

CYCLOX

England & Wales · Charity number 1190137

Details

Status Registered

Legal form CIO

Registered 2020-06-26

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

Contact

Address 1 Aristotle Lane
Oxford
OX2 6TP

Phone +447931769484

Email contact@cyclox.org

Website www.cyclox.org

Activities

Objects: TO PROMOTE CYCLING FOR THE PUBLIC BENEFIT IN AND AROUND OXFORD AS A MEANS OF FURTHERING THE FOLLOWING PURPOSES(I) THE ADVANCEMENT OF EDUCATION(II)THE PROMOTION OF PUBLIC HEALTH(III) THE PROMOTION OF PUBLIC SAFETY PARTICULARLY ON THE HIGHWAYS(IV) THE ADVANCEMENT OF ENVIRONMENT PROTECTION AND THE PREVENTION AND MITIGATION OF CLIMATE CHANGE BY WHATEVER MEANS THE TRUSTEES THINK FIT, INCLUDING ADVOCATING AND CAMPAIGNING ON ALL MATTERS RELATING TO CYCLING AND OTHER FORMS OF TRANSPORT, AND ENCOURAGING AND ENABLING MEMBERS OF THE PUBLIC, IRRESPECTIVE OF THEIR AGE, ABILITY, GENDER, RACE, OR SOCIAL OR ECONOMIC CIRCUMSTANCES, TO CYCLE, THROUGH THE PROVISION OF CYCLING FACILITIES, SERVICES, TRAINING, EDUCATIONAL ACTIVITIES AND PUBLIC MEETINGS

Activities: We aim to get more people cycling more safely and more often in and around Oxford by:- campaigning to get more people cycling, more often and more safely; - advocating for better cycling infrastructure with the Highways Authority; - putting on workshops, meetings and conferences; - undertaking initiatives within the community that help people to take up or continue cycling.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Environment/conservation/heritage, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£50,318	£28,870	-	-
2023-08-31	£61,083	£53,298	-	-
2022-08-31	£49,616	£22,912	-	-
2021-08-31	£18,394	£12,250	-	-

Trustees

Name	Role	Appointed
Ian Spencer Loader	Chair	2024-11-19
Alison Moore		2024-03-05
Beenish Robinson		2024-03-08
Ian Gregory Callaghan		2020-06-26
Kathryn McNicoll		2020-06-26
Matthew Turner		2026-02-02
Richard Scrase		2024-03-05
Simon Bernard Pratt		2026-05-18
Stephen Unwin		2020-06-26
Thurstan Bannister		2024-02-06
Yuriria Silva Velazquez		2024-03-05

CYCLOX

England & Wales - Charity number 1190137

Accounts

**Trustees' Annual Report and Financial
Statements for the Year Ended 31 August 2024**

Cyclox

Charitable Incorporated Organisation (CIO)
number 1190137

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This report is accompanied by the Financial Statements for the Financial Year Ending 31 August 2024.

Reference and Administrative Details

Charity name	Cyclox
Charity registration number	1190137
Registration as a Charitable Incorporated Organisation	24 th June 2020

Registered address

12 Apsley Road
Oxford
OX2 7QY

Website: www.cyclox.org
Email: contact@cyclox.org
Phone: 07931769484

Trustees

Kate Arnold	Thurstan Bannister
Ian Callaghan	Alison Chivers
Andy Chivers	James Dawton
Alison Moore	Kathryn McNicoll
Beenish Robinson	Richard Scrase
Yuri Silva Velazquez	Ben Sawyer
Steve Unwin	

Jake Backus (retired 21 Nov 2023)
Benjamin (resigned 8 Feb 2024)
Paul Hayward (resigned 8 Mar 2024)
Rose McGovern (resigned 4 July 2024)

Elise

Honorary secretary

Kathryn McNicoll

Campaigns Director

Lucy Giuliano (resigned in June 2024)

Bankers

From August 2020

Unity Trust Bank PLC
4 Brindley Place
Birmingham
B1 2JB

Trustees' Report

The Trustees submit their annual report and financial statements for the year ended 31st August 2024. The financial statements have been prepared in accordance with the accounting policies set out in the accompanying document.

The Charity is a Charitable Incorporated Organisation (CIO): number 1190137.

1. Statement of compliance

This report complies with the requirements of the Charity's constitution (based on the 'association' model CIO constitution authorised by the Charity Commission), which is the Charity's governing document.

2. Structure, Governance and Management

The Charity was established on 24th June 2020 and assumed the assets and liabilities of the unincorporated organisation that preceded it. The Charity is governed by a constitution that sets out the powers and responsibilities of the Trustees in fulfilling the Charity's objectives.

The Trustees when complete consist of at least five and not more than fifteen individuals. At every annual general meeting of the members of the CIO, one-third of the elected charity trustees shall retire from office. The terms of office of all trustees commenced at our first AGM held on 17th November 2020. New Trustees spend time with the existing Trustees to ensure they understand their responsibilities and the legal and financial framework in which the Charity operates. For reference, all Trustees are issued with the Charity Commission's publication 'The Essential Trustee: What you need to know'.

The Trustees have reviewed the major risks relating to the operation of the Charity, and systems and procedures have been established and implemented to manage those risks.

Lucy Giuliano, campaigns director joined us in July 2023 and resigned in June 2024.

3. Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to Charities in England & Wales requires the Trustees to prepare financial statements for each financial period, which give a true and fair view of the Charity's financial activities during the period, and of its financial position at the end of the period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities Statement of Recommended Practice (SORP)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the financial statements comply with the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

4. Objectives and Activities

Our charitable objects, as set out in our constitution, are:

To promote cycling for the public benefit in and around Oxford as a means of furthering the following purposes:

- (i) The advancement of education
- (ii) The promotion of public health
- (iii) The promotion of public safety particularly on the highways
- (iv) The advancement of environment protection and the prevention and mitigation of climate change

by whatever means the trustees think fit, including advocating and campaigning on all matters relating to cycling and other forms of transport, and encouraging and enabling members of the public, irrespective of their age, ability, gender, race, or social or economic circumstances, to cycle, through the provision of cycling facilities, services, training, educational activities and public meeting.

Our purpose is to get more people in and around Oxford cycling, more often, and more safely.

5. Progress and achievements

Note: this report includes some activities that took place in September 2023 where it seemed logical to do so.

Review of our strategy

We reviewed our strategic objectives and 3-year plan in January 2023. Resulting from this we:

- Developed the following vision:

Oxford is a world class cycling city, where everyone can choose to cycle and feels safe to do so, and where cycling is a normal form of transport.

- Agreed as a strategy that Cyclox will:
 - Support people who cycle, and want to cycle, in Oxford
 - Campaign for improved cycling infrastructure and safety for people who cycle (Vision Zero)
- We will develop ways to evaluate our work and measure our impact.

Support people who cycle, and want to cycle, in Oxford

a) Dr Bike sessions and stalls

We ran 7 stalls and Dr. Bike sessions this year, going to every festival we could: this year Headington and Eid were not available and no one was available to support Pride.

We did 2 sessions at Rose Hill, one for juniors (and parents) and one at the summer festival. The other stalls were at Flofest, West Oxford, Lark Rise and the Canal Festival. Rose Hill is always worthwhile as we feel we are really making a difference there and we are always so welcome there.

We also attended the University of Oxford's Vision Zero event in Radcliffe Square on 10th October.

Many thanks go to Kathryn McNicoll who has organised stalls for the last 8 years. She has put a huge amount of work and time into making them the success they have been. She is stepping down from the organisational role and handing over next year to new organisers.

b) Kidical Mass

We held one Kidical Mass rides this year, on 28th April, with xxx riders. Sadly the ride planned for 22nd September, aimed to coincide with World Car Free Day and the #SafeStreetsNow annual day of action, had to be cancelled due to bad weather.

So many volunteers succeeded in making Kidical Mass such a memorable event. In particular we want to thank Cyclox Trustees, Ian Callaghan and Yuri Silva, and Cyclox member Owen McKnight. We are looking forward to running 'Kidical Mass' rides again next year.

c) Speaker events

Date		Speaker and topic	Attendees
21 st Nov	In person	Dr Robert Davis, Chair Road Danger Reduction Forum Against "Road Safety"	60
20 th Feb	Online	Caz Conneller "Getting women on e-bikes"	40
13 th Mar	In person	Lucy Giuliano and Zuhura Plummer 'Safe streets, strong communities' Lucy couldn't make it so Kathryn McNicoll spoke instead	30
18 th Apr	Online	Annette Pattinson and Laura Di Giacomo "How JoyRiders has made more people confident to ride their bikes"	25
2 nd May	In person	Alison Hill at Oxford U3A "Cycling in Oxford"	100
22 th May	In person	Zuhua Plummer "Oxford Traffic filters plans"	20
4 th June	In person	Alison Hill "Getting more people cycling Why we need co-production" at the regional meeting of the Royal Town Planning Institute on Encouraging Sustainable Transport	50
18 th Jun	Online	Emily Cherry and Kate Arnold "How Bikeability works and its plans for the future"	30

Once again we had a mix of online and in person talks. We probably reached over 200 people through these, though generally numbers felt down compared to previous years. We continue to try to reach a wider audience with only modest success. Since the AGM we have had exclusively women speakers, and they were mostly young. Our publicity is patchy and can be improved. There is no doubt that the in person meetings are more fun and engaging, but attendance is low and it is difficult to justify the expense of hiring a venue. With trustee changes, there may be a change of emphasis to future Cyclox talks.

d) Oxford and Oxfordshire Online Cycling Map

This interactive mapping project was led by Emily Kerr and Robin Tucker. It came out of conversations with children and older cyclists. It shows routes that are car-free, protected or low-traffic, and walking-only. It was developed with the help of lots of people and has proved very helpful for people wanting to find safe routes. As a result of its success it was extended to Oxfordshire with the help of many enthusiasts. <https://www.cyclox.org/index.php/cycling-maps/>

Campaign for improved cycling infrastructure and safety for people who cycle (Vision Zero)

a) Oxfordshire County Council's Vision Zero Strategy

This year our Vision Zero campaigning has focused on advocacy for Vision Zero with Oxfordshire County Council.

The county council involved Cyclox, Oxfordshire Cycling Network, and the London-based charity Action Vision Zero in strategy workshops. In August 2023 the council shared an early draft with Cyclox, along with the Oxfordshire Cycling Network, Action Vision Zero and the Road Safety Foundation, for us to comment on. Many of our comments and those of our members were incorporated into the final draft.

The final draft strategy was sent out for consultation in January 2024. We produced a [quick response guide](#) for members to use to respond to the VZ consultation. Here is [Cyclox's response](#) to Oxfordshire's Draft Vision Zero Strategy.

Oxfordshire County Council agreed its [Vision Zero strategy](#) at the Cabinet meeting on 23rd April 2024. Our chair addressed the [county council cabinet meeting](#) in support but argued strongly that the target will not be reached without the commitment of the police who have still not adopted it as a strategy.

We advocated strongly for creating a differential target for Vision Zero with a target of 2030 for residential areas. Oxfordshire County Council's [Vision Zero strategy](#) included this target.

In our response we advocated that it included minimum level 3 Direct Vision Standards in future fleet and contracts, rather than Level 1 proposed. This was accepted (Action SV6).

b) Implementing the strategy

Cyclox is a member of the Vision Zero Steering Group. This is the County Council's oversight board for their Vision Zero programme. Alison Hill usually attends on behalf of Cyclox, along with Robin Tucker from the Coalition for Healthy Streets and Active Travel, Jeremy Leach from Action Vision Zero and a representative from Thames Valley Police. The absence of the police involvement is a major block to delivery of the strategy and Cyclox has joined a national group set up by Action Vision Zero to set up a national campaign on road crime justice.

We are also a member of the County Council's external stakeholder group which represents of motoring organisations, haulage companies, horse riders, motor bike riders, cycling and walking groups, and the police.

Cyclox continues to argue for all residential roads including city arterial roads to be 20mph. We have made several representations to the county council but currently bus companies are not yet in support. This campaign is ongoing.

We continue to work with coalition partners and other organisations to ensure the Central Oxfordshire Travel Plan is implemented. The major component of that plan is traffic filters which sadly have been postponed until late 2025 due to the continued closure of the Botley Road under the railway.

Cyclox ran a pilot junction review to [Newman Road](#) and [Ashurst Way](#) Junction Assessment using our Junction Assessment Tool. We have been undertaking further reviews with the Vision Zero Cycle Safety Group at the County Council. We are currently working with the county council on their proposed Side Road Entry Treatment design.

c) Fundraising

We were successful in our bid for £20k from the Foundation for Integrated Transport allowing us to recruit a campaigns director, Lucy Giuliano, who started in July 2023. Lucy resigned in June 2024 but lead the delivery of our strategy and supporting our communications and partnerships. She was key to our successful fundraising campaign through The Big Give.

