



Auchterarder Community Bus Group (ACBuG) Trustees' Annual Report and Financial Statements

30 August 2018 - 31 August 2019



SCIO, Charity No. SC048669

Contents

	Page
Chair's Introduction	2
Charity contact information	2
Charity Trustees	3
Objectives and activities	3
Structure, governance and management	6
Becoming a charity	6
Trustee recruitment and appointment	6
Achievements and performance	7
Tendering	7
Funding	7
Launch of the Town Bus Service	8
Initial operational experience	8
Financial Review	9
Statement of the charity's policy on reserves	9
Future Plans	10
Partnership Working	10
What will success look like?	10
Declaration	11
Statement of Receipts and Payments	12
Statement of Balances	12
Bank and Cash Balances	12
Notes to the Financial Statements	13
Independent Examiner's Report	14

Chair's Introduction

A year of planning, procurement and fundraising culminated in the introduction of the new Auchterarder Town Bus Service on 05 August 2019.

This annual report charts the journey of Auchterarder Community Bus Group in our endeavours, so far, in trying to make our community more accessible and inclusive for all residents.

None of this would have been possible without the vision, enthusiasm and hard work of the Trustees - and key supporters of the charity, including Lisa McGraw and Margaret Roy.

We are equally grateful for the assistance we have received from funders and the wider Auchterarder community.

My sincere thanks to everyone.

Andrew Warrington,
Chair, ACBuG

Charity contact information

Auchterarder Community Bus Group (ACBuG)

Scottish Charity Number: SC048669

Address c/o St Margaret's Health Centre
St Margaret's Drive
AUCHTERARDER

Postcode PH3 1JH

Email address acbug2018@gmail.com

Website www.acbug2018.com

Twitter [@acbug2018](https://twitter.com/acbug2018)

Facebook [Auchterarder-Community-Bus-Group](https://www.facebook.com/Auchterarder-Community-Bus-Group)



Charity Trustees

Neil Anderson

Treasurer

(joined 23 May 2019)

Ross Brodie

Carol Duncan

Secretary

Tom Gray

Irvine Small

Andrew Warrington

Chair

Objectives and activities

Auchterarder Community Bus Group (ACBuG) was specifically formed in early 2017, by a number of community-based groups and individuals, to address and overcome a severe lack of public transport provision in the residential areas of Auchterarder.

ACBuG directly engaged with local residents about the transport problems being faced. A questionnaire was designed and distributed to every household in Auchterarder.

In total 228 responses were received, of which 64% were from people aged 60 or over. The returns provided a substantial amount of base data that has informed the subsequent planning of a transport solution.

For a not insignificant proportion of the local community carrying out relatively straight forward daily activities, such as shopping or going to a medical appointment, was difficult or even impossible. Social isolation was clearly seen to be a real issue for some residents.

It was clear to ACBuG that this was as an excellent opportunity for Auchterarder residents to directly address how best to tackle the inequality issues and identify ways of financially supporting an appropriate transport response. The aim was to allow people to participate in community life and access local services/facilities.

AUCHTERARDER TOWN BUS SERVICE - SURVEY

A number of community based groups and individuals have been working together to look at how best to establish a Town Bus Service for Auchterarder. Before to those already operating in other parts of the region.

We have found that many local residents currently find it difficult to access the Town Centre, St Margaret's Health Centre, and other services in the community. It is our aim to provide an option for current car users experiencing parking difficulties.

The proposed service will aim to complement, and not compete with, or replace Services 25, or any existing service. It is not intended this Town Bus Service will provide school transport routes. The Community School of Auchterarder at the main school site/Health Centre, or other Community School.

We are very keen to get an understanding of the needs, demand for a Town Bus Service and the way in which it should operate. Please take 5 minutes to complete this form. Your responses will be kept confidential for Auchterarder.

Do you have a disability or condition that makes it difficult for you to travel to other parts of the community?
 Yes No Don't know Other

Please enter your details:

Do you have any illness or disability that affects your ability to travel? No Yes If yes, please give a short idea of your requirements:

Section 2: Do you prefer your own car or having help from a bus service?
 I prefer using my own car I prefer using a bus service I don't know
 I prefer using my own car but I would like to see a bus service I prefer using a bus service but I would like to see a car service

Section 3: Which of the following are the most important for you when using the bus service?
 The current bus service should go where it used to go.
 The existing bus route should be used from the house.
 There should be bus services on the road.
 The bus service should operate at the times I need it to.

