



Cambridge Cycling Campaign

Registered Charity Number: 1138098

Trustees' Annual Report & Financial Statements for the year ending 30 September 2020

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CAMBRIDGE CYCLING CAMPAIGN

LEGAL AND ADMINISTRATIVE INFORMATION

Status: Cambridge Cycling Campaign (known as Camcycle) is an unincorporated association. It was formed in 1995, and in 2008 the organisation registered as a charity operating in England and Wales, with registration number 1138098.

Governance: Camcycle is governed by our 2010 constitution which can be read at camcycle.org.uk/about/constitution.

The following served as trustees of the Charity during the year and up to the date of the report:

| Name | Office | Appointed | Resigned |
|---------------------|---------------|------------------|-----------------|
| Robin Heydon | Chair | Dec 2009 | |
| Willa McDonald | Secretary | Dec 2016 | Jan 2021 |
| Chris Howell | Treasurer | Dec 2016 | Jan 2021 |
| Alessandra Caggiano | Trustee | Sept 2020 | |
| Matthew Danish | Trustee | Dec 2016 | |
| Sue Edwards | Trustee | Nov 2014 | |
| Finlay Knops-Mckim | Trustee | Jan 2020 | |
| Martin Lucas-Smith | Trustee | Sep 2010 | |
| Tom McKeown | Trustee | Nov 2014 | |
| Alec Seaman | Trustee | Jan 2020 | |

Registered and Operating Address: The Bike Depot, 140 Cowley Road Cambridge, CB4 0DL

Website: www.camcycle.org.uk **Email:** contact@camcycle.org.uk **Phone:** (01223) 690718

Names & Addresses of Advisors

| Role | Name | Address |
|-------------------------------|---------------------------|--|
| Bank | The Co-operative Bank plc | PO Box 250, Skelmersdale, WN8 6WT |
| Bank | Saffron Building Society | 1A Market Street, Saffron Walden CB10 1HX |
| Honorary Independent Examiner | Brian Corbett | 38 Chesterton Hall Crescent Cambridge CB4 1AP |

Names of Senior Staff with Delegated Responsibilities

| Name | Role |
|------------------|--------------------|
| Roxanne De Beaux | Executive Director |

CAMBRIDGE CYCLING CAMPAIGN

TRUSTEES ANNUAL REPORT 2020

The trustees present their annual report and financial statements for the year ended 30 September 2020

Objects of the Charity

The charity's objects are:

to promote cycling for the public benefit in and around Cambridge as a means of furthering the following charitable purposes:

1. the promotion of public health,
2. the promotion of the conservation and protection of the environment,
3. the promotion of cycling for the public benefit, by promoting, assisting, facilitating and protecting the use of bicycles and similar vehicles on public roads and publicly accessible routes,
4. the promotion of public safety, particularly on the highways,
5. the promotion of healthy recreation in the interests of social welfare, and
6. the advancement of education

by whatever means the Trustees think fit, including the provision of cycling facilities, services, training, educational activities, and lobbying and campaigning in matters relating to cycling and other forms of transport.

Statutory Declaration on Public Benefit

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Organisation

Cambridge Cycling Campaign is governed by its board of trustees who meet regularly throughout the year. Trustees who served during the year are detailed above.

Executive Summary

In 2020, Camcycle reached 1,559 members, launched a new campaign for Spaces to Breathe, cycled around the UK's first Dutch roundabout, celebrated the installation of the Abbey-Chesterton bridge, gained 1,400 new followers on social media, worked with local groups to save Adams Road from becoming a busway and protect space at Cambridge station for the Chisholm Trail, helped deliver over 5,600 hand-sewn scrubs and masks, wrote hundreds of letters, consultation responses and newspaper articles, delivered over 20,000 leaflets, created 28 new videos, appointed our third staff member and celebrated our 25th birthday.

For over 25 years, the Cambridge Cycling Campaign, now known as Camcycle, has made a difference to those who work, live and travel in and around the city of Cambridge. Many of the cycling facilities such as cycleways, cycle parks and bridges would not exist without the efforts of our dedicated team of volunteers and staff, the support of over 1,500 members and the collaboration of many others who have worked with us.

There is still more to be done. The Covid-19 pandemic has brought many challenges, but also new opportunities. In 2020, Prime Minister Boris Johnson declared a new golden age of cycling and the Department for Transport published updated guidelines on inclusive cycle infrastructure design. The huge national increase in cycling over the lockdown period made it clearer than ever that when conditions feel safe, more people ride. We need to continue to create those safe places, working with local groups, decision-makers, businesses and residents to achieve high-quality routes and spaces to breathe for people walking, cycling and spending time outdoors.

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We started the year well, hiring Rosamund to work in the office as our new Administrative Officer, only to go into lockdown three weeks later. Focus shifted to first ensuring that everyone was safe, then distributing staff work computers to their homes, starting up regular Zoom calls with volunteers and encouraging flexible working.

We have seen some fantastic new infrastructure built, the Fendon Road roundabout and the Abbey-Chesterton bridge being my two highlights. The next big change was the government's announcement that we need to provide more space for active travel. This caused a number of roads to be opened up to people cycling and walking by reducing through motor traffic. Nightingale Avenue and Storey's Way are just two small examples that, whilst not as dramatic as a new bridge or reduced traffic levels on Mill Road, are just as strategically important.

The push from central government meant that other groups of people around the region came to Camcycle for help. Groups in Huntingdon, St Ives and Milton all asked us to help them work out what to ask for and how to campaign for it. If all the groups in the greater region are aligned we should get the best possible solutions to enable everybody to cycle. We have progressed our policy project to help this alignment, and the trustees are starting to look at how we could hire another person to encourage local groups around Cambridge. With LTN 1/20, the potential of increased funding for cycling and a proven appetite to try things out using ETROs, we're hopeful that 2021 will be a better year for us all and for everyone that cycles.

Activities, Achievements & Performance

Spaces to Breathe

Our collaborative campaign for safe spaces to walk, cycle and spend time outside is one of the most important and influential projects we've ever worked on. Spaces to Breathe are still needed to keep people safe and healthy during the Covid-19 pandemic and beyond.

When the UK was put into lockdown on 23 March to protect residents during the Covid-19 pandemic, cycling and walking were encouraged for essential journeys and daily exercise. However, it soon became clear that there were many places across the region where it was difficult for people to maintain a safe distance from others when out and about.

Camcycle began quickly collating ideas for temporary infrastructure, working with local groups to gather feedback from across the county and presenting the ideas to local decision-makers. We urged them to develop plans for the active travel routes which would most effectively help keep people safe, free up space on the roads and public transport, and gain maximum funding from the Department for Transport's active travel fund (launched in May).

Our Spaces to Breathe campaign won support from local people and national cycling experts, pages of press coverage and results on the ground: from widened pavements in Huntingdon to modal filters in Cambridge, people walking and cycling gained new safe routes. It also opened up the conversation on how to build back better after the pandemic: it's time to continue this progress in 2021 and beyond.

Working together throughout the pandemic

Adjusting our focus

On 13 March, we announced our response to the Covid-19 pandemic, including the closure of the Camcycle office. With help from Zedify, we moved staff computers and furniture to their homes. Later in the month, the staff and trustee teams re-established priorities, putting all physical events on hold and shifting our focus to activities which would build our capabilities for the future such as writing our cycling policies and improving our systems.

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Redeploying our volunteers

When our insurer gave us the green light to use our stall bike for essential deliveries, Alan Ackroyd was ready to go! He was just one of the many volunteers who stepped up to help local community groups deliver fabric for scrubs and masks, the hand-sewn products to local hospitals and hospices, food parcels, laptops, medicines and other supplies in support of local groups such as Connection through Crafting, Abbey People, and Cambridge Online.

Moving meetings online

Camcycle quickly moved to meeting online, continuing to support our volunteers through weekly catch-ups and hosting guest speakers on the first Tuesday of each month. Despite missing seeing members in person, we have made the most of the new format, sharing all our monthly meetings with a new online audience, attending more council meetings than ever before and presenting our ideas to national and international audiences.

Supporting our community

The cycling-related advice and information we provided to the local community acknowledged that everyone was facing different circumstances. We supported bike shops with a list of opening hours, published book reviews and film recommendations for those shielding at home and started sharing a series of inspiring cycling quotes on social media to provide motivation for those who wanted to get out and ride.

Diversifying our income

In a normal year, Camcycle events are a key source of income for our charity, attracting grants, sponsorship and merchandise sales. In 2020, we relied more heavily on donations and we are thankful that members, supporters and business partners gave generously. Technology company Arm donated £5,000 to support our work for more, better and safer cycling through their Covid-19 Community Fund. We also benefited from the Waitrose Community Matters scheme via the Trumpington store.

Cycling for all

Throughout 2020, we've been raising questions at meetings of the city and county councils, Combined Authority and Greater Cambridge Partnership. We've called for a commitment to investment in cycling for all ages and abilities and faster progress on inclusive active travel schemes.

In our October column in the Cambridge Independent, we asked if Cambridge's status as the UK's cycling capital might be leading local authorities to rest on their laurels. As Tony Eva from Carbon Neutral Cambridge pointed out at our meeting in July, carbon emissions from transport are actually 25% up on the county council's own predictions. A rapid growth in active and public transport is needed now, along with bold schemes to reduce the number of car journeys.

Regional authorities are not short of evidence on transport, but more political will is needed to solve the growing issues of health, air quality, congestion and climate change. In 2020, we've spoken up to protect key active travel routes like the Chisholm Trail, campaigned for inclusive designs at the Coldham's Lane roundabout in Cambridge and Lancaster Way roundabout in Ely and called for the new government guidance (LTN 1/20) to be applied to all new developments and road renewals. We also want to see strong democracy and community engagement on transport issues. We joined Smarter Cambridge Transport in a campaign against the abolition of the Cambridge Joint Area Committee and have been working hard to help local people have their say on the large number of consultations which took place during the year.

