Trustees' Annual Report for the period

From 1 April 2024 **To** 31 March 2025

Reference and administration details

Charity name	Corsham Link
Registered charity number (if any)	299183
Charity's principal address	7 The Knowle
	Corsham
	Wilts
	SN13 9NQ

Names of the charity Trustees

	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 Clapp	Chair		The members of Corsham Link at the Annual General Meeting
2	John Burge	Treasurer		
3	Wendy Taylor	Secretary / Recruitment		
4	Mike Taylor	Vice Treasurer		
5	Susan Bament	Data Protection Officer		
6	Babs Light	Lead Co-ordinator	Until March 2026	
7	Michael Haswell	Parking / DBS		
8	Bob Hitchin	Insurance	Until February 2026	
9	John Stott	DrivePlus / Insurance		
10	Margaret Fisher	Trustee Elect / Lead Co-ordinator	From February 2026	
11	Paul Claridge	Trustee Elect / Website	From February 2026	

Structure, governance and management

We are constituted as an unincorporated association. Our constitution was initially adopted on 9th December 1987 and amended on 18 February 2003 and 26 May 2022.

Trustees are appointed at the Annual General Meeting and serve for a period of three years. They may be nominated and elected for a further period if they wish. Trustees are recruited from existing volunteers or suitable local people.

The charity is managed by a Committee comprising the trustees. The Committee normally meets face-to-face on at least four occasions but can meet virtually if required. Decisions are taken by majority vote. If an issue needs to be decided in between Committee Meetings the Chair will email the trustees to seek a majority view.

Trustee Elects are recruited from existing volunteers or suitable local people; they can attend the Committee Meetings but are not entitled to vote.

Each new volunteer is carefully assessed by the Chair and/or his nominated trustee. References are scrutinised and all new drivers undergo a Disclosure and Barring Services (DBS) check.

We regularly review our risk management policy in terms of operational and financial risks. We produce a specific *Risk Management Advice for Volunteers* document.

We have a complaints procedure should a client have a problem and a grievance procedure for volunteers.

We have a data protection policy and procedures to ensure that we are compliant with the General Data Protection Regulations.

Corsham Link is one of over 40 'Links' in Wiltshire. Community First, a charity supporting community development in Wiltshire, provides a co-ordinating role for the charities and organises a Link Chairpersons' meeting three times a year.

Objectives and activities

To advance any charitable purposes for the benefit of the community of the parish of Corsham which includes the villages of Neston and Gastard. In particular to undertake voluntary work for the relief of the sick, elderly, disabled or other persons in need within the said area.

Our main activity is providing transport, by means of volunteers' own cars, to the hospitals in Bath, Bristol, and Wiltshire. We provide our service where lack of public transport presents a problem or where a client struggles to make use of such transport. We also enable clients to visit local surgeries, dentists, opticians and pharmacies. Before the pandemic some of the transport requests had a strong social element such as taking people to day centres.

We make no fixed charge for our services but welcome donations from the people we help. This is done by means of a sealed envelope handed to the driver so only the client knows what they have donated. Volunteers give their time for free but do receive a mileage allowance of 45p per mile and out of pocket expenses.

When planning our activities for the year the trustees have reviewed the Charity Commission's guidance on public benefit at their Committee meetings.

Achievements and performance

During the 12 months covered by this report we carried out 1562 tasks covering 41,448 miles. In total the volunteer drivers gave 3475 hours of their time. We managed to meet the majority of requests for medical journeys, although this continues to be a challenge as we are getting more requests at short notice and also for weekend and evening appointments.

As of March 2026 we had 5 co-ordinators who share the responsibility for answering the Link phone and matching drivers to jobs; three co-ordinate on a regular basis while the other two only step in occasionally as back up. Babs Light, our Lead Co-ordinator for many years, had to retire from the role in February due to ill health. The Lead Co-ordinator role has been taken on by Margaret Fisher who has been volunteering as a co-ordinator since 2018.

We ended the year with 40 active drivers; 4 new drivers joining us during the 12 months. Although we are delighted to now have 40 drivers on the books we need to constantly try to find new volunteers as older members retire.

We have taken the decision to automate our co-ordinating system using the Wilts Link Database System (WLDS); the system is already used by a number, of other Wiltshire Links. Training and data entry are underway and it is hoped that the system will go live in the near future. To support this initiative we now have two Link laptops, one for the co-ordinators and the second for the Treasurer. We have started to develop a Corsham Link website. This will allow us to share information with new clients, existing clients, trustees, drivers and potential new volunteers in a timely and consistent way.

.

In line with the conditions of a legacy, which stipulates that it should be used for the benefit of the people of Corsham, Neston and Gastard, we used some of its capital to support:

- Corsham Churches Food Bank
- Rise Trust
- Wilts Air Ambulance
- Dorothy House
- Julia House
- Families Out Loud
- Company for Christmas
- Springfield Lunch Club
- Creative Lunch
- Souper Friday
- Alzheimer's Association
- ReMind UK

Financial review

Our income comprises clients' contributions, donations and interest from the investment of the legacy left to Corsham Link. All of our income is used to deliver the service or to make financial contributions to local good causes.

