

COMMUNITY TRANSPORT FOR THE LEWES AREA
(A Company Limited by Guarantee)

TRUSTEE'S REPORT

The Trustees present their report together with the financial statements for the year ended 31st March 2019.

The Trustees believe that the financial statements comply with current statutory requirements, the requirements of the governing document and the charity SORP.

REFERENCE AND ADMINISTRATIVE DETAILS

Directors and trustees

The Directors of the charitable company (the charity) are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees.

The board consists of the following directors/trustees:

Philip Clarke
Paul Homewood
Robert Dray
Clive Williams
Helen McCauley
Steven Saunders
John Livings

Registered Office

Hillcrest Community Centre, Hillcrest Road, Newhaven, East Sussex BN9 9EA

Advisors

The Advisors to the Charity during the year have been:

Bankers:

Lloyds TSB, 82 High Street, Lewes, East Sussex BN7 1XW

Reporting Accountants:

Swindells LLP Chartered Accountants, Wilson House, 48 Brooklyn Road, Seaford, East Sussex BN25 2DX

STRUCTURE GOVERNANCE AND MANAGEMENT

Community Transport for the Lewes Area was incorporated as a company limited by guarantee (registered number 04409570) on 4th April 2002. It was registered as a charity on 27th June 2005. The governing document is the memorandum and Articles of Association.

Trustees are recruited upon recommendation and by contact with the Local Volunteer Bureau. They are appointed following discussion at Committee meeting and the appointment is ratified at the AGM. Trustee induction is covered by supplying the previous year's minutes and charity commission leaflets for Trustees. In addition, they have meetings with staff to familiarise them with the administration of the charity.

The Company has a strong management team in place that deals with the day to day running of the Charity made up as follows:

Paul Homewood – General Manager
Kerrie Smart-Jones – Operations Manager
Joanne McMahon – Accounts & Finance Manager
Mark Evans – Contracts & Project Manager

Every member of the company undertakes to contribute to the assets of the company in the event of it being wound up during the time that he/she is a member, within one year afterwards, for debt and liabilities of the company such amount as may be required, not exceeding in the case of any member the sum of £1.

Investment powers

The Trustees may borrow or raise money for the objects of the Company on such terms and on such security as may be thought fit and whether by the creation and issue of debentures or debenture stock or otherwise

They may also invest monies of the Company not immediately required for its purpose in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided

Reserves

The Trustees are confident that reserves are adequate to ensure the smooth day to day operation of the company. At the present moment in time the Trustees consider the level of reserves should represent at least 3 months expenditure.

Major risks

The Trustees have reviewed the major risks to which the charity is exposed and systems have been established to manage those risks.

OBJECTIVES AND ACTIVITIES

Community Transport for the Lewes Area is a charity dedicated to the provision of community transport in the Lewes area for people who have special need of such facilities because they are elderly, poor or disabled, people with young children or those living in isolated areas where there are no adequate public transport facilities.

Review of Activities

Community Transport for the Lewes Area aims to provide community transport services for those inhabitants of Lewes District and the surrounding areas that are in need of such a service because of age, sickness, disability (mental or physical), poverty or due to lack of adequate and accessible public transport.

We operate 10 school runs financed by East Sussex County Council. These are combined with 6 Dial a Rides and 2 other community bus services. We also have a number of Adult Social Care Contracts with Social services.

Group outings for Care Homes, Local organisations and trips organised by CTLA for our members are increasing and well received. Our Travel Club has grown considerably and offers many outings to places of interest. Fuel Rebate (BSOG) is being received on a six monthly basis and goes some way to defraying the increasing fuel costs.

Our current vehicles are wheelchair accessible with the exception of two.

It is our intention to replace some of our older vehicles as soon as possible and by doing so make some savings on the maintenance costs, which can be excessive with older vehicles.

Funding continues to be difficult. The Trustees and Committee review our financial position regularly and take any necessary steps to ensure our secure financial future.

The office was manned from 07.00 to 16.00 Monday to Friday

The Trustees continue to provide their service on a voluntary basis and provide support to all involved with the Organisation.

The Management Team and other members of staff continue to provide volunteer time for no payment in addition to their normal hours.

The change in management structure is working well, with weekly operations meetings being held covering most items concerning the smooth running of the operation and has helped to improve our standing again within the community and local government as a whole. Expansion of activities has resulted in an increase in revenue for the year, but costs have risen accordingly, particularly in the area of fuel.

Small Company Provisions

This report has been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small companies

Approved by the Board and signed on its behalf by:



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Mr Philip Clarke
Trustee

Date: 2.10.2020.

.....
Mr Paul Homewood
Trustee

Date: