

THE APPLICATION FORM

Name of Group Applying	Newton Abbot Community Transport Association
Contact Details for this Application	
Name	Michael Hocking
Position in the Group	Chairman of Trustees
Contact Address (Including Post Code)	Multi-Storey Carpark Sherborne Road Newton Abbot TQ12 2QY
Telephone	
Email	
Are you a registered charity?	YES
If so, please give your number	Charity N° 1124719
It is not essential to be a registered charity to get a grant under this scheme	
Tell us about your group, what does it do?	
<p>Newton Abbot Community Transport Association has been providing accessible, affordable transport and services for our local community, supporting increased mobility and independence since 1991.</p> <p>We are a small local charity, with few paid staff and supported by wonderful volunteers. We have eight Wheelchair friendly vehicles from six to fifteen seats which are used for Ring & Ride door to door “shoppers” transport into Newton Abbot from surrounding areas; to help local people access medical appointments, opticians, dentists, chiropractors, social groups, exercise classes, adult education, etc.; for local community groups, clubs and schools; for local Scheduled Bus Services and for local school transport.</p> <p>Our Shopmobility scooters, wheelchairs and walkers help less mobile people around Newton Abbot town centre are available for longer term hire for holidays and days out and are in demand at shows and events around Devon.</p> <p>We are DCC/NHS approved suppliers of Daily Living Aids, offering advice, deliveries and fitting to support local people, also providing help and information about such equipment.</p>	

Does your project/organisation have a social media/website presence?

Yes we have both Facebook & we have a website - www.newtonabbotcta.org

How will you publicise the Newton Abbot Town Council grant?

Newton Abbot Town Council support is acknowledged on our leaflets and in our Annual Report & Accounts. We will happily participate in any NATC publicity and/or celebrate the grant with a press release, as appropriate.

How will you spend the funds? How will it benefit the people of Newton Abbot?

(Please see the useful questions page for suggestions about information to include).

The funds will assist with the ever increasing running costs required to keep NACTA on the road; fuel, Insurance, Vehicle Maintenance, Licensing, DBS checks, Driver Training, Volunteer expenses, Office Costs etc.

They will enable NACTA to continue to provide much valued transport and services to less mobile and isolated residents of Newton Abbot and surrounding areas.

Even now the effects of the pandemic are still impacting on the local population but slowly our vulnerable passengers and Shopmobility users are returning to us and we are continuing to get new users all the time, the impact of this is to be seen in the local economy and number returning to groups and clubs etc.

Local people are once again benefiting from Social Interaction and Exercise, improving Mental Health and Wellbeing. Local shops, businesses and cafes are all benefiting from the increased footfall our transport brings into the town. Newton Abbot is well known for its support and accessibility for people with mobility difficulties this is enhanced by the presence of our Shopmobility wheelchairs and scooters. Our attendance at shows across Devon supplying scooters and wheelchairs is another way we promote Newton Abbot as a truly accessible place, with us able to supply all their mobility needs.

(You can continue on a separate sheet if needed)

Sustainability Plan

Tell us how the project will continue once the grant has been spent.

NACTA is constantly fund raising to ensure that our services, valued by Newton Abbot residents, visitors to the town and local businesses will continue. We aim to develop to meet the changing needs of local people and will seek project funding to do so.

We continue to apply to grant giving trusts and funding bodies, seek financial assistance from local and parish councils and approach TDC and DCC councilors for support. Service users and passengers contribute by paying realistic fares and equipment hire charges

Safeguarding

Where appropriate please provide us with a copy of the project/organisation's safeguarding policy with reference to children and vulnerable adults. (*attached*)

Please give estimated dates for

Project start?

Start - Ongoing

Project end?

End - Ongoing

How much will the project cost?

£

How much is your grant request?

£5000.00p

How will you raise the rest?

On-going fund raising: approaches to grant giving trusts, local councils and councilors community funds, and as detailed above.

Will the project receive match funding – please provide details

Our dedicated volunteers time, commitment and effort, plus support from our end users in the form of fares and hire charges

What other grants have been given or refused for the same project?

Other grant have come from:-

- Teignbridge District Council & some Councillors Community Fund
- Devon County Council & Some Councillors Funding
- South Hams Council
- Other smaller Towns and Parishes

Please provide projected income and expenditure with a breakdown of the costs involved in your project.

