

Trustees' Annual Report for the period 01st January – 31st December 2024

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, and gifted to those in the community (ie. homeless, refugees, etc.) who cannot afford to purchase a bike, but are in need of a sustainable means of transport"
- 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

	2024	2023
Bikes Serviced (Bike Kitchen & Dr Bike)	Bike Kitchen 348	Bike Kitchen 316 Dr Bike 54
Bikes Security Marked	55	80
Organised Rides	54 (supporting 804 riders)	47
Curriculum Support Sessions & Work Experience	100 hours	65 hours
Bikes Refurbished	Total (gifted 14, sold 34)	40 Total Gifted 13, sold 27
Volunteer Hours	1726	2009

Trustees' Annual Report

for the period 01st January – 31st December 2024

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	2024
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>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.</p> <p>Windsor Cycle Hub (WCH) also recognises unspent grant monies as liability and holds those funds in reserve until terms of grants have been honoured</p>
Amount of reserves held	Para 1.22	£11,207.11
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)

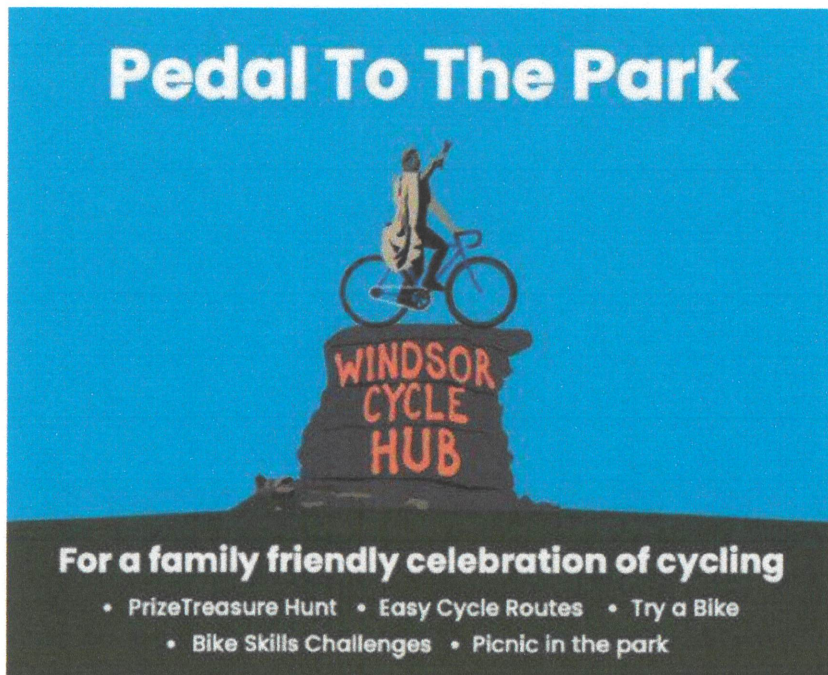
You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Grant applications</p> <p>Donations for minor repairs and servicing</p> <p>Sales of refurbished bikes</p> <p>Retail of merchandise</p>
A description of the principal risks facing the charity	Para 1.46	<p>At this time the Board of Trustees and wider volunteer group acknowledges loss of our storage and workshop facilities to be the greatest risk to the charity.</p>

Trustees' Annual Report for the period 01st January – 31st December 2024

Notable Activities during 2024

- **Expansion of our Trustees panel** – acknowledging the work undertaken to support our online presence and volunteers we invited these activity leaders to join the board.
- **Bike Library** in 2024 we commenced the creation of a lending scheme. Selecting and refurbishing a group of bikes, planning marketing and administration processes. We were delayed in launch whilst suitable storage and additional details were refined.
- **Publishing of a Hot Weather Protocol** – protecting guests and volunteers during hot weather spells so that we created a consistency across ride groups and activities.
- **School Routes** as part of our efforts to champion cycling with local government and communities; we initiated links with local schools and planned the creation of a Schools Bike Bus to highlight safer roads, quiet roads and greener travel options.
- **Peddle To The Park, Windsor Great Park** a full day event of activities with other users of the Windsor Great Park space, to promote cycle accessible routes around the park, responsible use of the shared space and proficiency skills.



Sunday, 15th September 2024, 11am - 3pm
The Village Green, by the Post Office, Windsor Great Park

Meet at Stag Meadow from 10.30am
Book now using this QR Code, or the Bitly link:



bit.ly/49Vskq2

For more info, visit our website or follow us:



Trustees' Annual Report

for the period 01st January – 31st December 2024

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 which 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

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 Lead		
4	Keith Patton	Bike Kitchen Lead		
5	Claire Taylor	Treasurer		
6	David Bonney	Rides & Routes Lead		
7	Nicky Forbisher	Human Resources	01 November 2024	
8	George King	Websites & IT	01 November 2024	

Trustees' Annual Report
for the period 01st January – 31st December 2024

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)	
	Position (e.g. Secretary, Chair, etc)	
	George W Calvert	Claire L Taylor
	Chair	Treasurer
Date		
09 th October 2025		09 th October 2025