CAMBRIDGE CYCLING CAMPAIGN

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Supporting local groups across the region

The strongest campaigns come from the grassroots, so this year we've been working with passionate campaigners across Cambridgeshire to achieve better walking and cycling where they are.

Protecting cyclists on Adams Road

Residents on Adams Road had built a strong campaign against the Greater Cambridge Partnership's proposal to route a busway along the street. We mobilised our membership to support Save Your Cycle Route's petition, joined them in a protest with Cambridge MP Daniel Zeichner, raised questions at GCP meetings and were interviewed for ITV News Anglia. In May, the GCP announced that Adams Road would no longer be a route option for the new buses.

Advising campaigners in Hunts

Under the leadership of local councillor John Morris, the Hunts Walking & Cycling Group has gone from strength to strength in 2020 and been a valued partner in our Spaces to Breathe campaign, achieving changes such as the widened pavement shown above. Camcycle supported and amplified the work of local groups wherever we can through our magazine, blog and social media channels.

Supporting a new group in Milton

Milton Cycling Campaign was founded in May 2020 to gather Spaces to Breathe ideas from local residents and encourage more people to cycle. Following a survey of local businesses, in September they applied for a £15,000 Zero Carbon Communities grant from South Cambridgeshire District Council – and were successful in their bid. Camcycle have supported the group with local leaflets and campaigning advice. Celebrating School Streets.

Seven schools in Cambridgeshire began School Street trials in September 2020. We went along to St Philip's Primary School in October to find out more about the scheme from parents and volunteers. It has been great to see the number of families now walking and cycling to school and the video we created following our visit is now one of the most-viewed on our YouTube channel. We hope it inspires more schemes across the county.

Amplifying local voices

In 25 years of campaigning, we have built up respect from decision-makers and a strong following of members and supporters. We try to share this platform for change with as many local groups as we can, inviting them to speak at meetings and feature in our regular communications.

In August, we had a special monthly meeting featuring five local groups – Save Your Cycle Route, Cycle Safety in Storey's Way, the A10 Corridor Cycle Campaign, Arbury Road East Residents' Association and the Hurst Park Estate Residents Association. Coldhams Lane Romsey Residents Association shared their ideas in October and Sam Davies spoke about the Queen Edith's Community Forum in December. Many of these groups have also written for our magazine this year, along with Ely Cycling Campaign, BHDDMadcycle (Bar Hill, Dry Drayton, Madingley, Cambridge Cycle Path) and the RedCross Areas Residents Association.

Reaching out to more communities

We know that local newssheets are a great way of raising awareness of what we do, attracting new members and helping residents take action on issues of concern in their neighbourhoods. Delivering leaflets is also a great way for members to begin volunteering with Camcycle.

This year, we published three newssheets for Mill Road, expanded our deliveries for Chesterton and added two new areas – Milton village and Abbey ward – to our distributions. Thank you to everyone who has helped us produce, coordinate and deliver these leaflets.

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More, better and safer cycling

For over 25 years, our mission has remained unchanged. As we work towards our goal of a place where everyone feels able to enjoy the benefits of cycling (even if they don't ride themselves), our six values guide what we do and how we do it.

We are inclusive

Thanks to the Sustrans Greater Cambridge Bike Life report, launched in March 2020, we know more about who cycles in this region, the most popular and diverse place for cycling in the whole of the UK. In this area, 46% of people from ethnic minority groups cycle, along with 26% of people over 66, 43% of women and 31% of people with a disability.

Camcycle advocates for inclusive cycling at every level, working to remove barriers which exclude those who want to ride and sharing the experiences of those whose stories aren't often told. We began the year campaigning against exclusionary barriers on King's Parade and at the Cambridge Biomedical Campus – thanks to strong campaigning from volunteers on the ground and a push for signatures on a local petition, the latter barriers were removed after just 27 days (see bottom left).

We continue to share the experiences of cyclists of all kinds in our quarterly magazine and seek to broaden the conversation on cycling in the press: features on handcyclist Steve Streets and young campaigners on Arbury Road were two of the stories picked up by the Cambridge Independent this year.

We are proud to see that our membership is becoming more diverse, but we know we have much more to do to improve the inclusiveness of our campaigning and our understanding of the needs of differing groups. Work on this issue will be an important focus for us in 2021.

We are informed

Having long called for an update to the out-of-date cycling guidelines in Local Transport Note (LTN) 2/08, we were delighted to welcome the publication of LTN 1/20 at the end of July, along with the bold ambitions for cycling laid out in the government's Gear Change report.

Phil Jones, one of the key advisors on the document, makes clear that one of the most significant changes on previous guidance is the focus on what is inclusive, not just what is safe. We invited him to speak at a webinar we had organised for local councillors, where they could ask questions about the guidelines and hear from Camcycle about how they could be applied to projects across Cambridgeshire. There should be no more excuse to see terrible infrastructure in new developments like Northstowe, where cyclists must navigate 10 tight right-angle bends as they cross the road from one section of cycle path to another.