<p>Please provide the following information from your latest accounts</p> <p>Total income</p> <p>Total expenditure</p> <p>Annual profit or loss</p> <p>Total unrestricted funds in your bank <i>(This is money that is not earmarked for a special purpose, and which you are free to spend as you choose).</i></p>	<p>Accounts from 2023/24 (Attached)</p> <p>£ See Accounts</p> <p>£ See Accounts</p> <p>£ See Accounts</p> <p>£ See Accounts</p>
<p>YOU MUST SEND US A COPY OF YOUR LAST ACCOUNTS AND YOUR CONSTITUTION</p>	
<p>Bank Account Details</p> <p>Account Name Newton Abbot Community Transport Association</p> <p>Sort Code 40-52-40</p> <p>Account Number 00029308</p> <p>Bank Name CAF Bank Limited</p> <p>Bank Address 25 Kings Hill Avenue Kings Hill West Malling ME19 4JQ</p> <p>How many signatories are required to authorise payments? 2 Signatory</p>	

<p>Does your group meet all legal requirements for this project (e.g., Public Liability, insurance, Protection of Children and Vulnerable Adults etc.)</p>	<p>YES</p> <p><i>It is YOUR responsibility to check</i></p>
<p>Second Contact for this Application</p> <p>Name</p> <p>Position in the Group</p>	<p><i>This is someone in your organisation who we can contact if we want to check the information given</i></p> <p>Finance Manager</p>
<p>Contact Address (Including Post Code)</p> <p>Telephone</p> <p>Email</p>	<p>Newton Abbot Community Transport Association Multi-Storey Carpark Sherborne Road Newton Abbot TQ12 2QY</p> <p>finance@newtonabbotcta.org</p>
<p>Declaration.</p> <p>I confirm that to the best of my knowledge and belief, the information in this application form is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to this information being retained in accordance with the provisions of the Data Protection Act and for that information to be printed in official council publications and forwarded to other agencies as necessary to facilitate this application for grant aid but for no other purpose.</p> <p>Signed - <i>Mike Hocking</i> Date - 25th September 2024</p>	

If you need any help in completing this form, please telephone the
Deputy Town Clerk & RFO on 01626 201120
or via email: sam.scott@newtonabbot-tc.gov.uk

REGISTERED COMPANY NUMBER: 06508034 (England and Wales)
REGISTERED CHARITY NUMBER: 1124719

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

Barretts
Chartered Accountants &
Chartered Tax Advisers
22 Union Street
Newton Abbot
Devon
TQ12 2JS

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

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for the Year Ended 31 March 2023

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NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

REPORT OF THE TRUSTEES
for the Year Ended 31 March 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Objects of the charity are

To provide a community transport service for:

- persons who have a special need of such facilities because they are disabled, infirm, elderly or poor,
- young people who have a need of a transport service so that they may take advantage of recreational or leisure facilities designed to improve their conditions of life,
- persons living in isolated areas where there are no adequate public transport services, and
- charitable groups.

To relieve the needs, and promote the independence, of any persons with disabilities which restrict their mobility, but who are capable of using the equipment the service has to offer by providing:

- premises, with suitable parking facilities, which are easily accessible to disabled persons,
- electric or manual wheelchairs and scooters, and basic instruction in the use thereof, on loan to enable users to access shopping areas, businesses, places of interest etc., and
- the supply and delivery of daily living aids that assist mobility or compensate for varying degrees of immobility or disability to persons coming within the descriptions above who have a personal need of such daily living aids evidenced where appropriate by prescription and who, because they come within such descriptions, would otherwise have difficulty in obtaining them.

The charity will serve principally the areas of Newton Abbot and the surrounding parishes of West Teignbridge and East Dartmoor. Journeys may be undertaken to other areas of the UK to satisfy the requirements of organisations and groups that use the facilities to provide tours or other trips on behalf of beneficiaries.

Public benefit

The trustees have taken account of the Charity Commission guidance on public benefit and consider that all of the activities of the charity fall within the scope of the guidance and have provided benefit to the general public.

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

REPORT OF THE TRUSTEES
for the Year Ended 31 March 2023

ACHIEVEMENT AND PERFORMANCE
Charitable activities

The year has again been developing and promoting services to, almost, a newer cohort of users two years on from the cessation of services during the COVID lockdown. Shopmobility usage has continued to grow slowly both daily hires and of longer term hires of scooters. The continued push by the Manager to provide mobility scooters at outdoor and indoor events has not only provided a valuable service to event organisers and visitors, it has brought in useful income. Ring and Ride services have continued both in Teignbridge and South Hams, with some users transferring on arrival in Newton Abbot to use our Shopmobility service. The provision of NACTA mini-buses for other charities, care homes and schools has developed over the year, though because of a shortage of volunteer drivers, there have been no day trips or coffee mornings. Volunteer drivers, however, still provide the valuable Community Car Scheme allowing people to keep hospital and other health related appointments. NACTA still operate three timetabled bus routes and school transport under contract to Devon CC, providing valuable additional revenue. TCES, continued to operate successfully, making a valuable contribution; the service involves the provision of mobility and daily living aids for Social Services' clients, often to enable people to leave hospital and live safely at home.

