

Annual Return (AR30) form

Section 1 – About this form

An Annual Return must be completed by all societies registered under the Co-operative and Community Benefit Societies Act 2014 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1965) or the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1969). The Annual Return must include:

- this form;
- a set of the society's accounts; and
- where required, an audit report or report on the accounts.

A society must submit the Annual Return within 7 months of the end of the society's financial year. Failure to submit on time is a prosecutable offence.

Please note that this form, including any details provided on the form, will be made available to the public through the Mutuels Public Register

For guidance on our registration function for societies under the Co-operative and Community Benefit Societies Act 2014, which includes guidance on the requirement to submit an Annual Return, please see here:

Section 2 – About this application

Society name	HIGH SUFFOLK COMMUNITY TRANSPORT Ltd
Register number	27141R
Registered address	Timberley, School Rd, Monk Soham, Woodbridge, Suffolk
Postcode	IP137EN

2.1 What date did the financial year covered by these accounts end?

3	1
---	---

1	2
---	---

2	0	1	9
---	---	---	---

Section 3 – People

3.1 Please provide the names of the people who were directors of the society during the financial year this return covers. Some societies use the term 'committee member' or 'trustee' instead of 'director'. For ease of reference, we use 'director' throughout this form.

Name of director/committee	Month and year of birth	
Gerald Garwood	Oct	1943
Alan Nette-Thoma	Aug	1957
Cliff Arndt-Snelling		1951
Janice Hammond	May	1957
John Ridgwell	Jan	1939
Valerie Swallow	Sept	1944
Maureen Flannery	Dec	1946
John Wilkinson	May	1940

Continue on to a separate sheet if necessary.

3.2 All directors must be 16 or older. Please confirm this is this case:

All directors are aged 16 or over YES

3.3 Societies are within the scope of the Company Directors Disqualification Act 1986 (CDDA). Please confirm that no director is disqualified under that Act:

No director is disqualified YES

3.4 Please state any close links which any of the directors has with any society, company or authority. 'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

None

3.5 Please provide the name of the person who was secretary at the end of the financial year this return covers. Societies must have a secretary.

Name of secretary	Month and year of birth	
Janice Hammond	May	1957

Section 4 – Financial information

4.1 Please confirm that:

- accounts are being submitted with this form X
- the accounts comply with relevant statutory and accounting requirements X
- the accounts are signed by two members and the secretary (3 signatures in total) X

4.2 Based on the accounts, please provide the information requested below for the financial year covered by this return.

Number of members	19
Turnover	
Total Assets & Net Assets	57014 & 57014
Number of employees (if any)	19 volunteers
Share capital	£12
Highest rate of interest paid on shares (if any)	None

4.3 What Standard Industrial Classification code best describes the society's main business? Where more than one code applies, please select the code that you feel best describes the society's main business activity. You will find a full list of codes here: <http://www.cpa.gov.uk>

Section H 49390
other passenger land
Transport

Section 5 – Audit

Societies are required to appoint an auditor to audited unless they are small or have disapplied this requirement. For further guidance see chapter 7 of our guidance: <https://www.fca.org.uk/publication/financial-guidance/1915-12.pdf>

5.1 Please select the audit option the society has complied with:

- Full professional audit
- Auditor's report on the accounts
- Lay audit
- No audit

5.2 Please confirm the audit option used by the society is compliant with the society's own rules and the Act

We have complied with the audit requirements

5.3 Please confirm any audit report (where required) is being submitted with this Annual Return

Yes

Not applicable

The information below impacts the level of audit required of the society's accounts. Please provide answers to the following questions.

5.4 Is this society accepted by HM Revenue and Customs (HMRC) as a charity for tax purposes?

Yes

No

5.5 If the society is registered with the Office of the Scottish Charity Regulator (OSCR) please provide your OSCR registration number.

Not applicable

OSCR number:	
--------------	--

5.6 Is the society a housing association?

No Go to **section 6**

Yes Go to **question 5.7**

5.7 Please confirm which housing regulator you are registered with, and provide the registration number they have given you:

		Registration number
Homes and Communities Agency	<input type="checkbox"/>	
Scottish Housing Regulator	<input type="checkbox"/>	
The Welsh Ministers	<input type="checkbox"/>	
Department for Communities (Northern Ireland)	<input type="checkbox"/>	

Section 6 – Subsidiaries

6.1 Is the society a subsidiary of another society?

Yes

No

6.2 Does the society have one or more subsidiaries? (As defined in sections 100 and 101 of the Act)

Yes Continue to question 6.3

No Continue to Section 7

6.3 If the society has subsidiaries, please provide the names of them below (or attach an additional sheet)

Registration Number	Name

6.4 Please provide below (or on a separate sheet) the names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions: (the society must have written authority from us to exclude a subsidiary from group accounts)

Registration Number	Name	Reason for exclusion

Section 7– Condition for registration

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); or
- are conducting business for the benefit of the community ('community benefit society').

A society must answer the questions set out in either Section 7A or Section 7B of this form, depending on which condition of registration it meets.

