

# **Wrington Minibus Society CIO**

**Annual accounts for the period  
from 16 November 2021  
to 31 January 2023**

**A Charitable Incorporated Organisation**

**Registered charity no 1196604**

# **Wrington Minibus Society CIO**

## **Financial Statements for the period from 16 November 2021 to 31 January 2023**

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**Report of the Management Committee for period from 16 November 2021 to 31 January 2023**

The Management Committee presents its report and financial statements for the period from 16 November 2021 to 31 January 2023.

**Reference and Administrative Information**

Charity name: Wrighton Minibus Society CIO

Charity registration number: 1196604

Correspondence address registered  
with the Charity Commission: Littlebrook  
Coxs Green  
Wrighton  
Bristol  
BS40 5QU

**Management Committee**

Mr A J Hopkins	Chair
Mr S W J Pasterfield	Deputy Chair
Mr J P Empson	Treasurer
Mrs L A McManus	
Mrs J M Walters	
Mr D J Tomlinson	
Mrs A M Ledbury	

Independent Examiner Ms S Trafford ACA

Bankers CAF Bank  
Shawbrook Bank  
NatWest Bank

**Our Aims and Objectives**

The objects of the CIO are:

To provide within the area of benefit a community minibus service for elderly (over 55) and disabled individuals in need and for non-profit making community groups which are established to advance education, provide recreational facilities in the interest of social welfare, or to relieve distress, or for any other charitable purpose.

The Area of Benefit is defined as the villages of Wrington, Redhill, Butcombe and Burrington.

### Ensuring our work delivers our aims

At each meeting of the management committee we review the recent outings to establish which have been popular and which less so, in order to guide planning of the future programme and make sure we are meeting the needs of our beneficiaries. We also consider different ways of marketing the programme to try to reach new customers.

Wrington Minibus Society CIO is a public benefit entity, i.e. one whose primary objective is to provide goods or services for the general public, community or social benefit rather than with a view to providing a financial return to equity providers, shareholders or members.

The CIO's activities are in accordance with its aims and objectives. A brief summary of the main activities undertaken by the CIO to carry out its charitable purposes for public benefit is given below, in the section 'How our activities deliver public benefit'.

The Trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

### **How our activities deliver public benefit**

We deliver public benefit by providing a programme of outings, at low cost, to elderly and disabled people who may be socially isolated or who would otherwise find it difficult to explore outside the village, due to their disability or lack of their own private transport. There is a limited local bus service, which has recently been enhanced by the addition of an on-demand service, but this is within a limited and defined area of operation.

The Minibus is equipped for easy access for passengers who are disabled or have mobility issues by means of a dropped side step and a rear hydraulic lift which provides wheelchair access. Wheelchair users can be transported without needing to transfer to a fixed seat.

The Wrington Minibus complements the timetabled and on-demand bus services by offering a variety of day and half-day trips to destinations including market towns, coastal resorts, shopping centres and garden centres, most outside the area of operation of the other bus services.



Regular outings include:

- Shopping trips to local towns such as Nailsea, Wells, Frome and Worle;
- Pub lunches and trips to garden centres for afternoon teas;
- Longer day trips to holiday destinations such as Lyme Regis.

We also provide transport for local groups such as the Tuesday and Thursday lunch clubs, the church lunch group and the young people taking part in the annual Youth Week.

Users pay a subsidised fare for return journeys of between £3 and £10 (depending upon distance travelled). Most journeys are charged at £3 or £4.

### Achievements and performance

The number of passengers carried between February 2022 and January 2023 were as follows:

Number of outings	131
No of miles travelled	3449
Number of passengers	1112
Number of passengers aged over 60	925 (83%)
Number of disabled passengers	215 (19%)

In February 2022 we were still experiencing the effects of Covid with people reluctant to be in enclosed spaces. This reduced the number of bookings and increased the number of cancellations. The Church lunch clubs did not recommence until May 2022 as the volunteers had to undergo safeguarding training for the diocese.

Overall, we ran 131 trips to destinations near and far and carried 1112 passengers. Trips to Exmouth, Abergavenny, Lyme Regis, Sherborne, Somerset Lavender Farm, Cribbs Causeway and Clarks Village were all well supported. The monthly pub lunch has seen an increase in support and usually has eight 'regulars' on board. Thirty seven advertised trips were cancelled mainly due to a lack of passengers although technical problems did cause a couple of cancellations when we had passengers booked.

There were eight private use hires which included three trips for Ukrainian refugees which were funded by Wrighton Rotary.

### Who used and benefited from our services?

The number of people we can reach is constrained in three main ways: the number of people in our target population, the carrying capacity of the minibus and the availability of volunteer drivers.