Our trustee Thurstan Bannister now leads a fundraising subcommittee for the board.

d) Consultations

During the year September 2023 to August 2024 our Infrastructure Group has been as usual very active. Our team of 12 volunteers — experts in cycling infrastructure, street architecture and urban design — spent over 300 hours of their time responding to consultations issued by Oxfordshire County Council, Highways Authority, City Council planning applications, residential and commercial development proposals, and proposals on local and national policy.

We meet twice a month to review the latest consultations and infrastructure proposals. Each response is led by a member of the team. Where feasible and necessary, our active travel partners (such as, the Coalition for Healthy Streets and Active Travel, Cycling UK local representatives, Oxford Civic Society and the Oxfordshire Cycling Network) are involved and consulted.

Our preliminary responses are often shared with current members residing, or working, near the proposed site for development or improvement and our responses consider comments we have received from Cyclox members.

You can view the [list of formal consultations we have responded to](#) over the past year. This though is only a small part of the work we do, as we are increasingly getting involved in more informal input before the formal planning stage. This is where our expert contributions have the most impact. In doing this we build relationships with decision-makers to influence schemes early in their development and pursue methods of co-production.

We were consulted about several schemes at an early stage of development long before the obligatory, statutory consultations. We are delighted when we are approached in this way as our aim is for planners and developers to approach us to help planning for cycle infrastructure at the start of the process. Most notably we have been closely involved in the early planning of the Bayswater estate development.

We are involved in and input into Oxfordshire County Council's Co-Production Group and Active Travel Hub Core Liaison Group. With pressure from Cyclox and CoHSAT the county council is now going to produce a Guide to Co-Production. It will of course be co-produced.

Communications

Over the past year our communications have been focused on engaging current members with the work we do, in particular through Vision Zero, and providing a service to the wider Oxfordshire cycling community (by promoting partnerships and encouraging action on local cycling issues). Anyone can now opt in to receive our monthly newsletter, event announcements, and volunteer opportunities emails.

We continued to contribute to a weekly 600-word 'On My Bike' column in the *Oxford Mail* until January this year. We have dropped this to once a month since then. These articles are published in the paper as a full page spread every Saturday and on our [blog](#). We will continue to use this column and our blog to address

local cycling and active travel topics and to encourage more people of all ages, abilities and backgrounds to cycle. We invite contributions from our active travel partners, local cycling organisations, volunteers, members, and councillors.

Much of our media coverage this year has centred on cycle safety. We have been invited for interview and comment by various local media outlets and platforms such as BBC Radio Oxford, BBC South, ITV Meridian, Jack FM and That's TV.

We are very grateful to Jane Buekett for her editorial support with the website, newsletter and the blog.

Membership

Membership Secretary report for Cyclox 2024

Cyclox's membership currently stands at 580 (compared to 612 last year). We had 48 new members in the last 12 months (compared to 50 in the previous year) and 80 members who did not renew (compared to 132 in the previous year).

Our 3 and 5 year memberships continue to be popular, representing 27% and 33% of the membership, respectively, and 86% of members are now paying their renewals online (which makes the renewal administration much less time consuming).

Our current Membership categories (all for 1, 3 or 5 years) are: Individual, Household (for up to 5 people at the same address) and Concessionary (for those who are unwaged (including students in full-time education) and members of affiliated clubs and groups (currently the Cowley Road Condors, VC Jericho, Oxonian CC & The Oxford Cycling Club). NB The retired may choose whichever category they consider best suits their circumstances.

Membership analysis (previous year figures in brackets) – overall very little change

Gender: Male 55% (55%), female 43% (44%), 2% unknown.

Ethnicity: White 83.4% (82.2%), Black 0.2% (0.2%), Asian 0.9% (0.8%), Mixed 2.6% (2.1%), unknown 12.9%.

Equality and diversity

EDI policy

Elise Benjamin, lead trustee for equality and diversity, resigned earlier this year and we have not updated the EDI policy since she left. Our new EDI lead is

We have made progress with diversifying the gender of our board of trustees. As of 31st August we had 13 trustees of whom 6 were female. At the AGM in November 2024 we had 11 trustees of whom 5 were female. We have one Asian board member.

6. Plans for 2025

These are not yet finalised and the new chair and new staff once in post will want to influence them.

Support for people who cycle, and want to cycle, in Oxford

- We will continue to offer Dr Bike sessions especially in communities where there is a lower uptake of cycling.
- We will run two Kidical Mass rides in April and September
- We will be holding regular events, both online and in person, both local and city-wide.
- We will continue to run stalls at festivals over the summer months and over the winter we will be updating the materials and merchandise for these stalls.

Advocacy for improved cycling infrastructure and safety for people who cycle (Vision Zero)

- The major focus of our work will be our Safe Roads for All campaign. We will continue to build a coalition of organisations across the city to increase the impact of our advocacy work with the county council, in particular on 20mph speed limits and direct vision standards.
- Our members have expressed a wish for greater involvement in our activities and, depending on their skills, experience, and interests, we intend to involve them as volunteers in consultations, supporting publications, developing more local champions who are the eyes and ears of their local communities.
- We will continue to respond to consultations with the aim to influence schemes early in their development. We will continue to work with the county council to develop methods of co-production. Our infrastructure advocacy includes informing our members about upcoming consultations: why they are important and how they can take action.

Approved by the Board and signed on its behalf by:



Alison Hill (Chivers), Trustee

Date: xxxx

Independent Examiner's report to the trustees of Cyclox

Independent Examiner's report to the trustees of Cyclox

For the year ended 31st August, 2024

I report on the Financial Statements of the charity for the year ended 31st August 2024. These comprise the Statement of Financial Activities, Assets and Liabilities Statement, Notes 1 to 9 to the Financial Statements and Appendix 1 – Fund Movement Summary.

Respective responsibilities of trustees and the independent examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of the independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting records of the 2011 Act have not been met;
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Ian Metcalfe

Ian Metcalfe

Director -- Oxford Accountants for Business Ltd

Date :--- 21 October 2024

Statement of Financial Activities

Income and expenditure for the period of 1st September 2023 – 31st August 2024.

	Notes	Unrestricted	Restricted	Endowment
		Receipts		
Donations & Legacies		11,733.25	31,505.53	
Charitable Activities		3,420.72	3,659.00	
Investments		0.00	0.00	
Trading Activities		0.00	0.00	
Other		0.00	0.00	
Total receipts	6	15,153.97	35,164.53	
		Payments		
Charitable Activities		9,748.62	3,119.36	
Raising Funds		0.00	754.03	
Governance Costs		0.00	0.00	
Support	7	14,738.78	510.00	
Other		0.00	0.00	
Total payments	8	24,487.40	4,383.39	
Net Receipts / Payments (before transfers)		-9,333.43	30,781.14	
Fund Transfers In		0.00	742.70	
Fund Transfers Out		0.00	742.70	
Net Movement of Cash Funds		-9,333.43	30,781.14	
Total Cash Funds Brought Forward		36,082.26	12,702.04	
Total Cash Funds Carried Forward		26,748.83	43,483.18	
		Represented By		
General (Unrestricted)		26,748.83	0.00	
Cycle Learner Park (Restricted)		0.00	1,000.00	
OLS Collaboration (Restricted)		0.00	0.00	
Sanctuary Wheels (Restricted)		0.00	1,581.71	
Telraam Cycle Counters (Restricted)		0.00	1,064.68	
Vision Zero (Restricted)		0.00	39,094.09	
Workplace Cycling (Restricted)		0.00	0.00	
Dr Bike (Restricted)		0.00	0.00	
JoyRiders Collaboration (Restricted)		0.00	742.70	

Further details of income and expenditure is in Appendix 1.

Asset & Liability Statement

Cash assets as at 31st August 2024. See note 9.

Note: retrospective data for FY22/23 has not carried forward into our new accounting software. We have added the numbers manually to the tables below for "Prior Year".

	Unrestricted	Restricted	Endowment	Total	Prior Year
General (Unrestricted)	26,748.83	0.00	0.00	26,748.83	36,082
Cycle Learner Park (Restricted)	0.00	1,000.00	0.00	1,000.00	1,000
OLS Collaboration (Restricted)	0.00	0.00	0.00	0.00	-1,350
Sanctuary Wheels (Restricted)	0.00	1,581.71	0.00	1,581.71	1582
Telraam Cycle Counters (Restricted)	0.00	1,064.68	0.00	1,064.68	817
Vision Zero (Restricted)	0.00	39,094.09	0.00	39,094.09	11,406
Workplace Cycling (Restricted)	0.00	0.00	0.00	0.00	N/A
Dr Bike (Restricted)	0.00	0.00	0.00	0.00	N/A
JoyRiders Collaboration (Restricted)	0.00	742.70	0.00	742.70	N/A

The Charity Trustees acknowledge their responsibilities for complying with the requirements of the Charities Act 2011 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with:

- Charities Statement of Recommended Practice (SORP) (FRS 102), 2nd Edition issued on 1 January 2019¹²
- Financial Reporting Standard applicable in the UK (FRS 102)
- Charities Act 2011.

In accordance with Charity Commission guidance on the independent examination of charity accounts³, Ian Metcalfe has been appointed by the Board of Trustees to provide an independent examination of the FY23/24 accounts.

Approved by the Board on ?? and signed on its behalf by:



Alison Hill, Chair of Trustees

¹ [Charity reporting and accounting: the essentials November 2016 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

² [The Charities Statement of Recommended Practice \(SORP\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

³ [Independent examination of charity accounts: guidance for trustees - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Notes to the Financial Statements

1. Accounting Policies - Basis of Preparation. These accounts have been prepared in accordance with:

- Charities Statement of Recommended Practice (SORP) (FRS 102), 2nd Edition issued on 1 January 2019
- Financial Reporting Standard applicable in the UK (FRS 102)
- Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

Starting from 1 August 2023, Cyclox has opted to move from an accruals account to a receipts and payments account. Receipts and payments accounts are a simpler accounting option for smaller charities (gross income less than £250k). The main difference is that movement of money is reported when it occurred, not when the cost was incurred. Also, the requirement for a balance sheet is replaced by a simpler asset and liability statement.

As part of the transfer to receipts and payments accounting, we have reviewed our assets and asset management policy. In the future, only significant physical assets (worth more than £500) will be documented in the Asset & Liability statement. The stock and tangible assets (Telraams Counters) documented in the FY 22/23 balance sheet fall below this threshold.

2. Assessment of going concern. The trustees have assessed whether the use of going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect to a period of 1 year from the date of approval of these accounts.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

3. Fund accounting policy.

- **Unrestricted** income funds are generally funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.
- **Restricted** funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

4. Taxation. The company is a registered charity and is, therefore, exempt from taxation.

5. Controlling entity. The charity is controlled by the trustees.

6. Incoming resources. This includes:

- Voluntary income including, gifts, donations, membership subscriptions, sponsorship and grants.
- Tax reclaims (gift aid)
- Charitable activities income, including sales of goods or services from the charity's activities.

7. **Support expenditure.** Support would normally be predominantly expenditure to run the charity. It is disproportionately high this year because a significant amount of our Campaign Director's billed time was spent in meetings advocating for Vision Zero and other Cyclox charitable aims. Historically attending meetings has been categorized as a support activity. For next FY we will split out meeting attendance by type of meeting i.e. billed to support or to charitable activities.

8. Resources expended. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

9. Cash.
 - Unity Trust Bank (UTB) is our main bank account.
 - PayPal is predominantly used to receive membership payments. Cash is periodically transferred to the UTB account.
 - SumUp is used to collect donations at stalls and events. Cash is automatically transferred to UTB monthly.

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Appendix 1: Fund Movement Summary

Fund Name	Opening Balance	Income	Expenditure	
General (Unrestricted)	36,082.26	15,153.97	24,487.40	
Cycle Learner Park (Restricted)	1,000.00	0.00	0.00	
OLS Collaboration (Restricted)	-1,350.00	1,350.00	0.00	
Sanctuary Wheels (Restricted)	1,581.71	0.00	0.00	
Telraam Cycle Counters (Restricted)	64.68	1,000.00	0.00	
Vision Zero (Restricted)	11,405.65	32,071.83	4,383.39	
Workplace Cycling (Restricted)	0.00	742.70	0.00	
Dr Bike (Restricted)	0.00	0.00	0.00	
JoyRiders Collaboration (Restricted)	0.00	0.00	0.00	
TOTAL	48,784.30	50,318.50	28,870.79	

DRAFT

CYCLOX

England & Wales - Charity number 1190137

Accounts



**Trustees' Annual Report and Financial
Statements for the Year Ended 31 August 2023**

Cyclodex

Charitable Incorporated Organisation (CIO)
number 1190137

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This report is accompanied by the Financial Statements for the Financial Year Ending 31 August 2023.

