

Registered Charity Number: 1119436
Company number: 05334100

Shirecliffe Community Forum

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2021

Shirecliffe Community Forum

Contents

	Page
Legal and administrative information	1
Directors' annual report	2 - 6
Independent examiner's report	7 - 8
Statement of financial activities	9
Balance sheet	10
Notes to the accounts	11 - 15

Shirecliffe Community Forum

Legal and administrative information For the year ended 31 March 2021

Directors (Trustees)

I Akbar	Chairman
C Early	
P Howard	
S Latif	
K Leary	
B Walters	Resigned 31 March 2021

Secretary

S Latif

Key management

L Norman Centre Manager

Charity number

1119436

Company number

05334100

Registered office

Shirecliffe Community Centre
Shirecliffe Road
Shirecliffe
Sheffield
South Yorkshire
S5 8XJ

Independent Examiner

Sarah Lightfoot, FCA DChA
Employee of:
VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Shirecliffe Community Forum

Directors' annual report For the year ended 31 March 2021

The trustees are pleased to present their annual directors' report for the year ending 31 March 2021 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 the 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) issued in October 2019.

Structure, governance and management

Shirecliffe Community Forum is a company limited by guarantee (company number 05334100), incorporated on 17 January 2005 which is governed by Memorandum and articles of association. The company registered as a charity on 31 May 2007 (charity number 1119436).

The directors are responsible for overseeing the operations of the charity. Day to day management of the charity is provided by paid staff.

Objectives

The objects of the charity are the promotion for the benefit of the public of urban or rural regeneration in areas of social and economic deprivation (and in particular in Shirecliffe) by all or any of the following means;

1. the relief of poverty
2. the relief of unemployment
3. the advancement of education training or retraining amongst unemployed people and providing unemployed people with work experience
4. the provision of financial and technical assistance or business advice or consultancy on order to provide training and employment opportunities for unemployed people in cases of financial or other charitable needs through help
 - a. in setting up their own business
 - b. to existing businesses
5. the creation of training and employment opportunities by the provision of workspace, buildings and/or land for use on favourable terms
6. the maintenance, improvement or provision of public amenities
7. the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances have need of such facilities
8. the protection and conservation of the environment
9. the provision of public health facilities and childcare
10. the provision of public safety and crime prevention
11. for such other charitable purposes as the directors in their absolute discretion think fit.

We manage a community centre, providing services and activities previously unavailable in the Shirecliffe area.

Shirecliffe Community Forum

Directors ' annual report - continued For the year ended 31 March 2021

Achievements and Performances

From late March 2020 the UK entered a period of social distancing and self-isolation in response to the Coronavirus pandemic, which had a profound effect on the practical functioning of the charity.

The centre closed on the 26th of March 2020. We opened up as soon as we were allowed to do so, but most of our tenants and groups decided to stay away due to government guidelines on shielding and working from home. The majority of our office tenants worked from home during the pandemic, only coming into the centre to collect post and equipment needed to work from home.

For two full months we furloughed all our staff. The centre manager, one trustee and caretaker went in once a week to complete all health and safety checks. The caretaker went in for one hour a day during the first lockdown to make sure we didn't have any health and safety or security issues, he also cleaned the building once a week so we could open quickly if needed.

At the end of May 2020, SCC asked if we could open the centre up for their office, which we did straightway as we had been on top of any issues and had been deep cleaning the centre once a week. This enabled the centre to bring back one of the cleaners from furlough. Therefore, we have had one cleaner and caretaker working ever since.

The Community Centre opened in July, we welcomed back PCT and Karate activities immediately. The NHS came back to the centre in July for two days a week, which they increased to three days a week from the beginning of 2021. Zumba and Mini Kids came back in September 2021.

Sheffield City Council came round and issued people limits to all our rooms to ensure that we complied with safe distancing and these have been adopted for all our tenants. We have abided by Covid restrictions from the start and are still abiding by them. We have been audited by SCC for Covid compliance and have passed each time. As of now we have not had one Covid case attributed to the centre including the Nursery, Family centre and MAST.

