Strategic Development

CYCALL (Inclusive Cycling) Worthing

CYCALL

Plan 2023-2025

Foreward

Welcome to the strategic plan for CYCALL for the period 2023-2025. CYCALL was launched in May 2018 and started running adapted cycling sessions in June 2019. In late July 2019 we moved to our lovely new home at Brooklands Park, Worthing. In Spring 2021, we registered as a charity with The Charity Commission. As the organisation grew we recruited 4 session workers which allowed us to increase beneficiary numbers to meet demand for CYCALL sessions. Our volunteer team has also increased. We have been able to increase the number of CYCALL sessions and welcome more local settings and new customers. We are looking forward to continuing to build relationships with other organisations in the local community in 2025 and developing our CHUB which will host a new sensory space. 2025 will be challenging as funding is becoming more competitive and the increase in expenses continues to affect small charities such as CYCALL but we will continue to strive to be a place of joy, happiness and friendship. We are so grateful to our supporters, the success of CYCALL really is down to the amazing people who support the organisation in so many different ways.

Martine Walters Chairperson

Moving Forward - 2025 (In Brief)

To develop the CHUB sensory space

To recruit 2 additional volunteers

To engage in succession planning as Martine and Rob prepare to step aside from CYCALL-advertise in the wider community for new Chair/Trustees

To promote the benefits of adapted cycling to the wider community (including social prescribing)

To promote the benefits of adapted cycling as a preventative health care option for people in later life (well being rides)

To promote the benefits of adapted cycling to people with shared charecteristics (i.e. stroke recovery, MS therapy)

Our Vision ~ To make cycling accessible to all

Our Mission ~ To promote and enhance the health and wellbeing of all those involved with CYCALL

Organisational Behaviour to promote our values

Collaboration

Identify and pursue opportunities to form successful and meaningful partnerships with other organisations

Do our utmost to create an environment where everybody feels encouraged and supported

Respect



Demonstrate that we value diversity by accepting and respecting people's individuality

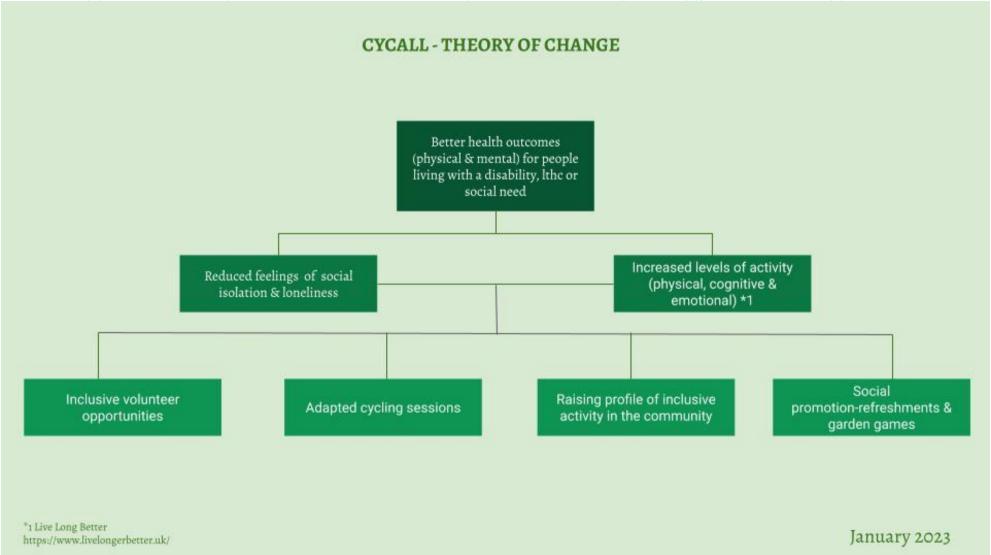
Treat people with courtesy, politeness, and kindness

Development

Demonstrate a positive attitude to the development of each other and the organisation



Strategic Development CYCALL (Inclusive Cycling) Worthing



Strategic

CYCALL (Inclusive Cycling)

Development

Worthing

Plan 2023-2026



| Particular Exercision Particular Procession Part | Targets | What | How | Who | When | KPI | Evidence/Comments |
|--|---|---|---|--------|---------------------------------|--|-------------------|
| Never see residence of the control o | Fundraising (Financial) | To apply for grants (see resources) | Apply for grant funding-(repeat & new funders) | MW/JM | See grant tracker for timetable | CYCALL will receive grants to cover core costs. CYCALL will receive | |
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| The private in explanation of the control of the co | | | | | | insurance, running costs, refreshments) | |
| Security of the standard open for a transform and some from the file of the standard form for the mind of th | bicycles | To attend community events (see events calendar) | Attend Worthing Carnival | Team | Ongoing | CYCALL will attend 2 community events | |
| Mendicative for Established Section Description of Committee Descript | | Sell donated goods at 2 car boot sales | Broadwater Green Car Boot Sale | Team | Ongoing | £200 will be raised by selling donated goods at car boot sales | |
| The control of Substandance Co | | | Record donations in Management Accounts | MW | Ongoing | CYCALL will receive +2% donations via Square in 2025 | |
| CONALA WILL STORMAN CONTROL CO | | Gift Aid Scheme | Promote Gift Aid to CYCALL supporters | Team | April-October | 25 supporters of CYCALL will sign GA declaration | |
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Strategic

CYCALL (Inclusive Cycling)

Development

Worthing

Plan 2023-2026



| Targets | What | How | Who | When | KPI | Evidence/Comments |
|--|--|--|----------------------|---------------------------|---|-------------------|
| - v | Develop opportunities for informal/formal volunteer discussions | Attend CW Volunteer Forun. Informal get togethers of volunteers. Appraisials. Volunteer Meetings. Volunteer rewards. Volunteer Thanksgiving. AGM. | MW | Ongoing - June | Volunteers will feel valued and supported. (Questionnaire in June) Birthday celebrations | |
| | Develop system of volunteer appraisal | Embrace Vision For Volunteering https://www. visionforvolunteering.org.uk/ | MW | Ongoing (May, July, Sept) | Volunteers will feel valued and supported. (Questionnaire in June) | |
| | Volunteer Induction | All new volunteers will undergo Induction Process. | MW | Ongoing | Volunteers will deliver safe and high quality CYCALL sessions. | |
| | Encourage workforce to become Dementia Friends | Organise Dementia Friends session for volunteers (Chesham House?) | AII | March | New volunteers will become Dementia Friends. CYCALL will raise profile of being a Dementia Friendly organisation. | |
| | Extend formal training opportunities (First Aid/Wheels For All, Makaton) | CDW to progress through Makaton training levels. Wheels 4 All training session. Inclusion training | All | Ongoing | CDW to become competent at Makaton. Makaton to be used at sessions. All workforce to receive Wheels 4 All/ Matt training. | |
| | Increase volunteer numbers with focus on volunteering opportunities for young adults with learning disabilities | Engage with Mencap to offer volunteering opportunities 'Our Active Community'. | MW | March | The team will continue to support MENCAP volunteer | |
| Resources (Site) The 'CYCALL' area will be a pleasant, calm, natural space. | Development of CHUB | Source and purchase sensory equipment for CHUB.(CIL funding £4000 remaining) | JM & team | November 2024 | CYCALL will have a new welcoming space (office/sensory space/hub) | |
| Areas for contemplation will be provided. | Continue to develop 'CYCALL garden' and wildlife habitats | More wildlife habitats. Bee friendly planting. Vegetable planting. | All | Spring | The CYCALL garden and wildlife area will be enjoyed by all park users. | |
| Resources (Equipment) | Mobile Hoist | Share widely availability of hoist | MW | Spring | The CYCALL hoist will be used for those who need assistance. | |
| | Take delivery of new Tomcat 'Dragon' | Laura LEJOG fundraising efforts | RW | Spring | CYCALL will increase fleet of bikes and maintain value of assets. | |
| | Service of bikes | All bikes to be serviced and well maintained. Records of maintenance & technical issues to be kept up to date. Repairs to be carried out in a timely manner. Matt to run maintenance training course. Maintenance checks to be completed /recorded at each session. | All & MS & Tomcat | Ongoing | Bike repairs and maintenance will be carried out regularly and records will be kept up to date. Matt to provide basic bike maintenance training. Bikes will be safe to use. | |
| Engagement CYCALL will be a well respected | To consolidate existing partnerships (Mencap- Volunteering) | Organise sessions for local organisations. Communicate volunteering opportunities to local organisations. | All | Ongoing | CYCALL will recruit 1 new volunteers from hard to reach groups of people by removing barriers to volunteering. (Mencap-LD) | |
| organisation and participate in the local community contributing | To explore further work with Bikeability | Engage with local Bikeability team/Dr Bike (CYCLING UK)-Matt Shaw | MW | February | Bike confidence sessions? | |
| positively. CYCALL will consolidate existing partnerships and create new | To make presentations to local organisations & schools to raise the profile of CYCALL & the benefits of adapted cycling | Advertise on Social Media & CW etc, that we can make presentations about the work of CYCALL. | MW | Ongoing | CYCALL will make 2 presentations to local groups or schools | |
| Governance CYCALL will be governed | Annual General Meeting | AGM | All | April 2025 | CYCALL AGM will be attended by all relevant stakeholders | |
| | Accounts | Keep accurated and detailed Management Accounts. Prepare and file accounts at the Year End (31/5/25) Send accounts to Independent Examiner (Masters Fuller) Set financial targets for 2025/26. Review and flex budget 3 times throughout Financial Year. Ensure spend is kept within allocated budget. | MW | June/July 2025 | Accounts will be Independently Examined and filed with Charities Commission on time. No anomalies will be found. | |
| transparent. Accounts will be filed on time and independently examined. | Three Trustees Meetings | 3 meetings of Trustees with Chairman's & Treasurers Report & any arising or other business. | MW | April, August November | Trustees will make decisions, plan activities and monitor CYCALL effectively. Trustees and workforce will maintain good communication. | |
| | Appoint new Chair | Advertise in local networks for a new Chair of Trustees | Trustees | April onwards | | |
| Partnership, Networking & Learning CYCALL will be an organisation of learning, innovation and sharing. We will be receptive to learning from each other and from other organisations. CYCALL will keep up to date with new research and use learning to inform activities. | To attend Networks & Forums: Sport England, Worthing & Adur Older People Networks (Age UK), Sussex Disability Sport Network (Active Sussex), National Association of Social Prescribing Hubs, Worthing Dementia Alliance, Dementia Friendly Worthing, The Health Foundation, Activity Alliance, LLWILL Learning Cohort (Active Sussex). LWB (Active Partnerships), Sported, Mencap-'Our Active Community'/ | Attend and participate fully in existing networks via Zoom and in-person meetings. Sign up to new network meetings which are relevant. | All | Ongoing | CYCALL sessions will evolve to account for new learning. CYCALL will continue to grow as an organisation with fresh ideas and innovation. | |

Strategic

Developmen

t Plan 2023 - CYCALL (Inclusive Cycling)

2025 Worthing



| | 2023 | 2024 | 2025 |
|---------------------------------|--|---|---|
| Fundraising (Financial) | To apply for grants (see resources) Funding for FT manager Funding for artwork (Autumn) To explore corporate fundraising streams To be selected as 'Charity of the Year' by a local organisations/company To attend community events (see events calendar) To undertake street/store collections To run an 'event fundraising' day (Summer) Monitor income from Square machine To sell donated goods at Car Boot sales Gift Aid Scheme | To apply for grants (see resources) To attend community events (see events calendar) To undertake street/store collections To run an 'event fundraising' day (Summer) Monitor income from Square machine To sell donated goods at Car Boot sales To be selected as 'Charity of the Year' by 2 local organisations/company Gift Aid Scheme | To apply for grants (see resources) To attend community events (see events calendar) To undertake street/store collections To run an 'event fundraising' day (Summer) Monitor income from Square machine To sell donated goods at Car Boot sales To be selected as 'Charity of the Year' by 2 local organisations/company Gift Aid Scheme |
| Beneficiaries & Stakeholders | To run 'specific' sessions for focus groups (hard to reach) e. g. (Focus on mental health & anxiety) To engage with local support groups for specific conditions, e.g. stroke recovery, MS support with the view to groups attending sessions To engage with Social Prescribers and increase SP referrals Baseline for focus groups Baseline for Social Prescribing | Consolidate focus groups sessions -Over 65 Set targets for 'specific group' sessions Set targets for SP referals | Consolidate focus groups sessions -Over 65 Set targets for 'specific group' sessions Set targets for SP referals |
| Practices & Procedures | Update Safeguarding, Child Protection & H & S Policies Review Risk Assessments (more detailed) Update DBS checks if needed Apply for DBS checks Run Safeguarding training for new volunteers/sess workers MW & RW update 1st Aid training (& 2) | Review all policies & procedures | Review all policies & procedures |

