

Trustees' Annual Report for the period 1st January – 31st December 2023

Charity name: Windsor Cycle Hub

Charity registration number: 1195024

Objectives and Activities

The activities organised by the CIO promote cycling for all throughout the Windsor community by encouraging residents and visitors into or back to cycling including recycling affordable bicycles, teaching mechanical skills, sharing knowledge and resource, and running events and rides that are promoting community participation in health recreation.

Key activities undertaken to support these objectives:

- Refurbishing donated bikes, which are offered to local residents at cost-effective prices to lower the cost of owning a bike.
- Providing bicycle servicing to local residents so they are safer to ride.
- Organising and promoting organised rides for residents in Windsor and surrounding communities to encourage them to cycle more and increase knowledge of local routes
- Providing young people with educational support sessions and starting to develop work experience placements in our workshop, and within local schools.
- Attending local events to promote cycling and offer Dr Bike maintenance sessions to communities in and around Windsor.
- All our bikes are donated by local residents; this reduces the number of unused bikes and minimises the number of bikes sent to landfill.

We recognise the contribution made by volunteers in leading organised rides and assisting in the workshop.

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

Achievements and Performance

	2023	2022
Bikes Serviced (Bike Kitchen & Dr Bike)	Bike Kitchen 316 Dr Bike 54	Bike Kitchen 196 Dr Bike 52
Bikes Security Marked	80	98
Organised Rides	47	47
Curriculum Support Sessions & Work Experience	65 hours	36 hours
Bikes Resales	40 total (gifted 13, sold 27)	18 total (gifted 11, sold 7)
Volunteer Hours	2,009	1308.5 (Apr – Dec)

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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Sensible financial management has been maintained with a considerable revenue generated from bike sales. WCH has been the benefactor of 2 grants from Cycling UK
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Following writing of the Risk Register the Board of Trustees have taken the decision to hold a reserve equivalent to the expenditure on equipment, so that the break in service support is minimal should the storage facilities be subject to theft or damage via incident. Windsor Cycle Hub (WCH) also recognises unspent grant monies as liability and holds those funds in reserve until terms of grants have been honoured
Value of reserves held	Para 1.22	£9054.17
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Grant applications Donations for bike maintenance, servicing and organised rides Sales of refurbished bikes Retail of merchandise
A description of the principal risks facing the charity	Para 1.46	At this time the Board of Trustees and wider volunteer group acknowledges the following risks: * low to medium risk - brand reputation through bad referencing. WCH feel that guidance has been put in place to minimise this.

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		* medium to high risk – loss of access to our weekly meeting location and storage facilities. The Trustees and members are working with owners of these premises to keep abreast of pending issues and seek the quickest resolutions.
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Structure, Governance and Management

Windsor Cycle Hub (WCH) is a Charitable Incorporated Organisation. The governing document is a Memorandum and Articles of Association incorporated 20th July 2021, with a growing portfolio of operational policies.

The governing body of the charity is the Board of Trustees, members of who are set out below. The appointment of a new trustee takes place after due consideration from both parties, to ensure the best strategic fit, and typically after the prospective trustee has supported WCH in a volunteer capacity. New trustees are briefed on their legal obligations under charity law, the context of the Memorandum and Articles of Association and recent financial performance of the charity whilst also being supported by fellow trustees and encouraged to progress further learning opportunities relating to the role.

Reference and Administrative details

Charity name	Windsor Cycle Hub
Other name the charity uses	WCH
Registered charity number	1195024
Charity's principal address	C/o The Swan in Clewer 9 Mill Lane Clewer Village, Windsor Berkshire, SL4 5JG info@windsorcyclehub.org

Trustees' Annual Report

for the period 1st January – 31st December 2023

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	George William Calvert	Chair		
2	Susan Shearer	RBWM & Community Liaison		
3	Caroline Whorlow	Projects Led		
4	Keith Patton	Bike Kitchen Lead		
5	Claire Taylor	Treasurer		
6	David Bonney	Rides & Routes Lead		

Exemptions from disclosure



Reason for non-disclosure of key personnel details

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	George W Calvert	Claire L Taylor
Position (e.g., Secretary, Chair, etc)	Chair	Treasurer

