

Devizes PHAB 2024 Trustee's Annual Report

15th May 2025

Nursteed Centre , Devizes, Wiltshire

Those Present:

President : P Dyer

Officers

T Bazeley	Chair
R Stevens	Vice Chair
V Gaiger	Programme Organiser
J Bazeley	Secretary and Safeguarding Officer
C Evans	Treasurer

Committee

T Coles
T Gaiger

There were 16 members, 2 carers and 2 drivers present

Apologies were received from:

D Wiltshire, A Neeld, P Putnam

1. Welcome

The President P Dyer presided over the meeting, welcomed everyone and thanked them for attending.

A Minutes silence was held for those associated with PHAB whom we have sadly lost, Ann Webb has retired due to ill health and Eric Williams passed, his family told Vicki that he enjoyed the PHAB meetings.

2. Minutes of last AGM held on 9th may 2024

The previous AGM minutes were circulated before the Meeting, Acceptance approved unanimously.

3. Reports

3.1 Presidents Report (Paul Dyer)

We have all had a great time this year, many visits including the train and beach trip to Minehead and three pantomimes.

I would like to thank:

Cliff for all his financial work, Terry for all his work including Grant applications and Vicki & Doreen for all the programme organisation.

3.2 Chair's Report (Terry Bazeley)

Thanks to you all for attending today, another successful year of regular meetings and events.

Juliet has had a major health issue this year which has limited our attendance at meetings, although I am prepared to stand as Chairman this year I am having discussions about a transition during the year and a handover by next year

The Charity Commission returns were made.

The "Push and Walk" event was run in June 8th of 2024 in a familiar format, the Town Hall let us use Hillworth Park and the Mayor judged.

We are all lined up to repeat this on Saturday June 14th, please come along and participate, this is our major fund raiser.

Thanks to Cliff Evans our well established Treasurer and Thanks to Doreen who does the money collecting and Transport Administration, all is going superbly and I thank them for all their hard work.

Our finances continue to be in good shape.

Vicki is doing a wonderful Job of arranging all the meetings and events we enjoy, with Doreen and Tom ably helping. This is the mainstay of the Club and I would like to Thank Vicki, Doreen and Tom for all they do.

The Summer trip and Christmas Party were good fun and well attended, with Grants from Lions and others.

I would like to thank the President, Vice President , Committee members and Club members for all the work they do to support the club..

3.3 Treasurer's Report (Cliff Evans)

Introduction

As in previous years, we operated the Devizes PHAB Charity as two businesses during 2024, namely Devizes PHAB Transport and Devizes PHAB Club.

Each business had its own Current Account, and each had access to the same Instant Online Account, and Fixed Term Deposit Account. Both of these held reserves to be used by either business as and when required.

Reporting

In terms of reporting, I produced a regular financial report which categorised all income and expense for each of the accounts. These were reviewed at each Committee meeting and are all available on request via email from cliffvevans@yahoo.co.uk.

In parallel, Charlton Baker Accountants provided monthly Payroll Services, and at the end of the year they provided Profit & Loss (P&L) and Balance Sheet reports for both the Transport and Club businesses.

Charlton Baker also produced an Independent Examiner's Report at the end of the year, which was duly submitted to the Charity Commission by Terry.

All the Charlton Baker reports are available on request.

Transport P&L Report

The Transport P&L report shows that the income for the year was **£21,500**. It's worth noting that the income from bus fares was **£14,278**, which was up by **60%** on the previous year's figure of **£8,935**. This was primarily due to a number of deferred payments coming in from Arts Together.

Expenditure, including driver wages, fuel and vehicle running costs, came to **£23,965**. It's worth noting that vehicle running costs increased by **63%** on the previous year to **£4,832**. Fuel costs also went up by **21%** to **£3,435** due to inflation.

These increases resulted in an overall loss for Transport of **£2,465** for the year.

Club P&L Report

The Club P&L report shows that income from donations, fundraising and membership fees was **£4,216**, whereas expenditure from travel costs, room hire and entertainment was **£6,140**.

This resulted in an overall loss of **£1,924** for the year.

Assets

The Transport Balance Sheet confirms that we used the same two buses again throughout 2024, and that their combined asset value at the end of the year was **£9,053**.

