



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	January	2020		31	December	2020

Section A Reference and administration details

Charity name	Maidstone Cycle Campaign Forum		
Other names charity is known by			
Registered charity number (if any)	1172691		
Charity's principal address	c/o Little Oaks, 68 Oakwood Road, Maidstone, Kent		
Postcode	ME16 8AL		

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	Paul Harper	Chair and Treasurer		
2	Matthew Fraser			
3	Angelo Hernandez			
4				
5				
6				
7				
8				
9				
10				

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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Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charitable Incorporated Organisation with voting members other than its charity trustees
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Founder Trustees will retire and be eligible for re-election in accordance with the Constitution

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.

<p>The Maidstone Cycle Campaign Forum is an affiliated member of Cycling UK (formerly the CTC).</p> <p>Risks to the forum and its finances are regularly reviewed by the Executive Committee, which includes the Trustees.</p> <p>Maidstone Cycle Campaign Forum has an annual business plan and associated budget.</p> <p>In 2020 the Maidstone Cycle Campaign Forum adopted a new organisational structure. This included setting out Job Descriptions for the following roles:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chair <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Vice Chair <input type="checkbox"/> Website and Communication Officer <input type="checkbox"/> Infrastructure Planning and Active Transport Officer <input type="checkbox"/> Community Liaison and Champion for Active Travel Officer <input type="checkbox"/> Membership and Diversity Officer <input type="checkbox"/> Non Officer Trustees <p>The Maidstone Cycle Campaign Forum is known as MCCF in short. The above officers form the Committee of the Forum and are responsible for the day to day coordination. Each role holder is entitled to get working groups to assist them, in addition a number of start and finish task groups may be set up as deemed necessary.</p>

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

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)

To promote cycling for the public benefit in and around the Borough of Maidstone as a means of furthering the following charitable purposes:

- (1) the promotion of public health;
- (2) the promotion of the conservation and protection of the environment;
- (3) the promotion of public safety, particularly on the highways;
- (4) the promotion of healthy recreation in the interests of social welfare, and community participation in healthy recreation;
- (5) the advancement of education; and
- (6) to support the relief of the needs of people with mental and physical disabilities

This is our third full year as a registered charity and Charitable Incorporated Organisation. Following our setting up processed in 2017, 2020 was a strange year for the Maidstone Cycle Campaign Forum, as with wider society due to the impact of the Covid-19 pandemic on our activities.

We continued to try to address our three year strategic objectives.

The main activities in 2020 month period included:

Worked with Maidstone Borough Council in the finalisation of the Council's Sustrans Review of the Mote Avenue Cycle Route, and submitted our review and input into the Maidstone Local Plan Refresh Public Consultation.

Undertook work on a number of major planning reviews

Undertook the planning work for CycleFest'20 which had to be cancelled due to the Covid-19 Pandemic.

We successfully applied for two grants from Maidstone Borough Council's Councillor's Community Fund Final Round

1. Maidstone Councillor Clive English £200 for Bike Week 2020
2. Maidstone Councillor Dinesh Khadka £170 to help fund CycleFest'20.

We also received an unrestricted grant of £160 from the Waitrose Community Fund from their token scheme at their Maidstone Allington Branch.

Additional details of objectives and activities (Optional information)

The Maidstone Cycle Campaign Forum is entirely run by its Trustees and Volunteers.

Over the year about 10 people (including the volunteers) have been involved in undertaking all the activities done by the Forum.

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

The period under review covers the period from 1st January 2020 to 31st December 2020 our third full calendar year of operation. This is our third Trustees Annual Report, following on from The Maidstone Cycle Campaign Forum (MCCF) becoming registered as a CIO on the 24th April 2017.

2020 has been a strange year for MCCF due to the impact of the Covid-19 Pandemic. Whilst we have had to suspend all physical activity the forum has been active on a number of virtual fronts and relationship developments. Overall the year has been one of modest advance for the MCCF.

Due to the Pandemic and not having any full meetings of the Forum, we have not actively approached our membership for subscription renewal. As a result at the end of 2020 we only had 12 fully paid up members with 1 member in arrears. The new Membership and Diversity Officer (appointed in January 2021) is tasked with getting our membership back up to its previous level and then expanding it from there.

We have had three new volunteers assist the group in the year and hope to convert them to paid up members in 2021.

We had planned to hold CycleFest'20 in July, however despite advance planning for the event, it had to be cancelled due to the pandemic. It is hoped to arrange a CycleFest'21 to continue the series.

Maidstone Bridges Gyratory Campaign, MCCF has serious concerns on the safety of the current arrangements and provision for cyclists around this critical junction and road system in the centre of Maidstone. We have been campaigning and also working with Maidstone Borough Council and Kent County Council to look into improvements. As this is being written only limited progress has been made and our campaign continues.

