Our first meeting was in August 2021 and the discussions have led to the network being formalised in March 2022.

lbrar of Moor PASS says, *'This is about accessibility, accessibility, accessibility, and in an area where it's so hard to put bread on the table, you know the amount of people that access food banks, when we talk cycling we've got to be realistic, 30-40% of people can barely feed themselves, parents aren't buying a bike, and half the time the parents a week later have sold the bike on for £15. They've taken it from us and they've sold it, you can look down and judge them, but poverty is the issue. So accessibility, accessibility, accessibility'*



Local Streets Mechanics scheme idea is developing through this network - bespoke training / support package. 8 mechanics recruited in March. Community champions model - inductions, tool kits being purchased to be stored in the cabin in Attock Park. Making a film about the progress of this in partnership with Moor PASS.

Youth employability pathway - in development. Aiming for young people to see the value in committing to longer training programmes and involvement, where they can see how they can benefit via employability and gain direct income from maintenance and bike sales.

Women's bike club in BD3 is getting off the ground. Issues identified around visibility and culture. We fixed up 7 bikes for this group. Women recruited by Moor PASS and led rides booked.

Schools Cluster - potentially 6 schools based on work with Feversham Primary. Assistant principal from Feversham has agreed to be lead in partnership with Moor PASS and Capital of Cycling. Partners in the hub are setting up cycling clubs, training up local mechanics, working with local community orgs. School partnerships have resulted in signing up parents to support kids riding to school. Together, we're helping with the provision of bikes to schools. Feversham Primary Academy is acting as an exemplar.

www.thetelegraphandargus.co.uk/news/19458661.mp-praises-feversham-primary-academy-capital-cycling

Scholemoor Beacon - meeting 28th March. 4 people present - outcomes training, provision of bikes. This project is using 'Bike and Go' bikes from a cancelled Network Rail bike rental scheme. We acquired a dozen of these pre-pandemic but just recently moved them over to the Scholemoor estate. They are low maintenance, robust, rather large bikes, suitable for the flat-ish area that the Scholemoor group is based at.

Local adult cycle lessons are being delivered by partners in the network (mainly Mary Magdalene CiC in Manningham, but also some maintenance sessions with other partners) as part of the latest tender with WYCA

Evening youth sessions - emphasis is on cycling activity, shift from youth mechanics schemes. In conjunction with Bradford Bikery

Four community hubs have agreed to formalise the network. These are not the only hubs we're supporting - we're supporting a bid for a hub in Shipley in conjunction with Kirkgate Centre and Shipley Town Council, to name just one, so we expect the network to expand, but for now the small, responsive and local arrangement brings an excellent admin to productive activity ratio.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

Capital of Cycling is working with the hub partners in co-design via this responsive network, with a focus on how our activities can meet local needs.

The biggest barrier to well being is poverty in the areas the hub network operates. Through listening to embedded community partners we're moving on from simple bike distribution schemes to focus more on building resilient community connections, skills and relationships - which might include ongoing maintenance training or supply of used parts to targeted locales.

Workshop Offerings and Activities

In this period we've created two regular workshop fix-n-learn 'drop-ins'. One which is referral based and needs based - e.g. for low income groups, locals and refugees and a more general 'bike kitchen' which is available to the public, with book-able slots and a suggested donation system for parts and stand-use.

We've also been offering a regular women's only drop-in called 'Spokes not Blokes'.

Members of local women's cycling groups attending

Increased gender diversity in workshop volunteer sessions & drop-ins

Attendees state they feel much more confident in the workshop after experiencing it without men for specific sessions.

"My Bike Kitchen session was welcoming and empowering. I sorted out long term issues with my bike that I thought were impossible to fix myself. Em gave me the tools and guided me while I had a go at fixing my bike, knowing that their expertise and support was available the whole time. Ever since I've felt really excited to get back on my repaired bike. Thanks so much!" - Harry Jelle

Volunteer Days: Regular volunteers (approximately 5 returning volunteers with several more dropping in and out). Of particular note - Tom, recovering from addiction, great at woodwork and Ahmed (right) a refugee from Iran, who was really into cycling back in Iran. He's helped us fix dozens of bikes for the refugee bike gifting project



Lessons and Families Learn to Ride

We've worked with Cycle North to deliver WYCA commissioned adult lessons and maintenance training throughout this period for over 300 participants. We've been one of the most successful regions in West Yorkshire in meeting our delivery targets for cycling lessons. Capital of Cycling has coordinated the Bradford offer using our own cycle trainers as well as administering bookings and admin for partners Mary Magdalene CiC, BeCycling and other local freelance trainers.