The Parish of Wrington (our approximate area of benefit) had a total population of 2700 in the 2021 census, of whom 25% were aged over 65 and 13% were disabled under the Equality Act definition. Given that there is an overlap in these categories, the number of elderly and disabled people in our area of benefit is approximately 900.

The current minibus (a Peugeot Boxer) can carry up to 12 passengers. This capacity is often reached on the lunch club trips. Demand is somewhat variable and unpredictable, but the longer distance journeys tend to be more popular.

Our services are advertised very locally, for example in the monthly village journal which is delivered to subscribing households, on noticeboards in the villages and on the Wrington Matters Facebook page, to ensure that our potential beneficiaries are aware of our services.

We also maintain the profile of the Minibus Society locally and raise funds by holding an annual lunch in the village, which resumed in July 2022 following a two-year break due to Covid. The lunch, attended by over 100 people, was held in the garden of a villager and the catering was carried out entirely by volunteers. Most of the food costs were also covered by donations.

An annual prize draw is held at the same time as the annual lunch.

### Contribution made by volunteers

The organisation has no paid employees; it is run entirely by volunteers.

There are currently 7 trustees, who between them carry out the roles of chair, treasurer, minutes secretary, co-ordination of trips and drivers, the training of new drivers and maintenance of the minibus.

We currently have 15 drivers, all of whom apart from one are fully trained for taking wheelchairs on board. A rota of trips is published in advance each month and drivers volunteer based upon their availability. Their contribution ranges from a few hours to a few days or part days each month.



## Financial Review

Wrighton Minibus Society was initially founded as a charitable trust (see 'Structure, Governance and Management' below). A Charitable Incorporated Organisation (CIO) was created to replace it and was registered on 16 November 2021. The CIO was dormant until 31 January 2022, and all transactions were reported in the accounts of the charitable trust until that date. The CIO began its activities on 1 February 2022.

The assets, primarily cash and a Peugeot Boxer minibus, were transferred from the original organisation on 1 February 2022. The transfer values are shown in note 1 to the accounts. The transfer was formally approved by trustees at the Annual General Meeting held on 22 May 2022 and by Deed of Transfer dated 30 May 2022.

The Minibus Society received income of £70,372 in 2022/23, which was much higher than our average annual income as a trust. The increase was due to an exceptional bequest of £62,203 from Dr Roger Bell, a late resident of Wrighton.

The expenditure in the period of £8,625 consisted primarily of vehicle servicing and repair costs, including replacement tyres, brakes, suspension arms and underside panels, and fuel costs resulting from the return to a full programme of outings and the increased unit cost of fuel.

The Minibus Society recorded a surplus of £61,747, which increased unrestricted reserves to £131,125. The cash balance doubled from £64,185 at transfer to £128,129 a year later. The carrying value of the Peugeot Boxer minibus was depreciated to £4,181.

### Reserves Policy

The CIO's policy is to hold sufficient reserves to:

1. Continue the charitable activities of the CIO should its income and fundraising activities fall short and as a cushion against unforeseen expenditure.
2. Replace its primary asset (the Minibus) on a 5-10 year cycle, dependent on mileage, wear and tear and legislative changes.

As a minimum, the trustees consider it sensible to hold sufficient funds to cover the replacement cost of the minibus (estimated at £75,000 based on quotes obtained in May 2023), and running costs for six months in the event of unforeseen reduction in income (£4,000 based on running costs in 2022/23).

However given a replacement cycle of 5-10 years, there is no certainty that following the first purchase, sufficient funds would become available in time to buy the next minibus. The CIO's income is normally only sufficient to cover costs, unless an exceptional bequest is received, as occurred in 2022/23.

As such exceptional income is of course not guaranteed, the trustees consider it prudent to hold funds up to the value of the next two purchases (2 x £75,000). Our reserves requirement is therefore £150,000.

Our reserves were £131,125 at 31 January 2023. The current minibus is ten years old and we plan to replace it this year, as it is not Euro 6 compliant and servicing and repair costs reached £3,859 in 2022/23 (see Note 4). The purchase is expected to reduce our cash reserves by over 50%, and the new minibus will then be depreciated at 20% of net value each year.

It is therefore thought unlikely that our reserves requirement will be exceeded in the near future.

### Investment Policy

Wrighton Minibus Society CIO is a small charity with limited funds, and while funds can be held for several years pending the purchase of the next minibus, we are unwilling to accept the risk of loss of funds that investment in stock markets would involve.

Cash reserves are therefore held in four separate current and notice accounts with CAF Bank and NatWest Bank. The majority of our funds are held in a CAF 60-day notice account, managed by Shawbrook Bank.