Medway Towpath Blockages – we have campaigned and raised the issue of blockages along the towpath at East Farleigh (which has been solved) and at Aylesford where the towpath has collapsed due to the February 2020 rain.

Church Road Otham – this has been our major item of work in 2020. Duncan Edwards led a massive review of this planning inquiry and managed to get MCCF rule 6 status to be an active participant in the inquiry. We prepared a statement of evidence which was presented, and due to the work by Duncan and his team (Including a number of other members of the forum) we managed to get the inspector to accept most of the issue we raised.

Local Plan Refresh – MCCF have also actively put in proposals and submissions to the Maidstone Council Local Plan Refresh S18 statutory consultation.

MERLin – We are formally supporting this initiative which has been set up by one of our members (James Willis)

Other areas of work in 2020 include attendance at Maidstone Joint Transportation Board and campaigning on Anti Social –cycling.

CycleFest'20 has had to be postponed as has any physical activity.

Planning Proposals, The Forum has also been active in feeding back to Maidstone Borough Council, suggestions on how major planning applications can be improved to cater for the needs of cyclists. In this regard we provided Maidstone and Kent with technical feedback on the new Mote Avenue Cyclepath.

Brief statement of the charity's policy on reserves

The Forum operates on a break even policy. All activities must be covered by project generated income. Membership subscriptions are to cover the running costs of the forum and to support our unfunded campaigning work. Reserves would therefore only normally be held in respect of programmed work.

Details of any funds materially in deficit

None

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.

In the period under review the main sources of income were:

Subscriptions	£120
Donations	£136
MBC Grant – Maidstone CycleFest'20	£170
MBC Grant – Bike Week 2020	£200
Waitrose Community Fund	£160

The main area of expenditure were:

Website	£206
Affiliation to Cycling UK	£80

Section F Other optional information

The Forum is looking forward to 2021 to continue work on its three year strategic plan including holding its fourth CycleFest event in August 2021.

The Forum delivered a seminar in April 2019 which explored how well-designed roads and well-designed cycling infrastructure, can enable 'active travel,' and achieve a shift to more cycling and walking providing the community with a healthy travel choice for the benefit of all.

Three high profile speakers, Rachel Aldred from the University of Westminster, Neil Guthrie from Atkins Global and Phil Jones, road engineering consultant and chairman of PJA, spoke about the benefits of active travel and about their experience of how well designed cycling infrastructure can achieve a shift to more cycling and walking.

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)	Paul Harper	
Position (eg Secretary, Chair, etc)	Chair	
Date	16 th May 2021	



Maidstone Cycle Campaign Forum				Charity No (if any)	1172691	CC17a
Annual accounts for the period						
1st January 2020			To	31st	Dec-20	

Section A Statement of financial activities

Recommended categories by activity		Details of own analysis	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
Incoming resources (Note 3)								
Incoming resources from generated funds								
Voluntary income		791	S01	421	370	-	791	1,254
Activities for generating funds			S02	-	-	-	-	-
Investment income			S03	-	-	-	-	-
Incoming resources from charitable activities			S04	-	-	-	-	-
Other incoming resources			S05	-	-	-	-	-
		Total incoming resources	S06	421	370	-	791	1,254
Resources expended (Notes 4-8)								
Costs of Generating Funds								
Costs of generating voluntary income			S07	-	-	-	-	-
Fundraising trading costs			S08	-	-	-	-	-
Investment management costs			S09	-	-	-	-	-
Charitable activities		286	S10	286	-	-	286	2,000
Governance costs			S11	-	-	-	-	-
Other resources expended			S12	-	-	-	-	-
		Total resources expended	S13	286	-	-	286	2,000
		Net incoming/(outgoing) resources before transfers	S14	135	370	-	505	- 746
Gross transfers between funds			S15	-	-	-	-	-
		Net incoming/(outgoing) resources before other recognised gains/(losses)	S16	135	370	-	505	- 746
Other recognised gains/(losses)			S17	-	-	-	-	-
Gains and losses on revaluation of fixed assets for the charity's own use			S18	-	-	-	-	-
Gains and losses on investment assets			S19	135	370	-	505	- 746
Total funds brought forward			S20	766	1,075	-	1,841	2,592
		Total funds carried forward	S21	901	1,445	-	2,346	1,846