Section 4: About types of services you want to make use of a Town Bus Service.
 Please provide details of the types of journey you want to make, so that we can consider what the timetable might be like.
 One option we may consider is to have a "demand response" type option rather than have a fixed timetable on some days.

Start Point	Destination	Reason	Day of the week	Day of the week	Frequency
1. A. Health Centre	2. St Margaret's L.C.	3. Other	4. To work	5. To school	6. Other

Section 5: Other Comments.
 Please provide any other comments on the Town Bus Service were intended to be in with specific bases on Service. Please do not include personal data. (The Town Bus Service were intended to be in with specific bases on Service. Please do not include personal data. (The Town Bus Service were intended to be in with specific bases on Service. Please do not include personal data.)

Section 6: How often would you use the bus service?
 I would use frequently I would use occasionally I would use rarely I would not use it

It is what you do you feel the Town Bus will improve quality of your life and if you have any other comments or suggestions about a Town Bus Service, please provide them below:

Thank you for completing this survey for Auchterarder Town Bus Group.
 As they arise, updates on Town Bus will be published in Long Toun Times.

Snapshot of Results from Auchterarder Town Bus Service Survey

- Which of the following are issues affecting your ability to use the existing bus services?

	Responses	
The current bus services do not go where I need them to	28.81%	51
The existing bus route is too far away from my house	24.86%	44
There are no bus services on my road	40.11%	71
The bus service does not operate at the times I need it to	51.41%	91
The bus service is not regular enough for me to use it	44.63%	79
The timing of the bus service does not allow me enough time before having to return	20.90%	37
The timing of the bus service gives me too much time at the destination before being able to return	20.34%	36
	Answered	177

- If an Auchterarder Town Bus Service were to be introduced, 94% of respondents said they would use it regularly or occasionally.
- 155 respondents specifically commented on the potential quality of life benefits of a Town Bus Service

ACBuG Trustees considered what type of transport solution we should look to provide, with a review of potential car and minibus based transport solutions undertaken.

How the local residents would access the service, how the transport resource would be supplied, user cost and staffing implications for ACBuG were all important considerations.

Ultimately we concluded that the traditional *community transport* model of buying a minibus and looking to recruit volunteer drivers would not deliver what we wanted.

We decided to be more innovative, with our goal being to contract a PSV-licensed bus operator to deliver a publicly available Town Bus Service. The significant financial implications of this aspiration were recognised at the outset.

However ACBuG considered the potential benefits to be significant in terms of:

- hours and days of operation
- no need for pre-booking
- many users receiving free travel

From autumn 2018 ACBuG set about:

- Specifying, tendering and awarding a bus contract
- Applying for funding from a number of trusts and organisations

Structure, governance and management

Becoming a charity

An important initial step for ACBuG was applying to OSCR, the Office of the Scottish Charity Regulator, to become a Scottish Charitable Incorporated Organisation (SCIO).

ACBuG met the charity test and legal requirements for being a SCIO and we were duly entered in the Scottish Charity Register on 30 August 2018, charity number SC048669.



The organisation's purpose is to *'provide a public transport service for those inhabitants living in Auchterarder and surrounding area that supports the advancement of citizenship or community development'*.

The Trustees run and manage ACBuG according to a Constitution (single-tier) that was accepted by OSCR.

Being a SCIO allows ACBuG to apply for grants from a variety of trusts and public/third sector funds.

Trustee recruitment and appointment

The initial Board of Trustees was appointed at the time that ACBuG gained charitable status.

Thereafter, appointment of trustees is by the ACBuG Board, by way of a resolution passed by a majority vote at a board meeting.

In the last twelve months we have appointed one new Trustee, Neil Anderson and he has subsequently become our Treasurer.

The Constitution requires that we have a minimum of three trustees and a maximum of nine.

At the conclusion of the first Annual General Meeting, one third (to the nearest round number) of the charity's trustees shall retire from office. The Constitution explains the process for re-electing or replacing such trustees.

ACBuG is keen to have a diverse board to reflect our community and would welcome expressions of interest from any members of the community who feel able to help take the charity forward.

