

Wrington Minibus Society CIO

Annual accounts for the year
from 1 February 2023
to 31 January 2024

A Charitable Incorporated Organisation

Registered charity no 1196604

Wrington Minibus Society CIO

Financial Statements for the year from 1 February 2023 to 31 January 2024

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Report of the Management Committee for the year from 1 February 2023 to 31 January 2024

The Management Committee presents its report and financial statements for the year from 1 February 2023 to 31 January 2024.

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
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Bankers	CAF Bank Shawbrook Bank NatWest Bank
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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 Wrighton, 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.

Wrighton 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 Wrighton 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.

The fare structure was changed during the year and a 3-tier system introduced. Very local shopping journeys (e.g. to Nailsea) are now free of charge, medium length journeys to nearby market towns (e.g. Wells and Frome) are charged at £5, and longer journeys (e.g. to Wales and the south coast) are charged at £15. All fares are for a return journey.

Achievements and performance

The number of passengers carried were as follows:

	2024	2023
Number of outings	146	131
No of miles travelled	4,999	3,449
Number of passengers	1,136	1,112
Number of passengers aged over 60	1,071 (94%)	925 (83%)
Number of disabled passengers	205 (18%)	215 (19%)

There were 73 trips to destinations near and far carrying 419 passengers. However, another 23 trips were cancelled due to lack of passengers. Destinations included Thornbury, Gloucester Quays, Abergavenny, Lyme Regis, East Somerset Railway at Cranmore, Cribbs Causeway, Clarks Village and Sherborne.

The monthly pub lunches have seen an increase in support and is usually fully booked with a waiting list some months.

There were also 67 trips for Lunch Clubs and Afternoon Tea with the minibus full on most occasions.

There were 15 private use trips including wedding transport and a shuttle bus to Redhill for the Redstock festival as well as use by All Saints Church and Wroughton Women's Institute.

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. The lunch held in July 2023 was attended by over 100 people. It 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.

As at 31/01/2024 we had 14 drivers on our books. However, we are mindful that some are aged over 70 and need to renew their licence with a medical and eye test triennially and more drivers will reach this milestone soon. 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, beginning 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 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 £10,508 in 2023/24 (2022/23 = £70,372). Last year's income was unusually high due to an exceptional bequest of £62,203. Excluding bequests, income from other sources increased by £1,303 (16%). Fare income increased by 15%, reflecting the increased popularity of longer trips rather than a higher number of passengers.

Expenditure in the year was £7,734, a fall of 10% compared with the previous year (2022/23 = £8,625). This due to a fall in vehicle servicing and repair costs, tyres and brakes having been replaced last year. Repairs this year were more minor, including replacing a broken roof glass, a sliding door runner and a damaged wing mirror.

The main outgoing during the year was the payment in December 2023 of a deposit on a new Peugeot Boxer minibus. The deposit of £31,443.50 was capitalised as a fixed asset. The Minibus Society is committed to pay the balance of £43,300.90 to Courtside Conversions Ltd on delivery of the minibus, which is expected in December 2024.

The Minibus Society recorded a surplus of £2,774, which increased unrestricted reserves to £133,899. The cash balance decreased by £29,204 due to the payment of the deposit for the new minibus. The carrying value of the current Peugeot Boxer minibus (WX13 AKN) was depreciated to £3,345.

Purchase of new minibus

Given the age of the existing minibus (11 years) and its ineligibility for the Bristol Clean Air Zone, a sub-group of trustees was tasked with looking at minibus replacement options in mid to late 2023. Options considered included:

Electric vs diesel/petrol: Trustees decided against an electric minibus due to the lack of maturity of the technology, limited availability of suitable vehicles, high cost, range limitations, and a lack of available charging points.

Lease vs purchase: Leasing was discounted due to higher cost.

shorter warranties, high mileage and marginal price differential compared with new.

The sub-committee therefore recommended that the Minibus Society should purchase a new minibus with a manufacturer's warranty and this was accepted by trustees.

Cost estimates were obtained from a small number of suppliers. The figures quoted were broadly similar varying mainly according to choice of base vehicle and specification. As a result, trustees decided to order a new minibus from Courtside Conversions of Tiverton. This company has supplied the last two minibuses to Wrington Minibus Society and it has also supplied another local community transport group. Courtside's geographical proximity is a potential benefit should any problems arise.

The trustees agreed on 4 October 2023 to purchase a new minibus from Courtside for the quoted price of £62,887 plus VAT, and a deposit of £31,443.50 was paid to Courtside on 7 December 2023. The specification includes 13 seats and a hydraulic tail lift to allow wheelchair access. The expected month of delivery is December 2024 due to the long manufacturing lead time.