Date 16th January 2024

Charity Name: Windsor Cycle Hub CIC	Charity No	1195024		
	Company No			
Annual accounts for the period				
Period start date	01/01/2023	To	Period end date	31/12/2023

Section A Statement of financial activities (including summary income and expenditure account)

Guidance Note

Recommended categories by activity

Income (Note 3)

Income and endowments from:

Donations and legacies

Charitable activities

Other trading activities

Investments

Separate material item of income

Other

Total

Expenditure (Notes 6)

Expenditure on:

Raising funds

Charitable activities

Separate material expense item

Other

Total

Net income/(expenditure) before tax for the reporting period

Tax payable

Net income/(expenditure) after tax before investment gains/(losses)

Net gains/(losses) on investments

Net income/(expenditure)

Extraordinary items

Transfers between funds

Other recognised gains/(losses):

Gains and losses on revaluation of fixed assets for the charity's own use

Other gains/(losses)

Net movement in funds

Reconciliation of funds:

Total funds brought forward

Total funds carried forward

	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
S01	3,280	3,456	-	6,736	33,998
S02	-	33	-	33	1,750
S03	314	-	-	314	529
S04	-	-	-	-	-
S05	2,515	-	-	2,515	555
S06	2,212	-	-	2,212	440
S07	8,321	3,489	-	11,810	37,272
S08	3,873	569	-	4,442	3,503
S09	10	20	-	30	8,740
S10	123	2,186	-	2,309	4,149
S11	3,223	641	-	3,864	4,285
S12	7,229	3,416	-	10,645	20,677
S13	1,092	73	-	1,165	16,595
S14	-	-	-	-	-
S15	1,092	73	-	1,165	16,595
S16	-	-	-	-	-
S17	1,092	73	-	1,165	16,595
S18	-	-	-	-	-
S19	12,279	- 12,279	-	-	-
S20	200	-	-	200	-
S21	-	-	-	-	-
S22	13,571	- 12,206	-	1,365	16,595
S23	1,960	14,635	-	16,595	-
S24	15,531	2,429	-	17,960	16,595

Section B Balance sheet

		Guidance Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
Fixed assets							
Intangible assets	(Note 15)	B01	-	-	-	-	-
Tangible assets	(Note 14)	B02		5,504	-	5,504	7,462
Heritage assets	(Note 16)	B03	-	-	-	-	-
Investments	(Note 17)	B04	-	-	-	-	-
Total fixed assets		B05	-	5,504	-	5,504	7,462
Current assets							
Stocks	(Note 18)	B06	-	-	-	-	-
Debtors	(Note 19)	B07	-	-	-	-	-
Investments	(Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand	(Note 24)	B09	15,531	2,429	-	17,960	-
Total current assets		B10	15,531	2,429	-	17,960	-
Creditors: amounts falling due within one year	(Note 20)	B11	1,117	2,429	-	3,546	-
Net current assets/(liabilities)		B12	14,414	-	-	14,414	-
Total assets less current liabilities		B13	14,414	5,504	-	19,918	7,462
Creditors: amounts falling due after one year	(Note 20)	B14	-	-	-	-	-
Provisions for liabilities		B15	5,500	1,650	-	7,150	14,635
Total net assets or liabilities		B16	8,914	3,854	-	12,768	7,173
Funds of the Charity							
Endowment funds	(Note 27)	B17	-			-	-
Restricted income funds	(Note 27)	B18		2,429		2,429	14,635
Unrestricted funds		B19	15,531		-	15,531	1,960
Revaluation reserve		B20				-	
Fair value reserve		B21					
Total funds		B22	15,531	2,429	-	17,960	16,595

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

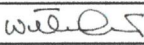
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Signed by one or two trustees/directors on behalf of all the trustees/directors

Print Name	Date of approval dd/mm/yyyy
Richard Doidge	27.Jan.2024
Claire Taylor	27.Jan.2024

Signature of director authenticating accounts being sent to Companies House

Signature	Date dd/mm/yyyy
	
George William Calvert	27.Jan.2024



WINDSOR CYCLE HUB CIO Accounts - Restricted and Unrestricted Funds Income and Expenditure Account - 31 DEC 2023