Reference and Administrative Details

Charity name	Cyclox
Charity registration number	1190137
Registration as a Charitable Incorporated Organisation	24 th June 2020
Registered address	12 Apsley Road Oxford OX2 7QY
	Website: www.cyclox.org Email: contact@cyclox.org Phone: 07931769484
Trustees	Jake Backus Ian Callaghan Andy Chivers Paul Hayward Ben Sawyer Elise Benjamin Alison Chivers James Dawton Kathryn McNicoll Steve Unwin
	Jonny Ives resigned 10 th August 2023
Honorary secretary	Kathryn McNicoll
Campaigns Director	Lucy Giuliano
Bankers	From August 2020 Unity Trust Bank PLC 4 Brindley Place Birmingham B1 2JB

Trustees' Report

The Trustees submit their annual report and financial statements for the year ended 31st August 2023. The financial statements have been prepared in accordance with the accounting policies set out in the accompanying document.

The Charity is a Charitable Incorporated Organisation (CIO): number 1190137.

Statement of compliance

This report complies with the requirements of the Charity's constitution (based on the 'association' model CIO constitution authorised by the Charity Commission), which is the Charity's governing document.

Structure, Governance and Management

The Charity was established on 24th June 2020 and assumed the assets and liabilities of the unincorporated organisation that preceded it. The Charity is governed by a constitution that sets out the powers and responsibilities of the Trustees in fulfilling the Charity's objectives.

The Trustees when complete consist of at least five and not more than fifteen individuals. At every annual general meeting of the members of the CIO, one-third of the elected charity trustees shall retire from office. The terms of office of all trustees commenced at our first AGM held on 17th November 2020. New Trustees spend time with the existing Trustees to ensure they understand their responsibilities and the legal and financial framework in which the Charity operates. For reference, all Trustees are issued with the Charity Commission's publication 'The Essential Trustee: What you need to know'.

The Trustees have reviewed the major risks relating to the operation of the Charity, and systems and procedures have been established and implemented to manage those risks.

Becci Curtis, our coordinator, resigned in December 2022. Lucy Giuliano, campaigns director joined us in July 2023.

Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to Charities in England & Wales requires the Trustees to prepare financial statements for each financial period, which give a true and fair view of the Charity's financial activities during the period, and of its financial position at the end of the period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities Statement of Recommended Practice (SORP)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the financial statements comply with the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Objectives and Activities

Our charitable objects, as set out in our constitution, are:

To promote cycling for the public benefit in and around Oxford as a means of furthering the following purposes:

- (i) The advancement of education
- (ii) The promotion of public health
- (iii) The promotion of public safety particularly on the highways
- (iv) The advancement of environment protection and the prevention and mitigation of climate change

by whatever means the trustees think fit, including advocating and campaigning on all matters relating to cycling and other forms of transport, and encouraging and enabling members of the public, irrespective of their age, ability, gender, race, or social or economic circumstances, to cycle, through the provision of cycling facilities, services, training, educational activities and public meeting.

Our purpose is to get more people in and around Oxford cycling, more often, and more safely.

Progress and achievements

Note: this report includes some activities that took place in September 2022 where it seemed logical to do so.

Review of our strategy

We reviewed our [strategic objectives and 3-year plan](#) in January 2023. Resulting from this we:

- Developed the following vision:

Oxford is a world class cycling city, where everyone can choose to cycle and feels safe to do so, and where cycling is a normal form of transport.

- Agreed as a strategy that Cyclox will:
 - Support people who cycle, and want to cycle, in Oxford
 - Campaign for improved cycling infrastructure and safety for people who cycle (Vision Zero)
- We will develop ways to evaluate our work and measure our impact.

Support people who cycle, and want to cycle, in Oxford

a) Dr Bike sessions and stalls

We decided that, in our 20th anniversary year, we would push the boat out and run more sessions: we ran a total of 8 sessions at local events, all but one in conjunction with a Cyclox stall. It was great to have a presence at some new events this year, in particular the Eid Festival and Oxford Pride as we are keen to reach as wide and diverse a cross-section of Oxford's residents as possible. Qualified mechanics safety checked and repaired over 100 bikes in 30-min pre-booked and walk-in slots.

We ran sessions at:

- Eid Festival in April: a new venture for us and it was good to be there, although we will need to think about position ourselves better next year.
- Rose Hill: an evening session of three hours (no stall) aimed at young people in May
- Oxford Pride, at the beginning of June followed the next day by
- Headington Festival, always a lively event
- Flo Festival, another new venture for us and one well suited to us. Lots of cyclists around
- West Oxford Community Centre in July
- Rose Hill Community Centre's repair café in August
- Barton Neighbourhood Centre's annual Barton Bash in September where, as usual, lots of bikes suddenly appeared when people saw we were repairing bikes. We happened to have 3 mechanics which was just as well as all three were kept very busy.

The bubble bike once again proved very popular, although it does necessitate having someone in charge of it.

The Dr Bike sessions are very well received - they are obviously helping a wide range of people back onto their bikes. Bike owners particularly appreciate the friendly unbiased advice of the mechanics as their bikes are being fixed: a lot of people, especially women, feel intimidated by their lack of expert knowledge when they enter a bike shop but here the mechanics are only too pleased to help and advise them.

We were delighted to receive £500 from the MidCounties Co-operative Community Fund to run three Dr Bike sessions in Barton and Rose Hill.

b) Kidical Mass

We held three Kidical Mass rides this year, in March, May and September.

So many volunteers succeeded in making these such memorable events. In particular we want to thank Cyclox Trustee, Ian Callaghan, and Cyclox members; Owen McKnight and Annette Pattinson. We are looking forward to running 'Kidical Mass' rides again next year.

c) Speaker events

It has been a busy and varied year. We hoped to have alternating meetings in real life and via Zoom, but this spring and summer have had a lot of other activities so they haven't happened.

We had 7 talks and one conference with 3 of those being in real life. With so much going on for the 20th Cyclox birthday celebrations, we didn't fit in talks in June, July or August.

The conference attracted about 100 people and the two other live events had about 30 in each.

Zoom used to attract over 80 people but latterly the numbers are more 20-30. We can get speakers from a wide area of course.

Sept 20th	John Disley The future of travel in Oxford	Zoom
Oct 18th	Citizen's Jury Alison Chisholm	Zoom
Nov 15th	Thalia Verkade author of Movement	Zoom
Jan 25th	End Road Deaths: Learning from Helsinki Vision Zero conference (more about the conference below)	Cheney School
Feb 21st	George Bennett, chair of Blcester BUG campaigning	Zoom
Mar 28th	Ling Jinks, Kate Seal Emily Kerr 'How I gave up my car'	Florence Pk
Apr 18th	Zuhura Plummer COTP Oxfordshire Streets	Zoom
May 16th	Making Oxford's Junctions Safer, Danny Yee, Patrick Lingwood, Graham Smith	Wesley Mem
Sept 14 th & Oct 10 th	How to cycle safely and keep your bike safe. Andy Chivers & James Dawton. Presentations to 25 girls aged 11-15	Oxford High School for Girls

Oxfordshire County Council hosted the Cycle County Active County conference on the 5th and 6th July. Members of Cyclox made several presentations at the meeting, including one by Alison Hill who made a joint presentation with Cllr Andrew Gant, Cabinet member for Highways.

Alison Hill and Annette Pattinson from JoyRiders Oxford spoke at a cycle safety event at the Chinese Academy of Medical Sciences to mark the first anniversary of Dr Ling Felce's death attended by about 40 people. They spoke about how to cycle safely and what the Vision Zero campaign involves.

Campaign for improved cycling infrastructure and safety for people who cycle (Vision Zero)

a) Vision Zero – Safe Streets for All

The background to our Vision Zero campaign is set out in our [2022 Trustees Report and Annual Accounts](#).

The first year of our Vision Zero campaigning has been around developing our campaign strategy and being an advocate for Vision Zero with Oxfordshire County Council.

Below are the activities and achievements that have enabled us to increase our advocacy and campaigning on Vision Zero.

Developing our campaign strategy

On 25th January conference we held a conference, *End Road Deaths: Learning from Helsinki*, attended by 120 people. We heard from Oskari Kaupinmäki, Helsinki's Cycling Coordinator, how Helsinki achieved Vision Zero in 2019. Other guest speakers were Jeremy Leach and Amy Aeron-Thomas from Action Vision Zero who helped to guide us in what we need to do as campaigners. In breakout groups, attendees discussed how to apply the lessons from Helsinki and London to Oxford and Oxfordshire. There was unanimous agreement that the County Council's target date of 2050 for achieving Vision Zero was much too far away. Topics of discussion ranged from supporting public transport improvements to making road junctions safer, expanding 20 mph roads and supporting traffic reduction.

We finalised our strategy in February 2023 with the guidance and support of Jamie Clarke and Clare Ferguson, using the outputs from the conference. This was incorporated into Cyclox's strategy for 2022 to 2026. We renamed our campaign Safe Streets for All to reflect the fact that few people understand the term Vision Zero, and that our campaign is focusing on all road users not just cycle riders.

Oxfordshire County Council Vision Zero Strategy

Cyclox has been invited to be part of the Vision Zero Steering Group. This is the County Council's oversight board for their Vision Zero programme. Alison Hill usually attends on behalf of Cyclox, along with Robin Tucker from the Coalition for Healthy Streets and Active Travel, Jeremy Leach from Action Vision Zero and a representative from Thames Valley Police.

The County Council is preparing a strategy for Vision Zero. Several stakeholders including Cyclox participated in a strategy workshop to discuss what we want to see included in the strategy. The council then shared an early draft with Cyclox, along with the Oxfordshire Cycling Network, Action Vision Zero and the Road Safety Foundation, for us to comment on. We are still waiting to see the next draft, which will be coming out for consultation in November 2023 with a view to seeking cabinet approval in February 2024.

Advocacy with Oxfordshire County Council

Following the deaths of four people on their bikes, the County Council has set up a Cycle Safety Group with a view to improving safety at the junctions where the cycle riders were killed and other junctions also judged to be unsafe. This has involved site visits and iterative input into the redesign of the junctions. For the present the changes made are low cost and until wholesale changes are made will improve safety to some extent but will not remove the risks. The changes to the Plain roundabout are an example of this.

As 70% of collisions involving cyclists are at junctions we ran a pilot junction review at Newman Road junction with Rose Hill using the Junction Assessment Tool. We will be undertaking further reviews but will be integrating those into the work of the Cycle Safety Group at the County Council over the coming year.

We are a member of the County Council's external stakeholder group which representatives of motoring organisations, haulage companies, horse riders, motor bike riders, cycling and walking groups, and the police.

Fundraising

We were successful in our bid for £20k from the Foundation for Integrated Transport allowing us to recruit a campaigns director, Lucy Giuliano, who started in July. Lucy is leading the delivery of our strategy and supporting our communications and partnerships.

We are currently undertaking a fundraising campaign through The Big Give.

b) Consultations

During the year September 2022 to August 2023 our Infrastructure Group has been very active. Our team of 12 volunteers — experts in cycling infrastructure, street architecture and urban design — spent over 300 hours of their time responding to consultations issued by Oxfordshire County Council, Highways Authority, City Council planning applications, residential and commercial development proposals, and proposals on local and national policy.

We meet twice a month to review the latest consultations and infrastructure proposals. Each response is led by a member of the team. Where feasible and necessary, our active travel partners (such as, the Coalition for Healthy Streets and Active Travel, Cycling UK local representatives, Oxford Civic Society and the Oxfordshire Cycling Network) are consulted.

Our preliminary responses are often shared with current members residing, or working, near the proposed site for development or improvement and our responses consider comments we have received from Cyclox members.

You can view the [list of the 28 formal consultations we have responded to](#) over the past year. This though is only a small part of the work we do, as we are increasingly getting involved in more informal input before the formal planning stage. This is where our expert contributions have the most impact. In doing this we build relationships with decision-makers to influence schemes early in their development and pursue methods of co-production.

We were consulted about several schemes at an early stage of development long before the obligatory, statutory consultations. We are delighted when we are approached in this way as our aim is for planners and developers to approach us to help planning for cycle infrastructure at the start of the process. Most notably we have been closely involved in the early planning of the Bayswater estate development.

We are involved in and input into Oxfordshire County Council's Co-Production Group and Active Travel Hub Core Liaison Group.

Communications

Over the past year our communications have been focused on engaging current members with the work we do, in particular through Vision Zero, and providing a service to the wider Oxfordshire

cycling community (by promoting partnerships and encouraging action on local cycling issues). Anyone can now opt in to receive our monthly newsletter, event announcements, and volunteer opportunities emails.

We have continued to contribute to a weekly 600-word 'On My Bike' column in the *Oxford Mail*. These articles are published in the paper as a full page spread every Saturday and on our [blog](#). We will continue to use this column to address local cycling and active travel topics and to encourage more people of all ages, abilities and backgrounds to cycle. We invite contributions from our active travel partners, local cycling organisations, volunteers, members, and councillors.

