

CHAIRMAN'S REPORT to the 1st Annual General Meeting

Friday, 25 June 2021

1. Introduction

I am Keith Lightfoot, Chairman of the Charity.

For those who are unfamiliar with us I will introduce our Trustees, and the members of the committee. There has been an enormous amount of work by everybody involved to get us to this point, from inception to today, as it were, via a necessary break for the COVID pandemic. We are incredibly thankful to each and every one of you, without whom it would have been so difficult to launch the Charity.

Trustees

Ian Garrett. Charity Secretary. He has been ever present since the idea was first mooted.
(Thomas) Alex Knell. Charity Treasurer, who has also been present from inception.

Committee Members

Tina and Ian Garrett are both riders
Marco Barra. IT, website, clothing and marketing procurement

The Fundraising Committee of Jos Knell, Tina Garrett, and not least Carol Lightfoot, who put in an extraordinary amount of hard work to arrange a Ball only for the pandemic to halt progress.

Katie Barra. Marco's able assistant

Amy Lightfoot. Volunteer passenger assistant, carer, helmet fitter and IT assistant

Richard Ward...our new rider

The Fundraising Committee also double as caterers for Committee and Trustees meetings, a position often overlooked during the cut and thrust of debate, but very welcome, nevertheless.

And last, but certainly not least, there is Dr Andrew Bigg, our Deputy Safeguarding Officer, who is not present tonight, and who acts outside the day to day running of the Charity as an independent figure to whom we can all turn if necessary on Safeguarding issues if we are unhappy or unable to discuss such matters with the Safeguarding Officer or Trustees.

Again, many thanks to you all, your support and hard work means so much to Carol and me.

The purpose of this AGM is firstly to consider, and accept if appropriate, the Charity's Financial Report. Then to consider and elect Trustees. Finally, we need to consider identifying our membership by the introduction of a nominal annual membership fee.

Ian and Alex will take us through all this in due course.

There have been 6 formal Wish List Bikers Charity Trustees meetings since Charity Commission registration in January 2020, and 2 prior to that date when the organisation was simply Wish List

Bikers. We needed to register with the Commission as our annual income exceeded the threshold of £5000.

2. Chairman's Report

This being the first AGM there will necessarily be more history in my report than in future years as I need to explain how the Charity came into existence. Most of you will be familiar with the story but this report, along with the Treasurer's Report has to be sent to the Charity Commission. I hope it will also provide a narrative of our origin which will be in our annals for many years to come.

In late 2018 the idea of a charity offering the motorcycle experience to sick and disabled adults and children was predicated on my experience of several people who were unable to ride due to illness or disability. My research did not reveal any organisation which offered the same in the UK, or anywhere else, for that matter. I floated the idea to some friends who were keen to see if the project was feasible. I also contacted several organisations who deal with people with chronic disabilities and the idea was enthusiastically received. Community Action Suffolk were helpful also.

On 29 March 2019, and after much deliberation, our families set up a charitable trust called Wish List Bikers, with the three current trustees.

There was very much work to do:

- Finding, obtaining, and adapting a trike suitable for our needs. The trike is currently on loan from my wife and I. Hopefully, in due course, the Charity will buy its own. Many thanks to Ian and Tina who spent a great deal of time, effort and cash in refurbishing a sidecar to use for our passengers. Unfortunately, it became apparent at quite an early stage that it would not be suitable for our needs.
- Setting up the bank accounts.
- Designing the logo, website, sign writing for the trike, photography, advertising flyers, banners flags and flagpole, corporate clothing, harnesses for passenger use and so on.
- Helmets. Many thanks to our motorcycling friends. Who would have thought that so many helmets are sitting in garages all over the county completely new and unused?
- Similarly with jackets, trousers, and gloves. These had been used and sometimes outgrown but all perfectly serviceable.
- Getting Public Liability and Motor Insurance was 'interesting'. Since this is a unique project and the insurers were wary of us, even companies who claimed to insure every kind of vehicle balked at the idea. Eventually motor insurance was obtained with myself as policy holder with 3 named drivers. Alex obtained our Public Liability insurance more easily.

