

CHARITY REGISTRATION NUMBER 1123187  
COMPANY REGISTRATION NUMBER 3427303

**MANOR AND CASTLE DEVELOPMENT  
TRUST LIMITED**

**GROUP ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Directors</b>	D M Lawton R Dowling Y S Bramall K Crawshaw Dr A J E Barnes S Mair-Richards S H Nicholson	(Appointed on 11 July 2022)
<b>Chief Executive Officer</b>	L Andrews	
<b>Finance Director</b>	C M Hurst	
<b>Secretary</b>	L Andrews	(Appointed on 7 August 2023)
<b>Charity number</b>	1123187	
<b>Company number</b>	3427303	
<b>Registered office</b>	Norfolk House Stafford Lane Sheffield S2 5HR	
<b>Auditors</b>	UHY Hacker Young 6 Broadfield Court Broadfield Way Sheffield S8 0XF	
<b>Bankers</b>	Co-operative Bank plc The Fountain Precinct Sheffield S1 2JZ	
	HSBC 2 Fargate Sheffield S1 2JS	
	Lloyds TSB Church Street Sheffield S1 1HP	

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

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# **MANOR AND CASTLE DEVELOPMENT TRUST LIMITED**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023**

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The trustees present their report and accounts for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by 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) (effective 1 January 2019)".

### **Public Benefit Statement: How we are meeting the PB requirement through our activities**

#### **Objectives and activities**

The group's objects are to assist, promote, encourage and facilitate the social, economic and environmental regeneration of the Manor, Castle and Woodthorpe areas of Sheffield – some of the United Kingdom's most deprived communities.

The constitution does allow the group to operate outside its prime area of benefit when there is evidence we can deliver social return and benefit to Manor and Castle Communities through this activity.

The group's vision: Proud to live and work as part of the Manor Castle communities.

The group's purpose: To support community action that brings about positive economic, social and environmental change through the development of enterprising solutions.

The group's key strategic social objectives for 2022/2023 that enabled us to meet the PB requirement were:

- to empower and support individuals to identify opportunities to improve their health and well-being, to improve their social and economic circumstances.
- to recruit and support volunteers where we can offer them personal development opportunities.
- to develop events and activities in the community that meet local needs.
- to identify key groups of vulnerable members of the community facing challenges that we can work with to develop local solutions to local challenges.

The group will work with other key partners in the area and contribute to achieving the vision for the neighbourhoods.

#### **Strategy for Delivering Public Benefit**

The core approach of the group has remained consistent and is reviewed on an annual basis as part of the business planning cycle. The Board has affirmed that the core business of the group is:

- Community economic development.
- Capacity building and organisational development.
- First rung community engagement.
- Personal development support.
- Support for groups to take collective action on issues that matter to them.
- Build relationships and trust with local people – particularly the people who are hardest to engage through mainstream service delivery.
- Raise the expectations and aspirations of the community.
- Deliver specific activities that contribute towards social and economic regeneration and neighbourhood improvement.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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- Encourage and support people to engage with services and training opportunities that stimulate social and economic inclusion and enhancement.
- Support and assist other community groups and organisations.
- Champion and advocate for improved service delivery within the area.

The group does not intend to replace or duplicate existing service provision or community activity but exists to ensure that no one in the area is excluded from benefiting from the social and economic regeneration activities, services and opportunities that exist.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the group should undertake.

The Board consider that the significant activities of the group carried out in 2022/2023 to achieve our social objectives were as follows:

### **To empower and support individuals to identify opportunities to improve their health and wellbeing, to improve their social and economic circumstances**

There has been an expectation that 2022/2023 would be a year where we would see things go back to 'normal'. Whilst some things have returned to normal, it would be true to say that it is still different to pre-covid. We have lurched from a crisis caused by the pandemic straight into another crisis, the 'cost of living' crisis. The impact has been to compound the challenges people were already facing and push many more into very difficult financial circumstances which has impacted on their mental and emotional wellbeing. The demand for our services continued to increase. The impact on people's mental health continued to be an issue and this remained one of our key priorities. Most referrals we received from GP's were for help for vulnerable people, with complex needs and mental health support. We also saw an increase in domestic violence, debt and people struggling to make ends meet and we know that gambling is a hidden problem.

We continued to run some activities on Zoom. There were people we worked with who would not have been able to access our support groups in person because of various reasons and really valued what we offered, so continuing to offer remote support was a priority. By the end of the financial year, we have worked with significantly more people than we had previously. The Board consider that the significant activities of MCDT carried out in 2022/2023 continued to enable the Trust to achieve our social objectives. As we had our 25<sup>th</sup> anniversary the Board and staff are proud of all that has been achieved in the communities we work with – the transformation has been significant, and we will continue to deliver our social mission and achieve the charitable objectives at the heart of our purpose.

### **People Keeping Well (PKW) and Community Wellbeing Programme (CWP)**

This programme is about partnership working and providing health and wellbeing activities in the community. It has a number of strands to the work.

#### **PKW Partnership Working**

- We supported local partners and cascade information to local organisations.
- We represented PKW partners at citywide meetings including:
- We organised and facilitated monthly Community Development network meetings.
- Delivered the Mental Health Transformation project with Sheffield Mind and the Primary Care Network.
- We were members of the Dementia multi agency steering group.
- Partners in the development of a plan to meet Neurodevelopmental needs led by the Clinical Commissioning Group.

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## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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### **PKW Partnership Working (continued)**

- Partners in the development of a plan to meet Neurodevelopmental needs led by the Clinical Commissioning Group.
- Sheffield Mental Health Alliance – we are taking an active role and linking the Alliance into People Keeping Well. Lucy Warren was successful in her application to be a member of the Alliance Board.
- We extended our Collaborate programme, cross sector meetings including voluntary sector, health and social care, housing and NHS.
- Members of the Cities Cost of living strategy group.
- Members of the Diabetes Action Hub.

### **Primary Care Network (PCN)**

- We worked closely with the PCN to deliver social prescribing.
- We hosted trainee GPs and medical students to understand how communities support improved health.
- We worked with Primary Care Network to promote and attend workshops to look at access to and take up of blood pressure testing in the local area.
- We worked on a project hosting Occupational therapist students during leadership placements.
- We delivered a cancer champions project in conjunction with the Cancer Alliance.
- We started to deliver our Falls prevention programme in conjunction with our PCN and Age UK Sheffield.
- We were involved in the PCN engagement work to develop the mental health transformation project.
- We developed community support for Smoking cessation project.

### **Mental Health Transformation Project**

The MHTP has been the catalyst to set up and develop a range of projects supported by Peer Inclusion Workers who then supported 6 local people as Peer Inclusion volunteers, who help support activity which helps those with mental ill health to become integrated into their community and make positive connections. Referrals made to other internal and external services including, MCDT Advocacy team, Age Better, Ignite Imaginations, Citizens Advice and back to the Connector service (Sheffield Mind). Outdoor projects have been developed, including: - Woodland Confidence sessions in Manor Fields Park outside classroom, Take Part wellbeing sessions in the York House Garden and Park Centre Community Garden.

A short-term project with the City Centre Ben's Centre and individuals who are having support from addiction and being homeless supported a Bens Centre worker and our Peer inclusion worker.

### **The VCS Primary Care Health and Social Care Waiting List**

Referrals from Primary Care Waiting list to a range of light touch MCDT activity, volunteering, and Green Prescribing Activity.

### **Advocacy 121 support and Social Prescribing**

The Advocacy team receive the referrals from GP's and allocate them appropriately. The type of referrals that we received ranged from light touch support to complex needs to arranging GP and health appointments. Some of the support we have offered includes:

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## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### Advocacy 121 support and Social Prescribing (continued)

- Registering people with a dentist. Due to the pandemic a lot of patients found they could not manage this without support.
- Supporting one to one health assessments which most patients need in order to access the disability benefits and /or where they need the assessment to establish if they can work or not.
- Referrals for isolation caused by pandemic where we supported patients to access one to one support around weight management, physical activity, healthy eating and health walks as well as nutritional advice.
- Referrals for support with debt management and budgeting, and sign posting those with complex debt and high amounts where they needed specialist support for D.O.R or bankruptcy.
- Support around housing needed to navigate through the housing system.
- Supporting patients registering with local councils looking to the private sector for alternative housing.
- Support to provide relevant ID where some patients have struggled not having any photo ID.
- Mental health has dramatically increased and support needed to access mental health services when in crisis, assist on appointments, access and liaise with GP and mental health services gather information for out of hours support, where to go as a place of safety if at risk of self-harm – in some cases support we provided a text message service where the patient would receive a daily message to see how they was on a daily basis until they have the gap bridged by specialist services just to check on mental wellbeing as well as continuing with one to one support the patients found this helpful and not isolated because of high demand to waiting lists to access mental health services.
- During the pandemic there were also increased cases of cuckooing across Sheffield where people would befriend vulnerable people and take over their property to commit crime, we have supported one to one support around this where we have had to liaise with local council, set up TAP meetings involve the police and social landlords where the patients had their locks changed and eventually did move away from the area and had the freedom of managing their own independence again and manage their own money without it being taken from them.
- Domestic violence unfortunately did increase during the pandemic period, and support is still needed for this we have supported patients gain access with their GP also specialist support around counselling linking into DV care system involve police where necessary set up multi agency meeting making sure they were safe some may have moved into temporary accommodation and some patients just needed help moving out of City where we have liaise with local authorities and had them register with housing as step one and build up connections with other supporting organisations.
- Access to the food bank and support with energy bills due to cost of living crisis which impacted on families and individuals who had not been able to manage, and have needed support to access local government schemes via grants and other available funding linked in with their suppliers to look at ways they could support reduce the cost.
- We have supported some patients just build connections in area after recently moving here and supporting them build connections with local groups and local amenities, but also schools and accessing them where patients are having to appeal against the decisions to have their children access to schools nearer home instead of them comminuting to other side of City but also involved some other services to bridge support around children services, M.A.S.T, best start, Gingerbread provide great services for single parents that have needed extra support due to complex needs around children development where we have sign posted and interacted with services, GP practices to support families and parents receive and get the support they need.
- Individual patients have needed support managing medication reviews and having medication delivered and collected until support was set up on medication been delivered via chemist, but high demands meant waiting list for this service.

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## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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Most one-to-one support for patients was provided either in surgeries or at home due to each individual needs of the patient.

### Personal Development

#### Volunteering- MCDT Health Champions

Volunteering is an important part of what we offer to people as part of their personal development. Many of MCDT service users develop through becoming support/volunteers for others accessing MCDT activities and services. Volunteering often helps those with mental ill health, providing structure to their day, giving their time for good, learning new skills, building on the individuals strengths, feeling of worth whilst being supported.

The formal process of volunteering for MCDT provides the experience of application process, with help, describing and recognising what they are good at and enjoy doing, which can lead to paid employment. Opportunities for MCDT Health Champions volunteering includes:

- Take Part in the sewing Room (wellbeing and skill share).
- S2 Women's Creative Wellbeing through the arts.
- Forget-Me-Nots Singing Group.
- Sisters of Steel Women's Empowerment Group. Topics include Domestic violence, Menopause and Cancer Screening.
- "Let's have a Chat" Men's Mental Health Support.
- NPA Men's Group for Wellbeing.
- Take Part in Park Centre Community Garden.
- Take Part in Nature.
- ECHO preloved clothing shop.
- Thursday Arts & Crafts for Wellbeing.
- Spires Allotment.
- Digital Inclusion.
- Take Part online Women's Group. This group meets weekly using journaling to aid wellbeing, particularly for women who have difficulty leaving their home.
- Dementia Support group.
- Reception/Admin role.
- Supporting Friends of Manor Fields Park-Research re Green Prescribing.
- Supporting delivery of Steps to Excellence.