North Sheffield Group for the Disabled are shielding and as yet have not returned to the centre, but will be returning at the end of January 2022. Some groups such as AA and City Church have still not come back to the centre, but we have high hopes that they will return in 2022.

The footfall of the centre was on the up before the lockdown, due to an increase in the level of sessional bookings and further new groups. The Forum has regular income from courses run by Everyone Health and NHS Pulmonary care. We are still receiving extremely positive feedback from the groups and clubs that use the centre on how accommodating, cleanliness and friendly the centre is.

Our Karate group is going from strength to strength winning National awards and recognition within the Community. We have a new class on Saturday mornings run by the Karate group for Women only which some weeks is having up to 25 participants.

The Hall is still our main stream of Sessional income. The stage is being used for the breakfast and after school club that has just started back up in the later part of 2021.

2020/21 was a very hard year for all our Tenant's, and in the first quarter of 2020 we lost both MP and City Church. After speaking with SCC we were able to pick up a New tenant (Family Time) that has taken over the entire first floor except for one room, which is occupied by Computer repair business.

Shirecliffe Community Forum

Directors ' annual report - continued For the year ended 31 March 2021

The outside space is still a work in progress. There are now quite a few seating areas, it is a safe and peaceful area to sit. Our hope is that it will bring all residents of Shirecliffe together, but as yet we are still struggling with the effects of the pandemic. We also believe it was an active part in securing the contract with Family Time. We are actively still looking for volunteers to keep the gardens looking neat and tidy. Shirecliffe Forum is hoping to work closely with the New Nursery to fully utilise the outside place and secure more funding for the Community garden.

Financial Performance

2021 was a good year for finance for the forum. We hope this to be the turning point for the centre. We now have full occupancy at the centre, and with one group taking all the vacant offices on the first full the administration will become easier, obviously after the initial start up period.

Our sessional income is on the increase with the addition of some more new groups to the centre.

We have seen a slight increase in costs including utility and insurance, the majority of expenditure is being authorised by board members. Maintenance costs for both sides of the centre will continue to be substantial as the building gets older. We have also renewed our Automatic door at a cost of £4.4K shared by SCC.

It is still of the upmost importance that the high levels of maintenance and housekeeping is preserved we therefore are not able to cut too many costs in those areas. We have seen consumables rise again due to the pandemic. We have continued to purchase PPE and increase our cleaning regime; we now stagger the cleaning so that the centre is cleaned at least 7 times a day.

The financial impact could have been catastrophic, but due to the lockdown grants we received from SCC and the Big Lottery grant in September 2020 to cover lost income and costs. Staff were furloughed while the centre was closed and then while the centre was partially open. All costs were tightly monitored and expenditure was kept to minimum, the main expenses were on health and safety (mostly Covid related) The centre lost all its sessional income for three months. We are financially in a better position than we have been for the last 5 years. This is down to us furloughing off our staff, reducing costs and adapting to the situation as required.

Plans for the future

Depending on the ongoing Covid situation our main aim is still to try and help the Community wherever we can. We didn't have a Christmas fare this year but the panto did take place in 2021 and it was a great success even with reduced numbers. Covid permitting we will put on some Easter events in 2022. We are also still looking to hold a couple of Car boot sales during the summer months of 2022 covid restrictions permitting this will put us back in the Community spot light.

We are Providing Healthy Hampers again this winter continuing on from the summer, and hope this will become a regular feature for the centre. We have had some fantastic feedback and are getting a really good name for our Holiday club with praise coming from SCC, local schools and the Nursery on site.

Our Ethos is that we don't turn any viable project down without careful consideration.

We are still optimistic that City Church still remains an integral part of Shirecliffe Community Hub even though they have reduced their occupancy of the centre.

From January 2022 we aim to rent the stage out on a permanent basis Monday to Friday to our new Breakfast and after School club.

Shirecliffe Community Forum

Directors ' annual report - continued For the year ended 31 March 2021

Plans for the future - continued

We have two new groups that have joined us during the latter part of 2021, The Afghan Society and a new Food Bank both great additions to the Community centre.

The Forum is constantly striving to locate new prospects ensuring the financial security of the Community Centre. The forum is still gaining new groups due to our spacious rooms as they are looking to rent rooms due to being unable to carry out their activities in a safe environment in their current premises.

