

The Parson Cross Community Development Forum

(Registered charity number 1102741)

(Company limited by guarantee. Registered Number 4626358)

financial statements

for the year ended 30 March 2023

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The Parson Cross Community Development Forum

Legal and administrative information

Trustees

Mrs Norma Ashmore	Chair
Mr Ian Brown LLB	
Leigh Bramall	
Cyril Olsen	
Cllr Anthony Damms	
Rebecca Akers	
Cllr Mike Chaplin	

Company Secretary

Mr Ian Brown LLB

Registered Charity number

1102741

Company Ltd by Guarantee number

4626358

Principal address

St Thomas More Church and Community Centre
56 Margetson Crescent
Sheffield
S5 9NB

Independent examiner

Craig Williamson
The Ghyll
Threapland
Aspatria
CA7 2EL

Bank

National Westminster
72 Middlewood Road
Sheffield
S6 4PB

The Parson Cross Community Development Forum

Trustees' report

The Trustees present their annual report and financial statements for the year ended 30 March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Entities.

Achievements and performance

2022-23 was another very busy year for us at the Forum as we had 15+ projects running during that funding period, enabling us to support people with dementia, carers, those with complex health conditions and older people who are isolated, lonely or vulnerable. The ratio of male/female who attend our activities and groups is 40%/60% respectively, and 82% of our members (service users) are living with a disability. Our community centre also continues to be hire out on a regular basis to business and private bookings.

The funding we have secured over the past year has helped us progress as a community centre, be sustainable with our popular existing projects and expand our activities in response to the needs raised by the Community. In doing so we have been able to achieve a true impact and benefit for those who attend our activities, groups, and events.

We are a lifeline for so many people and funding has helped us keep people connected, reducing their isolation and increasing support. We have continued to maintain a safe environment that is welcoming, with no judgement or stigma and offer more services that are about social connections. Group led – our members tell us what they want to see happening in the community centre.

Opportunities for the Forum due to the support of our funders

- Conducting more consultations with our members, volunteers and community to understand what they really need.
- We have recorded more people through the door who wouldn't normally access our services and been able to provide them with the space to accommodate their different needs. Including a warm space during the current cost of living crisis.
- Helped us work more effectively and closely with GPs after the pandemic. We were the venue where dementia assessments were done, helping to bring the service to the community in a localised way.
- Expanded our partnership working opportunities to include relationships and projects developed with NHS Sheffield, Sheffield MIND, Sheffield Hallam Social Care students, Ignite Imagination and Compassionate Sheffield.

Involving people from our community in the work we do

We continually adapt to the needs of our community and only ever deliver services/projects we have been asked for. We have been a huge presence in our community for the past 24 years and have learnt to adapt to each and every trend, and never more so has this been more challenging as it has in the past 4 years, with the COVID 19 pandemic and now the Cost-of-Living crisis impacting severely on our community.

Due to regular consultation with our community, we are always adapting the way we work to accommodate specific needs and requirements. For example, our carers group would normally be face to face, but in 2022 we changed the format to make it a hybrid group via Zoom and face to face, opening it up to those carers who often couldn't attend in person but who expressed a need and interest in getting the peer support and help they so desperately needed. Our group has provided a valuable lifeline for those carers as they now feel less isolated and can connect with their peers to share, offload or gain advice.

The Parson Cross Community Development Forum

Trustees' report

Due to demand from our community, we also secured funding to set up a warm space project because of the increase in fuel, energy, and rising food costs. Many of our residents live alone or are on low incomes and the cost-of-living crisis is crippling their finances to a dangerous level. The aim of this project has been to offer a warm, welcoming space to help with reducing financial hardship and the rising cost associated with heating their homes and purchasing of food. The project is also improving people's mental health and reducing social isolation in these challenging times.

We have over 2000 followers on our social media platforms and use this as a working tool to promote our services and that of the wider community. (Even down to lost cats and dogs).

How we have joined up with what others are doing locally?

We make a conscious decision to never double up on a provision or groups that another service/organisation is already running in our area. Everything we do is because there is no other activity of that kind in the local community and has been devised from discussions with our community and members. We always aim to compliment not duplicate services/activities.

Some of the outcomes of this has been that we attend local partnership meetings to see how we can work with them more proactively. In particular, this has created some very successful opportunities:

- Worked with Sheffield MIND, to facilitate the Through the Clouds Bereavement Service, which offers one to one bereavement support over a 6-week period.
- We were supported by the Covid 19 Memorial Fund (Compassionate Sheffield), which enabled us to work in partnership with Ignite Imagination to help people share their experience, memories and feelings about before, during and after the pandemic.
- Due to the success of our Memory Cafes, we were approached by the GP services, and they delivered dementia assessments here the Forum.
- By running the Wishes Fulfilled Dementia Play, which covered end of life care, we are now planning to work in partnership with Compassionate Sheffield to deliver a Death Café here at the Forum in 2023.
- We have also worked in partnership with Sheffield Museums on one of their project and Sheffield Theatres to promote their dementia activities.
- We work closely with Sheffield Social Services and all local nursing/care homes.

We constantly ask for advice and guidance from our volunteers who have lived experience of dementia and varying complex health conditions and they are the experts in this field. Their knowledge and experience is valuable and adds strength to our decision making and programme of activities. We were actively recruiting more volunteers in 2022 and now have 22 people, this includes volunteers for our activities/services and our board of Directors as well as referring potential new volunteers to other organisations that better suite the individual's needs. We actively promote volunteering within our centre, receive volunteer referrals from SOAR and are approached via social media and the local Volunteer Centre.

How our organisation has helped people and our community?

We have seen an uptake in attendance from 40-60yr olds who have learning disabilities as other services locally to support social care needs are inactive, and there is nowhere else to go. Although our groups aren't entirely suitable for them, we are working with them to find solutions, and more recently have sought funding to run a group specifically for people with learning disabilities and their carers to join.

The Parson Cross Community Development Forum

Trustees' report

The Wishes Fulfilled play we hosted in October 2022, was a brilliant success and allowed a more open dialogue about end-of-life care, support and individuals needs. It was attended by many in our community, counsellors and other businesses. The feedback from the event was heart warming to read through and encouraging to know we had met the needs of our community so well. This has since led us to work in partnership with Compassionate Sheffield to look at delivering a dementia friendly Death Cafe . A lot of people in our community have lost loved ones so this café is designed to be a safe space for them to come along, share their experiences and receive some peer support.

[Death Cafe is an international movement, and a place where people of all ages and backgrounds can gather to eat cake, drink tea and talk about death. Its aim is to break down the taboos around discussing death, in order to help people make the most of their finite lives.]

We continue to work proactively with care homes, sheltered accommodation and assisted living organisation. We also have a number of care homes and day services attend our activities with the people they look after as there is no other services available for their needs in the local area. We are always working to keep the groups and activities relevant for the community and because everything we do is people led, this ensures we are helping our community and addressing their needs directly.

We were asked by our volunteers and local community to put on a pantomime in December 2022. The performance was attended by 143 people and presented an opportunity for families, and extended family members, to come together and enjoy something fun together at an affordable cost. The pantomime provided each person with a goodie bag of snacks and refreshments, so no family missed out.

Over the next year we will also be working with the local business/traders on the Economic Recovery Fund to look at regenerating the shopping parade and providing large scale community events to increase the footfall and usage of our local independent shops.

Winning the BBC Radio Sheffield Make a Difference in your Community Award 2022 for our dementia services proved to us that we are making a difference as the community nominated us for the award and we were told that we had received lots of individual nominations.

Hearing laughter, seeing smiles, and knowing people are genuinely having fun in our community centre reassures us that we are doing something right, making a difference to people's mental health and helping them connect with other people in the community.

Other organisations in the City replicate the model for our Memory Cafes due the success of ours. We receive many requests from our University and GP services for student visits to our Memory Café.

What we have learned

Achievements

We have recorded increasing numbers every week, with many new people coming along to our tea parties. We have had a new sequence dancing group join because another one in the area has closed.

We have been extremely successful in raising our profile in our local and regional areas, through awards, media and with local MPs, counsellors, universities and businesses.

In March 2023, at one of our Monday morning Memory Cafe we had a visit from Jonathan Ashworth, Shadow Secretary of State for Work and Pensions for the Labour and Co-operative Party. Jonathan came along to see our work and speak to our members about how they benefit from accessing our services. He also listened to the concerns that some of our members have about the rising cost of living, and of course, with it being our Memory Cafe and the lovely Keeley May was singing for us, Jonathan didn't get away without having a dance with us all.

The Parson Cross Community Development Forum

Trustees' report

We have also been visited by:

- ITV Calendar News. Calendar spent a full day with us filming and understanding more about what we do, interviewing members and volunteers. The feature was aired in December 2022
- Sky News, who visited the centre to talk about the cost-of-living crisis
- Local Councillors and Cabinet Ministers including
 - o Jill Furness
 - o Mike Chaplin
 - o Tony Damms
 - o Jayne Dunn
- Sheffield Hallam University Students

We won the BBC Radio Sheffield Making a Difference Award 2022. We use social media daily to promote our services and activities and show off our good work.

How we have changed what we do

Through regular consultations with our service users, trustees, volunteers, GPs, carers and care home workers, we are continually changing our programme of activity or group structures to accommodate the needs of the time. Through this consultation we were successful in obtaining funding to refurbish all our toilet blocks, this enabled us to install a fully electric adult changing unit as we were made aware that there is no other provision locally that has this and other than hospitals and universities there are only 4 available across the whole City. By having this changing unit, it reduces the anxiety and stress for both the person living with a disability and their carers.

Also through feedback from consultation we have managed to secure funding to deliver additional projects including Warm Spaces, Death Café and an art group for adults with learning disabilities. Many services have a huge backlog for their services that our provision is needed more than ever. We are the busiest community centre in Sheffield and to our knowledge, no other community centre offers what we do. Five TARA groups have been closed in the local area so we are the first point of contact for our local community and if more local services keep closing down, the impact on health and social care will be detrimental.

In the coming year we will be working with NHS Sheffield to be one of the organisation that people are referred to when they are coming out of hospital. We are intending to increase our services and activities for people with learning disabilities and men's mental health. We want to work with more services, partners and groups to make them aware of what help is available for early interventions. Often by the time people come to us they are at crisis point and seeing us is a last resort.

We are considered a flagship organisation for dementia services/centres in Sheffield. Our model is referred to regularly by other services, and we are continually asked how we do what we do. Other services that do exist are struggling to recruit attendees, but we are not and will put out more tables and chairs to accommodate the interest each week.

We will continue to recruit and work with new volunteers and ensure all our volunteers feel valued and their needs are met; this is part of everything we do.

For the next few months, we will be looking at securing continuation funding to enable us to continue delivering our full programme of services and activities for the whole community. Securing funding for our Charity is vital, as losing any of our services would be damaging and put extra pressure on our already stretched NHS services.

We are also going to be working in partnership with local independent businesses and Business Sheffield on the Economic Recovery Fund bid for the redevelopment of our local shops, businesses and outside space to give the local community a sense of pride in their area.

The Parson Cross Community Development Forum

Trustees' report

The Reserves Policy:

Trustees continue to review our Reserves Policy in accordance with the change of financial responsibilities.

A proportion of reserves will be maintained in a readily realisable form

The currently reserve level will continue to be assessed to ensure it covers the necessary salaries, office, expenditure and rent, and winding down costs, these would be drawn from both restricted and unrestricted funds as the risks apply to both heads.

Risk Management Policy:

In assessing the risks, the Trustees continue to measure the likelihood of occurrence and the severity of the impact on the work of the charity. The trustees make decisions based on minimising the impact of risk whilst maximising the charities' ability to meet its objectives.

Future Strategy:

The Trustees need to build on the Forums achievements and dedicated memberships and continue to set out clear priorities for the future development of the Forum and the impact this has on staffing.

Taking into account our objectives the Trustees have set a forward planning strategy, which ensures continuity of staff, so that in the event of future funding becoming available we are still equipped to fulfil our aims and objectives and more

The plans for this forthcoming year include;

To continue and promote the development of services and facilities at St Thomas More Community Centre

To work with local businesses on the new Economic Recovery Fund bid for regeneration of our local shopping parade.

To engage with the community and ensure that consultation is carried out on any new development projects and work with residents to ensure that any new developments continue to fit in with the present landscape

Continue to secure funding to ensure the future sustainability of our organisation and offer services which will bring in sustainable income streams for the Forum

To look for new initiatives that will benefit the area and its residents including reducing social isolation and loneliness and offering a holistic health approach to some of our services

To continue to develop our volunteer programme

To explore new and future opportunities for promoting the work of the Forum.

To provide an information point for the public i.e. signposting

To provide an administration service for the community and other organisations

Some of these objectives will have a higher priority than others, such as developing priorities that sustain the Forum, but it is our intention to have as much involvement as is physically possible in others.

The Parson Cross Community Development Forum

Trustees' report

Trustees responsibilities for the financial statements

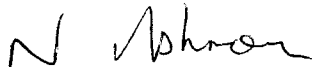
Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- ☐ select suitable accounting policies and apply them consistently;
- ☐ make judgements and estimates that are reasonable and prudent.
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- ☐ state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the Trustees on 25/9/23 and is signed on their behalf by:



Norma Ashmore
Chair of trustees

The Parson Cross Community Development Forum

Independent Examiner's report on the Accounts of The Parson Cross Community Development Forum for the year ended 30 March 2023

I report on the accounts of the company for the year ended 30 March 2023, which are set out on pages 10 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- ☐ to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement


In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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:  _____