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 £133,899 at 31 January 2024. The current purchase of a replacement 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 three separate current and notice accounts with CAF Bank and NatWest Bank. The 60-day notice postal account held with Shawbrook Bank was closed during the year and funds transferred temporarily to the CAF Cash account. It is our intention to open a CAF Gold account as it pays a higher interest rate than the Shawbrook account, can be managed online and allows instant access.

Structure, Governance and Management

Governing Document

Wrighton Minibus Society Charitable Incorporated Organisation (CIO) was registered with the Charity Commission for England and Wales on 16 November 2021, replacing a charitable trust with the same name and objectives. It 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 S W J Pasterfield retires as a trustee in November 2024 when his term of office expires and he is not standing 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 Wrington 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 23 October 2024, 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 year from 1 February 2023 to 31 January 2024, 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

Sophie Trafford ACA

Date

23 October 2024

Wrington Minibus Society CIO

Income and expenditure account for the year from 1 February 2023 to 31 January 2024


	Note	2024 Unrestricted £	2024 Total £	2023 Total £
Income				
Bequests		1,000	1,000	62,217
Fares	1	3,786	3,786	3,282
Fundraising		2,747	2,747	2,396
Donations		1,866	1,866	1,531
Sponsorship		-	-	200
Interest on bank deposits		810	810	463
Grant funding	2	299	299	283
Total Income		10,508	10,508	70,372
Expenditure				
Vehicle running costs	3	4,409	4,409	5,284
Insurance	4	1,314	1,314	1,116
Training		105	105	140
Administration and other costs		105	105	203
Publicity		81	81	-
Monthly bank charges		60	60	78
Fundraising expenses		824	824	759
Depreciation of minibus		836	836	1,045
Total expenditure		7,734	7,734	8,625
Surplus for the period		2,774	2,774	61,747
Funds brought forward		131,125	131,125	69,378
Total funds carried forward		133,899	133,899	131,125

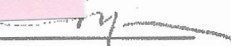
Wrington Minibus Society CIO

Balance Sheet as at 31 January 2024

	Note	2024 Total £	2023 Total £
Cash funds			
CAF Cash account		90,337	5,922
CAF 60-day account		-	114,314
NatWest Current account		1,040	552
NatWest Business Reserve account		7,548	7,341
Total cash funds		<u>98,925</u>	<u>128,129</u>
Other monetary assets			
Debtors	6	740	699
Asset retained for the charity's own use	5	34,789	4,181
Liabilities			
Creditors: amounts falling due within one year	7	- 555 -	1,884
Net assets		<u>133,899</u>	<u>131,125</u>
Funds			
Unrestricted funds			
Funds brought forward		131,125	69,378
Surplus/(Deficit) for the period		2,774	61,747
Closing balance		<u>133,899</u>	<u>131,125</u>

The accounts were approved by trustees on 23 October 2024 and signed on behalf of all trustees by:


A J Hopkins
Chair


J P Empson
Treasurer

Wrington Minibus Society CIO

Notes to the accounts

	2024 £	2023 £
1. Fares		
Cash fares	2,559	2,161
Lunch club fares	344	389
Private hire	605	400
Hire by groups	278	332
Total fares	3,786	3,282
2. Grant funding	2024 £	2023 £
DfT Bus Service Operators' Grant	299	283
Total grant funding	299	283
3. Vehicle running costs	2024 £	2023 £
Fuel	1,327	1,256
Servicing	1,256	1,447
Repairs and parts	1,644	2,412
Vehicle tax	165	165
Vehicle storage/parking	17	4
Total vehicle running costs	4,409	5,284
4. Insurance	2024 £	2023 £
Vehicle insurance	1,005	937
Liability & indemnity insurance	309	179
Total insurance costs	1,314	1,116

5. Fixed assets: Peugeot Boxer WX13 AKN and deposit on new Peugeot Boxer

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

Cost

At 1 February 2023	5,226
Additions in year (deposit on new minibus)	31,444
At 31 January 2024	<u>36,670</u>

Depreciation

At 1 February 2023	1,045
Charge for period	836
At 31 January 2024	<u>1,881</u>

Net book value

At 31 January 2024	34,789
At 1 February 2023	4,181

6. Debtors	2024	2023
	£	£
Trade debtors	100	202
Accrued income: December fares	200	-
Accrued income: January fares	117	165
Accrued income: Lunch Club fares	125	156
Accrued income: Bus Service Operators' Grant, April - September	198	176
Total debtors	<u>740</u>	<u>699</u>

7. Creditors	2024	2023
	£	£
Trade creditors	450	1,869
Accruals	105	15
Total creditors	<u>555</u>	<u>1,884</u>

8. Payments to trustees	2024 £	2023 £
Mrs L McManus - Payment for 4 MIDAS training sessions (4 in 2022/23)	80	80
Mrs L McManus - Contribution towards software costs re MIDAS training	55	70
Mrs J Walters - Printer inks	-	45