As with many charities, there is shortage of volunteers; a shortage of drivers and to provide office support and this has been a major problem throughout the year. This was compounded by the need for staff to take accumulated annual leave entitlement built up over the COVID lockdown which meant that for many weeks during the year, the organisation was operating on reduced staffing. This meant that in the office, staff have had to double up on duties. This created an even greater problem, along with additional management stress, because the Transport Coordinator and Finance Officer have also had to step in as driver for school transport and timetabled bus routes. The Manager arranged numerous events and local newspaper items aimed at promoting the service and especially recruiting volunteers, most with the active participation of the trustees. She also attended like-minded organisations in order to "spread the word" and to seek financial support where this was possible: the local Hospital League of Friends donated £25K towards a new vehicle with bespoke adaptations; local councillors donated money that enabled the installation of CCTV equipment to provide improved security for overnight vehicle parking.

The usual Health and Safety checks were undertaken in the office and vehicles underwent their regular checks and maintenance to meet DVLA regulations. The vehicles were also cleaned to ensure a hygienic and safe environment for passengers and drivers. With the narrow lanes and, often, generally poor road maintenance in the rural areas, vehicle repairs again increased the costs of running the fleet.

The Trustees continued to hold regular management meetings and held an investigation into some historic accounting errors that came to light which, after a thorough investigation, were determined to be careless and unintentional, and arrangements were made to ensure that NACTA does not suffer loss, with financial controls being tightened. Work to update the Health and Safety Policy was carried out in conjunction with staff.

Towards the end of the year, additional Trustees' meetings were held along with a daytime staff/volunteer meeting aimed at developing a forward-looking strategy to meet developing challenges. During the year the impact of inflation was felt, with costs, particularly employment costs, increasing while income overall remained essentially flat, resulting in a deficit for the year.

The Manager and Trustees agreed on establishing a fundraising post: this would involve spreading the management role between the Finance Officer and the Transport Coordinator, with the current Manager stepping back to take on the part-time fundraising, combined with operating the provision of mobility scooters at outdoor and indoor events and representing NACTA in certain forums. This was to be put in place from March/April 2023, but the Manager's long-term sick leave has prevented carrying out the preparatory work needed to establish the arrangements; none-the-less the plans remain in place. There were continuing discussions with Teignbridge DC, along with help from an architect in order to enlarge of NACTA's offices and vehicle parking, this aimed improving the delivery of services and developing NACTA's ability to allow for the sale of more mobility and daily living aids. During the year two trustees stood down for health reasons: over the years, Jenny Allen has provided valuable service, especially reviewing and updating the charity's policies; because of the ill-health of his wife, the Chairman Nigel Canham, was unable to continue as Chairman and as a trustee, having lead the Board through his hard work and energy over what has been the Charity's most challenging period.

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

REPORT OF THE TRUSTEES
for the Year Ended 31 March 2023

ACHIEVEMENT AND PERFORMANCE

Thanks and Acknowledgements

The Trustees offer their grateful thanks to the staff and volunteers for their continued commitment, especially during this challenging and stressful year. Without this commitment, the charity would not have been able to successfully provide its services aimed at benefiting the wider community in and around Newton Abbot, the western part of Teignbridge and into the South Hams.

The Trustees also offer their thanks for the continued level of financial support from statutory, charitable and voluntary bodies as well as from individuals; it is this support from the community that enables NACTA to provide its full range of services.

Particular thanks also to Newton Abbot Hospital League of Friends for the donation of £25,000 towards the purchase of a new vehicle.

Of special note are major grants and donations from:

Devon County Council;
Teignbridge District Council;
South Hams District Council;
Newton Abbot Town Council;
Kingsteignton Town Council;
Chudleigh Town Council;
Newton Abbot Carnival.

There were a number of donations from satisfied Ring & Ride passengers. Shopmobility users and their families, for which NACTA is very grateful.

