

## Trustees' Annual Report for the period 2020/21.

From 01.04.2021 to the 31.03.2022

Charity name: Lichfield Trishaw Project

Charity registration number: 1183442

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Lichfield Trishaw Project's purpose is to take older adults in particular but not exclusively on short rides in a two-seater electrically assisted tricycle called a Trishaw. A volunteer trained cyclist (the pilot) will 'drive' the Trishaw. Local residents, representatives of care homes and sheltered housing and other partner organisations in the Lichfield area, will be able to call a number or email to book a ride for family, friends and members of the community. Carers and family members are able to join the ride on their own bikes.</p> <p>This service will help to improve the quality of participant's lives and have a beneficial effect on the health of those people with limited mobility and who are also experiencing the feeling of loneliness and isolation. The Trishaw ride experience is focused on kindness, slowness, conversation, building trust through relationships, the benefits of fresh air and being able to have some fun.</p> <p>We believe that the following people will benefit from this project:</p> <ul style="list-style-type: none"><li>● People who have enjoyed cycling throughout their lives who can no longer cycle but still like to accompany cycling groups.</li><li>● Any disabled people and their carers/family members.</li><li>● People experiencing dementia and their carers.</li><li>● People who are lonely.</li><li>● Parents and children.</li></ul>

		<ul style="list-style-type: none"> <li>• Children in special schools, accompanied by a staff member.</li> <li>• Anyone else in the community who would enjoy this experience.</li> </ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The two main activities this charity provides are:</p> <p>Taking isolated, lonely and disabled (supervised) children and adults on bike rides.</p> <p>An opportunity for people to volunteer for us to deliver the above activity.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All the trustees understand that this project is for public benefit only. They are all very knowledgeable in volunteer charity work.

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A
Other		N/A

## **Achievements and Performance**

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The Lichfield Trishaw Project has been set with a number of objectives, including reducing social isolation.</p> <p>This was our first year of operation and our achievements include:</p> <ol style="list-style-type: none"> <li>1. Recruiting and training 13 volunteer pilots</li> <li>2. Establishing a regular service for Saxon Hill School (details below)</li> <li>3. Connecting with further local services such as the GP practice social prescribing team.</li> <li>4. Delivering 30+ rides to lonely and isolated people within the Lichfield area.</li> <li>5. Building a relationship with the Memory Cafe - a service for people with dementia (details below)</li> <li>6.</li> </ol> <p><u>Saxon Hill School Service Manged by Ayliffe and Nigel Moss</u></p> <p>Re Regular commitment to Outings with the Big Red Bike</p> <p>This has been aimed mainly at older adults. However young people with disabilities are often isolated and lack opportunity and choice. Since May of 2021 regular rides, during term time and weather permitting have been offered at one of the local special schools, Saxon Hill School, which takes children from 2 years of age to 19 years of age with a full range of disabilities, physical and learning . Four pilots have obtained enhanced DBS, a school requirement, and 2 pilots cover the weekly session. The pilots have completed the school's Volunteer Form. The teacher in charge of organising the sessions has had to seek parental permission for the children have a ride on the Big Red Bike and some are allowed on a short ride outside the school grounds, always accompanied by a member of the school staff. Risk assessment and safeguarding documents have been completed by the Trishaw Project. These allow children from 5 years of age to age 19 years to be taken out. Helmets are worn by the students and pilots, as the Trishaw is technically a 'Bike'</p> <p>Evaluation forms completed by staff and pupils have continued to show high satisfaction and enjoyment. Several evaluation forms raised the request for a harness to be attached to the Big Red Bike; this came from the more able students who wished for all their more physically disabled class mates to have the opportunity of a ride. We are working with several engineering firms to find an upper body support harness to fit the Trishaw. (A lap seat belt is fitted and worn.) The less physically able children are always accompanied by a carer from the school.</p> <p>The school holds a fête called 'Queen's Day' as 20 years ago the school was opened by Her Majesty the Queen Elizabeth. The Big Red Bike was requested to be available to give rides to any student that wished and had permission. Anecdotally one student, whose communication was non verbal, and needed 24 hour care, requested a further ride as she 'loved the feel' of the wind on her face'. Her mother asked if we could decorate the bike (and ourselves) and take the student and her mother after the students 'Prom' from the school through town to a local bar for 'Mock Cocktails' with the family. The ride was greatly appreciated.</p> <p><u>Memory Cafe</u></p>
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		<p>From the summer the Big Red Bike was requested to give rides around Lichfield to men and women with dementia attending a day care facility at a Currough Community Centre.</p> <p>Approximately 3 rides during the morning took place, men and women. They remembered us as pilots , very much enjoyed the outings , especially Beacon Park seeing the flowers and trees, and brought back memories of their lives and people in Lichfield . Evaluation forms by the care staff reflect this.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	All our objectives around setting up and getting prepared for when we could take people out were met.
Performance of fundraising activities against objectives set	Para 1.41	We applied for a couple of grants. However, we still had funds in our account from our initial Lottery Funding to see us through this financial year.
Investment performance against objectives	Para 1.41	Our objective was to get up and running with all the equipment we need and due to covid restrictions we have been able to focus entirely on reaching this objective. We were able to take time to get the set-up right before we trained up our volunteers.
Other		N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity's financial position is good.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our policy is to have sufficient cash reserves to manage our charity for one year without any further income or donations.
Amount of reserves held.	Para 1.22	At the end of the period the subject of this review (31st March 2022) cash balances of £3405.23 were held.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Lichfield Lottery Private donations
Investment policy and objectives including any social investment policy adopted	Para 1.46	None.
A description of the principal risks facing the charity	Para 1.46	The only practical risk is an emergency arising from a mechanical failure of the bike or a road traffic accident.  The financial risk to the project is an inability to raise funds to pay for annual insurance and administration costs for the year.
Other		None.

