

SHERWOOD COMMUNITY ASSOCIATION CIO

Registered Charity 1158333

ANNUAL REPORT OF THE TRUSTEES

2020-2021

Sherwood Community Association CIO
is the Registered Charity which runs



Grant aided by Nottingham City Council

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TRUSTEES' REPORT 2020-21

ABOUT SHERWOOD COMMUNITY ASSOCIATION CIO

The Sherwood Community Association CIO is a Charitable Incorporated Organisation, (Reg. No.1158333), a voluntary organisation which was first registered with the Charity Commission on 22nd August 2014. From 1st April 2015, this charity took over the running of the Sherwood Community Centre, and all the monies, assets, contracts etc. of the former Sherwood Community Association which was then closed.

Full SCA CIO Membership is open to anyone living, working or-volunteering in the area of benefit, which is Sherwood and the surrounding area.

The Association is managed by The Trustees' Committee who meet monthly, assisted by two Administrators. The Trustees are elected annually by the members at an AGM and operate as per the adopted Constitution of 2014. The Trustees consult with the Members' Support Group, which is made up of Representatives from Affiliated Groups and other interested Members, who also meet regularly. It is a condition of Affiliation that Representatives support the Association by attending meetings and providing assistance at events or helping in areas of their expertise.

Various sub-groups (comprising of Trustees and Representatives of the Members' Support Group) carry out research, planning and other work and report back to the Trustees' Committee and Members' Support Group, with recommendations for action.

The building and grounds are owned by Nottingham City Council, who are responsible for repairs to the structure and services of the building. The Association receives an Area Based Grant from the Council. In order to receive the grant, the Association has had to provide quarterly monitoring, as proof that the Association is providing the services expected by the Area Based Grant Agreement, which is, in effect a type of Service Level Agreement.

The current Trustees' Committee has endeavoured to be in contact with and work with other organisations and charities to enhance provision for all who live in the area of benefit.

Through the democratic process, a wide range of views and opinions have been expressed, debated and decisions made accordingly.

Present provision and services continue to be utilised and we have had some success in responding to identified needs.

TRUSTEES AT 31 MARCH 2021

Chair	Jill Gregory (<i>also known as Jill Mee</i>)
Vice Chair	Maxine Leigh
Treasurer	Debbie Seaborn
Vice Treasurer	Margaret Hilton
Secretary	Hannah Fries (<i>also known as Hannah Malhotra</i>)
Membership Secretary	Valerie Hunter
Trustees	Louise Holland
	Sally Hilton
	Dawn Evans

MEMBERS OF STAFF AT 31 MARCH 2021

Administrators	Alison Manifold
	Kevin McDonnell
Administrative Assistant	Adam Cliff
Site/Maintenance Co-ordinator	Kevin McDonnell
Caretaker/Cleaners	Michael Carlisle
	Robert Soar (until October 2020)
	Julie Fairholm
	Geeth Malinda (from November 2020)

STATUTORY AUTHORITIES

Neighbourhood Development Officers (Nottingham City Council)	Leigh Plant
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CHAIR'S REPORT/GENERAL REPORT

Trustees and Staff have worked together throughout the year to make Sherwood Community Centre as resilient as possible, during a period which no one could have imagined possible. Thank you to everyone who has given continued support during this difficult period. Our caretaking staff were furloughed throughout the first lockdown, until 1 September 2020. Alison and Kevin worked from home. Trustees held Zoom meetings and some Trustees went to the building to carry out security and compliance checks such as legionella, fire safety etc to ensure that the building would be able to open quickly when lockdown ended. Soon, it was allowed for Kevin to go on-site to carry out the compliance work, and from June, Alison took over checks. At the end of June, the Council sent information in respect of re-opening preparations which were complicated and required a great deal of paperwork, including a long risk assessment and draft documents for rigorous checking of sanitising procedures. All booking documents had to be amended to cover Covid-safety procedures. Valerie, Alison, Louise and I discussed how we would make the building safe, and a decision was made to divide the building into three self-contained units to avoid cross-contamination. Each area had its own entrance and early in July, Valerie, my husband and I came in to work out room capacities and lay out the one-way system. The building felt sad and lonely, and it can't have been pleasant for Alison and Kevin to be there, alone, to do the checks. Signage was prepared and we were able to open for Sherwood Community Playgroup and some other groups from the beginning of September 2020, but we could not open to the public as caretakers were on flexible furlough, only working hours when they were needed to let groups in and do some other essential work, Kevin was working from home and Alison was working on the premises some days and at home on others. Sherwood Community Centre was one of the first community centres to be able to re-open due to Playgroup being a Statutory Childcare Facility. At last life was rebuilding in the Centre, more groups were planning to return in November – but LOCKDOWN 2! There was a limited return in December, but from January until April, only offices essential groups were allowed to return. Before the end of the Financial Year, bookings were coming in ready for the expected gradual re-opening of all things from April 2021. Special thanks this year must go to Alison who has worked on site throughout the year, dealing with visits from Council, Contractors and had a huge amount of work and pressure to deal with and has taken on additional responsibilities.