The reality of our commitment struck us after advice from the leader of another charity, Street Pastors, about the written policies that would be required. There followed a period of time when these were written. As a unique charity there were few 'off the peg' policies that could be used so

we adapted some policies from other well-known organisations and used certain official websites for others including Safeguarding.

The list of considerations is long and includes:

- Code of Practice
- Training Policy and Procedure
- Safeguarding
- DBS Policy
- Risk Management for Staff and recipients of the Charity, including an Individual Risk Assessment for each disabled passenger
- Management of volunteers
- Conflicts of Interest
- Privacy Information, Data Protection and Retention
- Health and Safety
- Fire Safety
- Equal Opportunities
- Complaints, grievance and disciplinary matters
- Social Media
- Public Media

Then there was consideration of Driver training and assessment as the trike is not classified as either a car nor a motorcycle. Thanks to the Road Safety Officer of Norfolk CC for helping us with this. Safeguarding training and enhanced DBS checks were a vital part of our preparations also.

We attended many local events, shows and fetes to publicise the charity, along with appearances at disability organisations including Waveney Sailability, care farms, day centres, residential homes, Rotary Clubs, and one funeral at the specific invitation of the family of the deceased.

Over the summer of 2019 we provided 42 rides for people aged 8 to 88yrs, ranging from 20 mins to over 2 hours, giving them a unique motorcycling experience and producing, without exception, some of the widest grins I have ever seen both from the main passengers and their accompanying person. We provided an incredibly enjoyable experience for all. For some there was the thrill of relative independence, others alleviation from isolation, reliving old memories, improvement in mental health, the challenge of something new or different from a restricting lifestyle, or just the noise and wind of being part of an open vehicle.

Financially, we were blessed with numerous donations from friends, relatives and other individuals and organisations. A donation was received from a national charitable trust, a donation from a club of retirees from a large local company, and many others, not least of which was a share of the funds raised from the 2019 Lowestoft Christmas Swim. We do not charge for rides, but gratefully accept any donations the passengers might choose to give.

The factor which affected Wish List Bikers the most was when we received a substantial donation from a donor, who does not wish to be identified, and to whom we are incredibly grateful. This took us over the financial limit set by the Charity Commission whereby it became necessary to

obtain Registered Charity Status. Not only is this a legal requirement but strict criteria have to be met in terms of policies such as safeguarding, and the structure of the organisation and its finances.

In addition, registered status gives us increased credibility with the groups with whom we are working, ability to apply for funding to which we would otherwise not be eligible, and the right to add the name 'Charity' to our title.

At this point, I have to pay tribute to our incredible Treasurer who has spent days, actually many weeks, obtaining and interpreting numerous official documents, applying for Registered status, revising applications, liaising the Charity Commission, setting up the new structure, advising the other Trustees and generally leading us through the whole process.

There is absolutely no doubt that without Alex, Wish List Bikers Charity would not be an entity.

On 10 January 2020 Wish List Bikers Charity was registered by the Charity Commission (Registered Number 1187285) as a Charitable Incorporated Organisation (CIO).

An incredibly proud day for us all.

At this point Alex started to do his thing again with changing bank accounts, amending Public Liability and not least, obtaining Motor Insurance, as it had to be in the name of the Charity. Since trike insurance for this kind of venture had never been needed, or offered before, by anyone, anywhere, it was no mean feat.

Meanwhile the Fundraising Committee had made great strides in organising a Ball. They had organised a date, venue, arrangements regarding food and drink, a disco with proper DJ, trike display, auction items, sponsorship etc.

And many thanks again to them for their time, expertise and enthusiasm to set this up.

Then COVID 19 struck and with all the restrictions of lockdown and social distancing we were unable to operate. In 2020 we were completely unable to engage with our potential users, so all operations and fundraising were suspended.

