



## Trustees' Annual Report for the period

		Period start date			Period end date		
From	1	Nov	2018	To	31	Oct	2019

### Section A Reference and administration details

Charity name

Bedale Community Minibus

Other names charity is known by

Registered charity number (if any)

1158623

Charity's principal address

Oak House, 35 Market Place

Bedale

North Yorkshire

Postcode

DL8 1AQ

#### 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	David Emison	Chairman		
2	Wanda Reynolds			
3	James Wilson			
4	Malcolm Bloor			
5	Anthony Wood			
6	John Knopp	Secretary		
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 <small>eg. Memorandum and Articles of Association</small>	Constitution
How the charity is constituted <small>eg. Trust deed or by charter</small>	CIO
Trustee selection methods <small>eg. Appointed by elected body</small>	Elected by 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.

No major changes,

We have appointed a volunteer compliance officer.

We are in the process of reviewing our safeguarding policy.

We are aware of CC26 and will be considering its impact on our activities. Any changes required will be implemented in FY 19/20

We are part of the Hambleton Community Association, Community Minibus network.

We have a link to the Hambleton and Whitby CCG for the ongoing trial for the provision of Patient transport.

We are members of the NCVO and the trustees consider their guidance, adopt various of their procedures and templates as considered necessary.

BCM have recently become members of NYCC Go Local Steering Group for provision of Community transport.

## Section C Objectives and activities

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

To provide affordable transport to those with disabilities, the elderly, local community groups and those in danger of becoming socially isolated

**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)**

Main activities of BCM are:

Provision of transport driven by volunteers;

- To weekly markets.
- Patients to the local GP surgery.
- Children with learning difficulties to farm schools and other activities.
- To local community groups on outings.

In addition

- The facility for other entitled organisations to hire our minibuses
- Training all drivers to the MIDAS Standard

**Additional details of objectives and activities (Optional information)**

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

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

We do not make grants to other organisations.

The charity relies entirely on 14 volunteer drivers and 4 volunteer escorts for running the office, driving the buses, maintaining the buses and fundraising. Without them there is no community minibus.

BCM is run by 6 volunteer Trustees, who have specific areas of responsibility for the management of the minibus. Chairman, Secretary, Administration, Operations, Media and Volunteer Matters and Finance. All of the Trustees are in addition either drivers or escorts

We rent an office in Bedale Market place and it is open each weekday from 9 – 12 noon. Our office is now run completely by volunteers, two ladies, one who acts as Office Manager, cover 4 mornings between them and the Trustees have a rota and cover one morning a week.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

All of our activities remain focused on providing the best community transport service we can, within a purely volunteer setting in the town of Bedale and surrounding villages.

We consider that we have been successful in that purpose as in approx. 64 tasks that BCM was directly involved in only one had to be cancelled at the last minute because of unexpected driver non availability.

We know that that the service is appreciated by the local community from the continuing support we receive when fundraising and from donations.

We have instigated a programme of half day excursions on a monthly basis to local venues. In this we receive some assistance but no funding from a local housing association to ensure we reach those who are isolated or elderly

The excursions are been a success and we will be repeating the service in FY 19/20 and increasing the frequency.

We have completed 43 patient transport services to the local GP surgery in the FY.

A disappointment was the failure of a service for visitors to our nearest major hospital (60 mins drive) on a weekly basis. Anecdotal evidence suggested there was demand both from within Bedale and from Northallerton, the nearby market town, which was en route. The first journeys had a small take up but for 3 months no one came forward. The service was well advertised but came to nothing.

We continue to support **Mobility Matters**, a campaign group that has been formed to lobby the DfT reconsider the proposed changes to Section 19 and 22 Permit Legislation (GB).

BCM has entered into an agreement with Ealing Community Transport for the use of a Toolkit to enable the determination of the Social Value of community transport.

We have links with Thirsk CCA to provide transport for their Saturday Club for disadvantaged children.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

In Dec 2009, Bedale Volunteer Minibus, as we were then known, was very fortunate in being given a legacy of approx. £83000 by a local business man, 'to support the community minibus in the future'. In 2014 as part of the creation of the CIO we formally stated that what remained of the original legacy (£40000) was to become the basis of our Reserve. The Reserve was to be maintained to assist with the purchase of replacement minibuses when the need arises. Any excess income in the trading account is placed into the Reserve on an annual basis.

### Details of any funds materially in deficit

No 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.

#### Main sources of income:

Hirings  
Donations and fundraising  
Fuel rebate.

We have been very fortunate in this FY in having access to the Co Op Community Fund. The Rector 4 & 20 a local Church of England Group provide some grant assistance to support the patient transport service on a Tuesday

Our expenditure is fully committed to maintaining the minibuses in a road worthy condition and providing support to the volunteers who drive them.

Our only investment is the reserve we hold in the Skipton Building Society. The reserve currently stands at £56661. This will be considerably depleted in 2021 when we anticipate part exchanging one of two minibuses.