In terms of cash assets, the End of Year Treasurer's report shows that our total cash assets were **£87,041**, a decrease of only 1.4% on the previous year. At the end of the year the cash was spread across the accounts as follows:

	2024
Club Account	£2,670
Transport Account	£7,771
Instant Online Account	£6,600
Fixed Term Deposit Account	£70,000
TOTAL	£87,041

Conclusion

In conclusion, despite the challenging economic climate during 2024, the dedication and hard work of everyone involved in Devizes PHAB Transport and Devizes PHAB Club, meant that they both performed well, and ended the year in a strong financial position.

The accounts were approved.

Charlton Baker to continue as Auditors.

3.4 Transport Officer's Report (Terry Bazeley)

Thanks to Kerry Rose for doing the Bus Administration, he has organised Bus, Lift and Fire Extinguisher Maintenance as well as bus documentation and licenses.

Thanks to Roger Pearce, Paul Dyer, Robin Drake and new Driver John Stephens, they get many accolades from customers about their cheerful and helpful attitude.

Doreen continues to do a sterling job with the Admin of Invoices, Payroll, Logsheets etc., Please join me in thanking them all.

We have had a full year of running the buses and supporting our Club, Arts Together, Monday Club and other Local Groups, in the year to end March 2024 we clocked up a very

similar number of Bus and passenger trips as last year.

Bus Grants BSOG (Bus Service Operators) and CTG (Community Transport Grant) were successfully applied for in 2024.

This year saw another increase in the minimum wage, the Committee agreed to increase Driver Bus rate from April 2025.

The Committee has discussed the need for Bus replacement during the year, the Pewsey Bus was bought in 2013 and Devizes in 2019, after consulting everyone involved and taking advice from our Garage there is no pressing need to take action.

I have consulted National PHAB and in due course there are several sources for Grants available especially as we can match fund any money needed.

3.5 Secretary's Report (Juliet Bazeley)

I have taken minutes during meetings, written and responded to many letters.

As Safeguarding Officer I am responsible for confidential welfare notes and Thomas helps by taking the register each week.

3.6 Programme Report (Vicki Gaiger)

I have organised four Pantomimes, Devizes Musical Theatre, the Mayors Carol service, Christmas Tree Decoration in St Johns Church, Harvest and Burns Night Suppers, Push and Walk Tombola. These take a lot of time on the phone to organise.

The Summer outing to Minehead by Coach and Steam Train was well attended by 36 people.

Other activities included Bowls Club evening, Various singers, Race Night, Bowls, HOY, Bingo.

Thanks to Doreen and Thomas for all their help.

We welcomed new members during the year, we hope some will step up to be the Organisers of the future. All our activities rely on the support and participation of you all.

4. Elections

Terry said that no new nominations were received and that the existing Committee agreed to continue.

Paul Dyer has agreed to continue as President and Paula Winchcombe as Vice President.

Tim Horsman Proposed that the Committee be re-elected en bloc
seconded by Sue Gurd
approved: unanimously.

Role

- President
- Vice President
- Chairman

Nominations

P Dyer
P Winchcombe
T Bazeley

- Vice Chairman R Stevens
- Treasurer C Evans
- Accounts & Transport Administrator D Wiltshire
- Transport Officer T Bazeley & K Rose
- Programme Organiser V Gaiger
- Secretary & Safeguarding Officer J Bazeley
- Committee Members T Gaiger & T Coles
- Nursteed Centre Representative V Gaiger & T Gaiger
-

Vice Chairman Robert Stevens

Robert said he was investigating part funding of future Pewsey Bus from Wiltshire Council and Pewsey Parish Council.

5. Items from the Proposition Book

Nothing to report, the book will be available at meetings with the register.

Closing The meeting closed at 8.15 pm

**DEVIZES AND DISTRICT PHAB CLUB - GENERAL FUND
UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

DEVIZES AND DISTRICT PHAB CLUB - GENERAL FUND
Contents

	Page
Business Details	1
Accountants' Report	2
Profit and Loss Account	3
Balance Sheet	4
Notes to the Accounts	5

DEVIZES AND DISTRICT PHAB CLUB - GENERAL FUND
Business Details
For The Year Ended 31 December 2024

Proprietor

Devizes and District PHAB Club - General Fund

Accountants

Charlton Baker
7-7c Snuff Street
Devizes
Wiltshire
SN10 1DU

DEVIZES AND DISTRICT PHAB CLUB - GENERAL FUND
Accountants' Report
For The Year Ended 31 December 2024

Chartered Accountants' Report to the trustees of Devizes and District PHAB Club - General Fund

In accordance with the engagement letter, we have prepared for your approval the financial information of Devizes and District PHAB Club - General Fund for the year ended 31 December 2024 which comprises the Profit and Loss account, the Balance Sheet and the related notes from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to you in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial information of Devizes and District PHAB Club - General Fund and state those matters that we have agreed to state to you in this report in accordance with the guidance of ICAEW as detailed at ICAEW Technical Release 08/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Devizes and District PHAB Club - General Fund for our work or for this report.