Following the webinar, we sent the footage to all local councillors by email, one of the monthly updates we have been sending to keep them informed of the latest cycling news. Camcycle is already using LTN 1/20 to scrutinise planning applications and it has been great to see from the response to schemes such as Devonshire Quarter that our decision-makers are doing so too.

UK-wide cycling and planning organisations took note when, in October, members of the city council's planning committee voted 5 to 2 to reject proposals for two new buildings in the area near Cambridge station. The decision followed a strong campaign from local groups including Camcycle and Smarter Cambridge Transport, but also specifically cited the way the designs failed to abide by the standards laid out in LTN 1/20. It's an excellent precedent to have been set by the UK's cycling capital and we hope to see this level of scrutiny continue in 2021.

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We are influential

Camcycle gains positive change for cycling through our strong network of members and supporters: 75% of those who completed our member survey in 2019 said they had responded to a consultation after being prompted to do so by a communication from Camcycle. In 2020, emails to decision-makers from residents helped persuade them to vote against officer recommendations on several occasions, standing up for cycling safety on behalf of residents at Station Square, Coldham's Lane roundabout and the Cambridge Retail Park, among others.

Moving to online meetings has not slowed the pace of our engagement with stakeholders: trustees and staff continue to meet with a wide range of individuals and groups, seeking to collaborate to achieve the best outcomes for people cycling. In 2020, our Executive Director hosted a series of global webinars for the Urban Cycling Institute at the University of Amsterdam (which were later turned into an online course), was interviewed for Department for Transport research and persuaded Chris Boardman to support a campaign to encourage online sites such as Gumtree and eBay to do more to address the issue of cycle theft.

We have been regular attendees at the online 'Ideas with Beers' gatherings arranged by leading urban engineer Brian Deegan and won praise from national cycling experts for our presentations on Spaces to Breathe. Our campaign for recognition of the importance of social or 'side-by-side' cycling in the Highway Code, was discussed in the All-Party Parliamentary Group for Cycling and Walking and later taken up by both Cycling UK and British Cycling.

Our work is positive

We believe in a world made better by cycling and we celebrate the joy of riding wherever we can! Despite not being able to gather in person for a 25th anniversary celebration in June 2020, we marked the occasion with two monthly meetings of memories, social media feeds full of archive photos for Volunteers' Week, a bumper summer issue of our magazine and a special thankyou video for everyone who has cycled in the Cambridge area and supported our work since our foundation in 1995.

Many of the things we campaign for take a while to come to fruition and none more so than the Chisholm Trail, first proposed back in 1998. The installation of the Abbey-Chesterton bridge, a key part of the northern section of the Trail, caused much excitement amid local communities with updates on the progress of the giant crane used to lift it into place filling many social media feeds! Meanwhile, in the south of the city, we enjoyed testing out the first Dutch roundabout in the UK. Our comment that it felt like 'a small piece of Dutch cycling heaven' made headlines in both the UK and the Netherlands.

The campaign for a better Mill Road is another project for which we are determined to keep sharing an inspiring vision. Our Mill Road 2021 campaign was announced in the local paper under the headline 'Let's be positive' and we continue to work to engage the community in discussions about constructive solutions to the street's key issues.

Our work is practical

With so many consultations happening in our region this year, often involving hundreds of pages of technical documents, Camcycle has been busy summarising schemes and highlighting important survey links and email addresses to help members and supporters have their say.

Volunteers began the year – before the need for social distancing arose – handing out information leaflets to people at the Cambridge Biomedical Campus and Adams Road, encouraging them to send emails objecting to new barriers and a busway proposal that would endanger cyclists. Online we have highlighted consultations through social media and sent out reminders as part of our weekly updates.

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Some consultations will have a huge impact on cycling provision for the future, so we spent extra time preparing evidence-based guides to help our members respond: in February we prepared a ten-page document of sample answers for the Greater Cambridge Local Plan and, in September, we wrote guides to help people respond to proposals for new development in North East Cambridge. Researching and summarising consultations and preparing responses can be very time-consuming, so we would welcome interest from more volunteers who would like to get involved. The bigger our team, the more impact we can have with this important work.

