



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	January	2018		31	December	2018

## 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	
<b>Postcode</b>	<b>ME16 8AL</b>

### 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		
2	Matthew Fraser			
3	Angelo Herandez			
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### 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 (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)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<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>
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**Section C Objectives and activities**

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

<p>To promote cycling for the public benefit in and around the Borough of Maidstone as a means of furthering the following charitable purposes:</p> <ol style="list-style-type: none"> <li>(1) the promotion of public health;</li> <li>(2) the promotion of the conservation and protection of the environment;</li> <li>(3) the promotion of public safety, particularly on the highways;</li> <li>(4) the promotion of healthy recreation in the interests of social welfare, and community participation in healthy recreation;</li> <li>(5) the advancement of education; and</li> <li>(6) to support the relief of the needs of people with mental and physical disabilities</li> </ol>
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**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)**

This is our first full year as a registered charity and Charitable Incorporated Organisation. Following our setting up processed in 2017, 2018 was a positive forward looking year for the Maidstone Cycle Campaign Forum.

Approved and Updated the 2018/ 2019 Business Plan with a supporting three year strategic objectives.

The main activities in 2018 month period included:

Worked with Maidstone Borough Council in the finalisation of the Council's Sustrans Review of Possible cycling routes around the town centre and two corridors to Maidstone Hospital and the Park Wood estate.

Obtained a £2,000 grant from Kent County Council for the Let's Get Maidstone Cycling Project and a grant from Maidstone Councillors Paul Harper and Keith Adkinson for £675 for the Let's Get Fant Cycling Project.

Undertook Maidstone CycleFest'18.

**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 16 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 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018 our first full calendar year of operation. This is our second Trustees Annual Report following the 2017 Report which covered the period 24<sup>th</sup> April 2017 to 31<sup>st</sup> December 2017. Following on from The Maidstone Cycle Campaign Forum (MCCF) becoming registered as a CIO on the 24<sup>th</sup> April 2017.

2018 has been a year of consolidation following the setting up of the MCCF.

We now have at the end of 2018 16 fully paid up members, all of whom have attended at least 1 full members meeting of MCCF and 9 have played an active part in the forum's activities.

**Maidstone Bridges Gyrotory 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.

**Sponsorship**, at the end of 2017 our main sponsorship agreement with Cycles UK to support CycleFest came to an end, as well as our financial support from Maidstone McDonalds. Therefore considerable time has been spent trying to find new sources of sponsorship. Unfortunately we have been unsuccessful in our efforts during 2018.

**Grant Applications**, during spring 2018 we made a number of applications for grant aid to support MCCF in fulfilling its 2018 Business Plan. This included ultimately unsuccessful applications to :

- The Postcode Lottery
- Greggs Foundation
- Tesco Bag for Life
- National Lottery Awards for All

It is intended to reapply for a number of these grant makers during 2019.

However we have been successful in obtaining a **£2,000 grant from Kent County Council Members Community Grant**, thanks to Councillors Stockell, Bird, Daley and Chittenden. This grant has enabled us to plan a reduced version of our @Let's Get Maidstone Cycling Project, and in 2018 fully funded CycleFest'18. Further projects will take place in spring 2019 including a workshop to show the benefits of cycling and publicity/ awareness.

We also got a grant from Maidstone Councillors Paul Harper and Keith Adkinson for £675 for our '**Let's Get Fant Cycling Project**'. This work has been delayed from 2018 and will take place in 2019. The project is intended to work with employers, schools and the community to raise awareness of cycling and to encourage the wider Fant communities to take up cycling.

**CycleFest'18**, we undertook Maidstone CycleFest'18 which as with CycleFest'17 had a number of aims including:

- To raise awareness of the Maidstone Cycle Campaign Forum,
- To make people aware of the health and environmental benefits of cycling,

- To have a fun day out to see the history of cycling as demonstrated by a collection of 10 vintage heritage bikes,
- To learn about cycle maintenance and cycle safety by undertaking our quiz at the CycleFest,
- To Raise awareness of the Medway Towpath Cycle Route as an opportunity for leisure and commuter cycling.

This year's event also included stalls from Maidstone Museum and the Kent Police Cycle Security Marking Team.

Regarding our continuing partnership with Maidstone Borough Council, we worked with Maidstone Borough Council in the finalisation of the Council's **Sustrans Review** of Possible cycling routes around the town centre and two corridors to Maidstone Hospital and the Park Wood estate

**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.

## Section E

## Financial review

### 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	£160.00
Donations	£216.00
Other	£11.00
MBC Grant - Lets Get Fant Cycling	£675.00
KCC Grant - Lets get Maidstone Cycling	£2,000.00

The main area of expenditure were:

CycleFest'18	-	£275.31
Meeting Rooms	-	24.00
Affiliations to Cycling UK		£75.00
Website	-	£140.93

## Section F

## Other optional information

The Forum is looking forward to 2019 to continue work on its three year strategic plan including holding its fourth CycleFest event in September 2019.

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		



Maidstone Cycle Campaign Forum			Charity No (if any)	1172691	<b>CC17a</b>
<b>Annual accounts for the period</b>					
1st January 2018	<b>To</b>	31st	Dec-18		

## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year £	Total last year £
			Unrestricted funds £	income funds £	Endowment funds £		
			F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>							
Incoming resources from generated funds			-	-	-	-	-
Voluntary income	3062	S01	387	2,675	-	3,062	1,089
Activities for generating funds		S02	-	-	-	-	-
Investment income		S03	-	-	-	-	-
Incoming resources from charitable activities		S04	-	-	-	-	-
Other incoming resources		S05	-	-	-	-	-
<b>Total incoming resources</b>		S06	<b>387</b>	<b>2,675</b>	<b>-</b>	<b>3,062</b>	<b>1,089</b>
<b>Resources expended (Notes 4-8)</b>							
Costs of Generating Funds			-	-	-	-	-
Costs of generating voluntary income		S07	-	-	-	-	-
Fundraising trading costs		S08	-	-	-	-	-
Investment management costs		S09	-	-	-	-	-
Charitable activities	515.24	S10	240	275	-	516	1,049
Governance costs		S11	-	-	-	-	-
Other resources expended		S12	-	-	-	-	-
<b>Total resources expended</b>		S13	<b>240</b>	<b>275</b>	<b>-</b>	<b>516</b>	<b>1,049</b>
<b>Net incoming/(outgoing) resources before transfers</b>		S14	<b>147</b>	<b>2,400</b>	<b>-</b>	<b>2,546</b>	<b>40</b>
<b>Gross transfers between funds</b>		S15	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		S16	<b>147</b>	<b>2,400</b>	<b>-</b>	<b>2,546</b>	<b>40</b>
<b>Other recognised gains/(losses)</b>							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
<b>Net movement in funds</b>		S19	<b>147</b>	<b>2,400</b>	<b>-</b>	<b>2,546</b>	<b>40</b>
<b>Total funds brought forward</b>		S20	<b>40</b>	<b>-</b>	<b>-</b>	<b>40</b>	<b>-</b>
<b>Total funds carried forward</b>		S21	<b>187</b>	<b>2,400</b>	<b>-</b>	<b>2,586</b>	<b>40</b>