

BIKE ACTIVE NORTH SUFFOLK

England & Wales · Charity number 1209467

Details

Status	Registered
Legal form	CIO
Registered	2024-08-06
Register	View on the Charity Commission register

Contact

Address	39 Loam Pit Lane Halesworth Suffolk IP19 8EZ
Phone	07922057763
Email	info@bansuffolk.co.uk
Website	www.bansuffolk.co.uk

Activities

Objects: FOR THE PUBLIC BENEFIT, TO RELIEVE THE NEEDS OF, AND PRESERVE AND PROTECT THE HEALTH AND WELLBEING OF, PEOPLE RESIDENT IN SUFFOLK WHO ARE PERMANENTLY DISABLED, OR TEMPORARILY DISABLED THROUGH ILLNESS OR INJURY, BY THE PROVISION OF SAFE FACILITIES USING SPECIALLY ADAPTED CYCLES TO SUPPORT SUCH PEOPLE TO PARTICIPATE IN CYCLING AT LEVELS APPROPRIATE TO THEIR ABILITIES.

Activities: For the public benefit, to relieve the needs of, and preserve and protect the health and wellbeing of, people resident in Suffolk who are permanently disabled, or temporarily disabled through illness or injury, by the provision of safe facilities using specially adapted cycles to support such people to participate in cycling at levels appropriate to their abilities.

Classification

- **How:** Provides Services
- **What:** Disability
- **Who:** Elderly/old People, People With Disabilities

Geography

- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£34,647	£23,141	-	-

Trustees

Name	Role	Appointed
David George	Chair	2024-07-16
Andrew John Earl		2024-07-16
Philip Kendall Robbins		2024-07-16
Richard John Belsey		2024-07-16
Steven Peter Falvey		2024-07-16

Accounts

	Trustees' Annual Report for the period								
	From	Period start date			To	Period end date			
		16	07	2024		31		03	2025

Section A	Reference and administration details
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Charity name	Bike Active North Suffolk
Other names charity is known by	
Registered charity number (if any)	1209467
Charity's principal address	1 Sarsen Close Halesworth Suffolk Postcode IP19 8JP

	Names of the charity trustees who manage the charity
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	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	David George	Chair	from 16/07/24 - ongoing	
2	Philip Robbins	Vice Chair	from 16/07/24 - ongoing	
3	Michelle George	Secretary	from 16/07/24 - ongoing	
4	Steven Falvey	Treasurer	from 16/07/24 - ongoing	
5	Andrew Earl		from 16/07/24 - ongoing	
6	Richard Belsey		from 16/07/24 - ongoing	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)	
Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

CIO Foundation Constitution
Rev000 dated 30/07/24
Rev001 dated 02/10/24

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Appointed by existing trustees

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

For the public benefit, to relieve the needs of, and preserve and protect the health and wellbeing of, people resident in Suffolk who are permanently disabled, or temporarily disabled through illness or injury, by the provision of safe facilities using specially adapted cycles to support such people to participate in cycling at levels appropriate to their abilities.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In this, our inaugural year, the focus of our activities has been on the establishment of the charity and preparation for the commencement of full service delivery to our clients from April 2025.

During the time that this report covers, we have:

- been researching, drafting, refining and adopting governance and compliance documents, policies and procedures
- been developing relationships with the national bodies covering cycling and disability cycling
- been establishing relationships with local, district and county council elected members and officers
- undertaken fundraising activities and made grant applications to raise funds to purchase equipment essential for service delivery
- submitted a planning application for permission to site storage containers at Halesworth Millennium Green for the storage of equipment
- researched the most appropriate level of insurance required to cover our liability and asset risks
- identified and delivered appropriate training for trustees and volunteers covering areas such as charity governance, financial management, safeguarding, first aid, manual handling and disability awareness
- promoted BANS to the wider local area through personal contact, publications, social and traditional media, to raise awareness of our charity and to recruit service users and volunteers
- developed operational delivery plans and procedures. This included two tester cycling sessions with clients from the local Mencap centre to test operational policies and procedures
- researched the most suitable cycles to establish our fleet of bikes

The charity trustees understand the guidance issued on public benefit and remain focused on what the charity was established to achieve as laid down in its objectives.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