We also ran a successful family Learn to Ride activity at Hall Ings - very popular, with 42 participants, many kids and some adults who learned to ride for the very first time.

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Achievements and performance (continued)

This Girl Can

This is a funded project, applied for by our Outreach officer and Emily, one of our mechanics. This Girl Can has been leading to referrals to Bingley Belles and closer working with them and the Queensbury Queens.

"I signed up for This Girl Can to improve confidence on the bike, skills in route finding and maintenance. I was helped to feel welcome and at ease and the instructors were all really patient and fun. Since the sessions, I have been on my bike on the canal and can't wait to get back to it again. I just ordered a cycle rack for my car so I can join Bingley Belles (local women's cycling group) and also not rely on having my husband for transport. I'm loving it actually and would love more sessions!"

- This Girl Can Participant



Case Study - Jane Robinson: Jane used to cycle lots, including touring with her husband in New Zealand. She had lost her confidence and not cycled for over 10 years but joined us for This Girl Can and found it very empowering. *"We cycled along traffic-free routes, navigated city traffic, used mobile phone apps for navigation and even got the bikes on a train. This showed lots of possible opportunities too."*

COP26 Ride

Three of our staff were accompanied by three volunteers and they rode 300 miles from Bradford to Glasgow for COP26. Emily has summarised the associated activities as follows:

- 8 times attending workshop sessions to prep bikes

- 2 volunteer riders collected and used donated clothes, bags & cycling gear

- 2 x Meetings with volunteers & staff to decide route & accommodation options as a group before starting the ride

- Donated 3 bikes to volunteers to ride

- [Got in the newspaper](#)

- Spoke with lots of local environmental groups

- 25 joined us to wave us off and cycle the first few miles

- Joined 300 others on Critical Mass ride from Edinburgh to Glasgow as last leg, spoke to 15 people each about

- 37 people donated to help us cover costs of volunteers taking part

- Raised £1,000 to support volunteers & raise money for activities

- Spoke to 50 people whilst protesting at COP26 about why cycling there was important and it inspired others to

Capital of Cycling

Trustees' report (continued) for the year ended 31 July 2022

Financial review

The net receipts for the year was £15,826, including net receipts of £8,858 on unrestricted funds and net receipts of £6,968 on restricted funds.

Reserves policy

The charity's free reserves, at the year end were £86,035.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to a minimum of three and six months of charitable expenditure - between £34,400 and £68,800 based on actual payments. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

Given the potential for additional cost pressures linked to the premises changes in 2022 and plans to recruit additional staff the trustees are quite comfortable with the additional reserves that the charity has which are over and above the upper reserves target. The trustees plan to further review their reserves policy as part of their ongoing discussions on the future strategic direction of the charity.

Approved by the board of trustees on 29/3/2023

Lynette Evans (Trustee)

Capital of Cycling

Independent examiner's report to the trustees of Capital of Cycling

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 July 2022, which are set out on pages 10 to 13.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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