None of our funds are in deficit.

We do not have a designated reserve fund to cover future commitments, operational costs, etc. If there is a deficit this is covered by the legacy left to Corsham Link. If there is any surplus income at the end of the financial year it is carried forward for use in delivering the service in the next year.

Our policy is to invest the capital from the legacy in fixed term cash deposits, ensuring that any account is approved for registered charity purposes. The balance invested with any single institution is kept below the Financial Services Compensation Scheme limit for savers, currently £85,000.

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)		
Position (eg Secretary, Chair, etc)		
Date		

Corsham Link

Financial Statements
For the year ending 31st March 2026

	Note	2026	2025
		£	£
Receipts and Payments Account			
Receipts:			
Clients Contributions		20,597.45	21,322.92
Grants		1,004.23	
Minor Donations In		793.00	367.25
Interest on Investments		4,902.82	5,608.66
Total Receipts		**27,297.50**	**27,298.83**
Payments:			
Mileage Allowance		17,555.67	17,945.84
Bank Charges		117.39	157.01
Insurance		498.65	508.68
Telephone		164.65	148.70
Postage		27.52	0.00
Printing and Stationery		1,537.08	329.02
Room Rental		90.00	0.00
Community First		52.50	40.00
Miscellaneous (Food, Drinks, Parking etc)		98.92	376.22
Office Expenses / Advertising		131.00	594.00
Donations Out (From HSBC)	*2a*	500.00	200.00
Total Payments		**20,773.38**	**20,299.47**
Net Operational Income		**6,524.12**	**6,999.36**
Additional Income (Donations In)			
Additional Expenditure (Donations Out from Lloyds)	*2b*	10,500.00	19,800.00
Net Additional Ependiture			19,800.00
Total Net Expenditure		**3,975.88**	**12,800.64**
Unrestricted Funds at 1st April 2025		**116,932.16**	
Add Total Net Expenditure		**3,975.88**	
Unrestricted Funds at 31 March 2026		**112,956.28**	

Graham Hogger
Hon Auditor

John Burge
Hon Treasurer

Corsham Link

Financial Statements
For the year ending 31st March 2026

	Note	2026	2025
		£	£
Unrestricted Funds:			
Deposit at United Trust Bank		55,000.00	60,000.00
Deposit at Hampshire Trust Bank	1d	46,993.26	45,090.44
Cash at HSBC	1a,1b	5,994.39	5,125.09
Cash at Lloyds Treasurers Account	1c	4,968.63	6,716.63
Total Funds		**112,956.28**	**116,932.16**

Note 1a

Opening Balance	£	5,125.09	£	4,054.39
Add Net Operational Income	£	6,524.12	£	-
Less Interest From UTB Retained at Lloyds	£	3,000.00	£	3,008.22
Less Interest From HTB Retained at HTB	£	1,902.82	£	2,600.44
Less Liddell donations retained at Lloyds	£	755.00	£	320.00
Add bank charges paid from Lloyds	£	3.00		
Cash at HSBC	**£**	**5,994.39**	**-£**	**1,874.27**

Note 1b

Cash at HSBC	£	5,994.39	-£	1,874.27
Less not yet paid in			£	14.04
Balance as per HSBC Bank Statement	**£**	**5,994.39**	**-£**	**1,860.23**

Note 1c

Opening Balance	£	6,716.63	£	3,188.41
Add Interest from UTB	£	3,000.00	£	3,008.22
Less charitable donations	£	10,500.00	£	19,800.00
Add Liddell donations	£	755.00	£	320.00
Less charges	£	3.00		
Add Transfer from UTB	£	5,000.00	£	20,000.00
Cash at Lloyds	**£**	**4,968.63**	**£**	**6,716.63**

Note 1d

Opening Balance	£	45,090.44		
Add Interest	£	1,902.82		
Balance at HTB	**£**	**46,993.26**	**£**	-

Graham Hogger
Hon Auditor

John Burge
Hon Treasurer

Note 2a

Charitable Donations		**HSBC**
Souper Friday	£	500.00
Total	**£**	**500.00**

Note 2b

Charitable Donations		**Lloyds**	**Lloyds Cheque**
Stroke Association	£	1,000.00	118
Julia's House	£	1,500.00	119
Dorothy House	£	1,500.00	120
Wiltshire Air Ambulance	£	1,000.00	121
The Rise Trust	£	1,000.00	122
Families Out Loud	£	500.00	123
Corsham Churches Food Bank	£	1,500.00	124
ReMindUK	£	500.00	125
Alzheimers	£	500.00	126
Creative Lunch	£	500.00	127
Corsham Community Club	£	500.00	128
Company For Christmas	£	500.00	129
Total	**£**	**10,500.00**	
Overall Total	**£**	**11,000.00**	