The Take Part in the sewing Group, 2 HC volunteers are now being supported to identify funding for the continuation of the group and are involved in the groups steering group meetings. Opportunities to attend community events to promote the group has increased the numbers of volunteer members attending.

The sewing group has developed by moving into the same building as ECHO to allow the preloved clothing outlet to open an extra day with a volunteer support and develop the idea of upcycle recycle the pre loved clothing.

A partnership piece of work with Ignite Imaginations & Voluntary Action Sheffield on the Community Makers Project this has been developed to provide opportunities for local people to specialise in the creative arts and open volunteering opportunities up for local people to become involved with Sheffield locally and across the city. Four of MCDT Health Champions have signed up to Community Makers which has also provided access to specialist training and events.



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### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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The Green Prescribing opportunities for volunteering have grown with MCDT's Peer inclusion worker leading on Community growing in the community utilising Park Centre Community Garden, Manor Fields Park outdoor classroom and York House Garden also support given to Spires Allotment volunteer group.

Three regular volunteers have supported the Woodland Confidence courses delivered throughout the year.

#### **STEPS (personal development/MCDT Wellbeing programmes)**

Delivered three 6-week Steps programmes utilising local accessible venues. 20 local people have graduated of the 20, 8 have gone on to volunteering, 3 have applied for employment and secured paid work, 1 has set up her own catering business, 1 has gone on to audition for a theatre company and has been successful in obtaining a part and 3 of the graduates are now delivering Sisters of Steel Women's Empowerment Group.

#### **Adult and Community Learning**

A proposal was submitted to Great Places (Social Landlord) and community consultation was carried out over the summer with 500 leaflets delivered and doors knocked on in Wybourn as well as attending events and 100 leaflets distributed in Richmond.

A deliver plan for Term1 was developed and learning with began in September 2022.

Links were made with city council to deliver WisH (What is Health) after the October 2022 half term as well as a Community Development and Health course that was delivered in the new year.

#### **Community Development**

##### **Local Opportunities Fund**

As part of what we deliver with the CWP, we provide a small grants fund to give partners an opportunity to deliver health and well-being activity. This year we used the resources to fund the following activity:

- MCDT used the fund to support health and wellbeing promotion at a joint event with Dovercourt surgery and Manor Lodge school. This involved physical activity, health promotion stalls, Cost of living support – information on National Energy Action support for fuel bills/recipes on a budget/support with debt etc. Healthy food tasting, inflatable assault course for family activities. The event was well attended (200 plus participants).
- Hope Church to run Warm Spaces project.
- Manor Fields Running club for training course and volunteer DBS.

##### **Thursday Art Therapy & Lunch Club**

This group meets weekly, with craft activities organised by a volunteer whilst being supported by MCDT staff member. Self care and connecting with others is the theme every week. Trips to S1 Art space, involvement with compassionate Sheffield, the Sheffield Covid Memorial and visits to local green space for well being have been organised. The group has grown and some weeks 25-30 people are attending. The group have had to look at fund raising and requesting non compulsory donations for the lunch. This is being monitored to ensure all members are able to access the group activity and food.

Three members of the group have been seen to have artistic skills and are planning an exhibition to show case their abilities. This is in planning stage.

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## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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### **Arbourthorne Community Allotment**

Three regular volunteers lead the allotment activity with 2 members supporting. The allotment has fruit trees and the volunteers fund raise by making jams and selling at community events.

### **Weston Park Cancer Outreach**

Building on the relationship with Weston Park Cancer Support. Funding has been accessed to obtain 2 buses by Weston Park Charity to provide a Cancer Care service in the local community. Manor & Castle are one of the pilot areas to have the service launched in September 2023. Local volunteers are being identified to support the service, which will see a static bus with specialised cancer staff available for advice and support on the Manor Park Centre shops, once a week and at Samson Street, Park Centre initially.

MCDDT are represented on the Steering Group. MCDDT staff recruited local people to be involved in the development of the signage on the buses and the logistics of the use of the buses.

### **S2 Women's Creative Group**

A group of 15 local women aged 30 years to 85 years have been recruited and supported to be involved in a series of arts sessions which have included script writing, acting, stage direction and performance at Crucible theatre and local community venues. The themes of 2 of the productions were based on the lived experiences of the women and an opportunity to look at the topics/issues of women living in 2023 in the S2 area. Extra opportunities have arisen to work with the Sheffield Peoples Theatre, having access to the costume department and being involved with a professional theatre company.

One member has since accessed a mentor to help them move into the work of theatre in a professional capacity.

### **Mindful Arts & Crafts and Lunch Club at Arbourthorne Centre**

Weekly activity to support people's emotional wellbeing. 11 sessions with 37 beneficiaries including 13 new beneficiaries.

Activity includes:

- Making their own journals and sharing their past and planning their future.
- Designing Christmas decorations.
- Outdoor crafts.
- Leaf painting.
- Afternoon tea.
- Bingo.
- Pamper sessions.
- making bath bombs to encourage self-care.
- Music and arts.
- Making healthy overnight oats.
- Christmas party.
- Working in partnership with the Theatres and the Wildlife Trust.
- Making props for the drama sessions and the concert.
- Planning extended day walks.

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### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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#### **Mindful Arts & Crafts and Lunch Club at Arbourthorne Centre (continued)**

We held a Christmas party for 55 people at which they enjoyed

- Karaoke.
- Bingo.
- Dancing.
- 3 course meal.
- Prize draw.
- Appreciation awards.
- A performance by a Singing group.

We have been on two trips with Sheffield Wildlife Trust. One trip to Holly Hagg Alpaca Farm where we took the alpacas for a walk and had a picnic lunch. One trip to Rivelin on the tram where we walked along the river and had a picnic at Rivelin café. The trips were attended by 20 people each time and clients reported feeling more confident using public transport to go out to green areas in Sheffield after the trip.

#### **Take Part in the Sewing Room**

A group that was requested by a number of people accessing other mental health support.

#### **Spires Community Allotment and Gardens**

- Supported volunteers to become constituted and set up their own bank account.
- Ran two volunteering days on 24 and 25 June 2022, provided lunch for 12 volunteers on the days. Jobs included mowing and trimming the grass, maintaining fruit trees, harvesting fruit and vegetables, taking apart old rotten raised beds and building new ones. We had £300 of equipment donated by Wickes and £200 donated by Travis Perkins.

#### **Norfolk Park & Arbourthorne Men's Group Men's Support**

Photography project which we started in the new year culminated in showcasing our work at the Crucible theatre as part of the "Together in the City" event on 6 April 2022. This was a self-directed project which the men were encouraged to document their own lives and experiences, including personal histories, places of work, home and heritage, precious objects, landscape, pastimes & family to create a photobook.

Engaged with Sheffield Theatres and took part in "auditions" at the Arbourthorne Centre on 13 May 2022 for a production by Sheffield People's Theatre which will feature "ordinary" people acting on the Crucible stage. Some of the Men have continued to engage with Sheffield Theatres and actively helped in the Stage set-up at the Crucible Theatre of the recent production of the Sheffield People's Theatre play. This was highly enjoyable and gave the men a great insight into Theatre production. Visited Sheffield's Crucible Theatre to see 3 plays called Rock, Paper & Scissors plus a tour of the Crucible and Lyceum Theatres. We were able to witness how stages are built and moved around the country, the wardrobe department and the dressing rooms. We went to the Crucible Theatre to watch a dress rehearsal of the play "Standing at the Sky's edge". Took part in a new initiative with the theatre called "come to ours". On this occasion the subject was poetry, and we were encouraged to have a go at writing a poem.

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### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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#### **Norfolk Park & Arbourthorne Men's Group Men's Support (continued)**

Worked with the Rivers & Canal Trust and undertook a plant & foraging walk along the canal with representatives from the Trust. We also had active participation with the Canal & Rivers Trust in the production of a Light Tree Celebrations project on the Canal. This project was to celebrate a Two-Hundred-year-old tree, fictitious or not which grew on the bank of the canal and provided light to the area. Ten of the group took part in six practice canoe sessions on the Canal, which culminated in towing a lantern down the canal, at night, in formation, as part of the festival activities.

Engaged with the Wildlife Trust and as part of the Connecting Steps project we visited the second world war POW camps at lodge moor, accompanied by the Wildlife Trust historian. We had a talk about WW1 and in particular with reference to Sheffield and the men who took part in it who were from Sheffield. This was delivered by Gavin Holliday, an authoritative figure on the history of WW1 and the connection to Sheffield. He brought along some WW1 memorabilia and the talk was well received by the Men. Guided tour of the Cathedral. Of special note was the relevance of the regimental flags commemorating the memory of the Sheffield Pals who perished in WW1.

Imogen Ashby, Performance Maker, facilitator & Coach, came to the Group, to introduce a project called "I will survive" she facilitated as part of the Covid Memorial fund which gave people the chance to talk, hear and even sing the songs that helped us get through the pandemic lockdown. The men's thoughts were recorded and this will be showcased on 27 February at the Millenium Galleries. The men's group will be present.

The Men's group visited the Lord Mayor's office at Sheffield Town Hall. We had a warm welcome by the Lord Mayor & her consort and had the opportunity to try on the Lord Mayor's robes.

Attended a presentation of a film at the Arbourthorne Centre about Stories from the pandemic. This was organised by Compassionate Sheffield and featured stories from people across Sheffield.

The Group visited the millennium galleries as part of our involvement in the "I will survive" project about the pandemic. Ten men had recorded their stories about how music had helped them through the pandemic and this was a chance to hear their stories at this showcase event. This was an extremely emotional event about what the men did during the pandemic and beside music, what else kept them "going". This was a week-long event and was well received by members of the public. These recordings will be placed in Sheffield archives for future reference.

#### **Digital Inclusion**

Delivered at St Leonard's, Arbourthorne Road We have recruited a member of staff to deliver the digital inclusion project which includes a digital loan scheme, digital buddies and digital drop ins. We developing systems and promoting the programme. We will be recruiting and training buddies and have recruited our first buddy. We have run our first digital drop-ins at the digital café in partnership with Manor Training and Resource Centre (Matrec).

#### **Community Bonfire**

Worked with partners to organise and deliver a community bonfire, with a professional firework display, food outlets, including one run by our volunteers and stalls. Over 4,000 people attended without any publicity other than local word of mouth and social media.

#### **Echo**

Mondays at Echo continues to run. We have two volunteers being trained. Access has improved through linking with the Springboard social café and an additional day has been added by moving the Take Part in Sewing group to York House.

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## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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### **Economic Recovery Fund**

The local steering group worked together to select a community Artist the successful candidate was Alastair Flindell. Alastair ran a number of community engagement activities and met with individuals to gather archive footage and local stories to help with the design work, as well as arranging for photography sessions to capture local people.

A local newsletter was developed to inform local people what has been happening and to promote the summer event.

The summer event was delivered in August with local residents and groups having stalls, shop keepers engaged and those living in the flats on Manor Park were invited to afternoon tea at Kathys Tea Room.

Progress on the project has included the installation of a new bin, art work on the gable end and will also include planters, where we have had to spend time gaining permissions from SCC and are working with Amey. An estimated 200 local people attended the event as well as SCC officers and the Committee Chair. Steering groups were attending by partners.