Much of our media coverage this year has centred on cycle safety and Low Traffic Neighbourhoods. We have been invited for interview and comment by various local media outlets and platforms such as BBC Radio Oxford, BBC South, ITV Meridian, Jack FM and That's TV.

Membership

Membership Secretary report for Cyclox AGM 2023

Cyclox's membership currently stands at 612 compared to 717 last year and 560 the year before. Those not renewing this year include members who joined over several earlier years as well as some of those who joined in the surge in membership last year following the series of fatal cycle accidents. A few of the older standing order members have also not renewed, presumably as they have not opened emails about closure of the Co-op bank account.

Our 3- and 5-year memberships are proving popular, representing 27% and 26% of the membership, respectively, and the vast majority of members appear to be using the online payment and renewal options successfully.

Membership analysis:

Gender: Male 55%, female 44%, other/prefer not to say 1%

Ethnicity: White 82.2%, Black 0.2%, Asian 0.8%, Mixed 2.1%, unknown 14.7%

Age: under 20 10%, 20s 4.6%, 30s 9%, 40s 15.5%, 50s 18.1%, 60s 17.3%, 70s 9.5%, 80s 1.3%, unknown 14.5%

Equality and diversity

EDI policy

Elise Benjamin, lead trustee for equality and diversity, reviewed the Cyclox EDI policy in July and only one small change was necessary, which was the insertion of "religion" in the following bullet point: "treating all people equally and with respect irrespective of their age, ability, gender, race, or social or economic circumstances"

Trustee Training

Elise Benjamin has been researching equalities and diversity training for trustees and will continue this early next year.

Engaging with Local Communities

Elise Benjamin met with a local Imam to discuss outreach within local Muslim communities. He informed her that one of the Mosques now has a local cycling group and he will put her in touch with them. We discussed how to encourage the take up of cycling and have come up with an initial plan for a family 'try a bike' day next year.

Plans for 2024

Support for people who cycle, and want to cycle, in Oxford

- We will continue to offer Dr Bike sessions especially in communities where there is a lower uptake of cycling.
- We will run two Kidical Mass rides in May and September
- We will be holding regular events, both online and in person, both local and city-wide.
- We will continue to run stalls at festivals over the summer months and over the winter we will be updating the materials and merchandise for these stalls.

Advocacy for improved cycling infrastructure and safety for people who cycle (Vision Zero)

- The major focus of our work will be our Safe Roads for All campaign. We will be building a coalition of organisations across the city to increase the impact of our advocacy work with the county council, in particular on 20mph speed limits and direct vision standards.
- We will undertake at least 5 junction reviews, ensuring that the junctions will be a priority for improvement with Oxfordshire County Council.
- Our members have expressed a wish for greater involvement in our activities and, depending on their skills, experience, and interests, we intend to involve them as volunteers in consultations, supporting publications, developing more local champions who are the eyes and ears of their local communities.
- We will continue to respond to consultations with the aim to influence schemes early in their development. We will continue to work with the county council to develop methods of co-production. Our infrastructure advocacy includes informing our members about upcoming consultations: why they are important and how they can take action.

Approved by the Board and signed on its behalf by:



Alison Hill (Chivers), Trustee
Date: 18 November 2023



Financial Statements

for the Financial Year Ending 31 August 2023

Cyclodex

Charitable Incorporated Organisation (CIO)
number 1190137

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Independent Examiner's Report to the Board of Trustees

Independent Examiner's report to the trustees of Cyclox

For the year ended 31st August, 2023

I report on the Financial Statements of the charity for the year ended 31st August 2023. These comprise the Statement of Financial Activities, Balance Sheet and Notes 1 to 11 to the Financial Statements.

Respective responsibilities of trustees and the independent examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of the independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting records of the 2011 Act have not been met;
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Ian Metcalfe

Director – Oxford Accountants for Business Ltd

Date 9/11/2023

Statement of Financial Activities

Income and expenditure for the period of 1st September 2022 – 31st August 2023.

	Notes	Total	Cycle Learner Park (R)	General Fund (U)	OLS Collaboration (R)	Sanctuary Wheels (R)	Stock (U)	Telraam Cycle Counters (R)	Vision Zero (R)
<i>Income</i>									
Income and Endowments	6	61,083	1,000	16,201	21,977	5,590		840	15,475
Total Income		61,083	1,000	16,201	21,977	5,590	0	840	15,475
<i>Expenses</i>									
Expenditure	7	53,298		12,201	23,327	3,437	419	23	13,891
Total Expenses		53,298	0	12,201	23,327	3,437	419	23	13,891
Net Resource Movement		7,785	1,000	4,000	-1,350	2,153	-419	817	1,584
Net Movement in Funds		7,785	1,000	4,000	-1,350	2,153	-419	817	1,584
Total Funds Brought Forward		41,827	0	32,082	0	-571	494	0	9,822
Total Funds Carried Forward		49,612	1,000	36,082	-1,350	1,582	75	817	11,406

Further analysis of income and expenditure is in Appendices 1 and 2.

Balance Sheet as at 31st August 2023.

Fixed Assets	Note		31-Aug-23
Tangible Assets	8	£	753
Current Assets			
Stock	9	£	75
Debtors		£	-
Cash - Unity Trust Bank	10	£	48,784
Cash - PayPal	10	£	-
Cash - SumUp	10	£	-
Cash - Stripe	10	£	-
Cash - Petty Cash		£	-
Net Assets		£	49,612
Restricted Funds			
Cycle Learner Park	3	£	1,000
OLS Collaboration	3	-£	1,350
Sanctuary Wheels	3	£	1,582
Telraam Cycle Counters	3 & 11	£	817
Vision Zero	3	£	11,406
Unrestricted Funds			£
General Fund	3		36,082
Stock	3 & 9	£	75
Total Charity Funds		£	49,612

The Charity Trustees acknowledge their responsibilities for complying with the requirements of the Charities Act 2011 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with:

- Charities Statement of Recommended Practice (SORP) (FRS 102), 2nd Edition issued on 1 January 2019¹²
- Financial Reporting Standard applicable in the UK (FRS 102)
- Charities Act 2011.

In accordance with Charity Commission guidance on the independent examination of charity accounts³, Ian Metcalfe has been appointed by the Board of Trustees to provide an independent examination of the FY22/23 accounts.

Approved by the board on 18th November 2023 and signed on its behalf by



Alison Hill, Chair of Trustees

¹ [Charity reporting and accounting: the essentials November 2016 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

² [The Charities Statement of Recommended Practice \(SORP\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

³ [Independent examination of charity accounts: guidance for trustees - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Notes to the Financial Statements

1. Accounting Policies - Basis of Preparation. These accounts have been prepared in accordance with:
 - Charities Statement of Recommended Practice (SORP) (FRS 102), 2nd Edition issued on 1 January 2019
 - Financial Reporting Standard applicable in the UK (FRS 102) • Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

2. Assessment of going concern. The trustees have assessed whether the use of going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect to a period of 1 year from the date of approval of these accounts.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

3. Fund accounting policy.
 - **Unrestricted** income funds are generally funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.
 - **Restricted** funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

A breakdown of income and spending against these funds is at Appendices 1 and 2 respectively.

4. Taxation. The company is a registered charity and is, therefore, exempt from taxation.
5. Controlling entity. The charity is controlled by the trustees.
6. Incoming resources. This includes:
 - Voluntary income including, gifts, donations, membership subscriptions, sponsorship and grants.
 - Tax reclaims (gift aid)
 - Charitable activities income, including sales of goods or services from the charity's activities.

A breakdown of income is at Appendix 1.

7. Resources expended. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

A breakdown of spending is at Appendix 2.

8. Fixed Assets. CycloX purchased 4 Telraam traffic sensors using a grant from Oxford City Council. The sensors collect multi-modal traffic data. The sensors will be depreciated over 3 years on a straight-line model.
9. Stock. Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow-moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Stock largely consists of promotional and informational material (eg maps, flyers, Highway Code guides). Much of the stock is given away at stalls. Approx £16 worth of Highway Code guides were written off after significant changes to the Highway Code made them obsolete.
10. Cash.
 - Unity Trust Bank (UTB) is our main bank account.
 - PayPal is predominantly used to receive membership payments. Cash is periodically transferred to the UTB account.
 - SumUp is used to collect donations at stalls and events. Cash is automatically transferred to UTB monthly.
 - Stripe was used briefly last year to receive membership payments. It did not result in any benefits over PayPal and will not be used at all next FY. The account will be closed.
11. Telraam Cycle Counters Fund. This includes available cash in the fund and remaining value of the assets held by the fund. This is also reflected in the SOFA. The value of the assets will depreciate over 3 years on a straight line basis ie the fund will effectively pay for the assets over the 3 year period.

Appendix 1: Income Breakdown by Source and Fund

	Total	Cycle Learner Park (R)	General Fund (U)	OLS Collaboration (R)	Sanctuary Wheels (R)	Stock (U)	Telraam Cycle Counters (R)	Vision Zero (R)
<i>Income</i>								
Income and Endowments								
Grants	19,377	1,000	480	7,057			840	10,000
Income from Charitable Activities	5,590				5,590			
Income from Donations and Legacies								
Donations								
Individual Donations								
Membership Donations	500		500					
Membership Dues	5,267		5,267					
Stall Donations	678		528					150
Standalone Donations	28,639		8,394	14,920				5,325
Gift Aid Claimed	984		984					
Income from Other Trading Activities	16		16					
Other Incoming Resources	52		52					
Reimbursement for Charitable Activities	-20		-20					
Total Income	61,083	1,000	16,201	21,977	5,590	0	840	15,475

Appendix 2: Expenditure Breakdown by Activity and Fund

Expenses	Total	Cycle Learner Park (R)	General Fund (U)	OLS Collaboration (R)	Sanctuary Wheels (R)	Stock (U)	Telraam Cycle Counters (R)	Vision Zero (R)
Expenditure								
Charitable Activities								
Charity Management & Administration								
Bank Charges								
PayPal Fees	87		87					
Communications	349		349					
Communications - Events	470		470					
Communications - Materials	30		30					
Communications - Newsletter	993		993					
Communications - On Yer Bike	329		329					
Communications - Website Costs	133		133					
Dr Bike (labour & consumables)	818		818					
OLS Collaboration	23,327			23,327				
Sanctuary Wheels	3,437				3,437			
Vision Zero	1,160							1,160
Vision Zero - Coordination	6,608							6,608
Vision Zero - Infrastructure Advocacy	1,363							1,363
Vision Zero - Strategy Development	4,760							4,760
Running the Charity								
Governance and Administration	1,242		1,242					
Bank & Transaction Fees	116		93				23	0
Insurance	88		88					
Professional Fees	200		200					
Software Purchase & Subscriptions	672		672					
Staff & Contractor Costs	6,395		6,395					
Telephone & Internet	89		89					
Volunteer Coordination	64		64					
Marketing & Promotion	568		149			419		
Expenses	53,298	0	12,201	23,327	3,437	419	23	13,891

Independent Examiner's report to the trustees of Cyclox
For the year ended 31st August, 2023

I report on the Financial Statements of the charity for the year ended 31st August 2023. These comprise the Statement of Financial Activities, Balance Sheet and Notes 1 to 11 to the Financial Statements.

Respective responsibilities of trustees and the independent examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of the independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting records of the 2011 Act have not been met;
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Ian Metcalfe

Director – Oxford Accountants for Business Ltd

Date 9/11/2023

CYCLOX

England & Wales - Charity number 1190137

Accounts



**Trustees' Annual Report and Financial
Statements for the Year Ended 31 August
2022**

CycloX

Charitable Incorporated Organisation (CIO)
number 1190137

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Reference and Administrative Details

Charity name	Cyclox
Charity registration number	1190137
Registration as a Charitable Incorporated Organisation	24 th June 2020
Registered address	12 Apsley Road Oxford OX2 7QY
	Website: www.cyclox.org Email: contact@cyclox.org Phone: 07931769484
Trustees	Jake Backus Ian Callaghan Andy Chivers Jonny Ives Ben Sawyer Elise Benjamin Alison Chivers James Dawton Kathryn McNicoll Steve Unwin
	Sara Hallas, Simon Hunt and Lonie Sebahg resigned 16 th November 2021
Honorary secretary	Kathryn McNicoll
Coordinator	Becci Curtis
Bankers	From August 2020 Unity Trust Bank PLC 4 Brindley Place Birmingham B1 2JB

Trustees' Report

The Trustees submit their annual report and financial statements for the year ended 31st August 2022. The financial statements have been prepared in accordance with the accounting policies set out on page 20.

The Charity is a Charitable Incorporated Organisation (CIO): number 1190137.

Statement of compliance

This report complies with the requirements of the Charity's constitution (based on the 'association' model CIO constitution authorised by the Charity Commission), which is the Charity's governing document.