Achievements and performance

Tendering

To ensure ACBuG could demonstrate best value to potential funders, we formally tendered the Town Bus Service, even though it is not a pre-requisite for charities.

Additionally, it also ensures that the successful bus operator is contractually required to meet our operational standards; in terms of service quality, customer care etc.

Engaging with the wider community continued during the procurement process, with feedback influencing the final operational plans for the bus service (including days of operation, routes and timetables).

A low floor, wheelchair accessible, vehicle - that is able to penetrate the residential areas - was specified.

Two four-year transport contracts were subsequently awarded in May 2019 to Auchterarder based bus operator, Docherty's Midland Coaches - who will deliver the specified Town Bus Service.



Funding

Operating a transport scheme - and particularly a local bus service - is clearly expensive. Thus a great deal of effort has been made in applying for funding.

ACBuG is exceedingly grateful for the financial support, both received and committed, from key funding partners without whom we would not have been able to start the Town Bus Service:

- Auchterarder Community Facilities Fund (managed by the Council)
 - Robertson Homes
 - Muir Homes
 - Stewart Milne
- Friends of St Margaret's
- Community Investment Fund
- New Transport Initiatives in the Community Fund

So far, ACBuG has raised £190,000 out of a four year funding target of £320,000-£360,000.

Launch of the Town Bus Service

The two bus routes comprising the Town Bus Service were successfully registered with the Scottish Traffic Area Office, thus enabling the Town Bus Service to commence operations on Monday, 05 August 2019.

It operates six days a week (Mon - Sat) with an hourly daytime frequency. The timetable has been constructed to make it easy to understand, whilst at the same time facilitating different travel requirements. The base timetable is tailored to clinic times at St Margaret's Health Centre.



The use of 'hail and ride' rather than fixed bus stops along most of the routes is intended to facilitate passenger access.

In terms of fares, a low flat fare covers the whole route; being set at £1.20 single.

Timetables leaflets were designed and printed. They have been widely distributed throughout the community, including door-to-door in the main residential areas. The Town Bus Service has also been promoted in local papers and through social media.



Initial operational experience

Given that the Auchterarder Town Bus Service was a completely new transport solution, there were clearly various operational risks.

In general, however, the routing and timetables have proven to be robust - with the service operating reliably. The drivers have been very good ambassadors for what the Town Bus Service is trying to achieve.

From the outset, usage was steady and is showing encouraging signs of growth; with nearly 500 users in the first four week period.

Financial Review

The financial statements on Pages 12 - 14 provide details of income and expenditure for the first year of ACBuG's existence, during which we were very pleased to receive £40,000 of funding. The period covered by this report includes only the first 4 weeks of operation of the Auchterarder Town Bus service, and the related expenses were paid after the end of this period, so the only outgoings in the financial statement are set-up costs, amounting to less than £2,000. Most of this was spent on the design and publication of leaflets containing timetables, a map and information about the bus service.



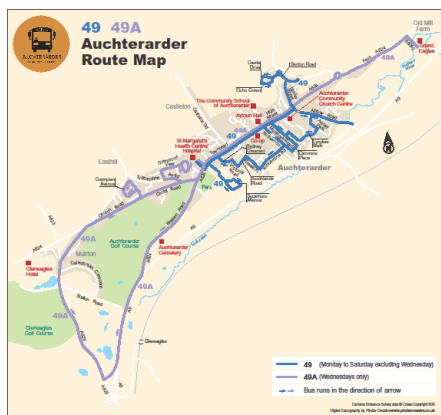
Looking ahead, we have a further £150,000 of funding which has been committed. With operating costs of around £5,000-£6,000 per month, we already have sufficient funding to take us up until mid 2021. In addition to the costs due to the bus operator, we will have additional expenses for publicity materials and for some bus infrastructure. For example, we hope to be able to install a bus shelter at St Margaret's Health Centre/Hospital, for the benefit of passengers waiting for the bus after attending appointments. We expect monthly charges paid to the bus operator to make up around 85% of our total expenses in the future.

Statement of the charity's policy on reserves

Funding income will come in unevenly being linked to successful grant applications; compared to outgoings which are largely regular and predictable. Therefore we don't have a specific policy on reserves but we would always aim to have secured funding to cover up to six months of operational costs.