We did, however, recruit a new driver, Richard Ward, a holder of the Institute of Advanced Motorcyclists advanced certificate with a first-class pass. His occupation is a Strength of Materials Testing Engineer.

So here we are in 2021, restrictions being lifted slowly, and we are in a very good place financially, as you note from the Financial Report.

He alone is responsible for obtaining a very large grant from East Suffolk Council Enabling Community Fund, which has provided us with a sat-nav, 2 cameras for the trike - forward facing as a dash-cam for safety, and backward facing so that our passengers can be given a record of their reactions on the ride. It has also allowed us to purchase some childrens' helmets and some open face helmets which can be easily sanitised. There is enough to pay for fitting the equipment, and some general training as well.

We have also been made one of the two charities which will benefit from the Council Chairman's Charity Fundraising efforts.

The awarding of the council grant has afforded us opportunities to publicise the charity in the Eastern Daily Press, Lowestoft Journal, and a guest appearance on BBC Radio Suffolk Drive-Time programme, which has already generated an offer of having a stand at this year's prestigious Copdock Motorcycle Show, free of charge.

Lately we have received a grant from The National Lottery Community Fund, which will further improve our credibility as a charity, and which will essentially pay for our insurances for this financial year. We are waiting to hear news regarding being presented with the cheque by a local dignitary and to publicise ourselves again via local media.

We have started taking bookings for rides again but will need to remind people of our presence. Hopefully, the Lottery presentation will provide this.

The trike is ready to go, having been thoroughly assessed by Richard, and necessary repairs made.

Finally, there are 2 further items regarding the Charity going forward.

Firstly, as mentioned earlier on, a reminder that we need to ensure a coherent membership, hence Resolution 5 [membership fees] on the agenda. Payment can be made today.

Secondly, we are looking to recruit a potential new Trustee.

Trustees can only serve a maximum of three successive years before they must stand down and are not eligible for re-election for a further twelve months. As we have 3 Trustees according to our Constitution, a sensible move is to have at least one further potential Trustee waiting in the wings, as it were, to be elected next year if and when a current trustee stands down. This will avoid the situation whereby all three trustees have to stand down in three years' time. The main function of the Trustees is to oversee the running of the Charity, rather than doing the day-to-day tasks.

Thus, we are looking for a volunteer, or volunteers to consider being Trustees in the future. Although the Charity has been set up essentially by three families it would be good to now become more inclusive with officials, Trustees, drivers and helpers from more diverse backgrounds and situations.

Again, my heartfelt thanks for everybody's involvement, and I am looking forward to seeing many more smiling faces in the future.



Keith Lightfoot
Chairman

7 November 2021



Wish List Bikers Charity
Reg. No. 1187285 from 10th January 2020

AK

Wish List Bikers Charity

(including Wish List Bikers unregistered charity)

1st Annual General Meeting

25th June 2021

Financial Report

10th January 2019 to 31st March 2021

By

Alex Knell

Treasurer & Trustee



1. Introduction & History

From general mutterings of an idea in March 2019, the Wish List Bikers (WLB) (unregistered) charity's first donations were received in May 2019 and the first client ride was performed in July 2019.

In the intervening time a membership was recruited, trustees were appointed, a constitution was written, bank accounts were opened, insurances were obtained and numerous policies were agreed, motor insurance being particularly excruciating.

After generous donations and ride contributions it became necessary to seek registration with the Charities Commission as WLB had breached the £5,000 income limit.

An application was submitted on 13th September 2019 and received approval on 10th January 2020.

This required a more detailed and formal constitution and the development of wide-ranging policies to comply with registered status, which we did.

The unregistered charity, Wish List Bikers, made a special donation of its reserves (£5,048.53) to the registered charity, Wish List Bikers Charity, on 10th January 2020.

Put simply, WLBC absorbed the net value of WLB upon registration.

The Covid-19 crisis has completely halted WLBC activities. The government may be lifting restrictions on 21st June 2021.