Until recently interest rates have been very low, but as base rates have increased more attractive savings rates have become available, and the rate we currently receive (0.7%) has become uncompetitive. We will review the options this year and move the funds to achieve a higher rate if necessary.



## **Structure, Governance and Management**

### **Governing Document**

The organisation was formerly a charitable trust (Wrington Minibus Society, registration no 273497) governed by a trust deed dated 7 April 1977. On 16 November 2021 a new Charitable Incorporated Organisation (CIO) was created to take over the aims and objectives of the charity along with its assets. The transfer of assets was formally agreed at the 2022 Annual General Meeting of the original charitable trust and the transfer of assets document was signed 30 May 2022.

The organisation (Wrington Minibus Society CIO) is registered with the Charity Commission for England and Wales and is governed by a new CIO Constitution. If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

### **Recruitment and Appointment of the Management Committee**

The CIO uses the 'foundation' model of constitution under which the only voting members are the charity trustees. The first (or founding) trustees were appointed for terms of between 2 and 4 years. Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

All trustees give their time voluntarily and received no benefits from the CIO for their work as trustees. Mrs L McManus received a payment of £80 for delivering 4 MIDAS training sessions to new drivers. This was separate from and in addition to her work as a trustee. Minor expenses reclaimed from the CIO by trustees are set out in note 9 to the accounts.

Mr A J Hopkins retires as a trustee in November 2023 when his term of office expires and, being eligible, offers himself for re-election.

As trustees must live in the area of benefit of the CIO, we use the Village Journal (covering the villages of Wrington, Redhill, Butcombe and Burrington) for our recruitment advertising for new trustees. Specific skills are requested when needed, for example when recruiting a new treasurer.

### Trustee Induction and Training

New trustees are invited to attend a meeting of the trustees before committing to the role, and are given a one-to-one induction by the Chair which covers the operation and management of the CIO in detail. New trustees also receive key documents including the constitution, the most recent accounts and a link to the Charity Commission's online guidance for trustees: 'The essential trustee: what you need to know, what you need to do'.

### Risk management

The Management Committee has conducted a review of the major risks to which the CIO is exposed. A risk register has been established and has been updated this year. The risks identified include the legality and roadworthiness of the minibus, breakdowns, driver ability, refuelling, fire, injuries to passengers, driver welfare and carrying disabled passengers.

To ensure the roadworthiness of the Minibus, it is serviced in line with the manufacturer's recommendations and undergoes an annual MoT test. In addition and as per industry guidelines, the Minibus is inspected every 10 weeks by Wrighton Motors, and the hydraulic rear lift is serviced at 6-monthly intervals. The drivers are also required to complete and record a pre-drive inspection and report any issues for investigation and rectification.

Our assessment of risks from Covid-19 has recently been amended to take into account the general removal of Covid restrictions across the UK. Our guidance is now limited to asking drivers and passengers to stay at home if they have Covid-19 or symptoms of the disease, and to encouraging (but not requiring) the use of hand sanitiser and face masks.

### Organisational Structure

The CIO has no paid staff and is entirely managed by the volunteer trustees. All tasks are undertaken either by trustees or the volunteer drivers. There is no structure or hierarchy as such, but the management, operation and development of the CIO is guided by the Chair.

### Related Parties

Wrighton Minibus Society CIO is an independent charity with no related parties.



## **Statement of Trustees' Responsibilities**

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

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the CIO's transactions and disclose with reasonable accuracy at any time the financial position of the CIO and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of trustees on 4 October 2023, and is signed on behalf of all trustees by:



A J Hopkins  
Chair



J P Empson  
Treasurer

## **Independent examiner's report to the trustees of Wrington Minibus Society CIO**

I report on the financial statements of the charity for the period from 16 November 2021 to 31 January 2023, which are set out on pages 14 to 18.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

The trustees consider that an audit is not required for this period under s. 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and explanations sought 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 that the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

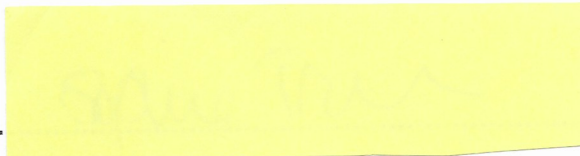
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).



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.

Signed ...

A yellow rectangular box redacting the signature of Sophie Trafford ACA.