Consultations and planning applications we promoted to our members in 2020 include:

| | |
|---|--|
| <ul style="list-style-type: none">● Cambridgeshire County Council● Climate and Environment Strategy● GCP Maddingley Road Cycling and Walking Project● GCP City Access: Downing Street changes● Greater Cambridge Local Plan● Cambridge South Station● Devonshire Quarter development,● Cambridge Station● Cambridge City Council Cargo Bikes Loan Scheme● Cambridge Autonomous Metro (CAM)● East Barnwell Conversation● DfT Future of Transport regulatory review● DfT Decarbonising Transport conversation● Cambridge Retail Park bollard removal● GCP Eastern Access● GCP Waterbeach to Cambridge● North East Cambridge Area Action Plan● King's Parade vehicle restrictions | <ul style="list-style-type: none">● Ministry of Housing: Planning for the Future● DfT Highway Code review● DfT Roads Policing review● DfT Managing Pavement Parking● Red Cross Lane area parking TRO● Government Spending Review● Lancaster Way roundabout● University of Cambridge: Eddington Phase Two● England's Economic Heartland Transport Strategy● Cambridgeshire and Peterborough Independent● Commission on Climate Change● Cambridge City Council Climate Change Strategy● Cambridge South East Transport Better Public Transport and Active Travel● GCP City Access/Covid-19 Experimental TROs● Mill Road ETRO |
|---|--|

Our work is professional

Our deep level of experience in cycle campaigning allows us to speak with authority when we respond to planning applications and share our views with local authorities and developers. We often produce technical diagrams to illustrate our points, communicating clear recommendations backed up by the latest evidence and guidance on cycle infrastructure design.

In all our communications, both internal and external, we strive to embed a tone of professionalism and respect for our audiences. Organisational policies – for example, on social media use and media engagement – guide our work and we are currently updating our cycling policies, so that we can more clearly articulate our position on issues relating to cycling and empower others to do the same.

The pandemic has brought about changes to the focus of our work, and we have been able to make good progress on key systems and governance projects, including transitioning all our website onto the Wordpress platform. This will make it easier to make much-needed updates to structure and

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content in 2021. We have also grown our YouTube channel, which now has 90 subscribers and 28 videos: these support our campaigns and help our monthly meeting and infrastructure videos reach a wider audience. Member communications remain extremely important to us: our quarterly magazine and weekly emails are vital ways to share news of our work, especially while we are not able to meet in person.

Policy project

Clarifying our policies on cycling and showing how they relate to our goals of more, better and safer cycle journeys has become more important as we attract more volunteers and begin to advise new groups across the region. In 2020, we employed Ellie Gooch and Beth Barker, who had been Camcycle interns in 2019, to progress these policies and build on work done by volunteers including Robin Heydon, Martin Lucas-Smith, Nigel Deakin and Sarah Hughes.

Developing these policies in a democratic way is important, so in addition to seeking member views at the beginning of each policy, we are publishing each paper in a draft format initially so that they are publicly available for comment. We have also been working with stakeholders to inform our views, for example consulting Cambridge Past Present and Future on our policy on Green Spaces.

Campaigning feeds into our policy work and vice-versa: this year our micromobility policy was vital when talking to Voi, the provider of Cambridge's new e-scooters, and the campaign against barriers at Cambridge Biomedical Campus informed our policy on Obstructions in Cycleways and Access Controls. We currently have 31 policy sentences on our website and four full draft papers. Four more will be added soon and 25 more are in the research stage.

Financial Review

Total income in the year was £122,745 (2019: £121,159), which after total expenditure of £97,712 (2019: £105,105) resulted in a surplus of £25,033 (2019: £16,054). Despite the challenges the pandemic created in 2020, it was a good year for Camcycle financially. We managed to maintain income at a consistent level, with a slight reduction in expenditure owing to the reduction in in-person events. While sponsorship and event income were reduced, our strong campaigning during this time inspired more donations. We're pleased to see that our income is becoming more diversified, but we would like to further reduce overreliance on key major donors and increase income to sustain an additional staff member. All funding, from any source, is subject to our Donation and Funding Acceptance Policy (view at camcycle.org.uk/charity-policies).

Statement of the Charity's Policy on Reserves

We target a minimum reserves level sufficient to meet 6 months of staff and office costs and 12 months of membership servicing costs. At the end of the 2020 financial year, we had total reserves of £133,161, higher than our target minimum reserves, although with the increased costs of our new third staff member and the possibility that we could soon hire another, we are expecting these reserves to fall. Trustees review the Charity's reserves policy on a regular basis.

Details of Any Funds Materially in Deficit

The Trustees declare that the charity had no funds which were materially in deficit at the date of the statement of assets & liabilities.

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Going Concern and Covid-19

The Charity's reserves policy is designed to ensure that it holds sufficient reserves to meet obligations as they become due, and trustees are confident that in the event of a significant fall in income, the Charity can reduce expenditure in a controlled manner whilst continuing as a going concern. Whilst Covid19 has posed significant operational challenges to the Charity, and impacted in-person events, falls in event related income have been offset by an increase in individual donations, and through effective working from home, has continued to deliver the Charity's objectives as described above.

Particulars of Any Outstanding Guarantee Given by the Charity

The Trustees declare that the charity has given no guarantee where potential liability is outstanding at the date of the statement of assets & liabilities.

Particulars of Any Outstanding Debt

The Trustees declare that the charity has no outstanding debts which are secured by an express charge on any of the assets of the charity at the date of the statement of assets & liabilities.

Trustee Selection Methods:

Trustees must be members of Camcycle and are elected at our AGM each year or can be co opted during the year by the board of trustees.