FINANCIAL REVIEW

Reserves policy

The Reserves policy in the year was that funds were required:

1. To meet contractual liabilities should the charity have to close.
2. To provide sufficient working capital to cover delays in receipts, funding paid in arrears and any budgeted deficit and unexpected and unbudgeted costs.
3. To provide sufficient working capital, in the short term, in the event of a loss of major grant funding or a major contract or other income source.
4. To replace vehicles, equipment and other tangible fixed assets as they wear out.
5. To relocate and re-establish premises due to the proposed town centre development.

Amounts required to be held in designated reserves is reviewed annually.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a limited company, limited by guarantee and is controlled by its governing document, the Memorandum and Articles of Association dated 19th February 2008 as amended by a Special Resolution on 3rd July 2014.

Risk management

As explained above, the Trustees have assessed and acted upon their conclusions about the risks the charity could face and are satisfied that policies, procedures and systems are in place to mitigate exposure to major risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
06508034 (England and Wales)

Registered Charity number
1124719

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

REPORT OF THE TRUSTEES
for the Year Ended 31 March 2023

Registered office

Multi Storey Car Park
Sherborne Road
Newton Abbot
Devon
TQ12 2QY

Trustees

K A Walter
J D Pike
J Allen Vice chair (resigned 5.4.23)
N Canham (resigned 19.6.23)
M J Hocking Chair
P Bullivant (appointed 25.5.22)
A J Hall (appointed 25.5.22)

Company Secretary

K A Walter

Independent Examiner

I P Barrett
Barretts
Chartered Accountants &
Chartered Tax Advisers
22 Union Street
Newton Abbot
Devon
TQ12 2JS

Approved by order of the board of trustees on 23rd November 2023 and signed on its behalf by:

..M J Hocking.....



Chair of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

Independent examiner's report to the trustees of Newton Abbot Community Transport Association ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales and the Association of Charity Independent Examiners both of which are listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I P Barrett

Barretts
Chartered Accountants &
Chartered Tax Advisers
22 Union Street
Newton Abbot
Devon
TQ12 2JS

Date: .27th November 2023

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		59,119	25,000	84,119	72,184
Charitable activities					
Transport and other activities		190,085	-	190,085	198,273
Investment income	2	434	-	434	327
Other income		<u>13,040</u>	<u>-</u>	<u>13,040</u>	<u>9,396</u>
Total		<u>262,678</u>	<u>25,000</u>	<u>287,678</u>	<u>280,180</u>
EXPENDITURE ON					
Charitable activities					
Transport and other activities		<u>299,044</u>	<u>-</u>	<u>299,044</u>	<u>303,208</u>
NET INCOME/(EXPENDITURE)					
Transfers between funds	12	(36,366) <u>2,723</u>	25,000 <u>(2,723)</u>	(11,366) <u>-</u>	(23,028) <u>-</u>
Net movement in funds		(33,643)	22,277	(11,366)	(23,028)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>236,057</u>	<u>3,323</u>	<u>239,380</u>	<u>262,408</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>202,414</u></u>	<u><u>25,600</u></u>	<u><u>228,014</u></u>	<u><u>239,380</u></u>

The notes form part of these financial statements

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

BALANCE SHEET - continued
31 March 2023

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 23rd November 2023 and were signed on its behalf by:

M J Hocking.....
Chair of Trustees

A handwritten signature in black ink, appearing to read 'M J Hocking', written over a dotted line.

The notes form part of these financial statements

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 March 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Wheelchairs and scooters-	30% of net book value per annum
Fixtures, fittings and equipment -	10% of net book value per annum
Motor vehicles -	30% of net book value per annum
Other equipment -	35% of net book value per annum

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2023

2. INVESTMENT INCOME

	2023	2022
Bank interest receivable	£ <u>434</u>	£ <u>327</u>

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
Depreciation - owned assets	£ 22,429	£ 33,615
Deficit on disposal of fixed assets	<u>-</u>	<u>5,099</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2023	2022
Administration	6	6
Drivers	<u>4</u>	<u>4</u>
	<u>10</u>	<u>10</u>

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES TO 31ST MARCH 2022

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	72,184	-	72,184
Charitable activities			
Transport and other activities	198,273	-	198,273
Investment income	327	-	327
Other income	<u>9,396</u>	<u>-</u>	<u>9,396</u>
Total	<u>280,180</u>	<u>-</u>	<u>280,180</u>

**EXPENDITURE ON
Charitable activities**

Transport and other activities

303,208

-

303,208

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2023

6. **COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES TO 31ST MARCH 2022 - continued**

