



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 November 2016 To 31 October 2017

Charity name: Bedale Community Minibus

Charity registration number: 1158623

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	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. - Training all drivers to the MIDAS Standard
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are fully conscious that all bookings for the use of our minibuses must fall within the guidance on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The charity relies entirely on volunteers for running the office, driving the buses, maintaining the buses and fundraising. Without them there is no community minibus
Other		

Achievements and Performance

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>All of our activities remain focused on providing the best service we can, within a purely volunteer setting, using the objectives set out in the purposes of the charity. We consider that we have been successful in that purpose as in approx. 600 tasks that we undertook only one had to be cancelled at the last minute because of unexpected driver non availability.</p> <p>The service, provided on a Tuesday, to take patients to the local surgery continues at a steady pace and we are now advising a local GP practice on how to set up a similar service.</p> <p>We know that that the service is appreciated by the local community from the continuing support we receive when fundraising and from donations. Of particular note is the support received through the Co Op Local Community Fund.</p> <p>We have provided a written statement to the Parliamentary Standing Committee on Transport. They are considering in detail proposals by the Department for Transport to make changes to the Permit system that allows us to operate in a 'Not for Profit' manner. The proposed changes, if implemented, would impose a heavy financial burden on ourselves to the extent we would have to cease operating. It is of note that evidence to the Standing Committee suggested that upwards of 40% of present CTOs would cease to operate if the proposals are implemented. As we are the only CTO in our local area the effect on the elderly, disabled, local community groups and socially isolated would be dramatic. No commercial operator will provide those services.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We have a small operating profit over the year. Our budget for expenses was set at £15510 and the actual figure was £15043. Our expenses have increased year on year over the 3 years of
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		<p>operation but we are happy that we have a good grasp of the funding of our commitments on an annual basis.</p> <p>Our income was higher than expected by £3262. This is in part due to the cancellation of the purchase of new bus. The deposit (£1000) was paid in FY 15/16 but returned in FY16/17. We have had increases in income in the following areas:</p> <ul style="list-style-type: none"> • The number of bookings from eligible groups. • Greater than anticipated donations and fundraising • Income from the training of drivers for other CTOs in the MIDAS qualification.
Statement explaining the policy for holding reserves stating why they are held	Para 1.2	<p>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'.</p> <p>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 was to be placed into the Reserve.</p> <p>As at the end of FY 15/16 the reserves stand at £ 58148</p> <p>It is intended in FY 17/18 to replace the elder of our two minibuses which was first registered in 2012. We will apply for funding support from the local County Council; that allied with the residual value of the bus will mean, dependant on the level of grant support, we will need to draw down between £7750 to £15500 from the Reserve.</p>
Amount of reserves held	Para 1.22	£58,184
Reasons for holding zero	Para 1.22	

reserves		
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Main sources of income:</p> <p>Hirings</p> <p>Donations and fundraising</p> <p>Fuel rebate</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	Our reserve is held with the Skipton Building Society
A description of the principal risks facing the charity	Para 1.46	<p>There are two main risks to the minibus:</p> <p>The loss of hirings. We have two buses and sufficient funds that were we to lose a bus for a considerable period of time we would be able to maintain a service.</p> <p>Of constant concern is recruiting volunteers particularly drivers. Should that 'supply' dry up then we would be limited in what tasks we could undertake which would in turn affect the hirings.</p>
Other		<p>LC/1158623/446527/FC</p> <p>In October 2015 we were the subject of fraud by our part time volunteer book keeper. A sum of £1008 in cash disappeared; this was reported to the Police and CC Fraud Unit. In essence our physical cash control system was not robust enough. We have since reviewed and corrected our financial systems in line with Charity Commission guidelines. On 4th Oct 2017 we received confirmation from RSI at the CC that the actions we have taken are considered satisfactory and the matter is closed.</p> <p>The actions we undertook were:</p> <ul style="list-style-type: none"> -A full independent examination of our 2015-16 accounts by a professional firm of chartered accountants. -Appointed a new voluntary financial officer to work alongside the trustee with responsibility for finance, -Ensured a full quarterly financial report to the trustees and comparison with the annual budget, -Separated all invoicing and recording of receipts, payments etc from the banking of cheques and cash, -Adopted more rigorous procedures for the

		receipt of all cash transactions, -Adopted new systems of recording and tracking the booking of our vehicles, invoicing and receiving payments, -Adopted a new code of practice for the signing of cheques by trustees.
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charity Commission Scheme
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by other Trustees