Future Plans

In mid 2018 ACBuG established an initial four-year Business Plan, with the first eighteen months concentrating on planning, procuring, introducing and managing the Town Bus Service; embedding it as key resource in the local community. Thereafter the focus will be on ensuring its financial stability,



primarily through fundraising.

The bus service runs with no restrictions, being open to all members of the community, and the resultant fares income will also help contribute to its sustainability.

The activities of ACBuG are managed by a Board, currently comprising of six Trustees, all of whom are volunteers. There are no plans to appoint paid staff.

Partnership Working

What has been evident throughout this project has been a willingness and enthusiasm of people to work with us, including staff from the Council (Planning and Public Transport Unit), the Community Council, the health centre/hospital, the Action Partnership and other voluntary and public sector groups (such as PKAVS and OSCAR - the charity regulator).

Local public interest is also high. An ACBuG Coffee Morning in the Aytoun Hall in late July 2019 - to promote the Town Bus service - had over 200 people attending.



Receiving feedback from bus users and other local residents - which is being actively encouraged - will also be fundamental to the future operation of the Town Bus Service.

What will success look like?

Clearly one of the indicators of the success of the Town Bus Service will be passenger usage - and statistics in terms of passenger numbers, travel patterns etc are being collated.

However ACBuG intends to 'get underneath the aggregated statistics' to better understand who is using the service - and the associated community benefits that are being achieved.

The advantage of operating a registered local bus service is that there is the flexibility to change it. Should the performance of elements of the overall Town Bus Service not meet either user or ACBuG expectations, timetable and/or route changes will be considered. Also, any evidence of unmet or new community demand will be investigated to see if it is viable to accommodate it. Given the rapid expansion of Auchterarder, in addition to addressing social issues, the Town Bus Service will hopefully facilitate some modal shift and help reduce local traffic in the centre of the town.

Declaration

The Board of Trustees declare that they have approved the Annual Report and Financial Statements.

Signed on behalf of the Trustees:

Signature(s)

A J Warrington

N A Anderson

Full Name(s) Andrew Warrington

Neil Anderson

Position Chair

Treasurer

Date 18 December 2019

18 December 2019

Statement of Receipts and Payments

	Note	Period to 31 August 2019 £
Receipts		
Grants	4	40,000
Fundraising		745
Total Receipts		40,745
Payments		
Costs of Charitable Activities	5	1,994
Fundraising costs		0
Total payments		1,994
Surplus (Deficit) for the period		38,751

Statement of Balances (at 31 August 2019)

	Total Funds £
Opening cash at bank and in hand	-
Surplus for the period	38,751
At 31 August 2019	38,751

Bank and Cash Balances

	Total Funds £
Current Account	38,751
At 31 August 2019	38,751

Notes to the Financial Statements

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Nature and Purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objectives of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the charity.

Restricted funds may only be used for the specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

3 Related party transactions

No remuneration was paid to the trustees or any connected persons during the period.

4 Grants received

	Unrestricted Funds	Total
	£	£
Community Investment Fund	10,000	10,000
New Transport Initiatives in the Community Fund	10,000	10,000
Friends of St Margaret's	20,000	20,000
	40,000	40,000

5 Cost of charitable activities

	Unrestricted Funds	Total
	£	£
Design and printing of timetable leaflets and banners	1,757	1,757
Launch Reception	237	237
	1,994	1,994

Independent examiner's report on the accounts

APPENDIX 3



		Independent examiner's report on the accounts v2					
Report to the trustees/members of	Charity name	AUCHTERARDER COMMUNITY BUS GROUP					
Registered charity number		SC 048669					
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year	to	Day	Month	Year
	30	08	2018		31	08	2019
Set out on pages	12-13					(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner	The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.						
Basis of independent examiner's statement	My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.						
Independent examiner's statement	In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]						
	1. which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> • to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and • to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or						
	2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.						
Signed:	<i>A MACPHERSON</i>		Date:		18 December 2019		
Name:	ANDREW DAVID MACPHERSON						
Relevant professional qualification(s) or body (if any):	F.C.C.A						
Address:	xx xxxxxxxxxx xxxx EDINBURGH EHxx xxx						

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.