

Field	Entry
Name of organisation	Community Minibus Association (West Sussex)
Charity or company registration number	1173818
House name/number	The Old School Car Park Office
Address line 1	School Lane
Town/city	Storrington
Postcode	RH20 4LL
Contact full name	Gwilym (Bill) Hughes
Email address	billhughes111@icloud.com
Phone number	01903 770362
Alternative phone number	07753 687728
Which of the following best describes your organisation?	Members/Service Users Transport Scheme
Which of the following categories are eligible for your organisation's transport services?	People with a physical or sensory disability (including frailty) People with a learning difficulty or mental health problem Over retirement age Under 21 Members of a voluntary organisation/association, religious group, school or college People living in a rural area with little or no public transport services
Area(s) covered by your organisation	Ashington, Billingshurst, Petworth, Bury, West Chiltington, Pulborough, Steyning, Storrington, Walberton, Barnham, Aldingbourne, Yapton and Wisborough Green.
Operating times for an average week	Monday to Friday, 9am to 5pm, with additions depending on direction and the purpose of the journey.
How many individual groups does your organisation provide transport for?	53 groups, for example Scouts. In an average week we may transport up to 10 groups.

How many individual passengers does your organisation provide transport for?	740 individual passengers are signed as members. In an average week, we may transport up to 100 passengers. We can transport passengers with a sensory disability, learning difficulty or mental health problem so long as they are accompanied by a carer. Carers are not charged for the journey. During the coronavirus, the charity is also assisting non members who need to attend surgeries for essential visits that are not related to the coronavirus.
Vehicles your organisation owns or uses as part of the service it provides	11 standard minibuses, without any special access provisions.
Do you use vehicles belonging to other organisations?	No
Does your organisation have a paid transport manager/coordinator?	No
How many full time, paid staff does your organisation have?	None.
How many part time paid staff does your organisation have?	None.
How many volunteer staff does your organisation have?	331 volunteers who act as drivers, escorts, admin, trustees, booking officers, etc.
Do you work together with other local groups in your area?	No
Provide details of other local groups you work with	The Macular Society
Details of your current sources of funding	2019 annual funding figures. 2020 figures will obviously be affected by the coronavirus. Forecast figures for 2020 are provided in the Forecast submission. Donations and legacies £36,000 Investment £3,500 Membership and fares £53,000 Total funding for 2019 £91,500
Details of any reserves	Our total reserves are categorised as unrestricted, restricted and

that your organisation holds	<p>designated. Total reserves (excluding the value of minibuses) are £269,000 of which designated reserves are £200,000 and unrestricted reserves are £69,000. We do not hold any restricted reserves.</p> <p>Designated reserves are held for minibus replacement and the development of the fleet, broken down as follows: Replacement of minibuses over the next 4 years, as existing minibuses reach the end of their life: £120,000 Reserve to cover shortfall in fares resulting from the coronavirus. This is the annual cost of maintaining minibuses when not running or generating income, and for refunding membership fees paid in 2020: £30,000 Development of a new management system. Our current system is largely manual in many villages, making it very difficult to consider improving our controls or extending the service to new villages: £50,000</p>
What is the total amount you are seeking from the County Council?	£20,000
How will the grant be spent?	<p>Protect the current membership fee and fares structure so that the coronavirus does not impact the financial position of passengers. At the moment, we will need to provide for refunds for membership fees paid in 2020. We will also need to consider increasing either / both membership fees and fares to cover the anticipated income shortfall for 2020. A grant of £20,000 will allow us to refund where appropriate, protect current fares and meet our plans to replace minibuses. Each minibus normally lasts 8 to 10 years, so a replacement of at least one bus a year is necessary. Failure to replace minibuses in any given year only adds the requirement for additional funding in future years.</p>
Upload your most recent income and expenditure account	https://www-admin.westsussex.gov.uk/media/forms/upload/form_7c2b6f94-c8d2-4ea1-90d2-12544625e705/d1537f1a-93c7-4d70-86e4-a1df355955a2/commminibusass_income_and_rev.jpeg
Upload your most recent balance sheet	https://www-admin.westsussex.gov.uk/media/forms/upload/form_7c2b6f94-c8d2-4ea1-90d2-12544625e705/29bb5041-49eb-44e8-a7b3-6590505afd8c/commminibusass_balance_sheet.jpeg
Upload passenger numbers from the last 12 months	https://www-admin.westsussex.gov.uk/media/forms/upload/form_7c2b6f94-c8d2-4ea1-90d2-12544625e705/1a48be8c-9afd-480c-847d-bdb10b5a6060/commminibusass_passenger_numbers.pdf
Upload your planned expenditure for the coming year	https://www-admin.westsussex.gov.uk/media/forms/upload/form_7c2b6f94-c8d2-4ea1-90d2-12544625e705/e5d30645-90bc-4cec-8a76-

	185335c51b1e/lockdown budget 2020 - final.pdf
Supporting documents	https://www-admin.westsussex.gov.uk/media/forms/upload/form_7c2b6f94-c8d2-4ea1-90d2-12544625e705/8da7ee26-4c75-4580-a93e-662660af6b96/additional_information.docx
Your full name	Gwilym Edward Hughes