How New Trustees are Inducted and Trained:

We conduct a skills audit each year to determine areas to focus on when recruiting new trustees. We aim to conduct open recruitment with advertising on many relevant sites, on social media in our magazine and through our membership communications.

Declaration

The Trustees declare that they have approved the above report and authorised that it be signed on their behalf.

Approved by the trustees on 22 Jan 2021 and signed on behalf of the charity's trustees by:

Robin Heydon
Chair
Date 22 Jan 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CAMBRIDGE CYCLING CAMPAIGN

I report to the charity trustees on my examination of the accounts of Cambridge Cycling Campaign for the year ended 30 September 2020 which are set out on pages 12 to 19.

This report is made solely to the Trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. My work has been undertaken so that I might state to the Trustees matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Trustees for my independent examination work, for this report, or for the statement I have given below.

Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Brian Corbett MBA

38 Chesterton Hall Crescent
Cambridge

CB4 1AP

Date: 22 January 2021

CAMBRIDGE CYCLING CAMPAIGN

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30 September 2020

| | Notes | General Fund 2020 £ | Restricted Fund 2020 £ | Total Funds 2020 £ | Total Funds 2019 £ |
|---|-------|------------------------------|---------------------------------|-----------------------------|-----------------------------|
| INCOMING RESOURCES | | | | | |
| Membership Subscriptions | | 20,933 | - | 20,933 | 19,295 |
| Individual Donations | | 8,797 | - | 8,797 | 8,245 |
| Corporate Donations | | 5,318 | | 5,318 | 890 |
| Major Donations | | 23,531 | 38,874 | 62,405 | 49,592 |
| Gift Aid | | 8,111 | | 8,111 | 8,944 |
| Grants, non-governmental | | 2,700 | 1,000 | 3,700 | 8,250 |
| Government grants | | 10,000 | | 10,000 | 6,000 |
| Charitable trading | 3 | 3,208 | | 3,208 | 19,673 |
| Interest Received | | 273 | - | 273 | 270 |
| TOTAL INCOMING RESOURCES | | 82,871 | 39,874 | 122,745 | 121,159 |
| RESOURCES EXPENDED | | | | | |
| Cost of sales | 4 | 235 | - | 235 | 1,898 |
| Staff costs | 5 | 37,611 | 40,256 | 77,867 | 76,437 |
| Office costs | | 4,770 | - | 4,770 | 5,127 |
| Campaigning | | 1,392 | - | 1,392 | 2,599 |
| Advocacy and Education | | 3,830 | - | 3,830 | 4,539 |
| Events | | 867 | | 867 | 6,673 |
| Member Servicing | | 771 | - | 771 | 888 |
| Training, Conference, Affiliations | | 570 | - | 570 | 1,146 |
| Depreciation | | 3,236 | - | 3,236 | 2,977 |
| Other Overheads | 7 | 4,174 | - | 4,174 | 2,821 |
| TOTAL RESOURCES EXPENDED | | 57,456 | 40,256 | 97,712 | 105,105 |
| Net incoming/(outgoing) resource before investment gains/(losses) | | 25,415 | (382) | 25,033 | 16,054 |
| Net income/(expenditure) | | 25,415 | (382) | 25,033 | 16,054 |
| RECONCILIATION OF FUNDS: | | | | | |
| TOTAL FUNDS BROUGHT FORWARD | | 80,594 | 27,534 | 108,128 | 92,074 |
| TOTAL FUNDS CARRIED FORWARD | | £ 106,009 | £ 27,152 | £ 133,161 | £ 108,128 |

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BALANCE SHEET

As at 30 September 2020

| | Notes | £ | 2020 £ | £ | 2019 £ |
|---|-------|----------------|------------------|------------------|-----------|
| FIXED ASSETS | | | | | |
| Tangible assets | 8 | | 4,815 | | 6,962 |
| CURRENT ASSETS | | | | | |
| Debtors | 9 | 12,259 | | 19,629 | |
| Cash at bank and in hand | | 118,128 | | 84,232 | |
| | | <u>130,387</u> | | <u>103,861</u> | |
| CREDITORS: amounts falling due within one year | 10 | (2,041) | | (2,695) | |
| NET CURRENT ASSETS | | | <u>128,346</u> | <u>101,166</u> | |
| NET ASSETS | | | <u>£ 133,161</u> | <u>£ 108,128</u> | |
| FUNDS | | | | | |
| Restricted funds | 11 | 27,152 | | 27,534 | |
| General fund (unrestricted) | 11 | 106,009 | | 80,594 | |
| | | | <u>£ 133,161</u> | <u>£ 108,128</u> | |
| | | | - | - | |

The financial statements were approved by the Trustees on 14 January 2021 and signed on their behalf by:-

ROBIN HEYDON, Chair

CHRIS HOWELL, Treasurer

The annexed notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

1. ACCOUNTING POLICIES

a. General information and basis of preparation of financial statements

Cambridge Cycling Campaign is a charitable unincorporated association, established in the United Kingdom. The nature of the charity's operations and principal activities are described in the Trustees' report.