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	(23,028)	-	(23,028)
Transfers between funds	<u>(2,723)</u>	<u>2,723</u>	<u>-</u>
Net movement in funds	(25,751)	2,723	(23,028)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>261,808</u>	<u>600</u>	<u>262,408</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>236,057</u></u>	<u><u>3,323</u></u>	<u><u>239,380</u></u>

7. **TANGIBLE FIXED ASSETS**

	Wheelchairs and scooters £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
COST					
At 1 April 2022	28,605	9,397	252,862	17,263	308,127
Additions	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,745</u>	<u>1,745</u>
At 31 March 2023	<u>28,605</u>	<u>9,397</u>	<u>252,862</u>	<u>19,008</u>	<u>309,872</u>
DEPRECIATION					
At 1 April 2022	26,439	6,769	184,499	15,572	233,279
Charge for year	<u>650</u>	<u>677</u>	<u>20,510</u>	<u>592</u>	<u>22,429</u>
At 31 March 2023	<u>27,089</u>	<u>7,446</u>	<u>205,009</u>	<u>16,164</u>	<u>255,708</u>
NET BOOK VALUE					
At 31 March 2023	<u>1,516</u>	<u>1,951</u>	<u>47,853</u>	<u>2,844</u>	<u>54,164</u>
At 31 March 2022	<u>2,166</u>	<u>2,628</u>	<u>68,363</u>	<u>1,691</u>	<u>74,848</u>

8. **STOCKS**

	2023 £	2022 £
Stocks	<u>7,311</u>	<u>7,058</u>

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2023

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade debtors	18,628	13,941
Deposit on vehicle purchase	10,034	-
VAT	<u>2,470</u>	<u>626</u>
	<u><u>31,132</u></u>	<u><u>14,567</u></u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	<u>5,556</u>	<u>216</u>
	<u><u>5,556</u></u>	<u><u>216</u></u>

11. MOVEMENT IN FUNDS

	At 1.4.22	Net movement	Transfers	At
	£	in funds	between	31.3.23
		£	funds	£
			£	
Unrestricted funds				
General fund	16,937	(36,366)	(21,807)	(41,236)
Working Capital Reserve	26,550	-	(50)	26,500
Closure Reserve	43,500	-	2,350	45,850
Vehicle Replacement Reserve	129,070	-	22,230	151,300
Relocation Reserve	<u>20,000</u>	-	-	<u>20,000</u>
	236,057	(36,366)	2,723	202,414
Restricted funds				
Vehicle purchase grants	-	25,000	-	25,000
Shopmobility Unit	600	-	-	600
Collaborative Working	<u>2,723</u>	-	(2,723)	-
	<u>3,323</u>	<u>25,000</u>	<u>(2,723)</u>	<u>25,600</u>
TOTAL FUNDS	<u><u>239,380</u></u>	<u><u>(11,366)</u></u>	<u><u>-</u></u>	<u><u>228,014</u></u>

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2023

11. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	262,678	(299,044)	(36,366)
Restricted funds			
Vehicle purchase grants	25,000	-	25,000
TOTAL FUNDS	<u>287,678</u>	<u>(299,044)</u>	<u>(11,366)</u>

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	56,228	(23,028)	(16,263)	16,937
Working Capital Reserve	23,700	-	2,850	26,550
Closure Reserve	51,630	-	(8,130)	43,500
Vehicle Replacement Reserve	110,250	-	18,820	129,070
Relocation Reserve	20,000	-	-	20,000
	261,808	(23,028)	(2,723)	236,057
Restricted funds				
Shopmobility Unit	600	-	-	600
Collaborative Working	-	-	2,723	2,723
	600	-	2,723	3,323
TOTAL FUNDS	<u>262,408</u>	<u>(23,028)</u>	<u>-</u>	<u>239,380</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	280,180	(303,208)	(23,028)
TOTAL FUNDS	<u>280,180</u>	<u>(303,208)</u>	<u>(23,028)</u>

The restricted grants are:

Devon County Council for Newton Abbot and Totnes & Dartmouth Ring & Ride
South Hams District Council for Totnes & Dartmouth Ring & Ride
Kingsteignton Town Council for Shopmobility unit
Co-op Community Fund for wheelchairs and leg raisers

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2023

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

13. COMPANY LIMITED BY GUARANTEE

The company has no share capital is limited by guarantee. If the company was wound up the liability of members to contribute to any deficit is limited to £5.