### **Healthy Lifestyle**

#### **Eat Well Programme**

6 Cook and Eat sessions which involved cooking from scratch, using fresh and healthy ingredients.

#### **Physical Activity**

We have delivered a range of physical activity to meet the needs and abilities of local people.

- Health walks.
- Circuits.
- Rebound.
- Boxercise.
- Zumba sessions.
- Pram push.
- Family boxercise.
- Kettle bell.
- Pilates.

#### **Live Lighter (weight management programme)**

We delivered 12 sessions with 14 beneficiaries.

- Participants progression – 1 attends Men's group, 4 have attended cook and eat sessions, 1 has gone on to do volunteering creating graphic design work for MCDT for a local event, 6 have attended chair based dance aerobics.
- The group has formed friendships and on the final session they decided they would like to meet up regularly for a coffee and a walk in the local park.
- Lots of positive feedback received on evaluation forms regarding the sessions and the content.

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## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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### **Supporting people living with dementia and their carers**

This work involves running and supporting cafes and activities run by our partners, the Spires and Victoria Community Enterprises, that the people living with dementia and their carers decide they want to experience.

The Spires Café has subsequently delivered quizzes for both general knowledge and music ones including one about musicals which was highly enjoyed by everyone with a bit of singing and foot tapping along the way.

Our Jubilee party went down a treat with scones, jam and clotted cream. Everyone had union jack flags which they coloured in the week before and were laminated for them to take home. There was a buffet with food brought in by everyone and some fun jubilee related games.

We now have regular craft activities which have included embroidery, jar painting and pompom making. In addition, we've included inflatable bowling which is suitable for everyone as well as dominos and bingo. Although we'd like to do some trip out there are many logistical hurdles to overcome such as suitable transport and enough volunteers to support people with mobility problems.

The Victoria Memory Café actively sought ideas for the group and for it to become more inclusive.

The following activities have been provided:

- Easter Activities – Easter cards – colouring and sticking.
- Tables set out with different activities – social table, board games table, jigsaw table, outside table.
- Jubilee Afternoon Tea – memories/reminiscence of previous jubilees and Queen Elizabeth's Coronation.
- Bingo at the end of most sessions.
- Birthdays of users and volunteers celebrated.
- June – what it means to you - memories/reminiscence.
- Regular support such as welfare calls, home/doorstep visit, delivery of activity packs.

### **The Forget-Me-Nots (Dementia Friendly) Singing Group**

The Forget-Me-Nots singing group have 18 members which includes individuals with memory loss, in recovery from cancer, terminally ill with cancer, learning difficulties, mobility issues, blind and mental ill health. The group meet weekly at St Aidan's church which the Manor Parish does not charge a venue hire fee. A professional singing coach leads the group. The group enjoy meeting to sing together as therapy and a social group. The group were invited to be involved in the Women's Euros by creating a football anthem and performing at the Sheffield Fan Zone. The group have sang at community events in the Arbourthorne centre and Temple Centre. They have been recently invited to sing at a celebration event in September 2023 at St Aidan's. The group want to do this to thank the Manor Parish for use of the space.

MCDT member of staff and 3 volunteers are looking at a fund-raising strategy to ensure the continuation of the group.

In addition to the direct support to families, much of what we do is engage strategically, providing information and working across multi-disciplinary teams as well as the direct community development work:

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## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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### **Dementia Awareness Month**

Created a video and post to provide this and the work which we do in the Manor/Arbournthorne areas of Sheffield.  
For post: FB post.

Dementia Partnership Meeting (GPA1 area).

Attended and contributed to the discussions around bettering support for people.

GP Practice Multi-Disciplinary Team Meetings (MDT's).

Attended dementia focused MDT's for Norfolk Park and Dovercourt practices. Attended weekly non-dementia focused MDT's at White House practice. These ensure that people with more complex and intensive needs are discussed and actions.

TAP (Team Around the Person) Meetings.

Attended meetings for people with complex needs including dementia.

### **Falls Prevention**

- Providing information.
- Conducting home audits.
- Helping to develop user friendly resource.

### **Separate Dementia project to support hospital discharge**

Liaising with the hospital discharge team

- Informing them that we are already supporting someone who has been admitted to hospital. This information means they can contact us when a person is due to be discharged.
- Working with the discharge team to help support someone both during and after the 6-week post-discharge support period and to help meet their needs
- Working more closely with the person with dementia and anyone who supports them so that this reduces their risk of being readmitted.
- A common reason for admission is falls. Providing a falls risk assessment to help identify areas which could help prevent falls.

### **Other Areas of the Trust's Activity**

#### **Park Community Centre**

##### **Afternoon tea**

14 ladies and gentlemen meet on a weekly basis.

##### **Community support**

2 members weekly shopping and prescriptions collected and delivered.

1 taken to Covid booster.

9 Christmas meals cooked and delivered.

Hallam FM Cash for kids cost of living payments 40 families revired £50 contribution towards fuel, food or clothing.

# **MANOR AND CASTLE DEVELOPMENT TRUST LIMITED**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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### **Community Café**

We were successful in recruiting 2 new volunteers to deliver the café service and now open Mondays and Wednesdays offering a selection of affordable meals. It has become a real hub vibe again. A destination where people just stay and hang out. 240 volunteer hours contributed.

### **Pantry**

64 people have received a service from the pantry and 1,922 shopping baskets have been filled. 8 families received fuel payments kindly donated by another community member. Total volunteer hours 760.

### **Park Library**

The library is still not back to where we were before the lockdown, but we have been able to significantly increase the hours due to new volunteers joining the team. We have lost 4 experienced staff due to work or family commitments, but we have gained 5 new people who have enabled us to increase the hours. We now open Monday 10 - 2.30; Wednesday 10 - 5.30; and Friday 10 - 12.30. 10 volunteers delivered 910 volunteer hours.

### **Wybourn women's group**

Started September 2022 and there are 16 women attending breakfast club in Pat Midgley Community Hall, the aim being to build a network of support for each other and in the future deliver activities. To make good use of the community space. They have set up bingo night in the hall for Wybourn community once a week and a community meal October 2022 and December 2022 in partnership with Tesco who provided the food.

### **Park Centre activities**

Table Tennis has increased in numbers, Black women's group and line dancing continue to meet once a week and the Eritrean school every Saturday. The centre is also bookable for other organizations to use for their activities and the number of bookings has increased this year.

### **Future Proof project**

This is a project in partnership with the University, a Heritage project with the Black women's group and the non-white community to ensure that the history of the non-white British population experience is captured and celebrated. It is included 2 community cookouts took place in May and July 2022 catering for 70 people. A visit to the Western Park Museum in October 2022 with a exhibition planned for May 2023. A history book has also been put together by the University featuring all the women and their stories.

### **Healthy Holidays**

We also delivered the Holiday Activity with Food programme for families with children eligible for free school meals in Southeast Sheffield across the academic year. The Department for Education funded the programme across the easter, Summer and Christmas holidays and the Council provided a very small amount of money to deliver a smaller programme in February and October half terms. We reached approximately 2,000 children a week.

MCDT played a coordinating role across Locality C (school-based boundaries) that mainly covered Darnall and Tinsley, Arbourthorne, Manor Castle and Richmond wards. and we worked with over 30 different providers in partnership over the academic year, some small community, grass root organisations led by volunteers to big well-resourced football clubs.



# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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The main focus was to make sure children did not go hungry over the school holidays with families that continued to face financial pressures after the pandemic and that the children had a positive experience that enriched their learning and physical wellbeing. We worked with Hallam FM Cash for Kids to apply for Christmas presents and ran three pop up 'shops' over three days in December. Parents were identified by schools if they would benefit from this support and then referred to the pop up 'shops' to collect free Christmas presents for each of their children. The families identified were struggling to make ends meet and the children were at risk of waking up on Christmas day with no presents.

### Best Start Communities Count

Best Start Communities Count has been extremely fortunate in receiving a third round of Reaching Communities funding from the National lottery. Best Start 3 runs from September 2022 – August 2025.

Our Best Start areas are four of the most deprived wards in Sheffield as measured by the Index of Multiple Deprivation. Children under four make up 6.5% of the total population and this proportion is increasing.

The beneficiaries for this project will be children aged 5 and under, their parents/carers and their siblings in 4 specific deprived areas in Sheffield.

- Manor/Castle.
- Norfolk Park/Arbourthorne.
- Darnall/Tinsley.
- Shiregreen/Brightside.

Due to increased demand and a complete loss of all similar provision we have expanded our toddler group offer into 2 further communities.

- Gleadless Valley.
- Southey.

We delivered this year the following groups:

- 14 Toddler groups with more on the way (370 sessions provided so far this year).
- All Staff trained in the Say and Play programme and now delivering sessions to improve speech and language in very young children.
- Volunteer training continues to be successful. 3 new cohorts have been trained this year and we currently have 34 volunteers.
- HAF holiday provision is going well with (46 sessions delivered so far this year and 920 children attending).
- 3 parent led partnerships which are now constituted and have their own bank accounts. We are supporting them to raise their own funds to ensure on-going sustainability and project legacy.

The volunteers are working well and the relationships they have with the families are positive and supportive.

In addition to the core offer, we also have a small contract with the local authority to recruit and train volunteers to support the work of the Children's Centres. 17 new volunteers have been recruited and trained.

We have regular update meetings with Family Centre Coordinator, and they are happy with how the contract is running and the volunteer activity, especially the retention of volunteers and recruitment of new ones.

Over the summer, some volunteers came to holiday activities to help together with Family Centre staff creating a positive partnership working environment.

A volunteer update meeting took place during the term and the next one will be next term.

# **MANOR AND CASTLE DEVELOPMENT TRUST LIMITED**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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### **Supporting People into Work**

March 2022 saw the end of lockdown measures post Covid. We were given permission by the Council to continue delivering our employment services and re-introduced outreaches into our offer.

Some participants remained cautious and preferred to continue initially with remote appointments. However, the vast majority of our participants, both old and new were willing to engage face to face.

Throughout 2022 into 2023 we have continued to meet the needs of local people and offer a variety of services which support people to move closer to the labour market and find sustain work.

We have continued to work with Local Authority commissioners to secure further contracts to support marginalised groups and those furthest from the labour market with complex barriers. From 12 April 2022 we have been delivering two contracts aimed at supporting those furthest from the labour, ex-offenders and non-acute. The contracts run until November 2023.

Ex-offenders – the contractual obligations were to engage with and recruit 75 people eligible for the programme and to support 31 people into employment or accredited training over the 20-month period. By 31 March 2023, we have engaged and recruited 38 participants onto the programme, 11 of which have moved into work and a further 6 have moved into vocational training.

Non-acute health – the contractual obligation with this was to engage with and recruit 125 people eligible for the programme and to support 50 people into employment or accredited training over the 20-month period. By 31 March 2023, we have engaged with and recruited 80 participants onto the programme, 38 of which have moved into sustained work and 10 have moved into accredited/vocational training.

In June 2022, we were successful in negotiating on contract through one of our local RSLs to offer employment support to local people with CV development, skills audit, job searching, applications and interview preparation workshops. The contract became live in July 2022 on a PBR basis of achieving 28 job outcomes by the end of June 2023. Participants have to meet eligibility of long term unemployed/BAME/THG tenant/Single person household/Disability/Long term health condition/Over 50's/NEET/Care leaver/History of offending/Ex service personnel. By 31 March 2023, we have engaged with and recruited 36 participants and 19 people have moved into employment, 5 of these have passed vetting processes, in terms of DBS checks or references required and are awaiting their start dates.