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Our constitution was drawn using the Charity Commission's precedent for a CIO.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	No organisation or person is able to appoint a trustee. The trustee board consists of local people who are enthusiastic cyclists and wanted to be part of this project, so they volunteered to be a trustee.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have a set of policies and procedures for the management of the bike, emergencies and for training volunteer cyclists to become pilots. Recruiting and training volunteers began in April 2021 so the details will be included in the next annual report.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Our charity has five volunteer trustees. Our charity does not engage with any wider organisational network.
Relationship with any related parties	Para 1.51	None
Other		

## Reference and Administrative details

Charity name	The Lichfield Trishaw Project
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Other name the charity uses	The Big Red Bike ( <a href="http://www.thebigredbike.co.uk">www.thebigredbike.co.uk</a> )
Registered charity number	1183442
Charity's principal address	2 The Parchments Lichfield Staffordshire WS13 7NA

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jonathan Smith.	Chair and banker		N/A.
2	Clare Rawlings.	Secretary and banker		N/A.
3	Lisa Emery.	Treasurer.		N/A.
4	Ayliffe Edwards.	Safeguarding officer		N/A.
5	Nigel Moss	Events coordinator and chief mechanic		N/A.

Corporate trustees – names of the directors at the date the report was approved

Director name		
None.		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None.		

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/a.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/a.

#### **Additional information (optional)**

##### **Names and addresses of advisers (Optional information)**

	Type of adviser	Name	Address
	N/a.		
	<b>Name of chief executive or names of senior staff members (Optional information)</b>		
	N/a.		

#### **Exemptions from disclosure**

Reason for non-disclosure of key personnel details

N/a.
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#### **Other optional information**

None.
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**Date**



## **Declarations**

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

**Signed on behalf of the charity's trustees**

**Signature(s)** *Lisa Emery*

**Full name(s)** Lisa Emery

**Position** Treasurer.

**Date** 31/1/23

Date: 18/01/2023

Time: 12:40:23

**Lichfield Trishaw Project**

Page: 1

**Profit and Loss**

From: Month 1, April 2021  
To: Month 12, March 2022

**Chart of Accounts:**

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
<b>Sales</b>			
Donations	3,800.25	3,800.25	
Other Income	0.21	0.21	
	3,800.46		3,800.46
<b>Purchases</b>			
	0.00		0.00
<b>Direct Expenses</b>			
Cost of Fund Generation - Fund Raising	250.00	250.00	
	250.00		250.00
<b>Gross Profit/(Loss):</b>	<u>3,550.46</u>		<u>3,550.46</u>
<b>Overheads</b>			
Support Costs - Maintenance	235.00	235.00	
Support Costs - General Expenses	834.69	834.69	
Management & Admin - Bank Charges and	9.30	9.30	
	1,078.99		1,078.99
<b>Net Profit/(Loss):</b>	<u>2,471.47</u>		<u>2,471.47</u>

Date: 18/01/2023

Time: 12:40:41

**Lichfield Trishaw Project**

Page: 1

**Balance Sheet**

From: Month 1, April 2021

To: Month 12, March 2022

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
<b>Fixed Assets</b>			
Office Equipment	0.00	8,494.00	
		0.00	8,494.00
<b>Current Assets</b>			
Bank Account	2,471.47	3,405.23	
		2,471.47	3,405.23
<b>Current Liabilities</b>			
		0.00	0.00
<b>Current Assets less Current Liabilities:</b>		2,471.47	3,405.23
<b>Total Assets less Current Liabilities:</b>		2,471.47	11,899.23
<b>Long Term Liabilities</b>			
		0.00	0.00
<b>Total Assets less Total Liabilities:</b>		2,471.47	11,899.23
<b>Capital &amp; Reserves</b>			
Funds	0.00	9,427.76	
P & L Account	2,471.47	2,471.47	
		2,471.47	11,899.23