If you are not sure which condition for registration applies to the society please see chapters 4 and 5 of our guidance:

<https://www.fca.org.uk/consumers/mutuals/annual-returns/section-7>

Please see attached note on objectives of the Community Bus

HIGH SUFFOLK COMMUNITY TRANSPORT LIMITED

Registered under the Industrial and Provident Societies Act. Reg No 27141R

HIGH SUFFOLK COMMUNITY BUS

The objectives of the above Community Bus are to provide local & community transport for the parishioners of the villages of Bedfield, Bedingfield, Kenton, Monk Soham, Redlingfield, Southolt, Tannington, & Worlingworth.

This is undertaken on the basis of a Scheduled Services under section 22, and through Private Hire.

The Service is run entirely by volunteers, both the Management Committee and the Drivers are unpaid. This is run on a non profit making basis and hence is non commerical.

Under the Schedule Service the bus tours various villages to pickup passengers and then travels to various destinations.

These consist of weekly Service runs as follows

- i. A Tuesday run to Framlingham calling via Saxtead Green.
- ii. A Thursday run to Stowmarket calling via Debenham.
- iii. A Friday run to Diss calling via Redlingfield & Eye.

In addition the following services are provided on the :-

- i. First Wednesday in each month a run to Bury St Edmunds via Westthorpe.
- ii. First Saturday, & third Wednesday in each month a run to Ipswich.
- iii. Second Saturday & Fourth Wednesday in each month a run to Norwich via Eye & Tivetshall St Mary.
- iv. Third Saturday in each month a run to Bury St Edmunds Via Debenham.
- v. Fourth Monday in May, June & Sept to Lowestoft.

The fares charged are kept to an absolute minimum, only sufficient to recover the operational costs, (expenses and maintenance of the bus), plus a contribution to a depreciation fund to replace the existing vehicle once its useful life has expired. The Bus operates the Suffolk County Council's Concessionary Fares Scheme As from April 2006 this will be Free. Note: the majority of the passengers carried, (90%) are over 60, many of these do not have their own transport.

Outside the Schedule Services the Bus is available for Private Hire. In addition to local individual groups taking advantage of this facility, it is also used by the local school & the local over 60s club.

Section 7A - Co-operative societies Not applicable

Co-operative societies must answer the following questions in relation to the financial year covered by this return.

7A.1 What is the business of the society? For example, did you provide housing, manufacture goods, develop IT systems etc.

7A.2 Please describe the members' common economic, social and cultural needs and aspirations. In answering this question, please make sure it is clear what needs and aspirations members had in common.

7A.3 How did the society's business meet those needs and aspirations? You have described the society's business answer to question 7A.1, and in question 7A.2 you have described the common needs and aspirations of members. Please now describe how during the year that business met those common needs and aspirations.

7A.4 How did members democratically control the society? For example, did the members elect a board at an annual general meeting; did all members collectively run the society.

7A.5 What did the society do with any surplus or profit? For instance, did you pay a dividend to members (and if so, on what basis); did money get reinvested in the business; put into reserves; used for some other purpose?

Section 7B - Community benefit societies

Community benefit societies must answer the following questions in relation to the financial year covered by this return.

7B.1 What is the business of the society? For example, did you provide social housing, run an amateur sports club etc.

See attached Note

Non commercial Community Transport

7B.2 Please describe the benefits to the community the society delivered? Here we are looking to see *what* the benefits to the community were. Community can be said to be the community at large. For example, did you relieve poverty or homelessness through the provision of social housing.

Provide Local Community Transport to the parishioner of Eight rural parishes. Approx 90% of passengers are on concessionary fares.

There is virtually no other public transport supporting these locations

7B.3 Please describe how the society's business delivered these benefits? The business of the society must be conducted for the benefit of the community. Please describe *how* the society's business (as described in answer to question 7B.1) provided benefit to the community.

By providing community bus transport with concessionary fares

7B.4 Did the society work with a specific community, and if so, please describe it here? For instance, were the society's activities confined to a specific location; or to a specific group of people? Please note that in serving the needs of any defined community, the society should not inhibit the benefit to the community at large.

We work with the eight parishes and Suffolk and Norfolk County Councils

7B.5 What did the society do with any surplus or profit? For instance, did you donate the money; did money get reinvested in the business; put into reserves; used for some other purpose?


All surplus monies are held in a reserve fund to purchase a new community bus when the old one reaches the end of its useful life. This occurs approx every 7 years.

7B.6 Please state any significant commercial arrangements that the society has, or had, with any other organisation that could create, or be perceived as creating, a conflict of interest. Please tell us how you ensured that any such conflict of interest did not prevent the society from acting for the benefit of the community.

None

Section 8- Declaration

The secretary of the society must complete this section.

Name	Janice Hammond
My signature below confirms that the information in this form is accurate to the best of my knowledge	
Signature	
Position	Company Secretary
Date	28 th August 2020

Section 9 - Submitting this form

Please submit a signed, scanned version of this form along with your accounts and any auditor's report by email to: mutualsannrtns@fca.org.uk.

Or you can post the form to:

Mutual Societies
Financial Conduct Authority
12 Endeavour Square
London
E20 1JN

This form is available on the Mutuals Society Portal:

Registered as a Limited Company in England and Wales No. 1920623. Registered office as above.