In August 2022, we secured a contract with Sheffield City Council to engage with people eligible to participate in the Sector Routeways programme. The aim of the programme is to create pathways into employment for sectors and trades where there are vacancies and training is required. Our role is to engage, recruit and refer to the appropriate pathway for those that are unemployed and economically inactive and lack the basic knowledge and entry skills to gain employment in their chosen field. There are various sectors that participants can choose from; Construction/Health and Social Care/Digital/Engineering and Manufacturing/Hospitality.

We are also working in partnership with SCC Sector Routeways to carry out CSCS tests through our CSCS Test Centre and order CSCS cards to enable participants to work on site in a construction environment. This contract is a two-year programme and runs from October 2021 until September 2023. From 1 March 2022 until 31 March 2023, 122 participants have taken their CSCS tests with us and we have applied for 128 CSCS cards on behalf of participants. We have also had a further 6 people who have taken their tests independently and have paid for these themselves.

# **MANOR AND CASTLE DEVELOPMENT TRUST LIMITED**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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In June 2022, we secured an additional contract with DWP and SCC, The Youth Hubs programme. The aim of which is to support young people aged 18 – 24 years who are claiming universal credit and are 'amber', meaning they are almost ready to move into employment with additional support. Through this programme, from June 2022 until 31 March 2023, we have engaged with 69 young people, through our support and interventions 25 young people have moved into sustained employment and 24 young people have moved into accredited and vocational training, enhancing their skills and progressing them closer to the labour market.

### **Early Years: Sunshine Nursery and Parents are Experts.**

The last twelve months to April 2023 have been an absolute rollercoaster of events and emotions regarding Sunshine Preschool and Parents Are Experts.

Sunshine Pre-School was facing another large deficit. The funding from government was, and still is, wholly inadequate for a professional, quality service. The holistic opportunities that Pre-School provided, i.e., the language, social, emotional and physical benefits, opportunities to impact positively on educational aspirations and allowing parents to work, study or volunteer were still relevant, but the cost was impacting on the wider position of MCDT, and it was no longer a tenable option.

In addition, recruitment and retention of staff was proving extremely difficult as practitioners left. One to work with horses, one became an air hostess, one to work in a shop etc. All received more in remuneration in their new roles. Morale was extremely low, and illness was rife. Securing cover became almost impossible so management spent a lot of time covering absence.

The impact on finances, coupled with the growing impact on the mental health of the management team left MCDT with no alternative but to look at closure. We pursued alternative management structures, with academies, the Local Authority and even private providers.

Meetings were held with parents; council representatives and MP's and the Pre-School was set to close until we were approached by a private provider who wanted to save the provision. This meant staff jobs were saved and children with specific needs were allowed to stay in the safe, secure environment they were familiar with. The change of ownership became effective as of the 1 April 2023 marking the end of almost 20 years of delivery.

Meanwhile the delivery of Parents Are Experts training gained momentum and was delivered with local nurseries and Sheffield City Council.

The Training for Trainers course was finalised and successfully delivered it to Rotherham Council. A contact from Sheffield Hallam involved in the delivery of this training asked the lead on this work to write a chapter in an academic book she was editing, about Parents Are Experts. The approach we have taken will enable MCDT to shape the delivery of early years opportunities both locally and nationally going forward.

### **Partnership working**

#### **Friends of Manor Fields Park**

Meeting regularly to help develop the park for the local community. Feed in to Green Estates plans who manage the park. Members of the Friends group carry out monthly themed walks plus newly developed evening walks, organise Halloween event in partnership with Green Estate and MASKK. Input into application for Green Flag status. Applied for funding for Manor Fields Park Foraging and wild cooking. Awaiting outcome.

# **MANOR AND CASTLE DEVELOPMENT TRUST LIMITED**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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### **Friends of Sheaf Park**

Green Prescribing work, link with Open gardens event, Peer inclusion worker and volunteers show cased Park Centre Community Garden.

### **Green Network**

Regular monthly meetings with green prescribing partners across Sheffield. Discuss promotion of green prescribing and shared practice.

### **Utopia Theatre**

Mentor scheme for MCDT volunteer. Opportunities to engage in acting career.

### **Sheffield Theatres**

Access to funding, staff resources and support for local groups. Access to free theatre tickets for S2 residents and volunteers.

### **Sheffield University**

Provided placement for 2 medical students to allow them an understanding of S2 community and the services available. Gave them an insight in to the work we do as a community engagement organisation in relation to Public Health.

### **Sheffield Hallam University**

Provided placement for 1 Sport students based in the Health & Wellbeing Team. Worthwhile experience of community engagement and understanding of the motivators which help people become healthy.

### **Birley Community College**

1 Work Experience student shadowing Health & Wellbeing Worker.

### **Compassionate Sheffield**

Sign posted to local community groups. Film event link to Covid Memorial work supported.

### **IMPACT: some case studies of the difference we have made:**

Whilst the numbers and reach are important it is the outcomes people achieve and the impact that we, as an organisation have on people's lives, many of whom have had poor experiences in the past. The headline figures:

- 11,421 people supported.
- 74 formal volunteers.
- 4,478 hours of volunteering.

## MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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- (i) Health Walk: Two of the men have become good friends due to Mr K has been diagnosed with Parkinson's disease, the walk has helped him not just physically but mentally as he has never felt fitter, he has expressed that before his diagnostic he worked and came home and had no motivation to keep active and do things with his family. He communicates more with his wife and plans days and weekends away. He has also signed up to attend a Parkinson's support group in October 2022 and he has signed up to attend his first ever Tango session for 6 weeks.
- (ii) Dementia: Pat has dementia and had never done any embroidery before. Dawn, one of our volunteers, began showing Pat how to do this. Pat enjoyed so much learning this new skill and would take the embroidery home to keep up her new hobby. Dawn slowly introduced Pat to more and more difficult pieces. Dawn collected these pieces and made a blanket containing all the embroidery that Pat had made since she started back in May 2022.
- (iii) Dementia: Prior to being admitted to hospital this person with dementia and their family had not engaged with the support available to them. The family and us saw their admission to hospital was an opportunity to now work more closely with them to help reduce their risk of being readmitted falling a fall. We worked alongside physiotherapists to help this person get outside more and being more mobile. This has also enabled the person to enjoy more activities and reduce their social isolation. They are now a regular attendee at one of our dementia groups and they have engaged with many of the activities we have on offer from crafts to games, to singing.
- (iv) Best Start: "We found Best Start during the first lockdown. My partner was still working, but I was on maternity leave with my 2nd child, and I lost my job! We found Best Start on Facebook and were able to get fruit and veg hampers from them, which was amazing, plus arts & crafts activities to do at home. When groups opened back up, I took my little girl who was 1 year old. She had never had a chance to socialise or even really leave the house. I had been struggling with isolation and was extremely lonely & low, playgroup gave me a chance to speak to other adults, get out of the house and have a little bit of normality back to our lives. Since then, I have returned to work 2 days a week, and attend 3 playgroups a week with my little girl. I did the volunteer training and now support other mums like me! Without the support of Marie and the other mums I don't think I would have had the confidence in myself to go back to work, so I am forever grateful to them. My little girl has come on in leaps & bounds in confidence and her speech. We really are lucky to have the playgroups in our area, they are a huge part of our lives now." Sophie (parent and volunteer).
- (v) Volunteering: KB-Female, White /British S2 resident. Has lived experience of PTSD. MCDT have helped her access therapy. Presently volunteering supporting the Arbourthorne S2 Women's Drama group and taking part. KB's role involved supporting another member who has mobility issues and memory loss to engage and enjoy the group activity. Also KB is supporting the Arbourthorne Centre Thursday Craft /Art sessions. Introducing new activities for members to get involved with. KB is an advocate of Steps to Excellence. She graduated December 2021. September 2022 KB will be the volunteer support person when the programme is delivered.
- (vi) Volunteering: KN. Male – Black/African. Had head injury presents both with aphasia and apraxia of speech. Presently supporting Park Centre Pantry Project. KN speech and confidence has been noticeably improved. He is a valued volunteer. 156 hours volunteered.
- (vii) Steps: This course has been so powerful to me, some might say saviour, my lifeline, like literally saved my life. I walked in on my first day broken, scared, worried and afraid. Not for the reasons you may think, yeah those typical reasons there, scared of the unknown, worried I might fail, afraid I'd make

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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- (i) a show of myself, all of the above, but ultimately the baggage that has been so deeply rooted inside my soul. A woman who so deeply and truly hated herself so much so she couldn't bear to look in the mirror as she felt so ugly and disgusting. Who has been told or made to feel she was never enough. The traumas throughout her life that have shaped her to be the person she thought she was, well it was all lies. She came to see on her journey on this amazing life changing course she was enough, she matters, and she has a voice, she can be powerful and she is brave. I was broken, I was lost, I thought I had no purpose of being here. I always looked at my failures of my life, not my achievements I've made through times some couldn't even imagine. Now I see my worth, my value and how brave and unstoppable I can be, I finally see, I see her, I see me!

### Summary

Overall it has been a challenging year, however, thanks to the dedication of all staff we have still managed to achieve a huge amount of positive outcomes for local people who otherwise may have been isolated, without support and suffering worse outcomes than they have. The Board are very proud of what the staff have achieved in 2022/2023.

### Financial review - MCDT the charitable company

#### Operating results

The trading results for MCDT reflect a concerning year for the organisation, reporting a deficit of £201,774.

#### Financial position

At 31 March 2023 total fund balances were £1,962,420, of which £656,389 was restricted, and cash at bank was £475,284. The freely available unrestricted funds were £228,774.

#### Reserves policy – unrestricted funds

The charitable company acknowledges the difference between cash reserves and funds as defined under Charities SORP 2015.

The charitable company attempts to break even each year and not reduce its unrestricted funds balance.

However, unrestricted funds will be allowed to reduce and potentially become negative if it can be shown that such a course of action is in the best interests of all the creditors of the organisation.

#### Reserves policy - restricted funds

Restricted funds are managed rigorously and are not allowed to become negative. If a restricted fund experiences clawback then such a clawback is funded out of unrestricted funds and not restricted funds.

### Financial review – MCDT Group

#### Investments and group companies

Parkway Business Centre Limited continues to generate profits to help support the activities of MCDT. The Quadrant continues to build a reputation as the premier serviced office space provider in the Sheffield area.

Parkway Business Centre Limited generated an operating profit of £103,412 and its total profit for 2022/2023 was £nil. Due to its highly geared nature Parkway Business Centre Limited incurred interest charges of £88,959 and these interest charges were significantly higher than the previous year. Net assets at 31 March 2023 were £634,831.

Managing Locally Limited, a small trading subsidiary, generated a profit of £8,164 in 2022/2023. Net assets at 31 March 2023 were £309,376.

# **MANOR AND CASTLE DEVELOPMENT TRUST LIMITED**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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It is the policy of the group that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the group's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the group is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The trustees consider that the group is exposed to several significant risks. These risks are assessed by the Senior Staff Team and The Board and a formal risk register is collated annually and reviewed regularly. Given the dynamism of the sector in which the group operates the ongoing risk profile is continually assessed by The Senior Staff Team who report accordingly to The Board.

### **Charity Governance Code for Larger Charities 2017**

The Trustees have undertaken a comprehensive review of the Boards performance, measured against the Seven Principles contained in the recently published Charity Governance Code for Larger Charities 2017. A Paper was presented to the Board in September 2017 with an evaluation of how the Trust Board was delivering against the key outcomes recommended. The Board trustees contributed to the evaluation. Overall MCDT meets the vast majority of the key outcomes. The review has identified areas in which the Trust Board could improve and the CEO developed an Action Plan to address those areas and the Board has started to implement the recommendations. The Board will review annually.

The Board are committed to ensuring that the Community Development and Engagement Team continue to deliver community engagement services. The activities of this team are the core reason for MCDT's existence. The Board review the purpose and structure of the development activity regularly.

The Board are committed to pursuing projects complementary to our objectives and to maximise the return on our assets.

### **Structure, governance and management**

The organisation ('MCDT') is legally constituted as a company limited by guarantee and is governed by a Memorandum and Articles of Association. The company registered as a charity on 13 March 2008.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

K Curran (Resigned on 9 January 2023)

Y S Bramall

D M Lawton

K Crawshaw

R Dowling

Dr A J E Barnes

S Mair-Richards

A M Murphy (Resigned on 24 December 2022)

S H Nicholson (Appointed on 11 July 2022)

# **MANOR AND CASTLE DEVELOPMENT TRUST LIMITED**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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The group is governed by a Board of non-executive trustees/directors ('non executives'). There are up to 12 non-executive positions available and The Board is split into four groups of non-executives, these are:

- Private sector representatives, recruited on the basis of expertise useful to the Boards strategy.
- Sheffield City Council representatives, nominated by the Council.
- Community sector representatives, nominated by the Community Forums.
- Co-optees.

All Board decisions must be ratified by all four groups of non-executives. Detailed provisions exist that control the appointment and removal of non-executives but the overriding aim of The Board is to work as a partnership between all four groups. The group offers support and training to all of its non-executives to assist them in fulfilling their roles.

Currently there is not an agreed length of time trustees are appointed to in the mem and articles. The Board is a partnership designed to reflect the range of stakeholders with an interest in the success of the neighbourhood. The partners are subject to different recruitment processes unique to the organisation's constitution. Turnover of Board members is low and this provides continuity and corporate memory. There is a growing issue in Sheffield as a city in attracting and retaining trustees to boards. MCDT is in a relatively good position in that we are attracting new trustees that meet the organisations needs going forward.

### **The Senior Staff Team and Senior Management Team**

During the year the day to day management of MCDT was delegated to a Senior Staff Team comprising of a Chief Executive Officer and a non-statutory Finance Director. The Senior Management Team is supported by a committee structure that draws on the expertise from the Trustees:

- Finance and Development committee (bi-monthly).
- Delivery and Performance committee (quarterly).
- HR committee (as and when required).

The committees report to the Board any recommendations for action. The delivery structure of the Trust is such that each business unit has a senior member of staff managing the day to day delivery. The CEO, line managers and the senior team meets quarterly.

### **Group structure**

MCDT has two wholly owned subsidiary companies Parkway Business Centre Limited (PBCL) and Managing Locally Limited (MLL). Both companies are trading companies with the object to gift aid any surplus profits to support the charitable activities of MCDT. Parkway Business Centre Limited owns and operates The Quadrant, a prestigious 37,000 square foot service office accommodation complex in Sheffield. Managing Locally Limited owns and manages the property portfolio built up by MCDT. The governance structures of MCDT mean that The Board of MCDT can directly control the trading subsidiaries via The Senior Staff Team.

MCDT is a partner with Sheffield Wildlife Trust in The Green Estate Community Interest Company (formerly The Green Estate Limited). MCDT has control of a third of the voting rights of The Green Estate Community Interest Company and exercise this control by the MCDT Chief Executive Officer sitting on the board of The Green Estate Community Interest Company. MCDT Board also nominates an alternate director who sits on The Green Estate Community Interest Company Board in a non-voting advisory capacity.



# **MANOR AND CASTLE DEVELOPMENT TRUST LIMITED**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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### **Disclosure of information to auditors**

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

The trustees' report was approved by the Board of Trustees.

Y S Bramall

**Trustee**

12 December 2023

# **MANOR AND CASTLE DEVELOPMENT TRUST LIMITED**

## **TRUSTEES' RESPONSIBILITIES STATEMENT FOR THE YEAR ENDED 31 MARCH 2023**

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The trustees, who are also the directors of Manor and Castle Development Trust Limited for the purpose of company law, are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the group for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation; and
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF MANOR AND CASTLE DEVELOPMENT TRUST LIMITED**

### **Opinion**

We have audited the financial statements of Manor and Castle Development Trust Limited ("the charitable company") for the year ended 31 March 2023 which comprise the consolidated Statement of Financial Activities, the parent Statement of Financial Activities, the consolidated Balance Sheet, the parent Balance Sheet, the consolidated Statement of Cash Flows, the parent Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group and the parent charitable company's affairs as at 31 March 2023 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF MANOR AND CASTLE DEVELOPMENT TRUST LIMITED (CONTINUED)**

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees Report (incorporating the Strategic Report and the Directors' Report for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees Report (incorporating the Strategic Report and the Directors' Report) have been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report (including the Strategic Report).

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

### **Responsibilities of the trustees**

As explained more fully in the trustees' responsibilities statement, the trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF MANOR AND CASTLE DEVELOPMENT TRUST LIMITED (CONTINUED)**

### **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Based on our understanding of the charity and the sector in which it operates, we identified the principal risks of non-compliance with laws and regulations related to the acts by the charity, which were contrary to applicable laws and regulations including fraud, and we considered the extent to which non-compliance might have a material effect on the accounts. We also considered those laws and regulations that have a direct impact on the preparation of the accounts such as the Companies Act 2006. We evaluated management's incentives and opportunities for fraudulent manipulation of the accounts (including the risk of override of controls), and determined that the principal risks were related to inflated revenue and the charity's net income for the year.

Audit procedures included: review of the accounts disclosures to underlying supporting documentation, review of correspondence with legal advisors, review of journals, testing of cut off, testing the leases with tenants in the subsidiary companies, testing the validity and completeness of income, review of the bad debt provisions, reviewing the valuations of investment properties, testing the validity of debtors and testing creditors, accruals and deferred income for understatement. Management were also questioned and minutes of meetings were reviewed.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the accounts, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Michael Mealing (Senior Statutory Auditor)**  
**for and on behalf of UHY Hacker Young**

**Chartered Accountants**  
**Statutory Auditor**

Dated: 12 December 2023

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £	Restricted funds £	Total 2023 £	Unrestricted funds £	Restricted funds £	Total 2022 £
<b>Income from:</b>							
Donations and legacies	3	232,790	10,724	243,514	395,190	60,230	455,420
Charitable activities	4	1,020,649	375,372	1,396,021	1,170,191	245,161	1,415,352
Other trading activities	5	888,879	-	888,879	699,771	-	699,771
Investments	6	<u>40,046</u>	<u>-</u>	<u>40,046</u>	<u>33,620</u>	<u>-</u>	<u>33,620</u>
<b>Total income</b>		<u>2,182,364</u>	<u>386,096</u>	<u>2,568,460</u>	<u>2,298,772</u>	<u>305,391</u>	<u>2,604,163</u>
<b>Expenditure on:</b>							
Raising funds	7	750,387	-	750,387	650,245	-	650,245
Charitable activities	8	<u>1,586,217</u>	<u>433,630</u>	<u>2,019,847</u>	<u>1,556,707</u>	<u>496,536</u>	<u>2,053,243</u>
<b>Total resources expended</b>		<u>2,336,604</u>	<u>(47,534)</u>	<u>2,770,234</u>	<u>2,206,952</u>	<u>496,536</u>	<u>2,703,488</u>
<b>Net (outgoings)/incoming resources before transfers</b>		(154,240)	(47,534)	(201,774)	91,820	(191,145)	(99,325)
Gross transfers between funds		<u>(24,246)</u>	<u>24,246</u>	<u>-</u>	<u>9,191</u>	<u>(9,191)</u>	<u>-</u>
<b>Net movement in funds</b>		(178,486)	(23,288)	(201,774)	101,011	(200,336)	(99,325)
Share of operating profit/ (loss) in joint venture		<u>980</u>	<u>-</u>	<u>980</u>	<u>(46,309)</u>	<u>-</u>	<u>(46,309)</u>
<b>Net movement in funds for the group and its share of joint venture</b>		(177,506)	(23,288)	(200,794)	54,702	(200,336)	(145,634)
Fund balances at 1 April 2022		<u>2,992,571</u>	<u>679,677</u>	<u>3,672,248</u>	<u>2,937,869</u>	<u>880,013</u>	<u>3,817,882</u>
<b>Fund balances at 31 March 2023</b>		<u>2,815,065</u>	<u>656,389</u>	<u>3,471,454</u>	<u>2,992,571</u>	<u>679,677</u>	<u>3,672,248</u>

The statement of financial activities also complies with the requirements for and income and expenditure account under the Companies Act 2006.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## PARENT STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £	Restricted funds £	Total 2023 £	Unrestricted funds £	Restricted funds £	Total 2022 £
<b>Income from:</b>							
Donations and legacies	3	232,790	10,724	243,514	395,190	60,230	455,420
Charitable activities	4	1,267,094	375,372	1,642,466	1,328,401	245,161	1,573,562
Investments	6	<u>82,306</u>	<u>-</u>	<u>82,306</u>	<u>113,084</u>	<u>-</u>	<u>113,084</u>
<b>Total income</b>		<u>1,582,190</u>	<u>386,096</u>	<u>1,968,286</u>	<u>1,836,675</u>	<u>305,391</u>	<u>2,142,066</u>
<b>Expenditure on:</b>							
Charitable activities	8	<u>1,736,430</u>	<u>433,630</u>	<u>2,170,060</u>	<u>1,742,778</u>	<u>496,536</u>	<u>2,239,314</u>
<b>Total resources expended</b>		<u>1,736,430</u>	<u>433,630</u>	<u>2,170,060</u>	<u>1,742,778</u>	<u>496,536</u>	<u>2,239,314</u>
<b>Net (outgoing)/incoming resources before transfers</b>		(152,240)	(47,534)	(201,774)	93,897	(191,145)	(97,248)
Gross transfers between funds		<u>(24,246)</u>	<u>24,246</u>	<u>-</u>	<u>9,191</u>	<u>(9,191)</u>	<u>-</u>
<b>Net movement in funds</b>		(178,486)	(23,288)	(201,774)	103,088	(200,336)	(97,248)
Fund balances at 1 April 2022		<u>1,484,517</u>	<u>679,677</u>	<u>2,164,194</u>	<u>1,381,429</u>	<u>880,013</u>	<u>2,261,442</u>
<b>Fund balances at 31 March 2023</b>		<u>1,306,031</u>	<u>656,389</u>	<u>1,962,420</u>	<u>1,484,517</u>	<u>679,677</u>	<u>2,164,194</u>

The statement of financial activities also complies with the requirements for and income and expenditure account under the Companies Act 2006.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 2023

	Notes	2023		2022	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	13		968,931		981,607
Investment properties	14		3,804,898		3,751,482
Investments	15		-		-
Investments in joint venture:					
Share of gross assets		993,798		895,340	
Share of gross liabilities		(898,969)		(801,491)	
			94,829		93,849
			4,868,658		4,826,938
<b>Current assets</b>					
Stock		971		537	
Debtors	17	127,289		99,468	
Cash at bank and in hand		569,462		946,759	
			697,722		1,046,764
<b>Creditors: amounts falling due within one year</b>	19	(462,168)		(444,546)	
<b>Net current assets</b>			235,554		602,218
<b>Total assets less current liabilities</b>			5,104,212		5,429,156
<b>Creditors: amounts falling due after more than one year</b>	20	(1,632,758)		(1,756,908)	
<b>Net assets</b>			3,471,454		3,672,248
<b>Income funds</b>					
Restricted funds	22		656,389		679,677
<u>Unrestricted funds</u>					
Retained within the charity		1,407,271		1,585,757	
Retained within non-charitable subsidiaries		1,227,245		1,226,265	
		2,634,516		2,812,022	
Revaluation reserve retained within the charity	28	180,549		180,549	
			2,815,065		2,992,571
			3,471,454		3,672,248



**MANOR AND CASTLE DEVELOPMENT TRUST LIMITED**

**CONSOLIDATED BALANCE SHEET (CONTINUED)  
AS AT 31 MARCH 2023**

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The accounts were approved by the board of directors and authorised for issue on 12 December 2023 and are signed on its behalf by:

Y S Bramall  
**Trustee**

**Company Registration No. 3427303**

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## PARENT BALANCE SHEET AS AT 31 MARCH 2023

	Notes	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	13	941,163	938,695
Investment properties	14	466,550	466,550
Investments	15	<u>4</u>	<u>4</u>
		1,407,717	1,405,249
<b>Current assets</b>			
Debtors	17	898,581	740,098
Cash at bank and in hand		<u>475,284</u>	<u>816,188</u>
		1,373,865	1,556,286
<b>Creditors: amounts falling due within one year</b>	19	<u>(258,598)</u>	<u>(196,777)</u>
<b>Net current assets</b>		<u>1,115,267</u>	<u>1,359,509</u>
<b>Total assets less current liabilities</b>		2,522,984	2,764,758
<b>Creditors: amounts falling due after more than one year</b>	20	<u>(560,564)</u>	<u>(600,564)</u>
<b>Net assets</b>		<u>1,962,420</u>	<u>2,164,194</u>
<b>Income funds</b>			
Restricted funds	22	656,389	679,677
<u>Unrestricted funds</u>			
Revaluation reserve	28	180,549	180,549
Other charitable funds		<u>1,125,482</u>	<u>1,303,968</u>
		<u>1,306,031</u>	<u>1,484,517</u>
		<u>1,962,420</u>	<u>2,164,194</u>

The accounts were approved by the board of directors and authorised for issue on 12 December 2023 and are signed on its behalf by:

Y S Bramall  
Trustee

Company Registration No. 3427303

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## CONSOLIDATED CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2023

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	Notes	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Cash absorbed by operations	24	(186,613)	(3,948)
<b>Investing activities</b>			
Purchase of tangible fixed assets		(29,499)	(14,867)
Purchase of investment property		<u>(68,000)</u>	<u>-</u>
<b>Net cash used in investing activities</b>		(97,499)	(14,867)
<b>Financing activities</b>			
Repayment of loans		<u>(93,185)</u>	<u>(97,939)</u>
<b>Net cash used in financing activities</b>		<u>(93,185)</u>	<u>(97,939)</u>
<b>Net decrease in cash and cash equivalents</b>		(377,297)	(116,754)
Cash and cash equivalents at beginning of year		<u>946,759</u>	<u>1,063,513</u>
<b>Cash and cash equivalents at end of year</b>		<u>569,462</u>	<u>946,759</u>

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## PARENT CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Cash (absorbed by)/generated from operations	24	(355,222)	37,576
<b>Investing activities</b>			
Purchase of tangible fixed assets		(19,808)	(6,460)
Interest received		<u>34,226</u>	<u>14,578</u>
<b>Net cash generated from investing activities</b>		14,318	8,118
<b>Financing activities</b>			
Payment of obligations under finance leases		<u>-</u>	<u>-</u>
<b>Net cash used in financing activities</b>		<u>-</u>	<u>-</u>
<b>Net increase in cash and cash equivalents</b>		(340,904)	45,694
Cash and cash equivalents at beginning of year		<u>816,188</u>	<u>770,494</u>
<b>Cash and cash equivalents at end of year</b>		<u>475,284</u>	<u>816,188</u>

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies

#### Company information

Manor and Castle Development Trust Limited is a private company limited by guarantee, incorporated in England and Wales. The registered office is Norfolk House, Stafford Lane, Sheffield, South Yorkshire, S2 5HR.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and reporting by 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) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The group accounts comprise the accounts of the charitable company and its subsidiaries made up to the end of the financial year. The accounts have been consolidated on a line by line basis as recommended by the Statement of Recommended Practice, "Accounting and Reporting by Charities".

The accounts are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the group has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

#### 1.4 Incoming resources

Income is recognised when the group is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies (continued)

Legacies are recognised on receipt or otherwise if the group has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

### 1.5 Resources expended

Resources expended are recognised in the year in which they are incurred.

Costs of generating funds includes those costs incurred by the group during its activities for generating voluntary income.

Charitable activities comprises those costs incurred by the group in the delivery of its activities and services for its beneficiaries. It includes grants made to projects and individuals, costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grant expenditure payable to projects is included based on the date that individual projects' expenditure has been incurred, rather than the date that the grants are defrayed to the projects.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the group and include the audit fees and costs linked to the strategic management of the group.

All costs are allocated between the expenditure categories in the Statement of Financial Activities on a basis designed to reflect the use of the resource, and include irrecoverable VAT.

### 1.6 Tangible fixed assets and depreciation

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land is not depreciated

Freehold buildings	Straight line over 50 years
Leasehold property	Straight line over 2 to 50 years
Plant and machinery	33.33% straight line
Fixtures, fittings and equipment	15% or 33.33% straight line
Computers and office equipment	33.33% reducing balance
Motor vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### **1 Accounting policies (continued)**

#### **1.7 Investment properties**

Investment property, which is property held to earn rentals and/or for capital appreciation, is measured using the fair value model and stated at its fair value as the reporting end date. The surplus or deficit on revaluation is recognised in net income/(expenditure) for the year.

#### **1.8 Fixed asset investments**

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the group. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

#### **1.9 Impairment of fixed assets**

At each reporting end date, the group reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/(expenditure) for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

#### **1.10 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **1.11 Financial instruments**

The group has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the group becomes party to the contractual provisions of the instrument.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies (continued)

Financial assets are offset, with the net amounts presented in the accounts when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Other financial assets**

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes in fair value are recognised in net income/(expenditure), except that investments in equity instruments that are not publicly traded and whose fair values cannot be measured reliably are measured at cost less impairment.

#### **Impairment of financial assets**

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

#### **Derecognition of financial assets**

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the group transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

#### **Basic financial liabilities**

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.



# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies (continued)

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Other financial liabilities**

Derivatives, including interest rate swaps and forward foreign exchange contracts, are not basic financial instruments. Derivatives are initially recognised at fair value on the date a derivative contract is entered into and are subsequently re-measured at their fair value. Changes in the fair value of derivatives are recognised in finance costs or finance income as appropriate, unless hedge accounting is applied and the hedge is a cash flow hedge.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the group's contractual obligations expire or are discharged or cancelled.

#### **1.12 Employee benefits**

The cost of any unused holiday entitlement is not recognised in the period, but is recognised when the holiday entitlement has been taken.

Termination benefits are recognised immediately as an expense when the group is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.13 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### **1.14 Leases**

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees. All other leases are classified as operating leases.

Assets held under finance leases are recognised as assets at the lower of the asset's fair value at the date of inception and the present value of the minimum lease payments. The related liability is included in the balance sheet as a finance lease obligation. Lease payments are treated as consisting of capital and interest elements.

The interest is charged to net income/(expenditure) for the year so as to produce a constant periodic rate of interest on the remaining balance of the liability.

### 2 Critical accounting estimates and judgements

In the application of the group's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. There are no judgements or estimates which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 3 Donations and legacies

	Group					
	Unrestricted funds £	Restricted funds £	Total 2023 £	Unrestricted funds £	Restricted funds £	Total 2022 £
Donations and gifts	6,717	-	6,717	1,773	-	1,773
Grants receivable for core activities	<u>226,073</u>	<u>10,724</u>	<u>236,797</u>	<u>393,417</u>	<u>60,230</u>	<u>453,647</u>
	<u>232,790</u>	<u>10,724</u>	<u>243,514</u>	<u>395,190</u>	<u>60,230</u>	<u>455,420</u>
<b>Donations and gifts</b>						
Other donations	<u>6,717</u>	<u>-</u>	<u>6,717</u>	<u>1,773</u>	<u>-</u>	<u>1,773</u>
	<u>6,717</u>	<u>-</u>	<u>6,717</u>	<u>1,773</u>	<u>-</u>	<u>1,773</u>
<b>Grants receivable for core activities</b>						
Coronavirus job retention scheme income	-	-	-	6,665	-	6,665
Other non-performance related grants	<u>226,073</u>	<u>10,724</u>	<u>236,797</u>	<u>386,752</u>	<u>60,230</u>	<u>446,982</u>
	<u>226,073</u>	<u>10,724</u>	<u>236,797</u>	<u>393,417</u>	<u>60,230</u>	<u>453,647</u>

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 3 Donations and legacies (continued)

	Company					
	Unrestricted funds £	Restricted funds £	Total 2023 £	Unrestricted funds £	Restricted funds £	Total 2022 £
Donations and gifts	6,717	-	6,717	1,773	-	1,773
Grants receivable for core activities	<u>226,073</u>	<u>10,724</u>	<u>236,797</u>	<u>393,417</u>	<u>60,230</u>	<u>453,647</u>
	<u>232,790</u>	<u>10,724</u>	<u>243,514</u>	<u>395,190</u>	<u>60,230</u>	<u>455,420</u>
<b>Donations and gifts</b>						
Other donations	<u>6,717</u>	<u>-</u>	<u>6,717</u>	<u>1,773</u>	<u>-</u>	<u>1,773</u>
	<u>6,717</u>	<u>-</u>	<u>6,717</u>	<u>1,773</u>	<u>-</u>	<u>1,773</u>
<b>Grants receivable for core activities</b>						
Coronavirus job retention scheme income	-	-	-	6,665	-	6,665
Other non-performance related grants	<u>226,073</u>	<u>10,724</u>	<u>236,797</u>	<u>386,752</u>	<u>60,230</u>	<u>446,982</u>
	<u>226,073</u>	<u>10,724</u>	<u>236,797</u>	<u>393,417</u>	<u>60,230</u>	<u>453,647</u>

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 4 Charitable activities

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
Sales within charitable activities	430,148	460,582	676,593	618,792
Services provided under contract	753,272	784,877	753,272	784,877
Performance related grants	197,449	156,839	197,449	156,839
Property rental from charitable objects	10,824	10,072	10,824	10,072
Other property income	<u>4,328</u>	<u>2,982</u>	<u>4,328</u>	<u>2,982</u>
	<u>1,396,021</u>	<u>1,415,352</u>	<u>1,642,466</u>	<u>1,573,562</u>
Analysis by fund				
Unrestricted funds	1,020,649	1,170,191	1,267,094	1,328,401
Restricted funds	<u>375,372</u>	<u>245,161</u>	<u>375,372</u>	<u>245,161</u>
	<u>1,396,021</u>	<u>1,415,352</u>	<u>1,642,466</u>	<u>1,573,562</u>
Performance related grants				
Keyworker project	<u>197,449</u>	<u>156,839</u>	<u>197,449</u>	<u>156,839</u>
	<u>197,449</u>	<u>156,839</u>	<u>197,449</u>	<u>156,839</u>

### 5 Other trading activities

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
Income generated by subsidiaries	<u>888,879</u>	<u>699,771</u>	-	-
	<u>888,879</u>	<u>699,771</u>	-	-

All other trading activities are unrestricted.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 6 Investments

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
Rental income on investment properties	39,916	33,620	39,916	33,620
Income from unlisted investments	-	-	8,164	14,578
Interest receivable from subsidiaries	-	-	34,226	64,886
Other interest receivable	<u>130</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>40,046</u>	<u>33,620</u>	<u>82,306</u>	<u>113,084</u>

All investment income is unrestricted.

### 7 Raising funds

Group	Staff costs £	Depreciation and fair value gains £	Other costs £	Total 2023 £	Staff costs £	Depreciation and fair value gains £	Other costs £	Total 2022 £
Costs incurred by subsidiaries	<u>159,923</u>	<u>39,318</u>	<u>551,146</u>	<u>750,387</u>	<u>144,377</u>	<u>26,030</u>	<u>479,838</u>	<u>650,245</u>
	<u>159,923</u>	<u>39,318</u>	<u>551,146</u>	<u>750,387</u>	<u>144,377</u>	<u>26,030</u>	<u>479,838</u>	<u>650,245</u>

All costs for raising funds are unrestricted and there were no such costs in the company.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 8 Charitable activities

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
Staff costs	1,210,820	1,250,620	1,338,896	1,394,997
Depreciation and impairment	17,438	15,310	17,438	15,310
Regeneration project costs	510,420	534,608	510,420	534,608
BEST costs	29,660	26,422	29,660	26,422
Sure Start costs	55,709	58,140	55,709	58,140
Other project costs	50,686	49,298	50,686	49,298
Premises costs	50,428	61,507	71,456	79,589
Travelling costs	4,937	3,740	4,937	3,740
Administration costs	37,582	14,277	38,691	37,889
Bad and doubtful debts	2,392	(1,465)	2,392	(1,465)
Legal and professional fees	<u>27,625</u>	<u>29,686</u>	<u>27,625</u>	<u>29,686</u>
	1,997,697	2,042,143	2,147,910	2,228,214
Grant funding of activities (see note 9)	10,000	-	10,000	-
Share of governance costs (see note 10)	<u>12,150</u>	<u>11,100</u>	<u>12,150</u>	<u>11,100</u>
	<u>2,019,847</u>	<u>2,053,243</u>	<u>2,170,060</u>	<u>2,239,314</u>
Analysis by fund				
Unrestricted funds	1,586,217	1,556,707	1,736,430	1,742,778
Restricted funds	<u>433,630</u>	<u>496,536</u>	<u>433,630</u>	<u>496,536</u>
	<u>2,019,847</u>	<u>2,053,243</u>	<u>2,170,060</u>	<u>2,239,314</u>

Governance costs includes amounts payable to the auditors of £5,800 (2022: £4,400) for audit fees and £6,350 (2022: £6,700) for other services. The cost of raising funds includes payments to the auditors of £5,950 (2022: £5,000) for audit fees and £3,400 (2022: £2,850) for other services.

### 9 Grants payable

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
<b>Estate/Property Management</b>				
Grants to institutions (1 grant):				
The Green Estate Community Interest Company	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>-</u>
	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>-</u>

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 10 Governance costs

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
Audit and accountancy fees	<u>12,150</u>	<u>11,100</u>	<u>12,150</u>	<u>11,100</u>
	<u>12,150</u>	<u>11,100</u>	<u>12,150</u>	<u>11,100</u>
Analysed between charitable activities	<u>12,150</u>	<u>11,100</u>	<u>12,150</u>	<u>11,100</u>

### 11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, and none of them were reimbursed any expenses.

### 12 Employees

#### Number of employees

The average monthly number of employees during the year was:

	Group		Company	
	2023	2022	2023	2022
	Number	Number	Number	Number
Regeneration and administrative staff	69	68	69	68
Executive Management	2	2	2	2
Trustees	8	8	8	8
Generation of funds by subsidiaries	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>
	<u>87</u>	<u>86</u>	<u>87</u>	<u>86</u>

#### Employment costs

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
Wages and salaries	1,072,611	1,113,167	1,200,687	1,257,544
Social security costs	81,617	78,900	81,617	78,900
Other pension costs	<u>56,592</u>	<u>58,553</u>	<u>56,592</u>	<u>58,553</u>
	<u>1,210,820</u>	<u>1,250,620</u>	<u>1,338,896</u>	<u>1,394,997</u>

There were no employees whose annual remuneration was £60,000 or more (2022: none)

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 13 Tangible fixed assets

	Freehold land and buildings £	Long leasehold buildings £	Fixtures, fittings and equipment £	Total £
<b>Group</b>				
<b>Cost or valuation</b>				
At 1 April 2022	400,000	812,437	395,697	1,608,134
Additions	-	18,588	10,911	29,499
Disposals	-	-	-	-
<b>At 31 March 2023</b>	<u>400,000</u>	<u>831,025</u>	<u>406,608</u>	<u>1,637,633</u>
<b>Depreciation and impairment</b>				
At 1 April 2022	-	280,355	346,172	626,527
Charge for the year	-	15,131	27,044	42,175
Disposals	-	-	-	-
<b>At 31 March 2023</b>	<u>-</u>	<u>295,486</u>	<u>373,216</u>	<u>668,702</u>
<b>Carrying amount</b>				
<b>At 31 March 2023</b>	<u>400,000</u>	<u>535,539</u>	<u>33,392</u>	<u>968,931</u>
At 31 March 2022	<u>400,000</u>	<u>532,082</u>	<u>49,525</u>	<u>981,607</u>

At 31 March 2023, had the revalued freehold land and buildings assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, their carrying amount would have been approximately £426,920 (2022: £426,920).

The freehold land and buildings were valued externally by Hale Saunders Chartered Surveyors, on an open market basis. The property was valued in September 2010, and had a valuation of £400,000.



# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 13 Tangible fixed assets (continued)

Company	Freehold land and buildings £	Long leasehold buildings £	Fixtures and fittings £	Office equipment £	Total £
<b>Cost or valuation</b>					
At 1 April 2022	400,000	812,437	17,091	7,656	1,237,184
Additions	<u>-</u>	<u>18,588</u>	<u>-</u>	<u>1,320</u>	<u>19,908</u>
<b>At 31 March 2023</b>	<u>400,000</u>	<u>831,025</u>	<u>17,091</u>	<u>8,976</u>	<u>1,257,092</u>
<b>Depreciation and impairment</b>					
At 1 April 2022	-	280,355	10,478	7,656	298,489
Charge for the year	<u>-</u>	<u>15,131</u>	<u>1,869</u>	<u>440</u>	<u>17,440</u>
<b>At 31 March 2023</b>	<u>-</u>	<u>295,486</u>	<u>12,347</u>	<u>8,096</u>	<u>315,929</u>
<b>Carrying amount</b>					
<b>At 31 March 2023</b>	<u>400,000</u>	<u>535,539</u>	<u>4,744</u>	<u>880</u>	<u>941,163</u>
At 31 March 2022	<u>400,000</u>	<u>532,082</u>	<u>6,613</u>	<u>-</u>	<u>938,695</u>

At 31 March 2023, had the revalued freehold land and buildings assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, their carrying amount would have been approximately £426,920 (2022: £426,920).

The freehold land and buildings were valued externally by Hale Saunders Chartered Surveyors, on an open market basis. The property was valued in September 2010, and had a valuation of £400,000.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 14 Investment property

	Group investment properties £	Company investment properties £
<b>Fair value</b>		
At 1 April 2022	3,751,482	466,550
Additions	68,000	-
Fair value gains and losses on investment properties	<u>(14,584)</u>	<u>-</u>
<b>Market value at 31 March 2023</b>	<b><u>3,804,898</u></b>	<b><u>466,550</u></b>

The investment properties are held to provide an investment return for the group and are held in the UK.

The valuations of the investment properties in Manor and Castle Development Trust Limited were made in April 2010 externally by Hale Saunders Chartered Surveyors, on an open market basis. Additions since then have been included at cost.

The valuation of the investment property in Parkway Business Centre Limited was made in June 2015 externally by Scanlans Consultant Surveyors LLP, on an open market basis.

The valuation of the investment properties in Managing Locally Limited were based on independent valuations. A professional valuation on some of the company's investment properties were made in November 2018 externally by Mark Bennett Associates Limited, Chartered Surveyors, on an open market basis. This valued the investment properties at £720,000. The remaining investment property has been valued on the basis of a valuation made in June 2010 externally by Hale Saunders Chartered Surveyors, on an open market basis. This valued the remaining investment property at £20,000.

The directors review all valuations on an annual basis and consider any significant changes in the valuations of the properties, based on the nature and location of the properties and the underlying rentals charged.

Yorkshire Forward have a charge over the investment property in Parkway Business Centre Limited in respect of any grant income that becomes repayable by that company. The original amount of the Yorkshire Forward grant was £2,600,000.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 15 Fixed assets investments

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
Investment in subsidiaries	—	—	<u>4</u>	<u>4</u>
	=	=	<u>4</u>	<u>4</u>

#### Holdings of more than 10%

The charitable company holds more than 10% of the share capital/voting rights of the following companies:

Company		Shares held	
	Company number	Class	%
<b>Subsidiary undertakings</b>			
Parkway Business Centre Limited	04617006	Ordinary	100
Managing Locally Limited	04115551	Ordinary	100
<b>Joint venture</b>			
The Green Estate Community Interest Company	04801730	Voting rights	33

The aggregate amount of capital and reserves and the results of these undertakings for the last relevant financial year were as follows:

	Principal activities	Capital and Reserves £	Profit for the year £
Parkway Business Centre Limited	Property management	634,831	-
Managing Locally Limited	Regeneration consultancy	309,376	8,164
The Green Estate Community Interest Company	Greenspace maintenance and regeneration	284,486	2,939

All subsidiaries are included in these consolidated accounts, which are operated to generate funds for the charity.

The figures stated above for The Green Estate Community Interest Company are those for year ended 31 December 2022.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 15 Fixed assets investments (continued)

The results of the charitable company's subsidiaries for the year ended 31 March 2023 are summarised as:

	<b>Parkway Business Centre Limited £</b>	<b>Managing Locally Limited £</b>
Turnover	825,570	85,446
Cost of sales	(154,043)	-
Administrative expenses	<u>(568,115)</u>	<u>(77,282)</u>
Operating profit	103,412	8,164
Fair value gains and losses on investment properties	(14,583)	-
Interest receivable	130	-
Interest payable	<u>(88,959)</u>	<u>-</u>
Profit before taxation	-	8,164
Taxation	<u>-</u>	<u>-</u>
Profit after taxation	<u>-</u>	<u>8,164</u>
Aggregate assets	2,721,739	793,232
Aggregate liabilities	<u>(2,086,908)</u>	<u>(483,856)</u>
Aggregate funds	<u>634,831</u>	<u>309,376</u>
Tax losses available to carry forward against future trading profits and non trading loan relationship surpluses		
31 March 2023	<u>111,000</u>	<u>20,000</u>
31 March 2022	<u>143,000</u>	<u>21,000</u>

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### 15 Fixed assets investments (continued)

The charitable company's share of its joint ventures for the year ended 31 December 2022 is summarised as:

	<b>The Green Estate Community Interest Company £</b>
Turnover	2,021,107
Cost of sales	<u>(1,560,389)</u>
Gross profit	460,718
Administrative expenses	(1,004,583)
Other operating income	<u>546,804</u>
Operating profit	2,939
Interest receivable	-
Interest payable	<u>-</u>
Profit before taxation	2,939
Taxation	<u>-</u>
Profit after taxation	<u>2,939</u>
Fixed assets	2,162,177
Current assets	<u>819,216</u>
Aggregate assets	<u>2,981,393</u>
Liabilities due under one year	(756,052)
Liabilities due over one year	<u>(1,940,855)</u>
Aggregate liabilities	<u>(2,696,907)</u>
Profit and loss account	<u>284,486</u>

The principal place of business for the charitable company's joint venture, The Green Estate Community Interest Company, is Manor Oaks Farmhouse, 389 Manor Lane, Sheffield S2 1UH.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 16 Financial instruments

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
<b>Carrying amount of financial assets</b>				
Debt instruments measured at amortised cost	682,408	1,032,129	1,358,551	1,551,313
Equity instruments measured at cost less impairment	<u>-</u>	<u>-</u>	<u>4</u>	<u>4</u>
	<u>682,408</u>	<u>1,032,129</u>	<u>1,358,555</u>	<u>1,551,317</u>
<b>Carrying amount of financial liabilities</b>				
Measured at amortised cost	<u>2,091,309</u>	<u>2,182,165</u>	<u>815,887</u>	<u>795,334</u>

### 17 Debtors

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
Trade debtors	71,649	65,850	56,267	33,345
Amounts owed by group undertakings	-	-	825,000	682,797
Other debtors	40,326	18,983	2,000	18,983
Prepayments and accrued income	<u>15,314</u>	<u>14,635</u>	<u>15,314</u>	<u>4,973</u>
	<u>127,289</u>	<u>99,468</u>	<u>898,581</u>	<u>740,098</u>

Amounts owed by group undertakings include a loan to a trading subsidiary of £825,000 (including interest) (2022: £667,500). Interest is payable on any balance outstanding at the end of the year at 3% above base rate and there are no fixed repayment terms.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 18 Finance lease commitments

Future minimum lease payments due under finance leases:

	<b>Group</b>		<b>Company</b>	
	<b>2023</b>	<b>2022</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Within one year	-	-	-	-
Within two and five years	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

### 19 Creditors: amounts falling due within one year

	<b>Group</b>		<b>Company</b>	
	<b>2023</b>	<b>2022</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank loans and overdrafts	89,791	98,826	-	-
Trade creditors	66,659	62,502	26,003	26,413
Amounts owed to group undertakings	-	-	-	-
Other taxes and social security costs	3,617	19,289	3,275	2,007
Other creditors	170,354	131,065	118,793	79,169
Accruals and deferred income	<u>131,747</u>	<u>132,864</u>	<u>110,527</u>	<u>89,188</u>
	<u>462,168</u>	<u>444,546</u>	<u>258,598</u>	<u>196,777</u>

Included in other creditors is £100,000 owed to Sheffield City Council (2022: £60,000).

Sheffield City Council has a charge over the land and buildings of Managing Locally Limited, a subsidiary company of the charity, in respect of money owed to the council by the Manor and Castle Development Trust group.

The bank loan is secured by a fixed and floating charge over the property of Parkway Business Centre Limited, valued at £2.601m.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 20 Creditors: amounts falling due after more than one year

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
Bank loans and overdrafts	879,819	963,969	-	-
Other creditors	<u>752,939</u>	<u>792,939</u>	<u>560,564</u>	<u>600,564</u>
	<u>1,632,758</u>	<u>1,756,908</u>	<u>560,564</u>	<u>600,564</u>
<b>Analysis of loans</b>				
Not wholly repayable within five years by instalments	523,222	528,398	-	-
Wholly repayable within five years	<u>446,388</u>	<u>534,397</u>	-	-
	969,610	1,062,795	-	-
Included in current liabilities	<u>(89,791)</u>	<u>(98,826)</u>	-	-
	<u>879,819</u>	<u>963,969</u>	-	-
Instalments not due within five years	<u>523,222</u>	<u>528,398</u>	-	-

The bank loan is secured by a fixed and floating charge over the property of Parkway Business Centre Limited. The other creditor is secured by a charge over the land owned by Parkway Business Centre Limited. The value of the property and land in Parkway Business Centre Limited is £2.601m.

Included in other creditors is £560,564 owed to Sheffield City Council (2022: £600,564).

Sheffield City Council has a charge over the land and buildings of Managing Locally Limited, a subsidiary company of the charity, in respect of money owed to the council by the Manor and Castle Development Trust group.

### 21 Retirement benefit schemes

#### Defined contribution

The group operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the group in an independently administered fund.

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
Contributions payable for the year	<u>56,592</u>	<u>58,553</u>	<u>56,592</u>	<u>58,553</u>



## MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

#### 22 Restricted funds

The income funds of the group include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

#### Group and Company movement in funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Sure Start	351,780	-	(10,660)	-	341,120	-	(10,660)	-	330,460
Integrated Development Plan	65,645	-	-	-	65,645	-	-	-	65,645
Yorkshire Forward	115,250	-	-	(8,216)	107,034	-	-	(18,588)	88,446
Steel Inn Land Aid	106,246	-	-	(975)	105,271	-	-	-	105,271
SCC Covid recovery grant	-	-	-	-	-	-	(42,834)	42,834	-
Other regeneration grants	<u>241,092</u>	<u>305,391</u>	<u>(485,876)</u>	<u>-</u>	<u>60,607</u>	<u>386,096</u>	<u>(380,136)</u>	<u>-</u>	<u>66,567</u>
	<u>880,013</u>	<u>305,391</u>	<u>(496,536)</u>	<u>(9,191)</u>	<u>679,677</u>	<u>386,096</u>	<u>(433,630)</u>	<u>24,246</u>	<u>656,389</u>

The Holiday Hunger project is funded by the Council to distribute to groups who put on free activities and food in the school holidays. The project is to benefit children who get free school meals who might otherwise go hungry during the holidays.

The Woodthorpe and Wybourn Sure Start project provides Early Years childcare and associated outreach and support services. All income and expenditure relating to this project is shown in the Sure Start restricted fund.

MCDT is the Accountable Body for the Coal and Steel Areas Integrated Development Plan, a £42 million scheme predominantly funded by Objective 1 and Yorkshire Forward regenerating areas of South Yorkshire impacted detrimentally by the demise of the coal and steel industries. All income and expenditure relating to this project is shown in the Integrated Development Plan restricted fund.

The Yorkshire Forward funding relates to the proceeds of the sale of Harborough Avenue, an asset originally funded by an SRB scheme. The fund will be used to ensure community benefit by funding further development of the Manor area.

The Land Aid funding is to assist with upgrading the Steel Inn property and its gardens.

MCDT acts a project sponsor for a variety of projects funded by specific restricted grant funding. All income and expenditure relating to such projects are shown as other regeneration grants. Sufficient resources are held in an appropriate form to enable each fund to be applied in accordance with its restrictions.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 23 Analysis of net assets between funds

	Unrestricted funds £	Group Restricted funds £	Total £
Fund balances at 31 March 2023 are represented by:			
Tangible assets	638,471	330,460	968,931
Investment properties	3,804,898	-	3,804,898
Share of joint venture gross assets/(liabilities)	94,829	-	94,829
Current (liabilities)/assets	(90,375)	325,929	235,554
Long term liabilities	<u>(1,632,758)</u>	<u>-</u>	<u>(1,632,758)</u>
	<u>2,815,065</u>	<u>656,389</u>	<u>3,471,454</u>

	Unrestricted funds £	Company Restricted funds £	Total £
Fund balances at 31 March 2023 are represented by:			
Tangible fixed assets	610,703	330,460	941,163
Investment properties	466,550	-	466,550
Investments	4	-	4
Current assets/(liabilities)	789,338	325,929	1,115,267
Long term liabilities	<u>(560,564)</u>	<u>-</u>	<u>(560,564)</u>
	<u>1,306,031</u>	<u>656,389</u>	<u>1,962,420</u>

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 24 Cash generated from operations

	Group		Company	
	2023	2022	2023	2022
	£	£	£	£
<b>Reconciliation to changes in resources</b>				
<b>Deficit for the year</b>	(200,794)	(145,634)	(201,774)	(97,248)
<b>Adjustments for:</b>				
Investment income recognised in surplus or deficit	-	-	(34,266)	(14,578)
Depreciation and impairment of fixed assets	56,759	55,923	17,439	15,310
Share of joint venture (profit)/loss	(980)	46,309	-	-
<b>Movements in working capital:</b>				
(Increase)/Decrease in stock	(434)	(21)	-	-
(Increase)/Decrease in debtors	(27,821)	(32,821)	(158,483)	86,125
(Decrease)/Increase in creditors	<u>(13,343)</u>	<u>72,296</u>	<u>21,822</u>	<u>47,967</u>
<b>Cash (absorbed by)/generated from operations</b>	<u>(186,613)</u>	<u>(3,948)</u>	<u>(355,222)</u>	<u>37,576</u>

### 25 Financial commitments, guarantees and contingent liabilities

The parent charity was the recipient of an ERDF grant of £3,218,036 that funded the construction of 'The Quadrant', the prestige office complex owned and operated by Parkway Business Centre Limited. Under the terms and conditions of this grant any clawback liability arising from a default in the grant conditions by Parkway Business Centre Limited would remain with MCDT and not Parkway Business Centre Limited. The trustees consider that invocation of such a clawback with MCDT is remote.

The parent charity acted as the Accountable Body for the Coal and Steel Areas Integrated Development Plan. Through this plan MCDT had channelled £9.9 million of Single Pot funding and £21.6 million of European ERDF funding into over 40 regeneration projects by the completion of the plan in December 2008. MCDT undertook a rigorous program of monitoring to ensure that all such regeneration projects delivered in accordance with contractual terms. However, if a project is subsequently found not to have complied with the contractual terms then clawback may be invoked under European guidance. If the project is unable to repay the clawback and MCDT can be shown to have been negligent then contractually MCDT may become liable to re-pay the clawback.

The trustees of MCDT do not consider that they have been negligent in any material way in respect to any of these contracts. No clawback claims currently exist against MCDT. The amount of any such future potential claims cannot be reliably estimated.

# MANOR AND CASTLE DEVELOPMENT TRUST LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 26 Operating lease commitments

At 31 March 2023 the group had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	Group		Company	
	2023 £	2022 £	2023 £	2022 £
Within one year	74,974	76,613	30,398	31,197
Between two and five years	156,016	189,704	-	11,400
Over five years	-	22,288	-	-
	<u>230,990</u>	<u>288,605</u>	<u>30,398</u>	<u>42,597</u>

### 27 Related parties

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows:

	Group		Company	
	2023 £	2022 £	2023 £	2022 £
Aggregate compensation	<u>106,153</u>	<u>103,293</u>	<u>106,153</u>	<u>103,293</u>

The charity has taken advantage of the exemption in Financial Reporting Standard Number 8 from the requirement to disclose transactions with group companies on the grounds that its subsidiaries are included within these consolidated financial statements.

The Green Estate Community Interest Company is a joint venture of Manor and Castle Development Trust Limited. Purchases in the year from The Green Estate Community Interest Company were £28,062 (2022: £24,611) (company: £22,182 (2022: £18,633)). Sales in the year were £nil (2022: £nil) (company: £nil (2022: £nil)). The amount owed by The Green Estate Community Interest Company was £nil (2022: £nil) (company: £nil (2022: £nil)).

### 28 Revaluation reserve

	Group £	Company £
Balance at 1 April 2022 and at 31 March 2023	<u>180,549</u>	<u>180,549</u>