Jill Gregory
Chair

TREASURER'S REPORT

I am sorry to start this report with the acknowledgement of the death on 20 October 2021 of Kevin McDonnell, the centre's finance worker. Kevin has worked with me the whole time I have been treasurer, and for years before that, on the day to day detail of invoicing, paying bills and wages, and tracking and reporting on income and expenditure. His work has been crucial to the financial management of the Centre and we could not have done it without him. Thank you Kevin for your humour, your sarcasm, and your commitment to the Centre and its work.

During 2020 – 2021 we moved the book keeping to Quickbooks Online, which makes things more efficient for producing reports and accounts.

We are grateful for the financial help the Centre received from the furlough scheme and also from COVID support grants from Nottingham City Council, as well as for the council's grant. Nevertheless. the accounts show a very different position at the end of 2020 – 2021 from the year before. For the year ended 31 March 2021, income was £33,174 (2019 – 2020: £91,449) and expenditure was £64,747 (2019 – 2020: £87,123). We have ended the year with a deficit of £31,573, covered from reserves. The deficit is due to the loss of room hire income with the closure of the centre during lockdowns. It leaves us with cash funds at 31 March 2021 of £63,024. This has reduced from £94,597 at 31 March 2020.

It is thanks to all the fundraising work by Trustees, members and supporters in previous years that the centre has been able to survive the periods of lockdown which began in March 2020 and have continued throughout the whole period of these accounts. This financial cushion has meant that Trustees have been able to keep staff in employment (with help from the Coronavirus Job Retention Scheme – the furlough scheme) and keep the centre maintained and cared for. My job as Treasurer has been to track income and expenditure to make sure we are managing things in the most economical way possible. I am very grateful to Margaret Hilton, vice treasurer, and Kevin McDonnell, finance worker, for the work they did with me throughout the year.

Debbie Seaborn
Treasurer

MEMBERSHIP SECRETARY'S REPORT

After the rapid first Lockdown, it was not possible to implement the new Membership Year with notifications and registrations. Trustees agreed to extend the previous year's registered membership until further notice. That decision remained in place for the full Membership Year, up to 31.3.21.

Therefore, all Affiliations and Memberships were continuous from the previous year. At that point there were 12 Affiliated Groups and 2 Affiliated Charities with 82 individual members between them

A further 12 Individual Members and 1 Life Member makes a total of 95 members, carried forward.

Valerie Hunter
Membership Secretary

STAFFING

Caretaking Staff were on Furlough from March 2020 to August 2020 and returned on Flexible Furlough from 1 September. Robert retired at the end of October, and was replaced by Geeth from November. Kevin worked from home throughout the year, except for during April and May when he came in once a week to do compliance checks, but was diagnosed with cancer in May and unable to work on the premises due to his treatment and the necessity for shielding. Alison has combined working on the premises and working at home throughout the year. In November 2020, Adam joined the staff as a part time Administrative Assistant to support Alison and carry out tasks which Kevin would have done had he been working on the premises. It had not been expected that the Pandemic would last so long, and it was decided to put Kevin and Alison on flexible furlough, working reduced hours.

TRAINING

Adam did an on-line PAT Testing course to enable him to do PAT testing for the Centre's equipment and that of Centre Users wishing to use our PAT Testing service.

FUNDRAISING/EVENTS

It had been our intention to hold a celebration of Sherwood Community Centre's 70th Anniversary on the Sunday closest to the anniversary of the opening, which was 8 July 1950. Unfortunately, this was not possible.

Christmas Boxes

In December 2020 the Community Centre Office was contacted to see if we were able to distribute Christmas boxes to local families. These were from Costa Coffee in partnership with the Reading Agency, inspired by the Icelandic tradition of gifting a book to friends and family on Christmas Eve.

The boxes contained:

- A bag of Costa Coffee and/or a can of Costa Coffee drink
- A book suitable for an adult
- A book suitable for a child/young adult
- A bag of chocolate coins
- A children's activity sheet



We received 80 boxes, these were given to parents attending Sherwood Playgroup, members attending Open Wings and other users of groups using the Centre at the time. As many groups weren't meeting due to the pandemic, we still had a quantity of boxes left. Hannah took these to Highwood House in St Ann's, which is a hostel for homeless families.