Structure, Governance and Management

The Charity was established on 24th June 2020 and assumed the assets and liabilities of the unincorporated organisation that preceded it. The Charity is governed by a constitution that sets out the powers and responsibilities of the Trustees in fulfilling the Charity's objectives.

The Trustees when complete consist of at least five and not more than fifteen individuals. At every annual general meeting of the members of the CIO, one-third of the elected charity trustees shall retire from office. The terms of office of all trustees commenced at our first AGM held on 17th November 2020. New Trustees spend time with the existing Trustees to ensure they understand their responsibilities and the legal and financial framework in which the Charity operates. For reference, all Trustees are issued with the Charity Commission's publication 'The Essential Trustee: What you need to know'.

The Trustees have reviewed the major risks relating to the operation of the Charity, and systems and procedures have been established and implemented to manage those risks.

Becci Curtis, Cyclox coordinator, started in July 2019 as a self-employed contractor and – since May 2022 – has increased her working days from one to two days a week. She does invaluable work supporting Cyclox with our communications, engagement with stakeholders, project management, and provides support for public meetings.

Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to Charities in England & Wales requires the Trustees to prepare financial statements for each financial period, which give a true and fair view of the Charity's financial activities during the period, and of its financial position at the end of the period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities Statement of Recommended Practice (SORP)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the financial statements comply with the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Objectives and Activities

To promote cycling for the public benefit in and around Oxford as a means of furthering the following purposes:

- (i) The advancement of education
- (ii) The promotion of public health
- (iii) The promotion of public safety particularly on the highways
- (iv) The advancement of environment protection and the prevention and mitigation of climate change

by whatever means the trustees think fit, including advocating and campaigning on all matters relating to cycling and other forms of transport, and encouraging and enabling members of the public, irrespective of their age, ability, gender, race, or social or economic circumstances, to cycle, through the provision of cycling facilities, services, training, educational activities and public meeting.

Our mission is to get more people in and around Oxford cycling, more often, and more safely.

Executive summary

Cyclox was founded in 2003 and became registered Charitable Incorporated Organisation in June 2020. This is our second full year operating as a Charity; the Trustees approved their first annual report and financial statement for 24th June 2020 to 31st August 2021. Our work over the period covered by the first annual report was impacted by the pandemic and our response to recurrent lockdowns.

This year has also proven tumultuous and our work over the period covered by this second annual report was impacted for two major reasons.

Firstly, within the year September 2021 to August 2022, three young women died while cycling in Oxford: all three were killed at junctions in collisions with heavy goods vehicles. These fatalities prompted us to revise our annual planned activities to call on Oxfordshire County Council to adopt Vision Zero; this has since become a major campaign and will be central to our activities for the next few years (see section b).

Secondly, the refugee crises following the fall of Afghanistan's capital city, Kabul, and the Ukrainian war, prompted us to set-up the Sanctuary Wheels project with Active Oxfordshire (see section c).

Despite the challenges and tragedies this year has brought with it, we have achieved demonstrable progress. Advocating for world class cycling infrastructure in Oxford has been one of our longstanding strategic objectives and we have been working hard to influence schemes early in their development and develop methods of co-production. Over the past year, our comments, advice, and expertise has been sought out. We have been invited to work with the county council and have been asked to join working groups. This is a notable change, and it is a change in the right direction.

Our mission to 'get more people cycling, more often, and more safely' stands firm. We don't want people to give up cycling because they feel fearful, and we don't want people to give up (or rule out) cycling because they don't have access to a bike or support. We know that cycling is good for our health, it eases congestion, and it helps improve air quality, makes for a better economy, and reduces social inequality.

Note: this report includes some activities that took place in September 2022 where it seemed logical to do so.

Progress and achievements

a) Our strategy

We reviewed our [strategic objectives and 3-year plan](#) in January 2022. We updated our vision to place increased importance on the perception that cycling is a safe activity:

*Oxford is a world class cycling city, where everyone can choose to cycle **and feels safe to do so**.*

(‘...feels safe to do so’ replaced ‘...where cycling is a normal form of transport’)

This update was tragically apposite considering the cycling fatalities that took place in the months that followed.

Our ambition over the next three years 2022–25 is:

- Supporting and encouraging more people of all ages, abilities and backgrounds to cycle
- Advocating for world cycling infrastructure in Oxford
- Making Cyclox a household name in Oxford

We will develop ways to evaluate our work and measure our impact.

b) Vision Zero

Since becoming a registered Charity in June 2020, four women have been killed while riding their bikes in Oxford: all in collision with heavy goods vehicles at junctions. Three of these women were killed in the 12-months covered by this Trustees' report.

26th September 2021: Jenny Wong was killed in collision with a crane on at the London Road/Headley Way junction.

8th February 2022: Ellen Moilanen was killed in collision with an aggregates lorry at the A4165/Oxford Parkway junction.

1st March 2022: Ling Felce was killed in collision with a DAF truck at The Plain roundabout driven by Robert Whiting. Whiting was unqualified, uninsured, under the influence of drugs, and had been previously banned from driving and convicted of other driving offences. In September, he was sentenced to eight years in prison and banned from driving for nine years.

These three deaths follow Samantha Blackborow who was killed in collision with a bin lorry as its driver turned left at a junction on Horspath Driftway in Nov 2020.

These fatalities prompted us to revise our annual planned activities in order to put pressure on Oxfordshire County Council to adopt [Vision Zero](#) (the elimination of traffic fatalities and serious injuries).

On the 21st of February (13 days after Ellen Moilanen's death), our Trustees and infrastructure group volunteers hand-delivered a letter signed by 173 people to the Director of Environment and Place at Oxfordshire County Council (OCC), offering suggestions for immediate and long-term improvements for people cycling and walking on the A4165 and Oxford Parkway.

Progress followed rapidly during the three months that followed:

- **2nd March** (the day after Ling Felce's death): our Chair was invited to meet with Oxfordshire County Council's Cycling Champion, Cllr Andrew Gant, and Oxford City Council's Champion for Active Travel and Cycling, Jemima Hunt.
- **4th March**: our Chair was invited to meet with local MP Anneliese Dodds.
- **10th March**: The Leader of OCC, Cllr Liz Leffman, announces ['aspiration' to adopt Vision Zero](#) alongside promise to work alongside Cyclox.
- **16th March**: our first meeting with OCC's Director of Environment and Place (Bill Cotton) to discuss immediate actions to make the A4165 safer for people cycling and walking.
- **22nd March**: second meeting with Bill Cotton to discuss immediate changes to The Plain Roundabout.
- **24th March**: Graham Smith, a member of our infrastructure group, was admitted as a witness in Jennifer Wong's pre-inquest with the aim of encouraging the coroner to make a report to Oxfordshire County Council on the prevention of road (Highways Safety) related deaths.
- **5th April**: OCC Cabinet Member for Travel and Development Strategy, Cllr Duncan Enright, announces Vision Zero as 'an absolute iron commitment' at a full County Council meeting.
- **14th April**: third meeting with Bill Cotton to raise concerns about the delivery speed of road safety improvements.
- **10th May**: invited to attend the first Road Safety Summit hosted by the Police & Crime Commissioner for Thames Valley, Matthew Barber. The agenda for the day: 'Towards Vision Zero'.
- **12th May**: the County Council forms a [cycle safety working group](#) with Cyclox.

- **22nd June:** Oxfordshire County Council announced an [official commitment to Vision Zero](#) setting ‘interim targets of a 25 per cent cut in casualties by 2026 and a 50 per cent reduction by 2030 before aiming to reach zero by 2050’ and a £250,000 budget to deliver prioritised initiatives.

‘I am constantly impressed by the hard work and dedication of cycling advocacy groups across the county. They represent a wealth of talent and expertise that is impossible to ignore, and we are extraordinarily lucky to have. I know that, in particular, Cyclox, is keen for the county to put the Vision Zero policy at the front and centre of our Local Transport and Connectivity Plan.’

- Cllr Liz Leffman, Leader of Oxfordshire County Council, 10th March 2022

The Local Transport and Connectivity Plan was approved by the County Council in July and now includes Vision Zero as a policy.

We want to continue working with the County Council, to hold them to account for delivering on their target to eliminate road traffic deaths in Oxford by 2050. Vision Zero is now a major campaign for us and will be central to our activities over the next few years. Since March, we have fundraised approx. £11,000. We have hired someone short term to develop our Vision Zero strategy, and a freelance Campaign Manager, to progress this work into 2023 and beyond.

c) Sanctuary Wheels

The [Sanctuary Wheels](#) project built on the success of the Bikes for Key Workers (2020-21) project and is testament to the generosity of Oxfordshire’s cycling community and the ongoing support of our brilliant partners and volunteers.



Launching in February 2022, the project was set-up alongside [Active Oxfordshire](#) and [Asylum Welcome](#) to provide bikes, lights, locks, helmets and translated tuition so that refugees could benefit from being able to get around independently, access essential services, and get to know their new communities. Sanctuary Wheels initially focused on providing bikes to young unaccompanied refugees arriving in Oxford City. As war started in Ukraine, it quickly became clear that the scope of the project would need expanding.

Mark Beard, High Sheriff of Oxfordshire donated £2,000 to get Sanctuary Wheels off the ground and more than £10,000 was raised through [generous public donations](#). Many individuals fundraised by undertaking cycling challenges:

- The former Chief Executive of Active Oxfordshire, Paul Brivio, cycled 192 miles and raised £1,430.
- Cycling UK Trustee and Secretary of Cycling UK Oxfordshire, Robin Tucker, cycled from Oxford to Paris and back, and raised £802.
- The Bike Oxford Sanctuary Wheels team raised more than £1,800.

To date, we have provided approximately 300 bikes (plus lights, locks and helmets) to Ukrainian refugees and 60 bikes to refugees from other parts of the world including: Eritreans, Afghanis, Syrian Kurds, and Pakistanis. The Windrush Bike Project (Witney), Farcycles (Faringdon) and Asylum Welcome have also handed out more than 100 bikes to refugees.

'Cyclox has been a fantastic support and resource. First, they were able to provide a bicycle and helmet the right size for Y. He started by pedalling enthusiastically up and down the narrow lane outside the house – now he cycles to meet his friends. Riding a bicycle gets Y out of the house and it is great – and enjoyable – exercise. It gives him choices about what to do, where to go and when. V is now keen to have a go at riding a bike herself.'

Refugee host family, August 2022

This project would not have succeeded without the steadfast determination and enthusiasm of our Trustee and Honorary Secretary, Kathryn McNicoll, together with her husband James, and the expert help of mechanic Colin Scott. We must also thank Oxfordshire Fire and Rescue Service who coordinated bike donation days at fire stations across Oxford.

Active Oxfordshire have now funded Asylum Welcome to find storage for donated bikes and we will hand the project over to them at the end of this month to continue this important work.

d) Dr Bike sessions

We weren't successful in obtaining funding from Cycling UK to run Dr Bike (free bike maintenance) sessions this year, however, using funds remaining from 2021, we ran a total of five sessions at local events, four of them in conjunction with a Cyclox stall.

Qualified mechanics safety checked and repaired more than 80 bikes in 30-min pre-booked and walk-in slots.

We ran sessions at:

- A lively Headington Festival in May
- A very hot Fun Day at West Oxford Community Centre in July
- Rose Hill Community Centre's repair café in August
- A crowded Canal Festival (Jericho) in September
- Barton Neighbourhood Centre's annual Barton Bash in September



For some of these events, we took a 'bubble bike' along, which generated a lot of fun and interest.

We have received many invitations to run these sessions at various local unfunded events. These sessions are incredibly important to connect with local communities and get more people cycling, but they do come at a cost and take the skill of paid mechanics and many hours of volunteers' time to run effectively. We have decided to limit these sessions to five per year.

e) Kidical Mass



In June we held Oxford's first 'Kidical Mass' as part of Bike Week (16th-12th June). Three led rides started out from Florence Park in Cowley, the North Way underpass in Barton, and St. Philip and James School in North Oxford, picking up more people along the way.

The rides congregated in Radcliffe Square before a tour of the city centre that concluded with a picnic lunch on Oxpens meadows, before heading to join the [Broken Spoke Bike Co-Op](#) at their 10th anniversary party in Osney Lane.

The event was recorded by the Leach family: you can [watch it on YouTube](#).

So many volunteers succeeded in making this such a memorable event. In particular we want to thank Cyclox Trustee, Ian Callaghan, and Cyclox members; Owen McKnight and Annette Pattinson. We are looking forward to running 'Kidical Mass' again.

f) Speaker events

We have run seven very well-attended and free online events this year, alongside one in-person 'get to know Cyclox' social.