2022	INCOME	Year 2023
£ 27,850.00	Grants ^{*R}	£ 3,489.50
	Training	
£ 1,460.00	Donations	£ 3,280.01
£ 321.67	General Purpose	£ 2,140.94
£ 166.00	Equipment	£ -
£ 69.00	Consumables	£ 140.40
£ 345.00	Merchandise	£ 313.59
£ 118.00	Events	£ 71.00
£ 320.00	Bikes	£ 2,375.00
£30,649.67	TOTAL	£11,810.44

2022	EXPENDITURE	Year 2023
£ 8,740.00	Grants ^(*R)	£ 20.00
£ 4,052.70	Training ^(*R)	£ 641.00
	Donations	£ 10.00
£ 230.49	General Purpose	£ 2,803.28
£ 2,264.72	Equipment ^{*R}	£ 529.12
£ 1,455.31	Consumables ^{*R}	£ 2,186.10
£ 560.67	Merchandise ^{*R}	£ 420.77
£ -	Events	£ 297.22
£ -	Bikes	£ 40.00
	Buildings Rental	£ 420.00
£ 2,941.91	Marketing ^{*R}	£ 3,155.18
£ 167.00	Corporate Listings	£ 88.00
£ 19.26	iZettle & Paypal Fees	£ 34.71
£20,432.06	TOTAL	£10,645.38

Excess Income / Exp 2023 £1,165.06
Excess Income / Exp (to date) £11,382.67

Assets and Liabilities

Liabilities	
Operating Reserve	£ 4,500.00
Cycling UK	£ 2,429.00
Hurricane	£ 1,650.00
Unpresented Bills	£ 327.00

Assets

Cash at Bank Current Account	£ 17,960.17
Cash at Bank Savings Account	
CAF Account	£ -
Petty Cash	£ 33.07
Excess Assets / Liabilities	£ 9,054.17



Windsor Cycle Hub CIO

Financial statement @ 01/01/2024

Reporting January - December 2023

INCOME	£	EXPENDITURE	£	PROFIT/LOSS
Grants ^(*R)	3,489.50	Grants ^(*R)	20.00	3,469.50
Donations	3,280.01	Donations	10.00	3,270.01
		Buildings Rental	420.00	-420.00
General Purpose	2,140.94	General Purpose	2,803.28	-662.34
		Marketing ^{*R}	3,155.18	-3,155.18
		Corporate Listings	88.00	-88.00
		iZettle & Paypal Fees	34.71	-34.71
Training	0.00	Training ^(*R)	641.00	-641.00
Bikes	2,375.00	Bikes	40.00	2,335.00
Events	71.00	Events	297.22	-226.22
Equipment	0.00	Equipment ^(*R)	312.38	-312.38
Equipment Mobile Dr Bike		Equipment - Mobile Dr Bike ^(*R)	216.74	-216.74
Consumables	140.40	Consumables ^{*R}	448.09	-307.69
Consumables - Mobile Dr Bike		Consumables*		
Merchandise	313.59	Mobile Dr Bike	1,738.01	-1,738.01
Bike Library		Merchandise ^{*R}	420.77	-107.18
		Equipment - Bike Library	0.00	
		Consumables - Bike Library	0.00	
TOTAL	11,810.44	TOTAL	10,645.38	1,165.06

Current Account * £ 17,960.17
 Petty Cash £ 33.07
 CAF Bank Account £ -
 Restricted Funds = ^(R*) £ 2,429.00

*inc. £4500 reserve

*¹ General Purpose Fund expenditure breakdown

Transfers for Zettle Share	£ 2,082.60
Mobile Phone	
IT (Website & Email)	£ 163.33
Insurance	£ 304.09
Bank Charges	£ 19.10
Stationery	£ 205.90
First Aid Equipment	£ 28.26
	£ 2,803.28

*² Corporate Listings expenditure breakdown

Cycle UK Membership	£ 88.00	current year May22-23
Wiggle + April 22-23	£ -	George King
Wiggle+ June 22-23	£ -	Keith Patton
	£ 88.00	