We have also had two enquiries from Save the Children to rent the Hall and 1 other room so that they can run Family courses.

Shirecliffe Community Centre remains very strong after the past 12 months of Covid, and has proven that with everybody working towards a common goal we will survive and succeed.

Reserve Policy

The management committee has reviewed the charities requirements for their reserves, in light of the main Risk to the organisation. The reserves are needed to meet the working capital requirements of the forum on an ongoing basis.

The Forum aims to maintain a reserve of at least It was agreed that the committee would hold 6 month's general running costs in reserve. Based upon current levels of expenditure £25,000 would be held in reserve.

Free reserves (unrestricted funds excluding fixed assets) at 31 March 2021 were £33,028 (2020: £15,702).

At the meeting the committee also agreed how surplus funds beyond the amount to be held in reserve could be used for the benefit of the community centre. It was agreed that surplus funds could be used as follows –

- To give financial support to existing community activities if required
- To give financial support to assist the development of new community activities and services
- To purchase additional equipment for the benefit of community centre user groups and / or replace existing equipment if required
- To make minor improvements to the community centre to make it a more welcoming environment
- To promote the community centre through the printing of posters and leaflets and the development of a community centre website
- To support training needs of community centre volunteers / committee members
- To support community centre volunteers through the provision of volunteer expenses for travel and associated costs

The committee will consider on a regular basis the levels of funding that it holds and how this funding can be used to benefit the community centre and its associated activities and services.

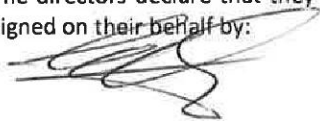
Shirecliffe Community Forum

**Directors ' annual report - continued
For the year ended 31 March 2021**

Small company provisions

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

The directors declare that they have approved the directors' report above on 27 01 2022 and are signed on their behalf by:



Print name: COLIN EARLY
Director

Independent Examiner's report to the trustees of Shirecliffe Community Forum ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have identified the following matters to which attention should be drawn in this report:

- A failure of charity governance that could lead to charitable funds being put at risk

The constitution requires a minimum of 4 trustee meetings per year, however only 1 meeting was held during January 2020 and November 2020, despite the centre being closed due to lockdown, then re-opening when restrictions eased, and only three from March 2021 to May 2021, and none from them until the signing of the accounts in January 2022.

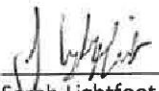
The trustees relied on the centre manager and the treasurer to make and execute all decisions during the covid-19 pandemic. The centre manager was solely responsible for all salary and supplier invoice payments during the year.

No progress has been made on any of the recommendations given in March 2021 as a result of my 2020 independent examination work.

Since I have provided sufficient warning in the past to you, the trustees, regarding lack of governance, and the situation has become worse over the past couple of years, I am now bringing this matter to your attention within this independent examination report, and directly to the Charity Commission.

Independent Examiner's report to the trustees of Shirecliffe Community Forum ("the Company") - continued

I have no other 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.

Signed: 
Sarah Lightfoot, FCA DChA
On behalf of:
VAS Community Accountancy
The Circle
33, Rockingham Lane
Sheffield
S1 4FW

Date: 28 January 2022

Shirecliffe Community Forum

Statement of Financial Activities (incorporating the income and expenditure account) for the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
Income from:							
Donations and grants	2	23,893	22,009	45,902	-	-	-
Charitable activities	3	66,209	-	66,209	95,943	-	95,943
Investments- bank interest		6	-	6	5	-	5
Total income		90,108	22,009	112,117	95,948	-	95,948
Expenditure on:							
Charitable activities	4	86,959	9,048	96,007	103,792	168	103,960
Total expenditure		86,959	9,048	96,007	103,792	168	103,960
Net expenditure		3,149	12,961	16,110	(7,844)	(168)	(8,012)
Transfers between funds	10	12,961	(12,961)	-	-	-	-
Net movement in funds		16,110	-	16,110	(7,844)	(168)	(8,012)
Total funds brought forward		28,648	767	29,415	36,492	935	37,427
Total funds carried forward		44,758	767	45,525	28,648	767	29,415

