

# OurBus Bartons

Report of the Management Committee for the year ended 31 May 2017





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## Reference and Administrative Information

<b>Charity Name:</b>	Our Bus Bartons Ltd	
<b>Charity registration number:</b>	1168643	
<b>Company registration number:</b>	10235284	
<b>Registered Office:</b>	The Chase, Sandford St. Martin Road, Westcote Barton, Oxfordshire, OX7 7AD	
<b>Company Directors and Trustees:</b>	Richard Brown Robert Hadley Chris Puttick Martin Roberts	Chair of Trustees
<b>Management Committee:</b>	Richard Brown Robert Hadley Michael Horwood-Smith Ken Caldwell Chris Puttick Martin Roberts Philip Sharman Sheila Tumman	Chair Secretary Treasurer
<b>Bankers:</b>	HSBC	
<b>Insurers:</b>	Royal & Sun Alliance	

All Public Transport services to Middle Barton and many surrounding villages was cut in February 2016. OurBus Bartons was formed to maintain this vital link.

### **Purpose**

Our charity's purpose as set out in the objects contained in the company's memorandum of association is:

*To provide transport facilities for those Residents of The Bartons and surrounding villages who have difficulty in using public transport because of age, sickness, mental or physical disability, poverty, or because of the lack of availability of adequate and safe public transport services.*

### **Aims**

OurBus Bartons aims to provide:

- resilience and sustainability within our local community
- local groups with the capacity to meet local needs
- access to local services and minimises transport costs associated with rurality
- efficient, accessible, professional value for money services that and meet residents', local businesses' and customers' expectations.

### **Our services and who used them**

Our objects and our permit under the Transport Act limit the services we provide to those resident in Middle Barton and surrounding villages. Our Bus Bartons links our community with nearby transport hubs, shops and health centres in the main centres of population including: Woodstock, Deddington, Chipping Norton, Bicester and Kidlington. We operate 35 timetabled services a week, and the bus is on the road from 6:30 in the morning, until 6:30 at night. Travelling over 500 miles per week, our timetabled services are available to a potential 34,000 people. Our Bus is also available to hire at evenings and weekends, with a special rate for community groups, and is on show at community events when possible in the Summer months.

We completed around 400 passenger journeys per month. We have a regular group of passengers who use our services to get to work, college, health centres or to go shopping. Most of our passengers use their concessionary bus pass to travel with us. We keep records of passenger use of our services and a monthly breakdown of these is presented at our monthly management meeting.

### **Public involvement**

Our Bus Bartons holds consultation events prior to route or timetable changes. Our Bus Barton's website has a contact page and guestbook and our Facebook page has 160 followers and is open to comments. Hire customers are asked for their feedback and our Passenger Liaison Manager reports at our monthly management meetings.

### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 16<sup>th</sup> of June 2016 and registered as a charity on 5 August 2016. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

### **Recruitment and Appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

The Management Committee meets monthly to discuss both strategic and operational issues and the notes from these meetings are available by request. All members of the Management Committee give their time voluntarily and received no benefits from the charity.

### **Risk Management**

The Management Committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

# **OurBus** **Bartons**

## Our Activities

OurBus Bartons has now been operating successfully for almost ten months. This has been a critical period and a rollercoaster ride that has seen a very quick transition from a just a few concerned villagers, to a team of Managers and Drivers of a fully functioning Bus Company.

In our first year, we are particularly proud that we:

- formed a company, registered as a charity, consulted widely and launched our services
- purchased a bus and kept it running through our first winter
- agreed our first commercial sponsorship deal with The Deddington Farmer's Market
- were frequently featured by local and national media
- arranged MIDAS Training for our volunteer drivers
- completed 6 community and 8 private hires
- attended several community events with the bus
- completed over 4000 timetabled passenger journeys.

There has been disappointment from being unsuccessful in bids for major funding from the National Lottery and the Government's Community Minibus Fund. Money is tight everywhere, but we are learning and have made a valuable network of friends as we identify more funds to apply for going forwards.

### **The Next 12 months**

As yet, OurBus Barton is a very young organisation, but there is great optimism about the next 12 months as the operation consolidates and grows. Our Bus Bartons has just purchased a second bus, which will provide better cover and give more flexibility in our timetabled services, hiring and excursions.



SIGNED Richard Brown (Chair) on 30<sup>th</sup> of June 2017



## Financial Review

OUR BUS BARTONS LTD FINANCIAL SUMMARY 1ST JUNE 2016 TO 31ST MAY 2017						
CREDITS		DEBITS		FUNDS		CASH
DONATIONS/GRANT:	21,108.75	FUEL PRE CARD PAYMENTS	737.22	OPENING BANK BALANCE	6,550.00	FLOAT -
BSOG	1,222.50	ALLSTAR CARD FUEL	3,087.80			PETTY CASH -
HIRE/EXCURSIONS	908.00	MAINTENANCE	6,852.95			
FARES	2,572.82	INSURANCE	2,995.66			
CONCESSIONS	6,155.00	PUBLICITY	158.97			
INSURANCE CLAIM	1,934.84	PRINTING	434.77			
CORRECTION	156.00	OFFICE EXPENSES	323.38			
		CTA	115.50			
		REPLACEMENT BUS HIRE	295.50			
		BUS LOAN REPAYMENT	6,000.00			
		DVLA TAX	165.00			
						FLOAT 10.00
						PETTY CASH 100.00
<b>TOTALS</b>	<b>34,057.91</b>		<b>21,166.75</b>	<b>CLOSING BANK BALANCE</b>	<b>12,891.16</b>	<b>110.00</b>

We have achieved a self-sufficiency and healthy balance as witnessed in the Financial Summary, running Commercial Services thanks to an efficient and reliable voluntary team, including unpaid MIDAS trained drivers.

Our tangible assets are limited to the Bus for which we paid £6000 via a loan & repaid early on. The Our Bus Bartons Base location is an uncovered, & not charged-for storage facility. Hefty and necessary repair and maintenance costs via one local supplier, plus an instance of major work carried out by a specialist dealer, were carried out to maintain both commercial services, hiring -out opportunities and to reduce off road time.

Investing in a new or younger Bus is highly desirable, however despite several grant applications, we have had limited success. To this end we are currently pursuing an affordable older Bus to reduce risk and protect our commercial services in the event of failure or further major repair costs. Covered storage to protect our asset(s) though desirable, is not financially plausible yet.

Despite the above, Financial support has been much appreciated through passenger donations, grants and local benefaction including limited and in one instance regular support from Parish Councils associated with our routes.

Concessionary Fares & Bus Service Operators Grant (Fuel supplements), reflect actual volume of passengers carried and projected mileage. From the above it can be seen that we have no significant Debtors and Creditors.

SIGNED 

Michael Horwood-Smith (Treasurer) on 30<sup>th</sup> of June 2017



## Examiner's Report

To Whom It May Concern:

I Nicola Gardner, hold an advanced diploma in finance and have worked in this area for 6 years in various roles and with various companies. I have no personal or business connection with Our Bus Bartons Limited or any of its Directors.

After meeting with Michael Horwood-Smith the treasurer for Our Bus Bartons Ltd and reviewing the accounts (as summarised on p6 of this report), I am satisfied that they are accurate and a fair representation of the income and expenditure for the financial year June 2016-May 2017.

Yours faithfully,



Nicola Gardner  
AAT III