Our guest speakers have engaged over 450 online participants on a wide range of topics:

2021

- Neil Guthrie (designer of the [Gold Standard Cycle Map](#) for Central London) and Martin Lucas Smith (webmaster and manager of [Cycle.Streets](#)) talked about mapping as a force for change in September.
- Chris Goodall (climate change expert and author) joined us in October to talk about Oxford's sustainable future.
- County Councillors, Duncan Enright (Cabinet Member for Travel & Development Strategy), Tim Bearder (Cabinet Member for Highway Management) and Pete Sudbury (Cabinet Member for Climate Change Delivery & Environment) presented their vision for the future of transport in Oxfordshire at our AGM in November.

2022

- In January, local resident, Iraj Maghounaki, inspired us with his account of cycling over 4,000 miles from Oxford to the capital of Iran and raising over £12,500 for Oxfordshire Mind in the process.
- In February, Tom Scholes, an Oxfordshire County Council officer responsible for dealing with reports from FixMyStreet ran a practical and informative session on how the app works, what things can be report, what happened to the reports when they come in, and why the County Council uses it.
- In March, Crispian Poon, Director of the technology company [Onsee](#), talked to about the findings of their Oxford-based ‘near miss’ prevention project they ran with [Pedal and Post](#) using their bike-mounted dashcam.
- We were joined by Oxfordshire County Council Traffic Signals Department employee, Ben Broughton, who talked to us about ‘the secret life of traffic lights’ in April. Ben answered questions like: ‘how do traffic signals know cyclists are there?’ and ‘how do you decide whether to install filters, advance stop lines, advance cycle signals?’.

We will continue to run regular events and develop a ‘best practice’ set of guidelines to help support our volunteers manage events online. Cyclox Trustee, Andy Chivers, has single-handedly secured guest speakers, managed bookings, and conducted most of these meetings over the past year. It is an astonishing amount of work and we thank him.

g) Consultations

During the year September 2021 to August 2022 our Infrastructure Group has been very active. Our team of 12 volunteers — experts in cycling infrastructure, street architecture and urban design — spent over 300 hours of their time responding to consultations issued by Oxfordshire County Council Highways Authority, City Council planning applications, residential and commercial development proposals, and proposals on local and national policy.

We meet alternate weeks to review the latest consultations and infrastructure proposals. Each response is led by a member of the team. Where feasible and necessary, our active travel partners (such as, the Coalition for Healthy Streets and Active Travel, Cycling UK local representatives, Oxford Civic Society and the Oxfordshire Cycling Network) are consulted.

Our preliminary responses are often shared with current members residing, or working, near the proposed site for development or improvement and our responses consider comments we have received from Cyclox members.

You can view the [list of consultations we have responded to](#) over the past year. The most significant was the Local Transport and Connectivity Plan, which, through our influence, included a chapter on Vision Zero.

Our expert contributions have the most impact when we are involved at the early planning stages. We build relationships with decision-makers to influence schemes early in their development and pursue methods of co-production.

We were consulted about several schemes at an early stage of development long before the obligatory, statutory consultations. We are delighted when we are approached in this way as our aim is for planners and developers to approach us to help planning for cycle infrastructure at the

start of the process. Most notably we have been closely involved in the early planning of the Bayswater estate development.

h) Coalition for Healthy Streets and Active Travel

The Coalition for Healthy Streets and Active Travel (CoHSAT) was set up early in 2019. This is a group of [sixteen community organisations](#) working together to improve our streets and increase active travel.

Cyclox led the work on [15 Minute Neighbourhoods](#).

CoHSAT's work on the consultations on the Central Oxfordshire Travel Plan and traffic filters helped shape [our response to these key consultations](#).

i) Communications

Over the past year our communications have been focused on engaging current members with the work we do and providing a service to the wider Oxfordshire cycling community (by promoting partnerships and encouraging action on local cycling issues). Anyone can now opt-in to receive our monthly newsletter, event announcements, and volunteer opportunities emails.

We have doubled member-only communications this year as a result of our two major campaigns (Vision Zero and Sanctuary Wheels) and significant council consultations. Our aim has been to demystify the consultations process and champion the work of our infrastructure group volunteers, and this work has been carried over to developments on our website. This is something we will continue to develop and improve in 2023.

We have continued to contribute to a weekly 600-word 'On Yer Bike' column in the *Oxford Mail*. These articles are published in the paper as a full page spread every Saturday and on our [blog](#). Contributing to the *Oxford Mail* has not been without its challenges this year and we have made complaints about inflammatory headlines and articles. In April, we met with the Editor-in-Chief, Andrew Colley, to discuss our concerns. We have a good relationship with our regular column editor, Andy Ffrench, who approaches us prior to making any significant changes to the copy we submit. For now, we will continue to use this column to address local cycling issues and to encourage more people of all ages, abilities and backgrounds to cycle. We invite contributions from our active travel partners, local cycling organisations, volunteers, and members.

Most of our media coverage this year has centred on cycle safety (changes to the Highway Code and Vision Zero), Sanctuary Wheels, and Low Traffic Neighbourhoods. We have been invited for interview and comment by various local media outlets and platforms such as BBC Radio Oxford, BBC South, ITV Meridian, and Jack FM. In March 2022, Road.cc covered our call for Vision Zero following the death of Ling Felce at The Plain. Their article — [“White lines do not work”: Oxford campaigners call for urgent action after cyclist is killed at notorious junction](#) — drew attention to the objections we made to the The Plain redesign in 2013.

We have maintained a high level of engagement via our social media pages. We would like to recruit volunteers to help manage these accounts.

j) Membership

Our membership has grown significantly this year. At the end of September 2022, Cyclox membership had increased by 28% in comparison to the previous year; totalling 717 members (157 more members than at the end of September 2021). A large proportion of these new members joined in the weeks following the deaths of Ellen Moilanen and Ling Felce, but we had a steady stream of new members joining us throughout the year.

As our membership continues to grow, we decided to phase out standing order renewal payments in favour of online payments. As a result of becoming a charity in 2020, we were required to set-up a new account with Unity Trust Bank. Unfortunately, it was not possible for us to transfer standing order payments from the existing Co-op account. Members renewing by standing order have been notified of this change and will be prompted to renew online 4-weeks before their current membership expires. The new 1-, 3- and 5-year memberships via secure online payment (debit/credit card) continue to be popular and are much more efficient; significantly reducing the administrative work involved in processing renewals.

Cyclox will celebrate its 20th birthday in 2023 and membership fees have been unchanged for as long as we can remember. We decided to increase membership fees by £2 per year in September 2022. This increase is applicable to new individual and household members, but – given the cost-of-living crisis – we chose to not to apply this increase to our concessionary membership option. A pro-rata increase was applied to our bulk 3- and 5-year membership options. We propose to implement a similar fee increase for renewing members in 2023.

The increase in membership numbers will hopefully be followed by more members wanting to be actively involved in campaigning and helping to run Cyclox. We are thankful to our trustee and membership secretary, Steve Unwin, for all his hard work.

Plans for 2023

- We are ambitious to increase our influence and our income from membership, sponsorship and donations.
- We will be launching our Vision Zero campaign in January 2023.
- We will be celebrating our 20th anniversary in September 2023 and will be planning some events to mark this milestone in the life of Cyclox.
- We intend to offer Dr Bike sessions in communities where there is a lower uptake of cycling.
- Our members have expressed a wish for greater involvement in our activities and, depending on their skills, experience, and interests, we intend to involve them as volunteers in consultations, supporting publications, developing more local champions who are the eyes and ears of their local communities.
- We will continue to respond to consultations with the aim to influence schemes early in their development. We aim to work with the county council to develop methods of co-production. Our infrastructure advocacy includes informing our members about upcoming consultations: why they are important and how they can take action. We are planning to launch a regular 'infrastructure bulletin' email in 2023.
- We will continue to run monthly speaker events.

Approved by the Board and signed on its behalf by:

A handwritten signature in black ink that reads "Alison Hill". The letters are cursive and somewhat stylized.

Alison Hill (Chivers), Trustee
Date: 8th November 2022

**Financial Statements
for the Year Ended 31 August 2022**

Cyclox

Charitable Incorporated Organisation (CIO)
number 1190137

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Financial Report to the Board of Trustees

I Report to the Board of Trustees on the preparation of the accounts of Cyclox for the Year Ended 31st August 2022. The financial period being 1st September 2021 to 31st August 2022.

I was appointed and instructed to prepare for your approval the financial statements of Cyclox for the year ended 31st August 2022 which include the Statement of Financial Activities (SoFA), Balance Sheet (BS) and the related notes from the accounting records and information and explanations given to me.

This report has been prepared for the Charity's Trustees of Cyclox in accordance with my agreement. It is the duty of Cyclox to ensure adequate records are kept.


I have not audited the accounts of Cyclox and therefore not tested the accuracy of the accounting records or information given to me, therefore I have not stated any opinion on the accounts.

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination.

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.

Thomas Futter

Signature:

A handwritten signature in black ink, appearing to read 'T. Futter', written over a horizontal line.

Date: 9th October 2022

Statement of Financial Activities

Including Income and Expenditure Accounts for the period of 1st September 2021 – 31st August 2022.

	Unrestricted Funds		Restricted Funds		Total Funds 2021-22
Voluntary Income	£		£		£
Membership Payments	£	9,064	£	-	£ 9,064
Donations	£	19,489	£	-	£ 19,489
Donations (Vision Zero)	£	-	£	9,822	£ 9,822
Grant Income - Sanctuary Wheels			£	9,741	£ 9,741
Grant Income - Celebration of Cycling	£	-	£	1,500	£ 1,500
TOTAL	£	28,553	£	21,063	£ 49,616

	Charitable Activities		Governance		Total 2021-22
Direct costs	£		£		£
Increase Cycling	£	2,582	£	-	£ 2,582
Raising Profile	£	4,313	£	-	£ 4,313
Sanctuary Wheels	£	10,312			£ 10,312
Infrastructure Advocacy	£	181			£ 181
Governance	£	-	£	5,523	£ 5,523
TOTAL	£	17,389	£	5,523	£ 22,912

TOTAL FUNDS CARRIED FORWARD				£	26,704
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Further analysis of Income and expenditure are shown in Sections 12 and 13.

Balance SheetBalance Sheet as at 31st August 2022.

Fixed Assets	Note	2022	
Fixed Assets	7	0	
Current Assets			
Inventory	8	£	494
Debtors	9	£	-
Accrued Income	14	£	-
Cash - Co-Operative Bank	10	£	-
Cash - PayPal Account	10	£	1,049
Cash - Unity Trust Bank	10	£	40,610
Cash - Petty Cash			
		£	42,153
Creditors: Amounts falling due within one year			
Trade Creditors	11	-£	326
Accruals	16	£	-
Deferred Income	15	£	-
Net Current Assets		£	41,827
NET ASSETS		£	41,827
The funds of the charity:			
Funds Brought Forward from previous years		£	15,123
Increase (Decrease) in Funds in Current Year		£	26,704
TOTAL CHARITY FUNDS		£	41,827

The Charity Trustees acknowledge their responsibilities for complying with the requirements of the Charities Act 2011 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting standard applicable in the United Kingdom (FRS 102) (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK (FRS 102) and the Charities Act 2011.

Approved by the Board on 8th November 2022 and signed on its behalf by:



Name and Position: Alison Hill (Chivers), Trustee

Notes to the Financial Statements

1. Accounting Policies - Basis of Preparation

These accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting standard applicable in the United Kingdom (FRS 102) (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

2. Assessment of going concern

The Trustees have assessed whether the use of going concern assumption is appropriate in preparing these accounts. The Trustees have made this assessment in respect to a period of 1 year from the date of approval of these accounts.

The Trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The Trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

3. Fund accounting policy

Unrestricted income funds are generally funds that are available for use at the Trustees' discretion in furtherance of the objectives of the charity. Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

4. Incoming resources

Voluntary income including, gifts, donations, membership subscriptions, sponsorship and grants that provide core funding or are of general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Incoming resources from tax reclaims are included in the statement of financial activities at the same time as the gift to which they relate. Charitable activities income includes sales of goods or services from the charity activities.

5. Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

6. Governance costs

Governance costs include costs of the preparation and examination of accounts, the cost of Trustee meetings, subscriptions to professional bodies and the cost of any legal advice to Trustees on governance and constitutional matters.

7. Fixed Assets

At the end of 31st August 2022 there were no Tangible Assets in the charity.

8. Inventory

Inventory is valued at the lower of cost and net realisable value, after due regard for obsolete and slow-moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed. In the year ending 31st August 2022 an adjustment was done to the prior year stock calculation

9. Debtors

There were no debtors at the end of 31st August 2022.

10. Cash within the charity

The balances of the cash within the charity at the end of 31st August 2022 was as follows:

The balance in the Co-operative bank account on 31st August 2022 was £0

The balance in the PayPal account on 31st August 2022 was £1,048.66

The balance in the Unity Trust Bank on 31st August 2022 was £40,610.03

Total cash £41,658.69

11. Trade Creditors

Trade Creditors as of 31 August 2022 was £325.50. This related to two invoices from Slime Cycleworks, invoices 220805-1 (£274.50) and Oxford Products Ltd Inv 1203111 (£51.00). These were both paid in September.