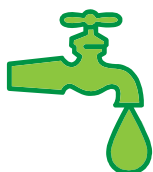
THE BUILDING AND GROUNDS

Caretakers returned to work in September to provide essential cleaning and sanitising as well as being available to let groups into the building. When the second lockdown started in November, there was little cleaning to be done, so the opportunity was taken to organise some repair and decorating work. Areas painted were Room 1, the Small Hall and the Disabled Toilet by the Hall. Unfortunately, we have not been able to complete the painting of windows due to ventilation work and Fire Regulation work which needs to be carried out. There was a Fire Risk Assessment carried out by the Fire

Service in December and by the City Council's Fire Officer in January. We were informed that we could not use some of the areas for storage, therefore there has been a huge amount of sorting out of cupboards and a skip was necessary. Organisation of storage is on-going.

SHERWOOD COMMUNITY CENTRE & THE ENVIRONMENT

Please help us to do our bit for the planet! We would like to continue our work on reducing our energy consumption of:



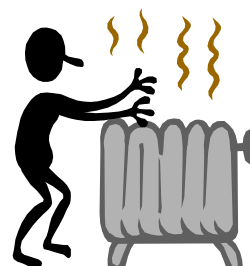
Water

Check that non-automatic taps are off after use.



Light

Please turn off lights if you leave a room. Don't put them on if it is a bright day and you can manage without.



Heat

Turn room thermostats down a degree or two, or to zero when you leave a room, as hot water in the pipes helps to maintain warmth in the rooms.

As ventilation is so important during the Covid-19 Pandemic, the cost of heating the building is going to rise considerably, and the cost of utilities is also rising. For this reason, we hope everyone will dress warmly, so that windows can be open to reduce risk of Covid-19.

If you live too far away to walk, then perhaps you may be able to cycle to the Centre and take advantage of our bike bins to lock away your bike whilst using the Centre. Alternatively, you could make use of our bike planter to secure your bike. There are also buses running past the Centre regularly, with bus stops within 2 minutes' walk. If, however, you do have to use your car to visit the Centre, please respect the car park markings and blue badge parking spaces, and park considerately. If the car park is busy and you have difficulty parking, there is space on Woodthorpe Drive, opposite the Community Centre, which is well-lit and wide. Alternatively, car parks are available a short walk away in Sherwood.



The little things we do can make a big difference, so please continue with your efforts helping us to reduce our carbon foot print.

BOOKCROSSING



The "Bookcrossing Zone" is situated in the Café. We have had a 'BookCrossing Zone' since 2010 and this is always popular. The books can be borrowed and returned or passed on to friends. If you don't return the book, we ask that you replace it with another book that you have read to enable the shelves to stay stocked. Each book is given a unique ID number and registered on the BookCrossing website, this enables the book to be tracked by its readers; it is interesting to discover how far some books actually travel!

Donations of books are always appreciated, whether for the BookCrossing or the book stall.

For more information, see: www.bookcrossing.com

AFFILIATED GROUPS' REPORTS **and Community Association reports**

Unfortunately, some groups were not able to return to the Community Centre during the 2020-2021 Financial Year due to Covid-19 Regulations, the restriction on room capacities due to social distancing and concerns over risks to their members, particularly the older generation and those with health risks.

Sherwood Playgroup CIO

The Playgroup was closed from April 2020 until September 2020 due to the Covid-19 pandemic. We reopened in September 2020 and were one of the first groups back at the centre due to us being a statutory provision, we are currently operating on a Tuesday to Friday pattern. During closure staff continued to work from home, visited families at a safe distance, took part in zoom staff meetings and school transition meetings. We continued to support families of children with additional needs and continued to work in a very different way to before. These were very unprecedented times both for our families and for staff members, this ultimately had an impact on our finances and potentially the long term sustainability if we had to enter another lockdown situation.

On return we still had lots of risk assessments to do around keeping children and adults safe, implementing a one way flow and separate entrance and exits. We still are not allowing Parents into setting, Parents of new starters have spent a little time indoors but we respectfully ask that a mask is worn. To date we have been really lucky that we have not had any positive Covid cases, staff are doing lateral flow tests twice weekly.