Shirecliffe Community Forum

Balance sheet

As at 31 March 2021

	Notes	2021 £	2020 £
Fixed Assets			
Tangible Assets	7	11,730	12,946
Current assets			
Debtors	8	21,698	17,018
Cash at bank and in hand		29,727	10,045
Total current assets		51,425	27,063
Creditors: amounts falling due within one year	9	(17,630)	(10,594)
Net current assets		33,795	16,469
Total assets less current liabilities		45,525	29,415
Creditors: amounts falling due after more than one year		-	-
Total net assets		45,525	29,415
Funds of the Charity			
Unrestricted funds		44,758	28,648
Restricted income funds	10	767	767
Total funds	11	45,525	29,415

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

Approved by the board on 27 01 2022 and signed on behalf of the board by:

Print name:

COLIN EARLY
Director

Shirecliffe Community Forum

Notes to the Accounts for the year ended 31 March 2021

1 Accounting Policies

(a) General

Shirecliffe Community Forum is a charitable company in the United Kingdom limited by guarantee. In the event that the charity is wound up the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the company information on page 1 of these financial statements.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011. The financial statements have taken advantage of the exemption to prepare a Statement of Cash Flows.

The charity meets the definition of a public benefit entity under FRS 102. The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to the accounts. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £.

(b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Sessional and rental income is recognised in the year the session took place.

Bank interest is recognised as income when it is credited to the bank statement.

(c) Expenditure and liabilities

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(d) Tangible fixed assets

All items of capital expenditure below £500 are written off as incurred.

Depreciation has been calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful lives on a straight line basis.

Fixtures and Fittings	4 years straight line
Leasehold improvements	over the remaining life of the short term lease

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Shirecliffe Community Forum

Notes to the Accounts - continued for the year ended 31 March 2021

(f) Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of receivables.

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific artistic projects being undertaken by the charity.

(i) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2 Income from grants	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
The National Lottery Community Fund - Coronav	-	22,009.00	22,009	-	-	-
Sheffield City Council - Covid-19 business support	15,085	0.00	15,085	-	-	-
Coronavirus Job Retention Scheme	8,808	0.00	8,808	-	-	-
	23,893	22,009	45,902	-	-	-
3 Income from charitable activities	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
Project delivery	1,263	-	1,263	-	-	-
Sessional income	9,470	-	9,470	17,772	-	17,772
Rents received	16,894	-	16,894	36,060	-	36,060
Building management charge	38,582	-	38,582	41,967	-	41,967
Other income	-	-	-	144	-	144
	66,209	-	66,209	95,943	-	95,943

Shirecliffe Community Forum

Notes to the Accounts - continued for the year ended 31 March 2021

4 Expenditure on charitable activities

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
Staff costs	6	14,585	3,287	17,872	16,960	-	16,960
Self employed administration		7,776	4,576	12,352	18,228	-	18,228
Project costs		1,422	405	1,827	-	-	-
Management contract recharge		3,900	-	3,900	6,987	-	6,987
Insurance		3,863	-	3,863	3,723	-	3,723
Rates and utilities		24,745	-	24,745	25,275	-	25,275
Telephone and internet		1,858	-	1,858	1,540	-	1,540
Printing, stationery and other admin expenses		2,388	-	2,388	962	-	962
Cleaning and environmental		1,166	280	1,446	3,654	-	3,654
Security and fire safety		4,542	-	4,542	3,872	-	3,872
Repairs and maintenance		17,223	-	17,223	18,855	-	18,855
Depreciation		1,216	-	1,216	1,216	-	1,216
Refreshments		-	-	-	1,560	-	1,560
Event costs		-	-	-	240	-	240
Garden costs		-	500	500	-	168	168
Bad Debt Provision		1,675	-	1,675	-	-	-
Independent examination fee	5	600	-	600	720	-	720
		86,959	9,048	96,007	103,792	168	103,960

5 Independent examiner's fees

	2021 £	2020 £
Other fees paid to the independent examiner's organisation:		
QuickBooks license	180	180

6 Staff Costs

	2021 £	2020 £
Salaries	17,872	16,960
	17,872	16,960

No employee received emoluments of more than £60,000. The average number of employees during the period was 3 (2020: 3).