You have approved the financial information of Devizes and District PHAB Club - General Fund for the year ended 31 December 2024 and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.

Signed

.....

Charlton Baker
7-7c Snuff Street
Devizes
Wiltshire
SN10 1DU

DEVIZES AND DISTRICT PHAB CLUB - GENERAL FUND
Profit and Loss Account
For The Year Ended 31 December 2024

	2024		2023	
	£	£	£	£
Turnover				
Donations		4,216		18,768
Grants and subsidies received		-		750
		<u>4,216</u>		<u>19,518</u>
Expenditure				
Transport	895		1,169	
Rent and hire	1,550		1,510	
Meetings/Socials (net)	1,930		(39)	
Insurance	620		-	
Accountancy fees	222		48	
Transfer to minibus savings	-		15,000	
Charitable donations	223		85	
Entertaining	-		907	
Sundry expenses	681		765	
		<u>6,121</u>		<u>19,445</u>
		(1,905)		73
Depreciation				
Depreciation	19		23	
		<u>19</u>		<u>23</u>
NET LOSS		<u>(1,924)</u>		<u>50</u>

DEVIZES AND DISTRICT PHAB CLUB - GENERAL FUND
Balance Sheet
As At 31 December 2024

		2024	2023
	Notes	£	£
FIXED ASSETS			
Tangible Assets	2	110	129
CURRENT ASSETS			
Cash at bank and in hand		1,801	3,484
CURRENT LIABILITIES			
Accruals and deferred income		426	204
NET CURRENT ASSETS		1,375	3,280
TOTAL ASSETS LESS CURRENT LIABILITIES		1,485	3,409
NET ASSETS		1,485	3,409
CAPITAL ACCOUNT			
Balance at 1 January 2024		3,409	3,359
Profit/(Loss) for the period/year		(1,924)	50
Balance Carried Forward		1,485	3,409

DEVIZES AND DISTRICT PHAB CLUB - GENERAL FUND
Notes to the Accounts
For The Year Ended 31 December 2024

1. Accounting Policy

Reserves Policy

The Club Current Account is for the day to day running of the charity and should not hold above £5,000. Any excess funds are transferred over to a separate account towards future replacement of the buses purchased by the club.

2. Tangible Assets

	Fixtures & Fittings
	£
Cost	
As at 1 January 2024	2,047
As at 31 December 2024	<u>2,047</u>
Depreciation	
As at 1 January 2024	1,918
Provided during the period	<u>19</u>
As at 31 December 2024	<u>1,937</u>
Net Book Value	
As at 31 December 2024	<u>110</u>
As at 1 January 2024	<u>129</u>

**DEVIZES AND DISTRICT PHAB CLUB - MINIBUS
UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

Devizes and District PHAB Club - Minibus Contents

	Page
Business Details	1
Accountants' Report	2
Profit and Loss Account	3
Balance Sheet	4
Notes to the Accounts	5

**Devizes and District PHAB Club - Minibus
Business Details
For The Year Ended 31 December 2024**

Proprietor

Devizes and District PHAB Club - Minibus

Accountants

Charlton Baker
7-7c Snuff Street
Devizes
Wiltshire
SN10 1DU

**Devizes and District PHAB Club - Minibus
Accountants' Report
For The Year Ended 31 December 2024**

Chartered Accountants' Report to Devizes and District PHAB Club - Minibus on the Unaudited Financial Information of Devizes and District PHAB Club - Minibus

In accordance with the engagement letter dated we have prepared for your approval the financial information of Devizes and District PHAB Club - Minibus trading as Devizes and District PHAB Club - Minibus for the year ended 31 December 2024 which comprises the Profit and Loss account, the Balance Sheet and the related notes from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to you in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial information of Devizes and District PHAB Club - Minibus trading as Devizes and District PHAB Club - Minibus and state those matters that we have agreed to state to you in this report in accordance with the guidance of ICAEW as detailed at ICAEW Technical Release 08/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Devizes and District PHAB Club - Minibus for our work or for this report.

You have approved the financial information of Devizes and District PHAB Club - Minibus trading as Devizes and District PHAB Club - Minibus for the year ended 31 December 2024 and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.

Signed

.....