Rhys North ACA

17/4/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Capital of Cycling

Receipts and payments account

for the year ended 31 July 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants and donations	(2)	10,671	83,601	94,272	171,056
Sales and fees		23,700	-	23,700	19,821
Bank interest		200	-	200	-
Other income		3,561	-	3,561	3
Total receipts		38,132	83,601	121,733	190,880
Payments					
Salaries and NI	(3)	41,253	71,741	112,994	85,987
Payroll charges		1,254	-	1,254	1,067
Training		-	660	660	578
Teachers and trainers		441	3,328	3,769	7,720
Rent and rates		-	4,953	4,953	112
Utilities		-	1,405	1,405	576
Repairs and maintenance		-	949	949	795
Phone and internet		33	640	673	1,297
Stationery and office consumables		156	682	838	589
Insurance		-	85	85	82
Bike repair costs		2,901	3,861	6,762	6,936
Travel		972	861	1,833	134
Refreshments		54	425	479	73
Professional fees		-	63	63	1,000
Sundry costs		(74)	74	-	257
Independent examination		-	720	720	900
Advertising		-	122	122	-
Total payments		46,990	90,569	137,559	108,103
Net receipts / (payments)		(8,858)	(6,968)	(15,826)	82,777
Fund balances brought forward		94,893	26,081	120,974	38,197
Fund balances carried forward	(4)	86,035	19,113	105,148	120,974

Capital of Cycling

Statement of assets and liabilities

as at 31 July 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	85,128	19,113	104,241	102,876
Funds held at Bradford CPA	907	-	907	18,098
Total cash funds	<u>86,035</u>	<u>19,113</u>	<u>105,148</u>	<u>120,974</u>

Debtors and prepayments	2022
	£
Debtors	1,670
Rates rebate	3,954
	<u>5,624</u>

Assets retained for the charity's own use

2 e-bikes
Electric cargo bike

Liabilities	2022
	£
Creditors	1,232
Accruals	720
Other creditors	402
	<u>2,354</u>

The financial statements were approved by the board of trustees on 29/3/2023

Lynette Evans (Trustee)

Capital of Cycling

Notes to the accounts

for the year ended 31 July 2022

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford District Metropolitan Council	8,600	13,998	22,598	52,857
Cycling UK	-	3,000	3,000	9,000
National Lottery Community Fund (NLCF)	-	57,618	57,618	80,940
Sport England	-	8,985	8,985	-
HMRC Job Retention Scheme (JRS)	-	-	-	6,164
Leeds Community Foundation	-	-	-	10,000
Power to Change	-	-	-	6,750
West Yorkshire Combined Authority (WYCA)	-	-	-	5,000
Donations	2,071	-	2,071	345
	<u>10,671</u>	<u>83,601</u>	<u>94,272</u>	<u>171,056</u>

Capital of Cycling

Notes to the accounts continued

for the year ended 31 July 2022

3 Staff costs and numbers	2022	2021
	£	£
Gross salaries	108,698	84,861
Social security costs	7,170	4,425
Employment allowance	(4,531)	(4,425)
Pensions	1,657	1,126
	<u>112,994</u>	<u>85,987</u>

The average number employees during the year was 7.0, being an average of 4.2 full time equivalent (2021: 6.3, 3.6 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	-	1,126
Amount of any contributions outstanding at the year end	172	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Cycling UK Big Bike Revival	2,648	-	2,648	-	-
Cycling UK Big Bike Revival 2022	-	3,000	643	-	2,357
BC Restart Grant	-	11,500	7,132	-	4,368
Leading the Way	-	-	35	-	(35)
NLCF Reaching Communities	23,433	57,618	71,906	-	9,145
BDMC Sports Chest	-	2,498	2,498	-	-
Sport England This Girl Can	-	8,985	5,707	-	3,278
	<u>26,081</u>	<u>83,601</u>	<u>90,569</u>	<u>-</u>	<u>19,113</u>

Fund name	Purpose of restriction
Cycling UK Big Bike Revival	To support community capacity building incorporating a hub and spokes community regeneration approach.
Cycling UK Big Bike Revival 2022	To support the delivery of the Big Bike Revival programme using the Fix-Learn-Ride model.
BC Restart Grant	To support the CIO to regenerate areas adversely affected by the Covid pandemic lockdown.
Leading the Way	To support a programme for governance and leadership for the CIO. A grant has been received since the year end to meet the £35 costs incurred.
NLCF Reaching Communities	To provide a series of free public events and services to encourage the uptake of cycling amongst the public.
BDMC Sports Chest	To fund facilitation of mechanics training sessions and purchase of equipment.
Sport England This Girl Can	To provide beginners cycling classes for women.

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Capital of Cycling

Independent examiner's report to the trustees of Capital of Cycling

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Signed: 

Name: Rhys North ACA

17/4/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW