



Bishop's Waltham Minibus Group

Report of the Trustees

for the year ended 31st August 2025

Aim

The Minibus Group has continued to meet its Object to provide transport for charitable organisations, community groups and school groups based in Bishop's Waltham and the surrounding parishes, and individuals who are elderly, disabled or otherwise disadvantaged.

Summary of the Year

The Minibus Group has had a very good year with a new minibus, continued bookings and a number of new drivers and passenger assistants. Fund-raising events have been very successful and the financial situation is extraordinarily healthy. The restructured governance model still works well, with the Trustees taking on their responsibilities very effectively.

Governance

The new Constitution, accepted by the Charity Commission on 6th June 2024, has been tested over the year with no updates required. The Executive Committee comprises the Chairman, the Secretary, the Treasurer and 3 other Trustees. Each Trustee has specific responsibilities related to the Objects of the Group. There have been 3 Trustees meetings during the year, as well as the AGM.

Service Provided

During the year the minibus has completed nearly 200 bookings, much the same as the previous year. The routine tasks are to provide transport for:

- Monday and Thursday Lunch Clubs – bringing elderly residents to the Jubilee Hall
- Wednesday Dial-a-Ride – taking residents to a nearby shopping mall monthly
- Friday Dial-a-Ride – bringing residents from neighbouring villages into town for shopping

In addition, the minibus has been regularly booked for school trips, charitable groups, community groups, film nights, and youth club transport. Priority is always given to transporting elderly or less-able passengers.

Drivers and Escorts

Following a strong advertising campaign there are now 18 drivers, an increase of 80%, and 14 passenger escorts, an increase of 30%. Further drivers are awaiting familiarisation training.

Training

During May, all drivers and escorts underwent refresher training on safety and the use of the passenger lift. Most drivers are now trained in the use of the wheelchair tie-down system. Over 60% of the drivers are MiDAS trained and all new drivers are encouraged to complete the course shortly after joining the Minibus Group. Expenditure on training increased by 3 times this year, and there has been far less damage to the minibus. 70% of drivers and passenger assistants have been Heart Start trained in essential life-saving skills.

The Minibus

A new minibus was purchased in March, according to a specification agreed by trustees following a survey of all members. The cost, £61,000, was met through the reserve funds with additional generous donations. Heard's Garage continued to provide the quarterly safety checks without charge. The passenger lift had a full test every 6 months. Refuelling and bus cleaning were arranged by a Trustee.

Finances

Income is generated largely through charging for the use of the minibus through a well-established process for handling the cash and the documentation, and also specific fund-raising events. The routine income vs expenditure (excluding the finances for the new minibus) contributed an additional £3,000 towards the reserves. The opening reserves, topped up with £17,000 of grants, was more than sufficient to purchase the new minibus.

The finances remain on a very good footing. A summary of the income and expenditure is below:

	24/25	23/24		24/25	23/24
Income	£	£	Expenditure	£	£
Lunch Clubs	3650	4,394	Fuel	1347	1,563
Dial A Ride	814	1,388	Insurance	2494	2,528
Donations Received	482	1,114	Repairs & Maintenance	751	3,333
Other Income (Grants, etc.)	20929	10,766	Depreciation	4265	1,960
Total Income	25,875	17,662	Training	1000	320
			Other expenditure	500	3314
Net Income		4,644	Total Expenditure	10,357	13,018

The Group cash reserves total £28,953 (Last Year: £70,041) available as at the end of August 2025.

Fund-Raising

Two concerts were organised by a Trustee which, together, raised a very good profit of £1,392. In addition, the profit of £120 from a community film night in October 2024 was shared with the Minibus Group.

The Future

The Minibus Group, now 42 years old, is in a very sustainable position for many more years to come. The demand for the service continues and the numbers of drivers and escorts are more than sufficient. The internal training has improved and the new minibus is very well looked after. The succession of the Chairman and the Secretary has been planned, and the new Trustees will be voted in during the AGM in November.

Trustees:

Sandy Kara	President	Executive Committee
Robert Shields	Chairman	
Ruth Shields	Secretary	
Jason David	Treasurer	
Lucy Grafen	Member	
Emma Houghton	Member	
Rachel Macdonald	Member	