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 March 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Town and Parish Councils	5,550	5,691
Devon County Council- Totnes and Dartmouth Ring & Ride	8,393	8,362
Devon County Council- Newton Abbot Ring & Ride	24,151	25,084
Teignbridge District Council - voluntary	7,610	7,610
South Hams District Council- Totnes and Dartmouth Ring & Ride	7,370	7,370
Sundry donations & fundraising	6,045	17,367
Grants	<u>25,000</u>	<u>700</u>
	84,119	72,184
Investment income		
Bank interest receivable	434	327
Charitable activities		
Transport revenue - general services	31,854	24,099
Ring & Ride fares	10,132	9,014
ShopMobility hires	11,175	9,610
Community equipment prescriptions	52,389	57,627
Devon County Council School & Community Bus Contracts	84,535	82,536
Covid-19 support	<u>-</u>	<u>15,387</u>
	190,085	198,273
Other income		
Bus Service Operators Grant	5,654	2,393
Disability aid sales	<u>7,386</u>	<u>7,003</u>
	13,040	9,396
Total incoming resources	287,678	280,180
EXPENDITURE		
Charitable activities		
Wages	46,809	39,264
Rent and rates	1,888	1,623
Insurance	2,118	2,168
Light and heat	961	2,044
Telephone and IT support	3,730	2,931
General office expenses	7,961	6,016
Carried forward	<u>63,467</u>	<u>54,046</u>

This page does not form part of the statutory financial statements

NEWTON ABBOT COMMUNITY
TRANSPORT ASSOCIATION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 March 2023

	2023	2022
	£	£
Charitable activities		
Brought forward	63,467	54,046
Volunteers' travel expenses	4,100	3,589
Repairs and maintenance of scooters	1,567	2,817
Premises maintenance	2,348	3,528
Community prescription equipment	32,116	37,458
Vehicle fuel costs	21,469	16,521
Vehicle repairs and maintenance	21,063	18,657
Vehicle insurance	9,890	10,705
Vehicle licences	1,960	1,576
Other vehicle costs	2,623	3,162
Volunteer drivers' expenses	83	292
Management, finance and administration wages	113,063	108,578
Training	305	690
Depreciation of wheelchairs and scooters	650	929
Depreciation of fixtures and fittings	677	292
Depreciation of motor vehicles	20,510	31,484
Depreciation of computer equipment	592	910
Loss on sale of tangible fixed assets	-	5,099
	<u>296,483</u>	<u>300,333</u>
Support costs		
Finance		
Accountancy	<u>2,561</u>	<u>2,875</u>
Total resources expended	<u>299,044</u>	<u>303,208</u>
Net expenditure	<u>(11,366)</u>	<u>(23,028)</u>

This page does not form part of the statutory financial statements

NEWTON ABBOT COMMUNITY TRANSPORT ASSOCIATION

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS POLICY

STATEMENT OF INTENT

Whilst recognising that **all** individuals have the right to be treated with respect and dignity, Newton Abbot Community Transport Association (NACTA) regards the safeguarding of children, young people and vulnerable adults as a priority. This policy sets out our commitment and working practices when dealing with these vulnerable individuals, not only those who are users of our services but also employees and volunteers.

In order to safeguard children, young people and vulnerable adults, our **paid staff members and all our volunteer drivers**

- undergo an enhanced Disclosure and Barring Service (DBS) criminal record check.
- have two references taken up.

Only staff or volunteers who have a satisfactory enhanced DBS check in place will work alone with children, young people and vulnerable adults.

We will ensure that our staff and volunteers

- are adequately trained and supervised
- understand and follow the Safeguarding Policy.

NACTA recognises that safeguarding vulnerable individuals is everyone's responsibility. All staff and volunteers will receive appropriate induction, continuing training and support to raise awareness of this policy.

NACTA exercises care in the appointment of all those working with vulnerable individuals.

NACTA is committed to following statutory and specialist guidelines when working with vulnerable individuals.

The entire board of trustees ensures that the policy is in place and is being acted upon, but one trustee is named as having special responsibility for safeguarding. The daily managing and monitoring of the policy is the responsibility of the Manager. The policy will be reviewed every 3 years and updated where necessary.

Should NACTA have any concerns regarding the policy or any reported incidents, it will seek advice, and, if appropriate, will contact the appropriate statutory authorities.