Sophie Trafford ACA

Date

4 October 2023

# Wrighton Minibus Society CIO

Income and expenditure account for the period from 16 November 2021 to 31 January 2023

	Note	2023 Unrestricted £	2023 Total £
<b>Income</b>			
Bequests		62,217	62,217
Fares	2	3,282	3,282
Fundraising		2,396	2,396
Donations		1,531	1,531
Sponsorship		200	200
Interest on bank deposits		463	463
Grant funding	3	283	283
Training sales		-	-
<b>Total income</b>		<b>70,372</b>	<b>70,372</b>
<b>Expenditure</b>			
Vehicle running costs	4	5,284	5,284
Insurance	5	1,116	1,116
Training		140	140
Legal fee: Conversion to CIO		-	-
Administration and other costs		203	203
Monthly bank charges		78	78
Fundraising expenses		759	759
Depreciation of minibus		1,045	1,045
<b>Total expenditure</b>		<b>8,625</b>	<b>8,625</b>
<b>Surplus/Deficit for the period</b>		<b>61,747</b>	<b>61,747</b>
<b>Funds transferred in on 1 February 2022</b>		<b>69,378</b>	<b>69,378</b>
<b>Total funds carried forward</b>		<b>131,125</b>	<b>131,125</b>

Note: Wrighton Minibus Society CIO was registered on 16 November 2021 but commenced activities on 1 February 2022. The assets of the Wrighton Minibus Society charitable trust were formally transferred to the CIO on 30 May 2022 - see Note 1.

# Wrington Minibus Society CIO

## Balance Sheet as at 31 January 2023

	Note	2023 Unrestricted £	2023 Total £
<b>Cash funds</b>			
CAF Cash account		5,922	5,922
CAF 60-day account		114,314	114,314
NatWest Current account		552	552
NatWest Business Reserve account		7,341	7,341
<b>Total cash funds</b>		<b>128,129</b>	<b>128,129</b>
<b>Other monetary assets</b>			
Debtors	7	699	699
<b>Asset retained for the charity's own use</b>			
Peugeot Boxer minibus: Net book value	6	4,181	4,181
<b>Liabilities</b>			
Creditors: amounts falling due within one year	8	- 1,884 -	1,884
<b>Net assets</b>		<b>131,125</b>	<b>131,125</b>
<b>Funds</b>			
<b>Unrestricted funds</b>			
Funds transferred in on 1 February 2022		69,378	69,378
Surplus/(Deficit) for the period		61,747	61,747
<b>Closing balance</b>		<b>131,125</b>	<b>131,125</b>

The accounts were approved by trustees on 4 October 2023 and signed on behalf of all trustees by:

A J Hopkins  
Chair

J P Empson  
Treasurer

## Wrington Minibus Society CIO

### Notes to the accounts

£

#### 1. Assets and liabilities as at transfer from charitable trust to CIO on 1 February 2022

##### Vehicle

Peugeot Boxer minibus: Net book value 5,226

##### Current assets

CAF Cash account 5,092

CAF 60-day account 53,870

NatWest Current account 4,010

NatWest Business Reserve account 1,213

Debtors 260

**Total current assets** 64,445

##### Current liabilities

Creditors: amounts falling due within one year - 293

**Net current assets** 64,152

**Net assets** 69,378

2023

£

#### 2. Fares

Cash fares 2,161

Lunch club fares 389

Private hire 400

Hire by groups 332

**Total fares** 3,282

#### 3. Grant funding

DfT Bus Service Operators' Grant 283

**Total grant funding** 283



**Wroughton Minibus Society CIO****2023****£****4. Vehicle running costs**

Fuel	1,256
Servicing	1,447
Repairs and parts	2,412
Vehicle tax	165
Vehicle storage/parking	4

**Total vehicle running costs****5,284****5. Insurance**

Vehicle insurance	937
Liability & indemnity insurance	179

**Total insurance costs****1,116****6. Peugeot Boxer WX13 AKN**

Note: The minibus is depreciated at 20% of net value each year

**Cost**

At transfer on 1 February 2022	5,226
At 31 January 2023	5,226

**Depreciation**

At 1 February 2022	-
Charge for period	1,045
At 31 January 2023	1,045

**Net book value**

At 31 January 2023	4,181
At 1 February 2022	5,226

## Wrington Minibus Society CIO

2023  
£

### 7. Debtors

Trade debtors	202
Accrued income: January fares	165
Accrued income: Lunch Club fares	156
Accrued income: Bus Service Operators'	
Grant, April - September 2022	176

### Total debtors

699

### 8. Creditors

Trade creditors	1,869
Accruals	15

### Total creditors

1,884

### 9. Payments to trustees

Mrs L McManus - Payment for MIDAS training sessions (4 in 2022/23)	80
Mrs L McManus - Contribution towards software costs re MIDAS training	70
Mrs J Walters - Printer inks	45