12. Income Summary by Activity

Breakdown of Expenditure reported in these financial statements

Income Category	Details	Amount
Membership	Membership received	£ 9,063.80
Donations	Donations	£ 19,488.77
Vision Zero	Donations	£ 9,821.91
Grant Income	Celebration of Cycling	£ 1,500.00
	Sanctuary Wheels	£ 9,741.03
	TOTAL	£ 49,615.51

13. Expenditure Summary by Activity

Breakdown of Expenditure reported in these financial statements

Expenditure Category	Details	Amount
Raising Profile	Headington Festival	£ 30.00
	Marketing and Promotion	£ 345.70
	Membership	£ 341.90
	Newsletter	£ 1,625.53
	Stocks for resale/donation	£ 590.49
	On yer bike	£ 851.35
	Volunteer coordination	£ 233.10
	Website maintenance	£ 295.03
	TOTAL	£ 4,313.10
Governance	Accountancy	£ 300.00
	Bank Charges	£ 72.00
	Coordinator time	£ 3,721.31
	Insurance	£ 652.00
	Meetings	£ 146.09
	Membership Fees	£ 85.00
	PayPal Charges	£ 122.57
	Quickbooks, Zoom, Mobile Phones	£ 268.34
	Stripe Fees	£ 15.54
	Subscription	£ 140.00
	TOTAL	£ 5,522.85
	Increase Cycling	Celebration of Cycling
Dr Bike		£ 857.87
Events		£ 700.53
Maps		£ 200.00
WOCA Fun Day		£ 8.00
TOTAL		£ 2,581.72
Infrastructure Advocacy	Coordinator Time	£ 80.60
	Vision Zero	£ 100.89
	TOTAL	£ 181.49
Sanctuary Wheels	Bike Maintenance	£ 213.90
	Bike Refurbishment	£ 1,569.79
	Bikes, Bike Parts and Services	£ 8,465.46
	Parking	£ 12.00
	Van Hire	£ 51.30
	TOTAL	£ 10,312.45
	TOTAL EXPENDITURE	£ 22,911.61

14. Accrued Income

At the end of 31 August 2022 there was no accrued income.

15. Deferred Income

Deferred Income has been released into 2021-2022 FY.

16. Accruals

There were no accruals made in 2021-2022 financial year.

17. Trustees' remuneration and expenses

No Trustees received any remuneration during the financial year.

18. Taxation

The company is a registered charity and is, therefore, exempt from taxation.

19. Controlling entity

The charity is controlled by the Trustees.

CYCLOX

England & Wales - Charity number 1190137

Accounts



**Annual Report and Financial
Statements for the Year Ended
31 August 2021**

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Cyclox Charitable Incorporated Organisation (CIO) number 1190137

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Reference and Administrative Details

Charity name	Cyclox	
Charity registration number	1190137	
Registration as a Charitable Incorporated Organisation	24 th June 2020	
Registered address	12 Apsley Road Oxford OX2 7QY	
Trustees	Jake Backus Benjamin Ian Callaghan Andy Chivers Sara Hallas Jonny Ives Lonie Sebahg	
	Elise Alison Chivers James Dawton Simon Hunt Kathryn McNicoll Steve Unwin	
	Oly Shipp resigned 17 th November 2020 Ruth Davis resigned 17 th November 2020	
Honorary secretary	Kathryn McNicoll	
Coordinator	Becci Curtis	
Bankers	From August 2020	

Unity Bank
4 Brindley Pl,
Birmingham B1 2JB

Trustees' Report

The Trustees submit their annual report and financial statements for the year ended 31st August 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 11.

The Charity is a Charitable Incorporated Organisation (CIO): number 1190137.

Statement of compliance

This report complies with the requirements of the Charity's constitution (based on the 'association' model CIO constitution authorised by the Charity Commission), which is the Charity's governing document.

Structure, Governance and Management

The Charity was established on 24th June 2020 and assumed the assets and liabilities of the unincorporated organisation that preceded it. The Charity is governed by a constitution which sets out the powers and responsibilities of the Trustees in fulfilling the Charity's objectives.

The Trustees when complete consist of at least five and not more than fifteen individuals. At every annual general meeting of the members of the CIO, one-third of the elected charity trustees shall retire from office. The terms of office of all trustees commenced at our first AGM held on 17th November 2020. New Trustees spend time with the existing Trustees to ensure they understand their responsibilities and the legal and financial framework in which the Charity operates. For reference all Trustees are issued with the Charity Commission's publication 'The Essential Trustee: What you need to know'. As a new charity we have been holding a series of governance sessions for trustees. We intend to review our governance in 2022 using the Charity Governance Code for micro-charities.

The Trustees have reviewed the major risks relating to the operation of the Charity, and systems and procedures have been established and implemented to manage those risks.

Becci Curtis, Cyclox coordinator, started in July 2019 as a self-employed contractor, for one day a week. She does invaluable work supporting Cyclox with our communications, our engagement with stakeholders, with project management, and support to our public meetings.

Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to Charities in England & Wales requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the Charity's financial activities during the period and of its financial position at the end of the period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the financial statements comply with the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Objectives and Activities

To promote cycling for the public benefit in and around Oxford as a means of furthering the following purposes

- (i) The advancement of education
- (ii) The promotion of public health
- (iii) The promotion of public safety particularly on the highways
- (iv) The advancement of environment protection and the prevention and mitigation of climate change

by whatever means the trustees think fit, including advocating and campaigning on all matters relating to cycling and other forms of transport, and encouraging and enabling members of the public, irrespective of their age, ability, gender, race, or social or economic circumstances, to cycle, through the provision of cycling facilities, services, training, educational activities and public meeting.

Our mission is to get more people in and around cycling, more safely and more often.

Progress and achievements

This is Cyclox’s annual report and financial statement for our first full year as a Charitable Incorporated Organisation. We became a charity in June 2020 and at our AGM on 17th November 2020 the trustees approved the annual report and financial statement for September 2019 to August 2020. As with all organisations the pandemic of Covid-19 has had a significant impact on our activities, but has brought with it much change and some opportunities during the latest year.

We are very fortunate that a good friend of Cyclox has donated £5,000 to Cyclox to further our work. £1,000 of this generous donation contributed towards the refurbishing of the Barton Underpass. We are hugely grateful to the donor as the funding has enabled us to be more ambitious.

a) New strategy

We prepared a new strategy at the start of 2021 ([here is the link](#)). Our ambition over the next three years 2021-2023 is:

- a) Supporting and encouraging more people of all ages, abilities and backgrounds to cycle
- b) Being recognised for our advocacy on cycling infrastructure
- c) Making Cyclox a household name in Oxford

We will be putting in place ways of measuring our impact.

b) Speaker events

Date	Online Event	Approx. participants
15 Sept 2020	Cllr Liam Walker, Oxfordshire CC: Improving Oxfordshire Highways for Cycling	65
20 Oct 2020	Josh Lenthall, Active Oxfordshire: Active Oxfordshire	65
17 Nov 2020	Roxanne De Beaux, CamCycle: Lessons and Inspiration from CamCycle	73
15 Dec 2020	Duncan Dollimore, Cycling UK: How Cycling UK can support local cycling campaigns	29
19 Jan 2021	Simon Munk, London Cycling Campaign: Cycling infrastructure in a medieval city	66
16 Feb 2021	Raz Marsden and Cat Dixon: Tandem Women on Wheels	45
16 Mar 2021	Patrick Lingwood, Oxfordshire CC and Scott Urban, Oxfordshire Liveable Streets: Low Traffic Neighbourhoods get the thumbs up in Oxford	76
20 Apr 2021	Sarah Berry: Diary of a new cyclist	25
18 May 2021	The Ranty Highwayman (Mark Philpotts): What makes a good cycle route	76
15 June	Alison Hill, Cyclox Chair: How Oxford’s cycle campaign	26

c) Bikes for Key Workers

The [Bikes for Key Workers](#) project started in April 2020 and was at its peak during the first lockdown and the summer when so many people were furloughed and volunteer mechanics had time on their hands. We engaged a total of 22 volunteer mechanics and, over the course of the year, 345 bikes were handed out to very grateful key workers in Oxford. Since the New Year, we have repaired a few more donated bikes for key workers and handed out approximately 20 more. However, our attention has turned towards facilitating Dr Bike sessions as a way of reaching different parts of Oxford.

d) Dr Bike sessions

Our first 3 Dr Bike sessions, carried out in partnership with Active Oxfordshire, were postponed several times because of the pandemic and Covid restrictions but eventually took place in April (Rose Hill) and May (Blackbird Leys and then back at Rose Hill again). Fewer people signed up for Blackbird Leys session and it was less well attended: partly perhaps due to the site chosen which is a pity because it is an area of need. However, we did have an older woman who rode and then pushed her bike all the way from Botley and then sat exhausted while her bike was fixed. The Rose Hill sessions were well attended and almost fully booked out.

On the strength of these sessions, we applied to Cycling UK again and received a grant to run 5 more sessions, mainly to coincide with the Celebration of Cycling in September. Active Oxfordshire kindly agreed to donate the remaining stock of cables and inner tubes etc. to the new sessions. As a taster, the first session was held at St Ebbes Primary School, a school keen to encourage cycling and promote its School Street: not only were we able to fix a lot of bikes for children as well as adults, but we were also able to suggest to some nervous Mums that they might enjoy Joyriders as a way to get them back on their bikes.

The subsequent 4 Dr Bike sessions were a key part of the Celebration of Cycling (see para f below). Two of them took place in Broad Street, the third was part of the Barton Bash and the final session was back at Rose Hill. The first two events caught the attention of people passing by who could see all the bike activity: the last two really reached out into areas of Oxford where cycling is not necessarily a part of everyone's lives and where there is quite a bit of deprivation. Overall, significantly more women signed up than men, which was interesting but perhaps not surprising: one of the main worries for women is having to go into a cycle shop and feeling silly about asking questions.

Throughout the course of the Celebration, 12 mechanics worked at these different workshops, sometimes in appalling weather, but they found the gratitude of the cyclists rewarding. The sessions are totally dependent, not only on their expertise, but also the kind and generous way they give their time to the people who bring along their bikes. Our volunteers have repaired 124 bikes at the Celebration of Cycling sessions.

e) Barton Underpass

The link between Barton Lane on the Headington side with North Way on the Barton side is a very busy route. It's full of pupils going to and from school; friends on each side of the A40 who want to meet each other; people who work at the hospitals or other workplaces in Headington; shoppers heading to their favourite stores; people going to clinics or their GPs or the library; cyclists and walkers seeking recreation around Bayswater Brook and beyond.

In the spring of 2021, the underpass was treated to a transformational makeover. The ramps and tunnel under the A40 Northern bypass were repaired. Their walls were freshly painted end-to-end and top-to-bottom with very bright and colourful murals. The project team was led by Katy Cockram, Trustee of the Barton Community Association and lead for Safer Barton, Risinghurst and Sandhills.

The cost, approx. £7000, has been provided from Headington Action, small-scale budgets to councillors, and from a donation of £1000 by Cyclox, which was given by our generous donor.

f) Celebration of Cycling 2021

Early in 2021, Cyclox alongside partners, Active Oxfordshire, Bicester BUG, Broken Spoke Bike Co-op, JoyRiders Oxford, Oxford Brookes University, Oxford City Council, Oxfordshire County Council, University of Oxford, Wheels for All Oxford, and Windrush Bike Project, agreed to hold a Celebration of Cycling during for the five weeks 28th August to 4th October (the date of the Women's Tour of Britain 2021). The aim was to inspire more people to cycle for fun, health, and everyday journeys.

Many groups across the city and the county enthusiastically took up the challenge to host organised rides, exhibitions, talks, films, competitions, and community-led events. [The full programme of events can be found here](#) and the events held by Cyclox are in bold.

We were delighted that [Shaw Gibbs](#), Accountants and Business Advisers, agreed to sponsor the Celebration. We are very grateful to Active Oxfordshire for supporting activities in Oxford, Bicester and Witney, and the Mid-Counties Cooperative Community Fund Small Grants, University of Oxford Community Grant, Cycling UK and Bike Register for their contributions to individual events.

All the partners can be proud of what was achieved to make the Celebration a huge success. We will be undertaking an evaluation of the Celebration to determine how we should take it forward again in future years.

g) Consultations

During the year September 2020 to August 2021 our Infrastructure Group has been very active. Our team of 12 volunteers – experts in cycling infrastructure, street architecture and urban design – spent over 300 hours of their time responding to consultations issued by Oxfordshire County Council Highways

Authority, City Council planning applications, residential and commercial development proposals, and proposals on local and national policy.

