



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From April 2023
Period end date

Period start date To March 31st 2024

Charity name: All Cycle Bath & West

Charity registration number: 1200391

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	"To provide or assist in the provision of cycling equipment and facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances with the object of improving their conditions of life."
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Improvements to physical and mental well-being. We provide regular opportunities for physical and mental well-being through our programme of inclusive cycling using adapted and accessible bikes, trikes, hand cycles and tandems in a traffic free environment. Offering: <ul style="list-style-type: none">• people recovering from injuries, strokes and neuro conditions the opportunity to regain fitness, increase flexibility and build muscle tone.• Physical activities to people who are neuro divergent• Those with a disability or a long term condition the opportunity for regular outdoor exercise throughout the year.

		<ul style="list-style-type: none"> those with disabilities the opportunity to be included in activities which would otherwise not be accessible to them, and in an environment that allows other family members to participate. <p>whole family participation has a very positive impact on the person with the disability as well as the others attending who can join in</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>Following recruitment, all trustees for the charity have been directed to the relevant guidance on being a trustee available on the Charity Commission website. Trustees signposted to Charity Commission updates.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	NA
Policy on social investment including program related investment	Para 1.38	NA
Contribution made by volunteers	Para 1.38	<p>April 23 – April 24 During this period, whilst we were able to recruit extra PT staff through grant funding and contracts, we relied on a small group of regular volunteers to back up the delivery of our main operations. This was in addition to the voluntary contribution of the trustees</p> <p>This included regular weekly maintenance of bikes and equipment that is essential to our day-to-day operations.</p> <p>HR support: The charity secured some pro-bono advice on HR at the start of the financial year. This was via the Pro-bono officer at Quartet Community Foundation.</p>
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>1. Securing an Awards for All grant of £10k enabled us to progress our operational plan and After 2 interviews, and a trial session, we recruited in early May 2023. Unfortunately, the appointment didn't work out and we had to let the employee go, giving them notice in December. The process took up an inordinate amount of trustee time, which resulted in a delay in progressing the strategic plans made. Despite this set-back, we have developed our Action Plan, and been successful in securing a local authority 2 year contract for a green social prescribing project known as The Active Way, to provide supported, inclusive cycling in Bath & North East Somerset, working in partnership with B&NES Council.</p> <p>Through the Awards for All grant funding we have continued to employ a sessional Cycle Leader worker who supports most activities at our main base at the Odd Down cycling circuit as well as a casual administrative assistant (4-5hrs p.w)</p> <p>Recruitment & organisational restructure</p> <p>Through our experience of recruiting an Operations Manager, we decided to recruit for two separate roles, as we were perhaps a little ambitious to expect that one person had the skills and experience to cover operations and development given the salary available. Therefore, we recruited a Business Manager at 35hrs p.w and x2 Cycle Leaders between 6-10 hrs p.w. This makes a total of 40 hours and an increase of 10 hours from our original plans.</p> <p>Contract funding (through B&NES) and a grant from the local Quartet Community Foundation has since enabled us to increase these hours.</p> <p>The separation of roles will now separate the activity delivery part of the former Operations Manager role and allow dedicated roles to focus on delivery of cycle sessions and management of casual cycle leaders and volunteers. Meanwhile business processes will be managed directly by the Business Manager.</p>