The charity constitutes a public benefit entity as defined by the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published in October 2019 (SORP 2019), FRS 102, the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2019.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Change of accounting policy

The Charity has changed its account policy this year from the receipts and payments basis to the accruals basis - see note 13

b. Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

c. Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Whilst Membership subscriptions give members the right to participate in meetings of the charity, they do not give the member rights to any services or other benefits from the Charity, so are received in the nature of a gift are recognised when received in line with our other income recognition policies

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

No amount is included in the financial statements for volunteer time in line with the SORP 2016. Further detail is given in the Trustees' Annual Report.

d. Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

e. Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Computers and IT - 3 years
Office and Other Equipment - 3-5 years
Vehicles (Bikes)- 4 years

f. Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains/(losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably.

g. Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

h. Going concern

The financial statements have been prepared on a going concern basis. The trustees set a minimum reserves policy designed to ensure the charity can meet all obligations as they fall due, and have sufficient time to respond to any reductions in income to allow costs to be reduced and continue as a going concern. Reserves remain above the minimum target level.

i. Judgements and key sources of estimation uncertainty

The Trustees do not believe that any significant judgements or estimates have been needed in compiling these financial statements

CAMBRIDGE CYCLING CAMPAIGN

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

| 2. GOVERNMENT GRANTS | 2020 | 2019 |
|--|-----------------|-----------------|
| | £ | £ |
| In the year ending 30 Sep 2020, the Charity received £10,000 under the Government's Coronavirus Small Business Support grant scheme. | 10,000 | |
| In the previous year, the Charity received the following grants from Cambridge City Council - | | |
| Cycling and Walking Promotion Grant | | 2,000 |
| Cambridge Festival of Cycling 2019 - Cycling and Walking Promotion Fund Grant | | 4,000 |
| | <u>£ 10,000</u> | <u>£ 6,000</u> |
| | | |
| 3. CHARITABLE TRADING INCOME | 2020 | 2019 |
| | £ | £ |
| Advertising | 2,685 | 4,979 |
| Service Provision (Receipts) | 0 | 2,949 |
| Sponsorship | 0 | 8,995 |
| Corporate Subscriptions | 225 | 425 |
| Merchandise | 298 | 539 |
| Event Income | 0 | 1,786 |
| | <u>£ 3,208</u> | <u>£ 19,673</u> |
| | | |
| 4. COSTS OF CHARITABLE TRADING | 2020 | 2019 |
| | £ | £ |
| Cost of Merchandise | 235 | 1,745 |
| Cost of Service Provision | 0 | 111 |
| Cost of Fundraising | 0 | 42 |
| | <u>£ 235</u> | <u>£ 1,898</u> |
| | | |
| 5. STAFF AND VOLUNTEERS | 2020 | 2019 |
| | £ | £ |
| Wages and salaries | 72,081 | 71,130 |
| Social security costs | 3,162 | 2,924 |
| Pension costs | 1,916 | 1,680 |
| Other employee costs | 552 | 703 |
| Volunteer Development | 156 | - |
| | <u>£ 77,867</u> | <u>£ 76,437</u> |

CAMBRIDGE CYCLING CAMPAIGN

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

The Charity operates a defined contribution pension scheme in compliance with auto-enrolment obligations. The contributions to this scheme recognised as an expense in the SOFA are the pension costs shown above.

The pay policy is set-out within the internal policies in the website - www.camcycle.org.uk/charity-policies

No employee received remuneration in excess of £60,000

| | | |
|---|----------|----------|
| Average numbers of staff employed during the year | <u>3</u> | <u>2</u> |
|---|----------|----------|

6. TRUSTEES, KEY MANAGEMENT PERSONNEL AND RELATED PARTIES

The trustees have identified Executive Director Roxanne De Beaux as key management personnel.

| | | |
|--|-----------------|-----------------|
| Benefits Received by Key Management and Trustees | <u>£ 44,161</u> | <u>£ 43,260</u> |
|--|-----------------|-----------------|

No trustees were remunerated by the charity for their work. Reimbursed reasonable expenses incurred in carrying out their duties for the Charity were as follows - travel costs:

| | | |
|--|--------------|--------------|
| | <u>£ Nil</u> | <u>£ 100</u> |
|--|--------------|--------------|

| | | |
|---|----------|----------|
| Number of trustees with expenses reimbursed | <u>0</u> | <u>2</u> |
|---|----------|----------|

5 trustees (2019: 3) made donations to the Charity, totalling £12,450 (2019: £8,100) none had significant conditions attached to them. This is in addition to routine membership payments made by all trustees.