DEFINITIONS:

In law a child is defined as a person under the age of 18 (The Children Act 1989). For the purpose of this policy a **child** is a person up to the age of 12, whereas a **young person** is aged 13 to 17. A **vulnerable adult** is a person aged 18 years or over who may be unable to take care of themselves, or protect themselves from harm or from being exploited. This may be because they have a mental health problem, a disability, sensory impairment, are old and frail, or have some form of illness or addiction.

Abuse is a violation of an individual's human and civil rights by any other person or persons. It may consist of a single act or repeated acts. It may be physical, verbal or psychological. It may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which s/he has not consented, or cannot consent. Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it.

THIS POLICY CONSISTS OF FOUR PARTS:

1. **Instructions regarding conduct** of paid staff and volunteers in order to safeguard children, young people and vulnerable adults while they are participating in NACTA activities/services
2. **Guidance** for paid staff and volunteers if approached by a child, young person or vulnerable adult wishing to talk about possible abuse
3. **What to do if** you suspect any form of abuse is taking place outside NACTA's services
4. **What to do if** you suspect any form of abuse by a NACTA member of staff or volunteer

1. INSTRUCTIONS REGARDING CONDUCT OF PAID STAFF AND VOLUNTEERS IN ORDER TO SAFEGUARD CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS WHILE THEY ARE PARTICIPATING IN NACTA ACTIVITIES/SERVICES.

Staff, drivers and volunteers **must never**:

- enter individuals' homes unless this is for a NACTA-related purpose (e.g. carrying in bags of shopping).
- undertake tasks and extra duties for individuals over and above what is required without prior consent of management.
- smack, hit or physically discipline a child, young person or vulnerable adult.
- restrain a child, young person or vulnerable adult except by "holding" which may be used if there is an immediate danger of personal injury to the child or other person. If it is necessary to restrain someone, a written record of this should be made detailing the events and the reason for the restraint being necessary. Records should be obtained from any witnesses. These should be given to the Manager.
- engage in rough, physical or sexually provocative games, including

horseplay.

- be alone in the NACTA office with a child, young person or vulnerable adult without someone else being nearby (e.g. next door with door open).
- have a personal conversation or sit with a child, young person or vulnerable adult in the rear of a vehicle without another responsible adult in attendance.
- engage in inappropriate touching.
- use inappropriate language.
- make sexually suggestive comments even in fun.
- allow allegations regarding a child, young person or vulnerable adult to go unchallenged, unrecorded or not acted upon. A Protection Disclosure Form (see Appendix) should be completed within 24 hours.
- do things of a personal nature for a child, young person or vulnerable adult that they can do for themselves.

If you should accidentally hurt a NACTA service user or they misunderstand or misinterpret something you have done or said or seem unduly distressed, make a written record using the Protection Disclosure Form and report the incident to the Manager as soon as possible. The record should include exactly what happened, or what you saw, what was said and who was there.

All accidents must be recorded in the accident book (see Health and Safety policy).

2. GUIDANCE FOR PAID STAFF AND VOLUNTEERS IF APPROACHED BY A CHILD, YOUNG PERSON OR VULNERABLE ADULT WISHING TO TALK ABOUT POSSIBLE ABUSE.

It is not the responsibility of anyone working for NACTA in a paid or voluntary capacity to decide whether or not abuse is taking place. However, there is a responsibility to protect vulnerable individuals in order that appropriate agencies can then make enquiries and take any necessary action to protect the individual.

NACTA staff, drivers and volunteers are sometimes in a unique position with children, young people and vulnerable adults; it is therefore possible that someone from one of these groups may approach you to talk about abuse.

If you are approached, *try* to do the following:

- Accept what the child, young person or vulnerable adult says;
- Keep calm and do not appear shocked;
- Look at the child, young person or vulnerable adult directly;
- Let them know you will need to tell someone else. **DO NOT PROMISE CONFIDENTIALITY.** Reassure them that they were right to tell you;
- Never push for information or question them;
- Make a written note straight away of exactly what they said and record the circumstances or activity that proceeded the disclosure;
- Report the disclosure to the Manager as soon as possible and fill out a Protection Disclosure Form;
- If appropriate, the matter will be reported to the relevant protection agencies and Chair of Trustees.

You can always discuss your concerns in confidence with the Manager. Do not be afraid to be wrong. It is better to be wrong than do nothing. The responsibility is to ensure concerns are reported appropriately. It is not the responsibility of NACTA staff to investigate concerns.

It is important to note that this is only a process of observation. At no point will staff be actively looking for evidence of abuse, but they will act if they notice or are told anything which gives them cause for concern.