- We have established a robust suite of governance and compliance policies and procedures
- We have identified the insurance cover required to provide public, volunteer and third-party liability along with asset liability cover.
- We have achieved affiliate membership of the three national organisations representing disability cycling (Cycling UK, British Cycling and Wheels for All)
- We raised £4,000 in unrestricted funding, £2,631 through sponsorship and donations and £28,016 in restricted funds
- We obtained planning approval to site storage containers adjacent to the route we use for service delivery
- Both trustees and volunteers have undertaken a range of training courses to equip them for service delivery and good governance of the charity
- We have received a good level of interest from potential service users and have recruited more volunteers – we now have 16 volunteers (inc. 6 trustees) who have all undergone DBS checks and completed safeguarding and health & safety training
- We completed two tester cycling sessions with clients from the local Mencap centre
- We have established a fleet of 12 specialist and 7 standard cycles. All have undergone safety checks and repairs by qualified third-party mechanics
- We have purchased all the additional equipment to deliver our service, from helmets & hi-vis tabards to signs & tools
- We won Active Suffolk's Inclusive Organisation of the Year 2024

Section E

Financial review

Brief statement of the charity's policy on reserves

At the end of the year we hold a reserves balance of £3,800.

Reserve requirements are predominantly to assist with the peaks and troughs of cash flow; any unforeseen operational costs, such as failure of equipment; to allow time to organise alternative funding should a funder(s) withdraw their funding for any reason; to be able to react to an unplanned opportunity; and for any unplanned organisation closure in a professional and appropriate manner.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately twelve months operational cost expenditure.

The Trustees will consider and set the level of reserves that is prudent for BANS to have when agreeing the annual budget.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Unrestricted Grant Funding Details:

Clarion Futures via Bike Active Norfolk to investigate start-up of Bike Active North Suffolk £500

East Suffolk Council Enabling Communities Budget £1,000

People's Postcode Lottery Grassroots Fund £2,000

Stagecoach £500

Restricted Grant Funding Details:

Barchester Charitable Foundation £2500 (cycle purchase)

Arctic One £500 (cycle purchase)

Suffolk County Council Locality Budget £1866 (cycle purchase)

East Suffolk Council Community Partnership Fund £4,000 (cycle purchase)

National Lottery Community Fund £19,150 (cycle purchase)

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

David George

Steven Peter Falvey

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

3rd June 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

Bike Active North Suffolk

No (if any)

1209467

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	16/07/24		31/03/25

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grant Funding	4,000	28,016	-	32,016	-
Donations & Sponsorship	2,631	-	-	2,631	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	6,631	28,016	-	34,647	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	6,631	28,016	-	34,647	-
A3 Payments					
Administration/Offices Costs	98	-	-	98	-
Website	49	-	-	49	-
Memberships/Professional Fees	487	-	-	487	-
H&S Equipment/Signage etc.	361	-	-	361	-
Other Equipment	1,140	378	-	1,518	-
Repairs & Maintenance	188	-	-	188	-
Training	329	-	-	329	-
DBS Checks	180	-	-	180	-
	-	-	-	-	-
Sub total	2,832	378	-	3,210	-
A4 Asset and investment purchases, (see table)					
Bike Purchases	-	19,931	-	19,931	-
	-	-	-	-	-
Sub total	-	19,931	-	19,931	-
Total payments	2,832	20,309	-	23,141	-
Net of receipts/(payments)	3,799	7,707	-	11,506	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	3,799	7,707	-	11,506	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank Community Account	3,799	7,707	-
		-	-	-
		-	-	-
	Total cash funds	3,799	7,707	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	3 no. Adaptive bikes	Restricted	-	-
	9 no. Adaptive bikes (gifted)	Unrestricted	-	-
	7 no. Standard Solo bikes (gifted)	Unrestricted	-	-
	Cycling Related Equipment (Helmets, locks, tools, etc.)	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Steven Falvey	3rd June 2025
	David George	3rd June 2025



**Report to the trustees/
members of**

Charity Name
Bike Active North Suffolk

**On accounts for the year
ended**

31/03/25

**Charity no
(if any)**

1209467

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2025**

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust'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 (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed: P, Walkden

Date: 23/05/25

Name: Paul Walkden

	Relevant professional qualification(s) or body (if any):	ACIB
	Address:	Clover House,
		1 Crescent Road, Aldeburgh
		Suffolk IP15 5HW

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.