Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	Jan	2025		31st	Dec	2025

Section A Reference and administration details

Charity name	Harborough Community Bus CIO
Other names charity is known by	HCB
Registered charity number (if any)	1167030
Charity's principal address	86 St Mary's Rd
	Market Harborough
	Leicestershire
	Postcode **LE16 7DX**

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	Robin Ager			\
2	Phil Baildon			\
3	Robert Bourne			\
4	Harry Buchanan			\
5	Martin Doyle	Vehicles officer		\
6	John Feavyour QPM	Chair & Secretary		> The Charity trustees
7	Gerry Kempe		Retired 3 Nov 2025	/
8	David Lander			/
9	Ian Milne			/
10	Kevin Millard			/
11	Mick Squirrell	Driving Licence officer		/
12	Gary Waterfield		Appointed 27 Apr 2026	/
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	David M Mugridge	10 Acorn Close
		Lubenham
		Market Harborough
		LE16 9SP

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

None

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 15th Feb 2016 with no amendments
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees for a three-year period and available for reappointment

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.

The trustees meet on a quarterly basis to transact the business of the charity. Meetings include a general report from the Chair/Secretary, a finance update for the previous quarter and a standing report to record the maintenance and safety checks carried out on the minibuses.

The constitution and operational policies are publicly available on the HCB website at www.harboroughcommunitybus.uk

The minibuses are all subject to annual MOTs, 10-week safety inspections in accordance with national guidance, monthly checks by designated 'vehicle officers', and daily walk-around checks by drivers before they use the vehicle.

Section C Objectives and activities

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

The object of HCB is the provision of a charitable transport service for community groups from the Market Harborough area, or individuals living in that area, who are in need of such a service because of age, sickness, disability or poverty.

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)

HCB is a local charitable transport organisation. Charitable transport has been the only activity undertaken by the charity.

HCB owns three minibuses with 13 – 16 passenger seats. Each vehicle is adapted to carry wheelchair passengers by having a hydraulic lift at the rear of the vehicle and removeable seats to allow for different configurations depending on the passenger needs. These adaptations are routinely used for disabled or less mobile, mainly elderly passengers, without which they would be unable to access transport.

The charity operates under a Section 19 Permit whose conditions are identical to the object of HCB set out above. As such it cannot carry members of the general public but instead has a membership of over 50 local community groups e.g., disability groups, residents' associations, youth and interest groups, clubs, schools, as well as aged or disabled individuals. The trustees are satisfied that this is a sufficient section of the public to meet the public benefit test of a charity.

The Trustees confirm that they have complied with their duty in Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

In simple terms, the charity operates three minibuses driven by volunteer drivers to transport community groups – and particularly those elderly and infirm who, in the absence of the charity, would struggle to get out at all.

The volunteer drivers are routinely thanked for their efforts as without them, there would be no service. All contributions by membership groups and all donated funds are set against the expenses of running the minibuses i.e. insurance, fuel, safety checks and maintenance.

The volunteer drivers are supported by other volunteers who administer the Charity in the form of call handling, bookings coordinators, vehicle maintenance, invoicing and banking. There are no paid staff.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

There were 676 bookings for 2025 which was a rise of 32% on 2024 and reflected continued growth in community usage which had seen a rise of 10% the previous year and 25% the year before that.

On the face of it, the Charity runs a simple service – collecting members from their homes, schools etc., transporting them to social events or other venues and bringing them back home. This belies a complex governance requirement to cover:

- Section 19 permit (DfT community transport permit)
- Driving licence checks
- Driver induction training & refresher training
- Vehicle safety checks, maintenance & cleaning
- Repairs to & maintenance of the garage
- Telephone & email-based bookings
- Driver coordination & allocation
- Invoicing and banking
- Insurance for vehicles & public liability
- Fundraising for new vehicles

The trustees estimate the value of volunteer time given to the Charity during the year to be in the order of £60,000.

Section E Financial review

Brief statement of the charity's policy on reserves	HCB has one fund of restricted reserves (a benevolent fund), and the balance is kept separate from general reserves. An operational contingency is maintained equivalent to three months' expenditure, and a major breakdown reserve is also maintained. The remaining balances are savings towards a replacement minibus – a process requiring several years' surpluses to achieve.
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.	The principal source of funding is collections from members. The trustees have adopted a charging policy to contribute to fuel, insurance and maintenance costs. The fuel costs are further ameliorated by the government's bus service operators grant. Ad hoc donations are applied to the benevolent fund, and applications to grant making bodies are relied on to build reserves for vehicle replacement.

Section F Other optional information

None

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Approved at a trustees' meeting	
Full name(s)	John Feavyour QPM	
Position (eg Secretary, Chair, etc)	Chair	

Date	02/02/2026

CHARITY COMMISSION FOR ENGLAND AND WALES

Harborough Community Bus	1167030	CC16a

Receipts and payments accounts

For the period from	01/01/2025	To	31/12/2025

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					
Collections	25,983	-	-	25,983	24,753
Fuel Grant	872	-	-	872	2,838
Interest	1,072	-	-	1,072	1,187
Donations		340	-	340	1,344
Lottery	227	-	-	227	168
Other Income		-	-	-	14
	-	-	-	-	-
	-	-	-	-	-
Sub total *(Gross income for AR)*	28,154	340	-	28,494	30,304
A2 Asset and investment sales.					
		-	-		
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	28,154	340	-	28,494	30,304
A3 Payments					
Insurance	5,435	-	-	5,435	5,146
Fuel	5,525	-	-	5,525	5,469
Vehicle mechanics	6,633	-	-	6,633	6,822
Other	1,148	-	-	1,148	1,928
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	18,741	-	-	18,741	19,365
A4 Asset and investment purchases.					
			-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	18,741	-	-	18,741	19,365
Net of receipts/(payments)	9,413	340	-	9,753	10,939
A5 Transfers between funds	781	- 781		-	-
A6 Cash funds last year end	60,744	1,483		62,227	40,851
Cash funds this year end	70,938	1,042	-	71,980	51,790

Section B Statement of assets and liabilities at the end of the period

B1 Cash funds

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	CAF Current A/C	16,647	-	-
	CAF Savings A/C	54,291	1,042	-
	Petty Cash	-	-	-
	Total cash funds	70,938	1,042	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
None	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
None		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
3 minibuses	**Unrestricted**	-	-
Garage	**Unrestricted**	-	-
		-	-
Assets not valued		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
None		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
Approved at trustees meeting	**John Feavyour QPM**	02/02/2026
	Chair of trustees	

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name Harborough Community Bus CIO		
On accounts for the year ended	December 2025	**Charity no (if any)**	1167030
Set out on pages	(remember to include the page numbers of additional sheets)		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2025.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and 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.

* *Please delete the words in the brackets if they do not apply.*

Signed: [signature] **Date:** 22/10/2026.

Name: David Michael Mugridge

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

Address: 10 Acorn Close, Lubenham
Market Harborough
Leicestershire LE16 9SP

Section B	Disclosure
	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.	NONE.