3. WHAT TO DO IF YOU SUSPECT ANY FORM OF ABUSE IS TAKING PLACE OUTSIDE NACTA'S SERVICES

If any member of staff or volunteer notices something which concerns them about a child, young person or vulnerable adult, or the individual has said something to a member of staff, this is the agreed procedure that NACTA will follow:

- a) Everything that has been said by the child, young person or vulnerable adult, or been observed by the member of staff/volunteer will be recorded on a Protection Disclosure Form. The completed records will be kept confidential within a secure location at the NACTA offices.
- b) The information recorded must be factual and not contain assumptions or personal comments by the individual completing the form.
- c) A record will be made of the dates/times when these events/situations have happened, taking care not to interpret what has been said but recording only factually what has been said.
- d) If an explanation has been given of an injury or accident, this should be included.
- e) Members of staff/volunteers/drivers will immediately raise the contents of the Protection Disclosure Form with the Manager. The Manager will then contact:
 - If the concern is about an **adult**, the Care Direct team: 0345 155 1007 (csc.caredirect@devon.gov.uk) or for Torbay: 01803 219700 (alerts@nhs.net).
 - If the concern is about a **child**, the Multi-Agency Safeguarding Hub (MASH team): 0345 155 1071 (mashsecure@devon.gov.uk) or for Torbay: 01803 208100 (mash@torbay.gov.uk).
 - Out of hours they can contact (Devon): 0345 6000 388 or (Torbay): 01803 524519 (adults), 0300 456 4876 (children).
 - **If it is felt that an adult or child is in immediate danger or there is an emergency situation, the manager will ring 999.**

What happens next depends on the nature of the reported concerns but the policies and procedures of the Devon Safeguarding Teams will come into force as soon as concern about abuse is reported to them.

4. WHAT TO DO IF YOU SUSPECT ANY FORM OF ABUSE BY ANOTHER MEMBER OF STAFF OR VOLUNTEER.

The following circumstances may lead a member of staff or volunteer to suspect that a fellow member of staff or volunteer is abusing a child, young person or vulnerable adult:

- An allegation is made by a child or adult
- A member of staff or volunteer notices inappropriate behaviour by another member of staff or volunteer.

In each case a Protection Disclosure Form should be completed and the Manager immediately informed in strict confidence. (If the allegations concern the Manager, then the Chair of Trustees must be informed.)

The Manager may be informed of situations where they are unsure if the allegation constitutes abuse or not and they are unclear of what action to take. There may be circumstances where allegations are about poor practice. Social Services will be consulted if there is any doubt, and all incidents including poor practice will be recorded and kept on file in a secure location. This is because of the nature of the material and it may be one of a series of instances that cause concern. If the Manager concludes that the allegation constitutes poor practice, they will work with the member of staff to ensure adequate training and supervision is given to prevent further incidents. If they conclude that it constitutes abuse, they will take advice from the Chair of Trustees and formal disciplinary and criminal procedures will be instituted.

NEWTON ABBOT COMMUNITY TRANSPORT ASSURES ALL STAFF THAT IT WILL FULLY SUPPORT AND PROTECT ANYONE WHO, IN GOOD FAITH (WITHOUT MALICIOUS INTENT), REPORTS HIS/HER CONCERNS ABOUT THE POSSIBILITY THAT A CHILD, YOUNG PERSON OR VULNERABLE ADULT MAY BE BEING ABUSED.

This policy updated: October 2019

Signed:

Position:

APPENDIX

PROTECTION DISCLOSURE FORM

Name of Child/Young Person/Vulnerable Adult:

Names of other individuals involved:

Date:

Time:

Location:

Circumstances:

Names of witnesses:

Description of incident, details of report given or observation.

(The information given below must be factual and not contain assumptions or personal comments. Please use continuation sheet if necessary.)

Signed:

Position:

Name:

Date:

NEWTON ABBOT COMMUNITY TRANSPORT ASSURES ALL STAFF THAT IT WILL FULLY SUPPORT AND PROTECT ANYONE WHO, IN GOOD FAITH (WITHOUT MALICIOUS INTENT), REPORTS HIS/HER CONCERNS ABOUT THE POSSIBILITY THAT A CHILD, YOUNG PERSON OR VULNERABLE ADULT MAY BE BEING ABUSED.

When completed please give a copy of this form to the Manager of NACTA.

Protection Disclosure Form - continuation sheet

Description of incident, details of report given or observation.

(The information given below must be factual and not contain assumptions or personal comments.)

When completed please give a copy of this form to the Manager of NACTA.