		<p>Attendance at '23-24 scheduled sessions:</p> <ul style="list-style-type: none"> • Tuesday Twilight sessions: March – November and February/March '24 X41 1 hr sessions; average attendance of 14 users per session; over 500 visits. 35 beneficiaries • Saturday Club sessions 25 1.5 hr sessions February – March; average attendance 18 users per session 48 beneficiaries <p>The Active Way, social prescribing, inclusive cycling in Bath & North East Somerset, working in partnership with B&NES Council and focussed on the Somer Valley area of B&NES. Funded via Active Travel England the charity now has a base in Radstock with access to 3 shared former railway paths. Sessions are largely 1-1/1-2 and are accessed via an online referral process and is linked to local GP care coordinators and health professionals. During the 1st season of this 2 year project we have delivered an average of 4 sessions per week with a goal to deliver double this during the '24 summer/autumn season.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Local community organisations using our service in '23- '24</p> <ul style="list-style-type: none"> • Bath Out and About Club (MENCAP Club) x3 sessions 25 beneficiaries • Stroke Association (B&NES Coordinator) x 4 referrals • BEMSCA – series of 10 sessions at Odd Down circuit June – September '23 average attendance 8 individuals. • BEMSCA Away Day on '2 Tunnels' shared path - 14 beneficiaries 3 families • Bath & North East Somerset Council 'SEND Alternative Provision' x2 p.w 1-1 sessions • B&NES Council Connecting Families: x 1 session 6 families 25 beneficiaries • Genesis – Life skills project - 21 beneficiaries
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		<ul style="list-style-type: none"> • The Life Project – Bath faith-based group supporting young adults with learning needs • Swallow charity: supporting adults with learning needs in North East Somerset area x12 beneficiaries <p>With the forthcoming appointment of a Business Manager, a Senior Cycle Leader and the dedication of the Trustee team, we believe we will be on track to increase the number of users by the end of Year 3. The above groups</p>
Performance of fundraising activities against objectives set	Para 1.41	See paragraph 1.20 above
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	This is the first full year of operation. Restricted funds have significantly supported this first year, covering operating costs and allowing an unrestricted surplus to be built up to improve the financial resilience of the organisation.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	3 months reserves, to enable the charity to reliably meet its commitments to paying staff and to allow appropriate time to make adjustments in the event of changing funding levels.
Amount of reserves held	Para 1.22	The charity held £30,282 of unrestricted funds at the end of the period. This remains greater than three months of expenditure in the period, but gives a position of resilience entering 2024-25. £2,746 of restricted funds were held, which were due to spent in the following year in line with the associated grant conditions.
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	No funds were in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	NA

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	<ul style="list-style-type: none"> National Lottery Awards for All Grant £10000 (received in 2022-23) Quartet Resilience Grant £10,000 Quartet Bath Half Marathon £1000 (towards purchase of new trike) Active Travel England grant to B&NES – ACB&W contracted as inclusive cycling service provider to deliver contracted services
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	<ol style="list-style-type: none"> Change of government affecting grant resources available to the 3rd sector. Climate change: successive wet winters and spring leading to down turn in numbers wanting to exercise outdoors Global pandemic: loss of income due to shut down of operations and ability to generate income

		4. Major incident/accident: as part of operational work, major injury or fatality involving user/member of staff/public. Resultant cessation of operational work as a result of formal investigation procedures
Other		

Structure, Governance and Management

Description of charity's trusts:		NA
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	All Cycle Bath & West is charity incorporated organisation. Its only members are its trustees
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are invited to apply giving details of experience and skills that they can offer the charity. Appointment of trustees are via the board of existing trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<pre> graph TD Chair[Chair of trustees] --> BM[Business Manager (35hrs pw)] BM --> CL1[Cycle Leader (PT sessional)] BM --> CL2[Cycle Leader (PT sessional)] BM --> C3[Cycle (PT sessional, vacant)] CL1 --> Vol[Volunteers] </pre>
Relationship with any related parties	Para 1.51	<p>The charities operational base is at Odd Down Sports Ground, Bath where the 1.5km closed road cycle circuit offers easy access to our inclusive cycling opportunities. These facilities are managed by BETTER (Greenwich Leisure Ltd. CIC) and owned by B&NES Council. ACB&W has a MoU which identifies us as a partner organisation based at the sports ground. Over time we have established excellent relations with the Sports Ground management and take part in their annual Fun Day on the site. The agreement allows us to securely store our bike stock at this location.</p>
Other		