Charlton Baker
7-7c Snuff Street
Devizes
Wiltshire
SN10 1DU

**Devizes and District PHAB Club - Minibus
Profit and Loss Account
For The Year Ended 31 December 2024**

	2024		2023	
	£	£	£	£
Turnover				
Transport for voluntary groups		10,449		6,131
Shopper bus		3,828		3,104
Transport grants		5,760		5,458
Donations and fundraising		5		421
		<u>20,042</u>		<u>15,114</u>
Other Operating Income				
Contributions from General	<u>-</u>		<u>15,000</u>	
		<u>-</u>		<u>15,000</u>
		<u>20,042</u>		<u>30,114</u>
Other Income				
Bank interest receivable		<u>1,458</u>		<u>1,096</u>
		<u>21,500</u>		<u>31,210</u>
Expenditure				
Wages and salaries	10,174		9,070	
Employers NI	28		-	
Vehicle running costs	4,831		3,115	
Vehicle fuel costs	3,435		2,845	
Vehicle insurance costs	2,205		2,701	
Advertising and administration expenses	72		20	
Accountancy fees	198		360	
		<u>20,943</u>		<u>18,111</u>
		<u>557</u>		<u>13,099</u>
Depreciation				
Depreciation	<u>3,018</u>		<u>4,025</u>	
		<u>3,018</u>		<u>4,025</u>
		<u>(2,461)</u>		<u>9,074</u>
Finance Costs				
Late payment tax charges	<u>4</u>		<u>-</u>	
		<u>4</u>		<u>-</u>
NET LOSS		<u><u>(2,465)</u></u>		<u><u>9,074</u></u>

**Devizes and District PHAB Club - Minibus
Balance Sheet
As At 31 December 2024**

		2024	2023
	Notes	£	£
FIXED ASSETS			
Tangible Assets	2	9,053	12,071
CURRENT ASSETS			
Cash at bank and in hand		85,705	84,807
CURRENT LIABILITIES			
Trade creditors		-	1
Other Taxes and Social Security		281	133
Accruals and deferred income		402	204
		683	338
NET CURRENT ASSETS		85,022	84,469
TOTAL ASSETS LESS CURRENT LIABILITIES		94,075	96,540
NET ASSETS		94,075	96,540
CAPITAL ACCOUNT			
Balance at 1 January 2024		96,540	86,633
Profit/(Loss) for the period/year		(2,465)	9,074
Drawings		-	833
Balance Carried Forward		94,075	96,540

**Devizes and District PHAB Club - Minibus
Notes to the Accounts
For The Year Ended 31 December 2024**

1. Accounting Policy

Reserves Policy

PHAB minibus have three bank accounts as shown on the balance sheet. The first named 'day to day running account' covers the daily running expenses of the organisation. For example, fuel, wages and other costs to carry out the organisation's services.

The second account named 'minibus replacement reserve' is a savings account, designed to save for a new minibus given that each vehicle used by the organisation will need to be replaced eventually. This account is also used to cover emergency expenditure, for example major repair work on a vehicle.

The third account is a fixed interest savings account. This holds the majority of the savings for the minibus replacement and provides a higher rate of interest whilst the money is not being currently used to fund a replacement minibus.

Charlton Baker Limited does not recommend a specific amount that needs to be saved in the 'minibus replacement reserve' account. However, the trustees believe the purchase of a minibus could cost up to £70,000. Therefore, subject to this amount being reviewed each year, the organisation should look to have enough saved to cover the replacement of a new bus, based on when they anticipate the need to replace one of the buses.

A new minibus was last purchased in 2019 and so the funds have been built back up to this level over the past few years.

2. Tangible Assets

	Motor Vehicles
	£
Cost	
As at 1 January 2024	75,154
As at 31 December 2024	75,154
Depreciation	
As at 1 January 2024	63,083
Provided during the period	3,018
As at 31 December 2024	66,101
Net Book Value	
As at 31 December 2024	9,053
As at 1 January 2024	12,071



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
DEVIZES AND DISTRICT PHAB CLUB

On accounts for the year
ended

31st DECEMBER 2024

Charity no
(if any)

282543

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 ("the Trust") for the year ended **31 / 12 / 2024**.

Responsibilities and
basis of report

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").

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 all 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

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.

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

Signed:

E.Killington

Date:

25/03/2025

Name:

ELLIE KILLINGTON

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

ACA

Address:

7-7C SNUFF STREET, DEVIZES, WILTSHIRE, SN10 1DU

Section B**Disclosure**

Only complete if the examiner needs to highlight material 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.

--