7. OTHER COSTS

| | 2020 | 2019 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Bank Charges | 322 | 354 |
| Computing & IT | 843 | 900 |
| Insurance | 1,712 | 1,119 |
| Other Postage | - | 10 |
| Professional Services | 1,267 | 409 |
| Telephone | 30 | 29 |
| | <u>£ 4,174</u> | <u>£ 2,821</u> |

8. TANGIBLE FIXED ASSETS

| | 2020 | 2019 |
|-------------------|----------------------------------|-------|
| | Equipment, furniture and bike(s) | |
| | £ | £ |
| Cost | | |
| At 1 October 2019 | 10,863 | 9,840 |
| Additions | 1,089 | 1,023 |

CAMBRIDGE CYCLING CAMPAIGN

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

| | | |
|-----------------------|----------------|---------------|
| At 30 September 2020 | <u>11,952</u> | <u>10,863</u> |
| Depreciation | | |
| At 1 October 2019 | 3,901 | 924 |
| Charge for the year | 3,236 | 2,977 |
| At 30 September 2020 | <u>7,137</u> | <u>3,901</u> |
| Net book value | | |
| At 30 September 2019 | £ 6,962 | |
| At 30 September 2020 | <u>£ 4,815</u> | |

| | | | |
|----------------------------|-----------------|----------|---------------|
| 9. DEBTORS | 2020 | | 2019 |
| Due within one year | £ | | £ |
| Trade debtors | 1,000 | £ | 1,057 |
| Prepayments | 11,259 | | 18,572 |
| | <u>£ 12,259</u> | <u>£</u> | <u>19,629</u> |

| | | | |
|---|----------------|----------|--------------|
| 10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 2020 | | 2019 |
| | £ | | £ |
| Trade creditors | 23 | | 812 |
| Subscriptions - to be reimbursed | 30 | | 37 |
| Social security and other taxes | 1,343 | | - |
| Accruals | 645 | | 1,846 |
| | <u>£ 2,041</u> | <u>£</u> | <u>2,695</u> |

11. STATEMENT OF FUNDS

| Current year | Brought Forward £ | Incoming Resources £ | Resources Expended £ | Transfers £ | Carried Forward £ |
|-------------------------|----------------------|-------------------------|-------------------------|----------------|----------------------|
| RESTRICTED FUNDS | | | | | |
| Staff costs | 25,534 | 38,874 | (39,256) | - | 25,152 |
| Summer interns | - | 1,000 | (1,000) | - | - |
| Cycle parking guide | 2,000 | - | - | - | 2,000 |
| | - | - | - | - | - |
| | <u>£ 27,534</u> | <u>£ 39,874</u> | <u>£ (40,256)</u> | <u>£ Nil</u> | <u>£ 27,152</u> |
| General fund | 80,594 | 82,871 | (57,456) | - | 106,009 |
| Restricted fund | 27,534 | 39,874 | (40,256) | - | 27,152 |
| | <u>£ 108,128</u> | <u>£ 122,745</u> | <u>£ (97,712)</u> | <u>£ Nil</u> | <u>£ 133,161</u> |

CAMBRIDGE CYCLING CAMPAIGN

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

| <i>Prior year</i> | <i>Brought Forward</i> | <i>Incoming Resources</i> | <i>Resources Expended</i> | <i>Transfers and investment gains/(losses)</i> | <i>Carried Forward</i> |
|------------------------|------------------------|---------------------------|---------------------------|--|------------------------|
| | £ | £ | £ | £ | £ |
| <i>General fund</i> | 57,148 | 72,567 | (49,121) | - | 80,594 |
| <i>Restricted fund</i> | 34,926 | 48,592 | (55,984) | - | 27,534 |
| | <u>£ 92,074</u> | <u>£ 121,159</u> | <u>£ (105,105)</u> | <u>£ Nil</u> | <u>£ 108,128</u> |

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

The Restricted fund is represented entirely by the cash at bank; the General fund is represented by all other assets and liabilities.

13. CHANGE OF ACCOUNTING POLICY

The Charity has changed its account policy this year from the receipts and payments basis to the accruals basis to match income to expenses so better reflect the Charity's performance during the year as the Charity continues to grow. The main impact of the change is to include debtors and creditors in the Charities funds, and to capitalise fixed assets that previously had been expensed when they were paid for. The impact of the change on the previously reported results for year ending 30 Sept 2019 is as follows:

| | 2020 | 2019 |
|---|------|-----------------|
| | £ | £ |
| Net Receipts (Receipts and Payments Basis) | | 10,941 |
| Timing of receipt of gift aid | | 4,929 |
| Net impact of other timing differences | | 185 |
| Net Income (Accruals Basis) | | <u>£ 16,054</u> |

The impact on the Charity's funds at 30 Sep 2019 and 30 Sep 2020 of the change in policy is as follows:

| | | |
|---|-------------------------|------------------|
| Funds - Cash (Receipts and Payments Basis) | 118,128 | 84,232 |
| Add: Debtors | 12,259 | 19,629 |
| Deduct: Creditors | (2,041) | (2,695) |
| Capitalisation of Fixed Assets | 4,815 | 6,962 |
| Funds - (Accruals Basis) | <u>£ 133,161</u> | <u>£ 108,128</u> |