Shirecliffe Community Forum

Notes to the Accounts - continued for the year ended 31 March 2021

7 Tangible fixed assets

	Fixtures and Fittings £	Leasehold improvements £	Total £
Cost			
As at 1 April 2020	7,141	16,553	23,694
As at 31 March 2021	7,141	16,553	23,694
Depreciation			
As at 1 April 2020	7,141	3,607	10,748
Depreciation charge	-	1,216	1,216
As at 31 March 2021	7,141	4,823	11,964
Net Book Value			
As at 31 March 2021	-	11,730	11,730
As at 31 March 2020	-	12,946	12,946

8 Debtors

	2021 £	2020 £
Trade debtors	21,698	17,018
Prepayments	-	-
	21,698	17,018

9 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	13,682	6,277
Accruals	1,239	720
Other creditors	-	498
Income received in advance	2,709	2,709
	17,630	10,594

10 Restricted funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance C/fwd £
Community Garden	767	-	-	-	767
The National Lottery Community Fund - Coronavirus Community Support Fund	-	22,009	(9,048)	(12,961)	-
	767	22,009	(9,048)	(12,961)	767

The National Lottery Community Fund - Coronavirus Community Support Fund

A grant given towards the support of the Centre to cover costs whilst income fell due to the impact of lockdowns. £12,961 was given to compensate for the loss of sessional/rental income and was transferred to unrestricted funds.

Prior year comparison

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance C/fwd £
Community Garden	935	-	(168)	-	767
	935	-	(168)	-	767

Shirecliffe Community Forum

Notes to the Accounts - continued for the year ended 31 March 2021

11 Net asset by fund

	Unrestricted funds £	Restricted funds £	Total 2021 £
Tangible assets	11,730	-	11,730
Net current assets	33,028	767	33,795
	<u>44,758</u>	<u>767</u>	<u>45,525</u>
<i>Prior year comparison</i>	<i>Unrestricted funds £</i>	<i>Restricted funds £</i>	<i>Total 2020 £</i>
<i>Tangible assets</i>	<i>12,946</i>	<i>-</i>	<i>12,946</i>
<i>Net current assets</i>	<i>15,702</i>	<i>767</i>	<i>16,469</i>
	<u><i>28,648</i></u>	<u><i>767</i></u>	<u><i>29,415</i></u>

12 Trustees remuneration, benefits and expenses and the cost of key management personnel

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2020: £nil) neither were they reimbursed expenses during the year (2020: £nil) as part of their role as trustees.

Colin Early is a trustee of Shirecliffe Community Forum, and was paid £2,141 (2020: £1,935) in the year for caretaking work, various building works and associated mileage. Payments were made in accordance with clause 5.3 of the Memorandum of Association and were made on a normal commercial basis.

Derek Brookes was a trustee of Shirecliffe Community Forum from 27 April 2021, and was previously a trustee from 2006 until 10 December 2019. During the 20/21 financial year £7,020 was paid to Derek Brookes for caretaking work, various building works and decorating. (2020: £9,467 was paid for 19/20 financial year). Payments were made in accordance with clause 5.3 of the Memorandum of Association and were made on a normal commercial basis. Neither Derek nor his wife Diane Brookes (who was also a trustee up to December 2019), were party to the Trustees decisions regarding the said payments.

No other trustee received payment for professional or other services supplied to the charity (2020: £nil).

The key management personnel of the charity comprises the trustees and Centre Manager, who is self employed. The Centre manager benefited from £17,154 in the year. (2020: £25,455).

13 Related party transactions

£nil was paid to the company during the year for rent from North Sheffield Federation of Disabled Self-Help Groups (2020: £10,820). Diane Brookes is a trustee of North Sheffield Federation of Disabled Self-Help Group and was a trustee of Shirecliffe Community Forum until 10 December 2019, and her husband Derek Brookes was a trustee of Shirecliffe Community Forum from 27 April 2021. The rent is paid at normal rent levels.

There were no other related parties other than those noted in note 11.