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>BCM is run by 6 Trustees, who have specific areas of responsibility for the management of the minibus. Chairman, Secretary, Administration, Operations, Media and Volunteer Matters and Finance.</p> <p>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 as the part time Vehicle Administrator resigned in June. We have two ladies, one who acts as Office Manager, who cover 4 mornings between them and the trustees have a rota and cover one morning a week.</p> <p>The Trustees meet on fixed programme of 4 meetings per annum and have arrangements for at least 4 other meetings on an as required basis between the fixed meetings.</p> <p>The Chairman and Administrative Trustee meet with the office staff on a quarterly basis to update them and receive feedback on the day to day operation of the minibus</p>
Relationship with any related	Para 1.51	We are members of the Community Transport Association

parties		<p>We are part of the Hambleton Community Association, Community Minibus network.</p> <p>We have a link to the Hambleton and Whitby CCG for the ongoing trial for the provision of Patient transport.</p> <p>We are members of the NCVO and the trustees consider their guidance, adopt various of their procedures and templates as considered necessary.</p> <p>BCM have recently become members of NYCC Go Local Steering Group for provision of Community transport.</p> <p>We are in a Joint Project with Bedale Scouts to construct a single storey building to house their stores and our minibuses.</p> <p>We have links with Thirsk CCA to provide transport for their Saturday Club for disadvantaged children.</p> <p>We have joined 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)</p>
Other		

Reference and Administrative details

Charity name	Bedale Community Minibus
Other name the charity uses	
Registered charity number	1158623
Charity's principal address	Oak House, 35 North End Bedale, North Yorkshire, DL8 2TR

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	Malcolm Bloor			
3	Wanda Reynolds			
4	James Wilson			
5	John Knopp	Secretary		
6				
7				
8				

9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Nil
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	J F Knopp MBE	D Emison
Position (eg Secretary, Chair, etc)	Secretary	Chairman
Date		



Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name BEDALE COMMUNITY MINIBUS		
On accounts for the year ended	31 OCTOBER 2017	Charity no (if any)	1158623
Set out on pages	1 - 2		

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

I 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.

Signed:

Date:

20 April 2018

Name:

DEBORAH FLETCHER-MCVAY

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

ACA

Address:

KENNETH EASBY LIMITED, CHARTERED ACCOUNTANTS
OAK HOUSE, MARKET PLACE
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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

Bedale Community Minibus

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Nov-16

To

Period end date
31-Oct-17

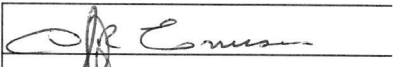
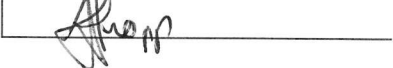
Section A Receipts and payments

	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					
Hire Income	9,497	-	-	9,497	9,026
MIDAS Fees	2,505	-	-	2,505	1,540
Donations and Fund Raising	1,887	-	-	1,887	1,363
Grants Received	-	-	-	-	33,244
The Rector and Four and Twenty Grant Received	-	2,500	-	2,500	1,000
Fuel Rebate	571	-	-	571	798
Bank Interest	412	-	-	412	921
Sundry Receipts	-	-	-	-	5
Sub total (Gross income for AR)	14,872	2,500	-	17,372	47,897
A2 Asset and investment sales, (see table).					
Refund of Vehicle Deposit	1,000	-	-	1,000	-
Sub total	1,000	-	-	1,000	-
Total receipts	15,872	2,500	-	18,372	47,897
A3 Payments					
Staff Salaries	2,446	-	-	2,446	3,104
Office Rent	840	-	-	840	840
Administrative Office Costs	570	663	-	1,233	1,514
MIDAS Operating Costs	675	-	-	675	1,201
Fuel Costs	583	1,470	-	2,053	2,346
Vehicle Insurances	1,609	-	-	1,609	1,613
Vehicle Maintenance Costs	3,306	-	-	3,306	2,983
Cash Shortage	-	-	-	-	1,184
Independent Examiners Fee	570	-	-	570	-
Sundry Payments	449	-	-	449	-
Fundraising	352	-	-	352	-
Volunteer Support Costs	540	-	-	540	-
Beckside Project	970	-	-	970	-
Sub total	12,910	2,133	-	15,043	14,785
A4 Asset and investment purchases, (see table)					
	-	-	-	-	34,244
Sub total	-	-	-	-	34,244
Total payments	12,910	2,133	-	15,043	49,029
Net of receipts/(payments)	2,962	367	-	3,329	- 1,132
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	54,855	-	-	54,855	55,987
Cash funds this year end	57,817	367	-	58,184	54,855

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	Barclays	8,017	367	-
	Skipton	49,800	-	-
	Cash	-	-	-
	Total cash funds	57,817	367	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
B4 Assets retained for the charity's own use				
	Minibus Vehicle	Restricted	-	-
	Computer Equipment	Unrestricted	-	-
	Office Furniture	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities				

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

Signature	Print Name	Date of approval
	DAVID R. EMISON	12/04/18
	JOHN FRANK KNOPP	16/04/18