Charity Name: Windsor Cycle Hub CIC		Charity No	1195024		
		Company No			
Annual accounts for the period					
Period start date	01/01/2024	To	Period end date	31/12/2024	

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

Recommended categories by activity	Guidance Note	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
		£ F01	£ F02	£ F03	£ F04	£ F05
Income (Note 3)						
Income and endowments from:						
Donations and legacies	S01	3,331	1,513	-	4,844	6,736
Charitable activities	S02	-	-	-	-	33
Other trading activities	S03	326	-	-	326	314
Investments	S04	-	-	-	-	-
Separate material item of income	S05	2,508	-	-	2,508	2,515
Other	S06	57	-	-	57	2,212
Total	S07	6,222	1,513	-	7,735	11,810
Expenditure (Notes 6)						
Expenditure on:						
Raising funds	S08	2,057	20	-	2,077	4,442
Charitable activities	S09	-	-	-	-	30
Separate material expense item	S10	59	1,620	-	1,679	2,309
Other	S11	2,156	585	-	2,741	3,864
Total	S12	4,272	2,225	-	6,497	10,645
Net income/(expenditure) before tax for the reporting period						
Tax payable	S13	1,950	-	712	-	1,238
	S14	-	-	-	-	-
Net income/(expenditure) after tax before investment gains/(losses)						
Net gains/(losses) on investments	S15	1,950	-	712	-	1,238
	S16	-	-	-	-	-
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	S17	1,950	-	712	-	1,238
Other gains/(losses)	S18	-	-	-	-	-
	S19	-	10,000	-	10,000	-
Net movement in funds						
	S20	-	-	-	-	-
	S21	-	-	-	-	-
	S22	1,950	9,288	-	11,238	1,165
Reconciliation of funds:						
Total funds brought forward	S23	1,960	6,230	-	8,190	-
Total funds carried forward	S24	3,910	15,518	-	19,428	17,960

Section B Balance sheet

		Guidance Note	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
			£ F01	£ F02	£ F03	£ F04	£ 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	8,599	11,202	-	19,801	17,960
Total current assets		B10	8,599	11,202	-	19,801	17,960
Creditors: amounts falling due within one year	(Note 20)	B11	1,108	2,429	-	3,537	3,546
Net current assets/(liabilities)		B12	7,491	8,773	-	16,264	14,414
Total assets less current liabilities		B13	7,491	14,277	-	21,768	19,918
Creditors: amounts falling due after one year	(Note 20)	B14	-	-	-	-	-
Provisions for liabilities		B15	6,500	1,650	-	8,150	7,150
Total net assets or liabilities		B16	991	12,627	-	13,618	12,768
Funds of the Charity							
Endowment funds	(Note 27)	B17	-			-	-
Restricted income funds	(Note 27)	B18		11,202		11,202	2,429
Unrestricted funds		B19	8,226		-	8,226	15,531
Revaluation reserve		B20				-	
Fair value reserve		B21					
Total funds		B22	8,226	11,202	-	19,428	17,960

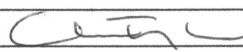
The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

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
	
Claire Taylor	12/10/2025

Signature of director authenticating accounts being sent to Companies House

Signature	Date dd/mm/yyyy
	
George William Calvert	12/10/2025



WINDSOR CYCLE HUB CIO Accounts - Restricted and Unrestricted Funds

Income and Expenditure Account - 31 DEC 2024

Jan-25

2023	INCOME	Year 2024
£ 3,489.50	Grants *R	£ 1,512.50
	Training	
£ 3,280.01	Donations	£ 3,331.00
£ 2,140.94	General Purpose	£ 53.11
£ -	Equipment	£ -
£ 140.40	Consumables	£ 38.00
£ 313.59	Merchandise	£ 326.50
£ 71.00	Events	£ 4.00
£ 2,375.00	Bikes	£ 2,470.00
£11,810.44	TOTAL	£7,735.11

2023	EXPENDITURE	Year 2024
£ 20.00	Grants (*R)	£ -
£ 641.00	Training (*R)	£ 584.60
£ 10.00	Donations	£ -
£ 2,803.28	General Purpose	£ 2,068.46
£ 529.12	Equipment *R	£ 19.99
£ 2,186.10	Consumables *R	£ 557.83
£ 420.77	Merchandise *R	£ 294.77
£ 297.22	Events	£ 824.10
£ 40.00	Bikes	£ 1,061.39
£ 3,155.18	Marketing *R	£ 937.94
£ 88.00	Corporate Listings	£ 88.00
£ 34.71	iZettle & Paypal Fees	£ 61.04
£10,225.38	TOTAL	£6,498.12

Excess Income / Exp (2024)	£1,236.99
Excess Income / Exp (2023)	£1,165.06
Excess Income / Exp (to date)	£11,382.67

Assets and Liabilities

Liabilities

Cycling UK	£ 2,429.00
Operating Reserve	£ 4,500.00
Hurricane	£ 1,650.00
Unpresented Bills	£ 1,108.71
Excess Assets / Liabilities	£10,278.61

Assets

Cash at Bank Current Account	£ 8,226.22
Cash at Bank Savings Account	£ 11,201.77
CAF Account	£ -
Petty Cash	£ 538.33