Reference and Administrative details

Charity name	All Cycle Bath & West
Other name the charity uses	ACB&W
Registered charity number	1200391
Charity's principal address	8 Brooklands, Dunkerton, Bath BA28BH

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	Sam Plummer	Safeguarding (& acting interim finance	Whole year	Christopher Revill (chair)
2	Esther Renfrew	User representative	Whole year	As above
3	Janet Dabbs	Grants & Fundraising	Whole year	As above
4	Christopher Revill	Chair	Whole year	Christopher Revill (chair)
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Corporate trustees – names of the directors at the date the report was approved **NA**

Director name		

Name of trustees holding title to property belonging to the charity **NA**

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NA
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Voluntary – finance & accounts	Nick Chinnery	20 Greenfield Walk, Midsomer Norton, Radstock, BA3 2RP

Name of chief executive or names of senior staff members (Optional information)

Business Manager: Hannah Samuel

Exemptions from disclosure

Reason for non-disclosure of key personnel details

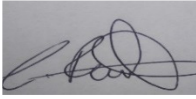
NA

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)		C.Revill
Full name(s)	Christopher Revill	
Position (eg Secretary, Chair, etc)	Chair of Trustees	
Date	19/08/24	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
All Cycle Bath & West

On accounts for the
period ended

31 March 2024

Charity no
(if any)

1200391

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity for the period ended 31/03/2024.

Responsibilities and
basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

3 September 2024

Name:

James Gare

Relevant professional
qualification(s) or body
(if any):

FCA

Address:

Monahans, Hermes House, Fire Fly Avenue, Swindon SN2 2GA

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

All Cycle Bath & West

Charity Number: 1200391

Receipts and Payments Accounts

CC16a

From: 01/04/2023

To: 31/03/2024

	Unrestricted Funds	Restricted Funds				Total Funds	Total Funds 2022/23
		Awards for All	Together Fund	Quartet Resilience Fund	Quartet Bath Half		
Section A Receipts and Payments							
A1 Receipts							
Public Sessions	5,920					5,920	847
Group Sessions	7,677					7,677	665
BANES SEND Contract	5,168					5,168	975
BANES ATSP	24,299					24,299	8,090
Grants	-			10,000	1,000	11,000	12,000
Donations	931					931	2,000
Sub total	43,995	-	-	10,000	1,000	54,995	24,577
A2 Asset and investment sales	-						
Total Receipts	43,995	-	-	10,000	1,000	54,995	24,577
A3 Payments							
Staff costs	13,146	9,000		8,500		30,646	442
Session Costs	5,674		416			6,090	566
Administration costs	6,251	1,000	1,338			8,589	211
Sub total	25,071	10,000	1,754	8,500	-	45,325	1,219
A4 Asset and investment purchases	-						
Total payments	25,071	10,000	1,754	8,500	-	45,325	1,219
Net of receipts/(payments)	18,924	(10,000)	(1,754)	1,500	1,000	9,670	23,358
A5 Transfers between funds							
A6 Cash funds last year	11,358	10,000	2,000	-	-	23,358	-
Cash funds this year end	30,282	-	246	1,500	1,000	33,028	23,358

Section B Statement of assets and liabilities at the end of the period

B1 Cash funds	30,282	-	246	1,500	1,000	33,028	
Agrees and balances with receipts and payments accounts							
B2 Other monetary assets							
B3 Investment assets							
B4 Assets retained for the charity's ow	60,000					60,000	1
B5 Liabilities							

Notes

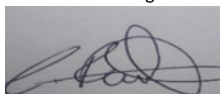
1 - The charity has a number of cycles, transferred in for ongoing use in its activities. This is the approximate value at historic cost.

Restricted Funds (description of source and purpose of funds)

- Awards for All
- Together Fund
- Quartet Resilience Fund
- Quartet Bath Half

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

Signature



Print Name

Christopher Revill

Date of approval

19/08/2024