| Monitoring & Evaluation | Revisit Theory of Change | Consolidate M & E learning from Sported | Review M & E |
|-------------------------|--|--|---|
| | Set MAD targets | Set MAD targets | Set MAD targets |
| | Develop M & E strategy with advice from Henry Dorling | Produce an Impact Report | Produce and Impact Report |
| | (Sported) adopting Realist Evaluation Approach | | |
| | Obtain feedback forms from participants | | |
| | Develop use of whiteboards and creative data collection to | | |
| | measure impact | | |
| | Focus groups ; Obtain baseline data and track | | |
| | health/wellbeing progress | | |
| | Produce an Impact Report | | |
| Workforce | Train Holly - Assistant Manager (volunteer manager) | Embed volunteer appraisal system | |
| | Funding for full time manager | Holly to take on more responsibility | |
| | Review Volunteer Policy/Volunteer Strategy | Full time Manager | |
| | Attend CW Volunteer Forum | Tun time manager | |
| | Embrace Vision for Volunteering | | |
| | Volunteer Induction | | |
| | | | |
| | Develop system of volunteer appraisal Develop | | |
| | opportunities for informal/formal volunteer discussions | | |
| | Increase volunteer numbers with focus on volunteering | | |
| | opportunities for young adults with learning disabilities | | |
| | Develop support system for volunteers | | |
| | Recruit and Induct 2 session workers | | |
| | Extend formal training opportunities (First Aid/Wheels | | |
| | For All, Makaton) | | |
| | Encourage workforce to become Dementia Friends | | |
| | | | |
| Resources (Site) | Improve appearance of containers with 'natural wrap' | Paint containers | |
| | Continue to develop 'CYCALL garden' and wildlife habitats | | |
| | | | |
| Resources (Equipment) | Service of bikes Sensory | Service of bikes | Service of bikes Repalce |
| | equipment | Replace 'Derek' Fun To Go | Wheelchair Transporter |
| Tu sa samant | To annual data animin a nantu analina (Manana | Danilar a san alati a alti a anish a anno aita a anta an | Danilar a annual si an shina mish annuan isan annsa |
| Engagement | To consolidate existing partnerships (Mencap- | Develop new relationships with community partners | Develop new relationships with community partners |
| | Volunteering) Engage | | |
| | with Co-op as a local cause | | |
| | Take part in WMHAW | | |
| | To explore further work with Bikeability | | |
| | To run Big Bike Revival sessions (Cyclo Analysis) | | |
| | To engage with local TV & radio to raise profile | | |
| | | | |

| Governance | Annual General Meeting (7.10.23) | Annual General Meeting | Annual General Meeting |
|-------------------------|--|---|---|
| | 3 x Trustees Meetings | 3 x Trustees Meetings | 3 x Trustees Meetings |
| | Appoint 1 new Trustee Re-appoint | Appoint 1 new Trustee | |
| | founding Trustees | | |
| Partnership, Learning & | To attend Networks & Forums: Sport England, Worthing | To attend Networks & Forums: Sport England, Worthing | To attend Networks & Forums: Sport England, Worthing & Adur |
| Engagement | & Adur Older People Networks (Age UK) , Sussex Disability | & Adur Older People Networks (Age UK) , Sussex | Older People Networks (Age UK) , Sussex Disability Sport Network |
| | Sport Network (Active Sussex), National Association of | Disability Sport Network (Active Sussex), National | (Active Sussex), National Association of Social Prescribing Hubs, |
| | Social Prescribing Hubs, Worthing Dementia Alliance, | Association of Social Prescribing Hubs, Worthing | Worthing Dementia Alliance, Dementia Friendly Worthing, The |
| | Dementia Friendly Worthing, The Health Foundation, | Dementia Alliance, Dementia Friendly Worthing, The | Health Foundation, Activity Alliance, LLWILL Learning Cohort |
| | Activity Alliance, LLWILL Learning Cohort (Active Sussex). | Health Foundation, Activity Alliance, LLWILL Learning | (Active Sussex). LWB (Active Partnerships), Sported |
| | LWB (Active Partnerships), Sported | Cohort (Active Sussex). LWB (Active Partnerships), | |
| | | Sported | |
| | | | |
| | | | |