2. Financial Report

Please refer to **Section 4. Financial Accounts** for details.

1. Income

Direct Donations from individuals and organisations have been extremely generous. This generosity compelled us to register with the Charity Commission as we breached the £5,000 income threshold. The Chairman will refer to donors in more detail.

We have received smaller amounts through Just Giving,

Grants have been a major reason that WLBC has been able to prepare for life after lockdown. East Suffolk Council granted £2,638.31 to us from its Enabling Communities Budget. Thanks to Councillors Ed Back and Keith Robinson (Council Chairman) for their enthusiasm and generosity. In fact, we are the 2021-22 Chairman's Charity, which should result in more funding. This grant has been applied to Equipment, including 10 new helmets, SatNav and cameras. We have also been funded for various training (CPR, Manual Handling, Safeguarding and Hugger Rider). No training has been possible during the pandemic.

Donations received from rides stopped on 23 December 2019, prior to becoming a Charitable Incorporated Organisation (CIO), hence it is zero in this report.

Bank interest has been trivial.



Lastly, a lot of work went into organising a Launch Ball. This had to be abandoned. This was to be a "Fund-and-Profile" Raising event which has been shelved until conditions permit.

2. Expenditure

During most of the reporting period we have been inactive.

Therefore, our main expenditure has been the fixed costs that we must pay to remain viable. These are insurances (Motor £552, and Public Liability £468). Also Repairs (Trike MOT £153) and Road Tax (£165).

Equipment has been purchased using purpose-specific grant funding (£1,367).

3. Cash

Costs and cash have been closely contained during the lockdown period.

Unavoidable fixed expenditure has been met, with no visible benefit.

However, grant income has allowed us to spend in preparation for release from lockdown, whilst continuing to protect our cash balances.

The result has been cash balances totalling £7,908.28.

Subsequent to 31st March 2021, National Lottery funding of £1,020 has been secured and received (May 2021).

This will fund the 2021-22 Motor insurance (£557) and Public Liability insurance (£471).

3. Summary & Outlook

WLBC is in a strong starting position as we come out of lockdown.

- We are well equipped, thanks to grant assistance.
- We have had significant free publicity to raise our profile, including being the Council Chairman Keith Robinson's Charity choice, which should ensure further publicity.
- We have £1,095 of funding remaining towards training (already received).
- We have a strong cash situation with £7,908.28.
- National Lottery funding will offset two of our major fixed insurance costs in 2021-22.

Finally, when we get going "properly" in the coming year, we should have a better idea of our cash generation ability. This will allow us to consider the viability of a replacement trike, or even a second trike.



4. Financial Accounts

<u>Income & Expenditure</u>	<i>since CIO status</i>	<i>pre CIO status</i>
	10-Jan-20 to 31-Mar-21	27-May-19 to 09-Jan-20
Income		
Donations	3,005.73	5,448.27
Grants	2,638.31	-
Rides	-	695.00
Just Giving	116.02	95.85
Bank Interest	5.29	3.34
Events Income	-	-
WLB Donation to WLBC	5,048.53	-
	<u>10,813.88</u>	<u>6,242.46</u>
Expenditure		
Fuel	-	93.79
Repairs	152.92	129.57
Consumables	-	113.51
Training	142.00	122.00
Marketing	-	223.50
General Insurances	468.16	468.16
DBS Checks	18.50	18.50
Telephone	36.79	24.90
Postage	2.70	-
WLB Donation to WLBC	-	5,048.53
Events Expenditure	-	-
	<u>2,905.60</u>	<u>6,242.46</u>
Surplus	<u>7,908.28</u>	-
Balance Sheet		
	<u>31-Mar-21</u>	
Funds Reconciliation		
Bank - Current account	1,399.65	
Bank - Deposit account	6,508.63	
Bank - Events account	-	
	<u>-</u>	
Surplus Assets	<u>7,908.28</u>	

K Ilginfor
CHAIRMAN

T A Knell
TREASURER & TRUSTEE
7 November 2021