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Date:  _____

The Parson Cross Community Development Forum

Statement of financial activities for the year ended 30 March 2023

	Notes	Total 2023	Total 2022
Incoming resources	1	£	£
Grants and donations	2	163,974	142,416
Activity income		36,347	16,011
Rental income		21,017	19,328
Young at Heart		1,677	1,332
Service charges		2,078	837
Bank interest		75	2
Total incoming resources		225,168	179,926
Resources expended			
Staff	3	82,006	83,900
Premises and utilities		6,641	6,370
Refurbishment		12,333	28,692
Equipment, repairs, maintenance and cleaning		9,152	4,218
Stationary, printing and postage		522	872
Social events and community services		27,920	35,412
Young at Heart		1,000	850
St Thomas Moore management and services		6,000	6,000
Accountancy & payroll		786	747
Total resources expended		146,360	167,061
Net incoming/(outgoing)resources		78,808	12,865
Fund balances brought forward		168,809	155,944
Fund balances carried forward	6	247,617	168,809

The Parson Cross Community Development Forum

Balance Sheet as at 30 March 2023

	Notes	2023 £	2022 £
Fixed assets		-	-
Current assets			
Balance at bank and cash in hand		248,172	169,334
Debtors	4	-	-
Total current assets		248,172	169,334
Creditors: amounts falling due within one year	5	(555)	(525)
Net current assets/(liabilities)		247,617	168,809
Total assets less current liabilities		247,617	168,809
Net assets		247,617	168,809
Represented by			
Unrestricted general fund		175,016	110,863
Designated funds		11,775	11,098
Restricted income fund	6	60,826	46,848
		247,617	168,809

For the period ending 30 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities;

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

This report was approved by the Trustees on 25/9/23 and is signed on their behalf by:



Norma Ashmore
Chair of trustees

The Parson Cross Community Development Forum

Notes to the accounts

for the year ended 30 March 2023

1 Accounting policies:-

(a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Accounting for income

Donations and sundry income are accounted for on receipts basis. Grant income and fee income are accounted for on an accruals basis, insofar as it is prudent to do so.

(c) Accounting for purchases with an expected life of more than one year

It has been considered prudent to write off the costs of such items in the year of purchase

2 Grants

Grants received during the year were:-

	2023	2022
	£	£
ASDA Foundation	1,240	-
Awards for All	9,758	-
Big Lottery Reaching Communities	82,880	81,076
The Cooperative Foundation	-	2,254
Diocese of Hallam	5,497	-
John Osbourne Charitable Trust	-	-
D Oyle Charitable Trust	-	-
NHS Sheffield	1,000	2,000
Sheffield City Council	16,324	32,347
Sheffield Mind	4,000	-
Sheffield Town Trust	2,500	2,500
SOAR - Memory Café	17,378	10,312
SOAR - PKW Carers Group	1,885	6,414
SOAR - Indoor Bowling	1,408	-
SOAR - Lets Build Health	-	1,226
SOAR - Pantomime	-	1,494
Veolia	15,575	-
Utley Foundation	1,000	-
Other grants and donations	3,529	2,793
	163,974	142,416

3 Staff numbers and costs:-

	£
Wages and salaries	79,731
Employers National Insurance	2,275
	82,006

The average number of employees during the year was 3, all of whom were engaged in activities in furtherance of the objects of the charity.

No employees received emoluments in excess of £50,000 per year

Trustees are not remunerated. No trustees received reimbursement of out-of-pocket expenses.

The Parson Cross Community Development Forum

Notes to the accounts (continued) for the year ended 30 March 2023

4 Debtors

These are services and expenses that have been paid for in advance but not used during the accounting period. They are in respect of:

	2023 £	2022 £
Debtors	-	-
	<u>-</u>	<u>-</u>

5 Creditors and accruals

These are expenses owed by the group but not paid during the accounting period. They are in respect of:

	2023 £	2022 £
Creditors	555	525
	<u>555</u>	<u>525</u>

6 Restricted funds

	Brought forward	Incoming resources	Outgoing resources	Closing balance 31/03/23
		£	£	£
Big Lottery Reaching Communities	44,827	82,880	(82,975)	44,732
Awards for All	-	9,758	(1,665)	8,093
D Oyle Charitable Trust	413	-	(413)	-
Sheffield City Council	1,608	-	(1,608)	-
Sheffield City Council - Cake My Day	-	2,350	(1,060)	1,290
Sheffield City Council - Pantomine	-	2,450	(240)	2,210
Sheffield City Council - Suicide Prevention	-	2,650	-	2,650
Sheffield City Council - Toddler	-	2,490	(639)	1,851
	<u>46,848</u>	<u>102,578</u>	<u>(88,600)</u>	<u>60,826</u>