Section B Balance sheet

		Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
Fixed assets							
Tangible assets (Note 9)		B01	-	-	-	-	-
		B02	-	-	-	-	-
Investments (Note 10)		B03	-	-	-	-	-
		B04	-	-	-	-	-
Current assets							
Stock and work in progress		B05	-	-	-	-	-
Debtors (Note 11)		B06	-	-	-	-	-
(Short term) Investments		B07	-	-	-	-	-
Cash at bank and in hand		B08	901	1,445	-	2,346	1,846
		B09	901	1,445	-	2,346	1,846
Creditors: amounts falling due within one year (Note 12)		B10	-	-	-	-	-
		B11	901	1,445	-	2,346	1,846
		B12	901	1,445	-	2,346	1,846
Creditors: amounts falling due after one year (Note 12)		B13	-	-	-	-	-
Provisions for liabilities and charges		B14	-	-	-	-	-
		B15	901	1,445	-	2,346	1,846
Funds of the Charity							
Unrestricted funds		B16	901	-	-	901	771
		B17	-	-	-	-	-
Restricted income funds (Note 13)		B18	-	1,445	-	1,445	1,075
Endowment funds (Note 13)		B19	-	-	-	-	-
		B20	901	1,445	-	2,346	1,846

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

Signature

Print Name

Date of approval

Paul Harper

Matthew Fraser

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Cells highlighted in Blue contain formulas in protected cells. The protection can be removed from the tools menu

Section C Notes to the accounts

Note 1 Basis of preparation

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

• Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);

• and with*

or

• and with the Charities Act.

[** except for the following].

Give details in this box if a different standard has been followed.

* -Tick as appropriate:

• if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";

• if disclosures completed in these accounts have been restricted to those required by the FRSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

** - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (\$ except for the following).

Give details in this box of any material changes that have been made.

\$ if no changes have been made to accounting policies then delete these words.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years (\$\$ except for the following).

Give details in this box of any material changes that have been made.

\$\$ if no changes have been made to accounts for previous periods then delete these words.

Section C Notes to the accounts (cont)

Note 2 Accounting policies

This statement sets out accounting policies that have been applied by the charity except for those marked, where a different or additional policy has been adopted than the one stated in the box below

INCOMING RESOURCES

Recognition of incoming

resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaim on donations and gifts

Incoming resources from tax reclaim are included in the SoFA at the same time as the gift to which they relate.

Contractual Income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income

This is included in the accounts when receivable.

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES**Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

ASSETS**Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

Stocks and work in progress

These are valued at the lower of cost or market value.

POLICIES ADOPTED ADDITIONAL TO OR DIFFERENT FROM THOSE ABOVE**Section C Notes to the accounts (cont)****Note 3 Analysis of Incoming resources**

Incoming resources may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Voluntary Income	Membership Fees	120	170
	Donations	136	191
	Other	5	243
	Maidstone Borough Council 'Let's Get Barming Cycling' and CylceFest 2019		650
	Kent County Council Grant 'Let's Get Maidstone Cycling'		
		-	-
	Maidstone Borough Council 'Let's Get Fant Cycling'		-
	Maidstone Borough Council CycleFest 2020	170	
	Maidstone Borough Council Bike Week 2020	200	
	Waitrose Community Fund	160	-
	Total	791	1,254
Activities for generating funds		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
	Total	-	-
Investment Income		-	-
		-	-
		-	-
		-	-
		-	-
	Total	-	-
Incoming resources from charitable activities		-	-
		-	-
		-	-
		-	-
		-	-
	Total	-	-

Section C Notes to the accounts (cont)**Note 5 Support Costs**

Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-

Note 6 Details of certain items of expenditure**6.1 Trustee expenses**

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses

Number of trustees who were paid expenses**Nature of the expenses****Total amount paid**

This year	Last year
£	£

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £

Note 7 **Paid employees**
Please complete this note if the charity has any employees.

Gross wages, salaries and benefits in kind
Employer's National Insurance costs
Pension costs

	This year £	Last year £
	-	-
	-	-
	-	-
Total staff costs	-	-

The parts of the charity in which the employees work

	This year Number	Last year Number
Fundrais ing	-	-
Charitab le Activitie s	-	-
Governan ce	-	-
Other	-	-
Total	-	-

Brief details of the scheme

This year £	Last year £

Note 8	Grantmaking	-	-	-
<i>undertaken.</i>				

0.2 Total value of grants	

Purpose for which grants made	Grants to Institutions	Grants to Individuals
	Total amount £	Total amount £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Total	-	-

Support costs of grantmaking

£

8.3 Grants made to institutions
reasonable understanding of the range of institutions supported.

Reasonable Understanding of the Range of Institutions Served:		
Names of Institutions	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
Total grants to Institutions		-

Note 9 **Tangible fixed assets**
Please complete this note if the charity has any tangible fixed assets
9.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

** Basis	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
** Rate					

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

9.4 Revaluation
If any fixed assets have been revalued please give details of the valuer and method of valuation

* The "transfers" row is for movements between fixed asset categories.

Name of trustee or connected party	Year (eg order, governing)	Amounts paid or benefits received	
		This year £	Last year £

Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.

Due from trustees and related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.

Relationship to charity

Note 15 **Additional Disclosures**
The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.