## Section F

## Other optional information

### CHANGES TO SECTION 19 PERMITS - MAJOR RISK TO BCM

Since 1985, section 19 and 22 of the Transport Act 1985 has provided for a system of Permits. This system provided a regulatory framework for not-for-profit organisations and charities, such as BCM, to operate minibuses in pursuit of their charitable objectives, provide social benefit, and make charges to recover costs but without a view to profit. In 1989, the European Union, recognising the importance of this model of operation, modified its Driver Licensing Directive specifically to allow this to continue in the UK.

The Trustees consider the main risk to our organisation is in any changes to the conditions associated with Section 19 permits that inhibits our ability to provide community transport exclusively for non-commercial purposes.

A brief from the Mobility Matters Campaign further states:

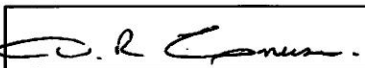
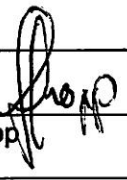
Considerable uncertainty amongst community transport operators and Local Authorities continued following the Government's consultation on the use of **Section 19 and Section 22 permits** for road passenger transport in the UK and the Judicial Review hearing at the High Court in November 2019. The continuing guidance from the DfT states that any action by Local Authorities to end or withhold contracts to permit holders would be premature. Action taken to mitigate this risk includes appropriate legal advice on the current legal status of the Permit system and a review of BCM's community transport operations. This risk is further

mitigated by membership of the lobbying campaign group "Mobility Matters" and collaboration with the Community Transport Association. That organisation asserts that it **operates passenger transport exclusively for non-commercial purposes** and therefore is exempted from EU Regulation 1071/2009.

## 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)	D Emison	J Knopp
Position (eg Secretary, Chair, etc)	Chairman	Secretary
Date	22/05/20	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Bedale Community Minibus

1158623

## Receipts and payments accounts

CC16a

For the period  
from

01/11/2018

To

31/10/2019

### 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 £
<b>A1 Receipts</b>					
Hire income	9,163	-	-	9,163	6,581
Midas fees	1,800	-	-	1,800	3,791
Donations and fundraising	8,077	-	-	8,077	7,403
Grants received	-	-	-	-	26,425
Rector and Four and Twenty	1,000	-	-	1,000	1,000
Fuel rebate	534	-	-	534	499
Bank interest	413	-	-	413	448
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>20,987</b>	<b>-</b>	<b>-</b>	<b>20,987</b>	<b>46,147</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>20,987</b>	<b>-</b>	<b>-</b>	<b>20,987</b>	<b>46,147</b>
<b>A3 Payments</b>					
Volunteer mileage and medicals	1,306	-	-	1,306	1,156
Office rent	1,024	-	-	1,024	860
Administrative and office costs	2,561	508	-	3,069	3,233
Midas operating costs	633	-	-	633	1,344
Fuel costs	2,349	-	-	2,349	2,017
Vehicle maintenance and insurance	3,908	-	-	3,908	5,630
Fundraising	50	-	-	50	375
Independent examiners fees	750	-	-	750	570
	-	-	-	-	-
<b>Sub total</b>	<b>12,581</b>	<b>508</b>	<b>-</b>	<b>13,089</b>	<b>15,185</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Minibus	7,720	5,403	-	13,123	19,347
Equipment	1,819	-	-	1,819	-
Computer equipment	-	-	-	-	589
<b>Sub total</b>	<b>9,539</b>	<b>5,403</b>	<b>-</b>	<b>14,942</b>	<b>19,936</b>
<b>Total payments</b>	<b>22,120</b>	<b>5,911</b>	<b>-</b>	<b>28,031</b>	<b>35,121</b>
<b>Net of receipts/(payments)</b>	<b>- 1,133</b>	<b>- 5,911</b>	<b>-</b>	<b>- 7,044</b>	<b>11,026</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>63,299</b>	<b>5,911</b>	<b>-</b>	<b>69,210</b>	<b>58,184</b>
<b>Cash funds this year end</b>	<b>62,166</b>	<b>-</b>	<b>-</b>	<b>62,166</b>	<b>69,210</b>

## 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 £
<b>B1 Cash funds</b>	Barclays	5,478	-	-
	Skipton	56,661	-	-
	Petty cash	27	-	-
	<b>Total cash funds</b>	<b>62,166</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK

OK

OK

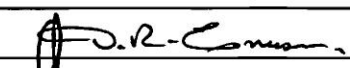

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Minibus	Restricted	-	-
	Computer Equipment	Unrestricted	-	-
	Office Furniture	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	David R Emison	19/03/20
	John F Knopp	18th March 2020



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Bedale Community Minibus

**On accounts for the year  
ended**

31 October 2019

**Charity no  
(if any)**

1158623

**Set out on pages**

1 - 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 10 2019.

**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:**

**Date:**

11/6/20

**Name:**

Deborah Fletcher-McVay

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

ACA

**Address:**

Kenneth Easby Limited, Chartered Accountants  
Oak House, Marketplace, Bedale  
North Yorkshire, DL8 1AQ.

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.**