We meet alternate weeks to review the latest consultations and infrastructure proposals. Each response is led by a member of the team. Where feasible and necessary, our active travel partners (such as, the [Coalition for Healthy Streets and Active Travel](#), Cycling UK local representatives, Oxford Civic Society and the Oxfordshire Cycling Network) are consulted.

Our preliminary responses are often shared with Cyclox members residing, or working, near the proposed site for development or improvement and our responses take into account Cyclox members' comments.

Here is [a link to the consultations](#) that we have responded to over the course of the year.

Our expert contributions have the most impact when we are involved at the early planning stages. We build relationships with decision-makers to influence schemes early in their development and pursue methods of co-production.

We were consulted about several schemes at an early stage of development long before the obligatory, statutory consultations. We are delighted when we are approached in this way as our aim is for planners and developers to approach us to help planning for cycle infrastructure at the start of the process. We often find that developers think about infrastructure within the site, but fail to consider access to the site. Developments included:

- The proposed new bridge across the Thames between Oxpens and Osney Mead
- The Oxpens development
- Cycle access in the two major forthcoming housing developments between Cutteslowe Park and Oxford Parkway station and Water Eaton Park and Ride
- Woodstock and Banbury Road co-production process - to get inputs from active travel groups in the city to guide principles of design
- The Quickways scheme
- The land north of Bayswater Brook.

h) Coalition for Healthy Streets and Active Travel

The Coalition for Healthy Streets and Active Travel (CoHSAT) was set up early in 2019. This is a group of ten community organisations working together to improve our streets and increase active travel (for a list of member organisations see www.cohsat.org.uk). Over 3 years CoHSAT has received an annual grant from the Low Carbon Hub to carry out a set of projects that contribute towards the Hub's aim: to cut Oxfordshire's carbon footprint and contribute to the creation of a decentralised and locally owned renewable energy system. Outputs from these activities are described [here](#). Cyclox members have been involved in several of

the projects and we led on the Walkability Index work as part of a project on 15 Minute Neighbourhoods.

i) Communications

We have contributed to a weekly 600 word On Yer Bike column in the Oxford Mail. These articles are published in the paper as a full page spread every Saturday. They are also published as [blogs on our website](#).

We have been invited to contribute comments on cycling to Radio Oxford, Jack FM and BBC South Today.

We have maintained a high profile on Facebook and Twitter.

j) Membership

Cyclox's membership has continued to grow during 2021. The total (as of 30/09/21) was 560 compared to 534 last year. Many new members joined during lockdown and the publicity around the Bikes for Key Workers project may have contributed to this. In September we gained 24 new members likely a result of the Celebration of Cycling. Although a good number of new members have joined during the year it has been offset by people not renewing their membership, probably due to the mobile nature of Oxford's population (and to some extent due to late renewals).

The new 1-, 3- and 5-year membership categories are all proving popular and are much easier to administer than the standing order memberships (which have to be processed manually). The printable membership cards appear to be popular - we have had only one request for a hard copy. Many existing members still pay by standing order and quite a large number have still not changed their standing order from the Co-op to our new Unity Trust Bank account. It may be that many of these are 'dormant' members who don't tend to read Cyclox emails or newsletters. Further work will be required on this in Spring 2022 after the April renewals.

Quite a lot of members now add a donation to their membership as this can be easily done online when they renew.

We continue to monitor the diversity of our membership. The current figures are as follows:

Gender: 55.5% male, 42.3% female, 2.1% unknown

Ethnicity: White 67.7%, Black 0.5%, Asian 0.5%, Mixed 1.6%, Unknown* 29.6%

We also have a good spread of ages, helped particularly by household memberships:

Under 10:	4.1%	50s:	13.0%
10s:	2.8%	60s:	13.9%
20s:	4.8%	70s:	5.9%
30s:	6.2%	80s:	1.4%

40s: 16.4%

Unknown*: 29.4%
* mainly due to lack of response from 'dormant' members

Our membership form asks how members can help Cyclox and what help they would like from us. This has proved a useful resource as members are offering skills in a variety of areas as well as enabling us to offer help to those starting to cycle or getting back to cycling.

Plans

Covid continues to influence our activities and we are not anticipating holding face-to-face meetings for the foreseeable future.

- We will be reviewing our strategy, which will inform our work plan for the coming year.
- We are ambitious to increase our influence and our income from membership, sponsorship and donations.
- We intend to offer Dr Bike sessions in communities where there is a lower uptake of cycling.
- We will evaluate the Celebration of Cycling and, on the basis of that evaluation, will make a decision with Celebration partners on running it again in 2022.
- Our members have expressed a wish for greater involvement in our activities and, depending on their skills, experience, and interests, we intend to involve them as volunteers in consultations, supporting publications, developing more local champions who are the eyes and ears of their local communities.
- We will develop our partnerships with organisations in the city and contribute to the Local Cycling and Walking Activation Plan.
- We will continue to respond to consultations but will work with the county council to try to ensure that we can influence schemes earlier in their development. In particular we wish to work with the county council to develop methods of co-production.
- We will continue to run monthly speaker events.

Approved by the Board and signed on its behalf by:



Alison Hill (Chivers), Trustee
Date: 31st October 2021

Financial Report to the Board of Trustees

I Report to the Board of Trustees on the preparation of the accounts of Cyclox for the Year Ended 31st August 2021.

I was appointed and instructed to prepare for your approval the financial statements of Cyclox for the year ended 31st August 2021 which include the Statement of Financial Activities (SoFA), Balance Sheet (BS) and the related notes from the accounting records and information and explanations given to me.

This report has been prepared for the Charity's Trustees of Cyclox in accordance with my agreement.

It is the duty of Cyclox to ensure adequate records are kept.

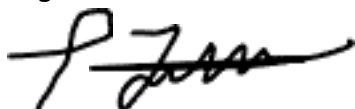
I have not audited the accounts of Cyclox and therefore not tested the accuracy of the accounting records or information given to me, therefore I have not stated any opinion on the accounts.

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination.

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.

Thomas Futter

Signature:

A handwritten signature in black ink, appearing to read 'T Futter', written over a horizontal line.

Date: 31st October 2021

Statement of Financial Activities

Including Income and Expenditure Accounts for the period of 26th June 2020 – 31st August 2021.

Voluntary Income	Unrestricted Funds		Restricted Funds		Total Funds 2020-21	
	£		£		£	
Membership Payments	£	5,023	£	-	£	5,023
Donations	£	10,338	£	-	£	10,338
Grant Income	£	311	£	2,723	£	3,034
TOTAL	£	15,671	£	2,723	£	18,394

Direct costs	Charitable Activities		Governance		Total 2020-21	
	£		£		£	
Increase Cycling	£	5,313	£	-	£	5,313
Raising Profile	£	4,698	£	-	£	4,698
Governance	£	-	£	2,239	£	2,239
TOTAL	£	10,011	£	2,239	£	12,250

TOTAL FUNDS CARRIED FORWARD	£	6,144
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Further analysis of Income and expenditure are shown in Sections 12 and 13.

Balance Sheet

Balance Sheet as at 31st August 2021.

	Note	2021		2020	
Fixed Assets					
Fixed Assets	7	£	-	£	-
Current Assets					
Inventory	8	£	1,084	£	326
Debtors	9	£	-	£	-
Accrued Income	14	£	-	£	-
Cash - Co-Operative Bank	10	£	2,011	£	9,539
Cash - PayPal Account	10	£	3,271		
Cash - Unity Trust Bank	10	£	10,978		
Cash - Petty Cash					
		£	17,344	£	9,865
Creditors: Amounts falling due within one year					
Trade Creditors	11	-£	214	£	-
Accruals	16	£	-	£	-
Deferred Income	15	-£	2,007	-£	886.00
Net Current Assets		£	15,123	£	8,979
NET ASSETS		£	15,123	£	8,979
The funds of the charity:					
Funds Brought Forward from previous years		£	8,979	£	11,323
Increase (Decrease) in Funds in Current Year		£	6,144	-£	2,344
TOTAL CHARITY FUNDS		£	15,123	£	8,979

The Charity Trustees acknowledge their responsibilities for complying with the requirements of the Charities Act 2011 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting standard applicable in the United Kingdom (FRS 102) (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK (FRS 102) and the Charities Act 2011.

Approved by the Board on 31st October 2021 and signed on its behalf by:



Name and Position: Alison Hill (Chivers), Trustee

Notes to the Financial Statements

1. Accounting Policies - Basis of Preparation

These accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting standard applicable in the United Kingdom (FRS 102) (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

2. Assessment of going concern

The trustees have assessed whether the use of going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect to a period of 1 year from the date of approval of these accounts.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

3. Fund accounting policy

Unrestricted income funds are generally funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity. Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

4. Incoming resources

Voluntary income including, gifts, donations, membership subscriptions, sponsorship and grants that provide core funding or are of general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Incoming resources from tax reclaims are included in the statement of financial activities at the same time as the gift to which they relate. Charitable activities income includes sales of goods or services from the charity activities.

5. Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

6. Governance costs

Governance costs include costs of the preparation and examination of accounts, the cost of trustee meetings, subscriptions to professional bodies and the cost of any legal advice to trustees on governance and constitutional matters.

7. Fixed Assets

At the end of 31st August 2021 there were no Tangible Assets in the charity.

8. Inventory

Inventory is valued at the lower of cost and net realisable value, after due regard for obsolete and slow-moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed. In the year ending 31st August 2021 an adjustment was done to the prior year stock calculation

9. Debtors

There were no debtors at the end of 31st August 2021.

10. Cash within the charity

The balances of the cash within the charity at the end of 31st August 2021 was as follows:

The balance in the Co-operative bank account on 31st August 2021 was £2,010.73

The balance in the PayPal account on 31st August 2021 was £3,270.69

The balance in the Unity Trust Bank on 31st August 2021 was 10,977.98

Total cash £16,259.40

11. Trade Creditors

Trade Creditors as of 31 August 2021 was £213.60. This related to two invoices from Seacourt, invoices 028844 (£120.00) and 028843 (£93.60) received on 27th August 2021. These will be paid in September.

12. Income

Breakdown of income reported in these financial statements

Income Category	Details	Amount
Membership	Membership received	£ 5,023
Donations	Donations	£ 10,338
Grant Income	Oxford University Estates Services	£ 673
	Low Carbon Oxford North	£ 311
	University of Oxford's Small community Grants Scheme	£ 300
	Midcounties Co operative	£ 250
	Cycling UK - Dr Bike	£ 1,500
	TOTAL	£ 18,394

13. Expenditure

Breakdown of Expenditure reported in these financial statements

Expenditure Category	Details	Amount
Increase Cycling	Barton Underpass	£ 1,000
	Celebration of Cycling	£ 2,406
	Celebration of cycling event space	£ 20
	Celebration of cycling flyers	£ 120
	Dr Bike Mechanic	£ 180
	Dr Bike Parts	£ 91
	Events	£ 1,197
	Maps	£ 300
	Total	£ 5,314
Raising our Profile	General	£ 1,185
	Marketing & Promotion	£ 441
	Membership	£ 146
	Micro internship	£ 199
	Newsletter	£ 1,358
	On yer Bike	£ 808
	Stocks for resale/donation	-£ 758
	Volunteer Coordination	£ 60
	Web hosting	£ 755
	Website Maintenance	£ 280
	Total	£ 4,474
Governance	Accountancy	£ 200
	Bank Charges	£ 72
	Committee Meetings	£ 952
	Meetings	£ 776
	PayPal charges	£ 90
	Quickbooks, Zoom, Mobile Phones	£ 234
	Subscriptions	£ 140
	Total	£ 2,463
TOTAL		£ 12,250

- * Additional information - Website Maintenance

Website Maintenance Breakdown	Amount
Hostinger quadrennial payment Business - Email hosting	£285
Hostinger quadrennial payment for Wordpress - Web Hosting	£386
Upgrade Flock Mail - cyclox.org	£53
SSL Certification and domain Transfer	£30
Total Website Maintenance	£755

Website and Email hosting (Hostinger) is for 48 months, domain for 5 years, plus one-off SSL certificate payment.

14. Accrued Income

At the end of 31 August 2021 there was no accrued income.

15. Deferred Income

In the financial year from 1st September 2020 and 31st August 2021 the charity received income relating to membership fees for future periods. This income has been deferred and will be released in the year the income relates to. Below is a breakdown as of 31st August 2021.

	Year 2021- 2022	Year 2022- 2023	Year 2023- 2024	Year 2024- 2025	Total Membersh ip Income
Membershi p Income	£769.00	£614.00	£384.00	£240.00	£2,007.00

16. Accruals

There were no accruals made in 2020-2021 financial year.

17. Trustees' remuneration and expenses

No trustees received any remuneration during the financial year.

18. Taxation

The company is a registered charity and is, therefore, exempt from taxation.

19. Controlling entity

The charity is controlled by the trustees.