Despite the Covid – 19 pandemic numbers of children returning to us in September were healthy and numbers have continued to increase at every session. We have some children who benefit from free places due to the 2 year early learning programme, children who stay with us at 3 years old who qualify for Nursery Education Funding, or qualify for 30 hours and children that pay the normal playgroup fees. We continue to be a fully inclusive setting and take children from a range of ethnic backgrounds and children who have additional needs. Increasingly more Parents are choosing to let their child stay with us until they now start full time education, instead of moving them to a school nursery. We continue to have a waiting list and continue to receive telephone enquiries and also enquiries from our Facebook group, currently we are in the process of developing our new website.

We have a stable staff team, because of Covid we suspended all student placements, volunteers but we hope to be able to link up again with NTU after April 2021.

We continue to also use Lauren from into the Wildwood who comes in to do Forest School once a week, as this is an outdoor activity we felt the risk was minimal and the children love being outside and taking part in what Lauren has planned. The sessions are very beneficial for their learning and development. These sessions have been paid for using pupil premium money and also money from a grant.

Our finances are satisfactory at the moment but we rely heavily on donations and funding from various sources

Jill Gregory School of Dancing

At the time of the lockdown, Jill had been ill and was awaiting further treatment. The classes were therefore being taught by the other teachers. These are all former pupils who had grown up with the dancing school including Jill's niece, Dianna and her daughters, and others who have trained with the school. Some of these had already qualified as teachers with the school, and others continued to submit teaching modules to the exam board and take practical exams, in non-lockdown periods gaining Distinctions.

Virtual Dance during lockdown

From April 2020 to July 2020, we continued to offer online provision to our dancers. Teachers had quickly adapted to the lockdown and come up with a plan at the end of March, which consisted of weekly pre-recorded dance lessons for individual groups, along with fun dance related challenges and activities, and recommendations of performances to watch. We were able to stay connected with our dancers through setting these weekly resources, and our dancers were able to gain feedback by sharing videos of themselves dancing and taking part in the challenges. Our dancers could also show us their completed written activities, ask us questions and comment with how they got on with a task.

Yasmin and Jill both prepared videos of Adult Ballet classes and Adult Tap dances for adult students to continue to practise during the lockdown.

While the engagement rate fluctuated a little, overall, we had around half of our dancers signed up to use the online resources between April and July.

To wrap up our academic year and online term, teachers ran a free live class for members via Zoom, where dances of all ages across the dance school came together to learn a dance. It was lovely to be able to see and interact with our dancers in this way, and we enjoyed having a couple of parents take part too!

As in other years, we took part in the Tapathon to raise money for Children in Needs, and this was also by video.

Semi-Retirement

Back in 2018, Yasmin had expressed an interest in taking over the dancing school at some stage, but this had needed forward planning. Jill was relieved to be able to pass the dancing school to a family member. Having taught dance at Sherwood Community Centre since September 1976, (as well as Awsorth, Bulwell, Langley Mill/Heanor and Hucknall until 1989), she had reached the stage of feeling less inspired in respect of show planning as well as having back and knee problems. However, Jill always intended to continue to teach the Adult Classes, Seniors/Teachers' classes, cover teacher and act as a consultant. More definite preparations for Yasmin to take over the School began in February 2020, and Yasmin took over in September 2020 and has renamed it "Elevation Dance" (See separate report). Adult Classes are still advertised as the Jill Gregory School of Dancing with reference to Elevation Dance Classes with each of us passing enquiries to each other. After 45 years in Sherwood, the Gregory name is well-known and former pupils still pass the name to those who show an interest in dance classes. Although Covid-19 has made things difficult for everyone across the world, the strong relationships teachers have developed with pupils and parents over the years, has meant that although some dancers did not remain with the school throughout the pandemic, the dancing school passed to Yasmin was stronger than it might have been. It is also due to the hard work put in by teachers during the lockdowns with Virtual Dance.

Adult classes didn't resume in September 2020, even though it would have been allowed under the Covid-19 rules. This was for several reasons. As a Trustee of Sherwood Community Centre, Jill had been working with Staff and other Trustees to re-open the Centre and continue to work with them to get things back to normal, for reasons of Covid Social distancing (3m for dance/exercise), it was not possible to use the Annex, and for Covid Safety, Hall use was restricted to one group from Tuesday to Friday during term time. However, as some Adult Classes had been cancelled in March 2020 it was arranged to teach these during the October half term, to see how it went, with a view to starting regularly in November.

Then the second lockdown struck and Adult Exercise classes were not able to restart until May/June 2021

Jill Gregory and Yasmin Stevens

Elevation Dance

Elevation Dance launched in August 2020, taking over most classes from the Jill Gregory School of Dancing... what a time to embark on a new venture! Nevertheless, I was excited to be taking over the dance school that I had grown up with both as a student and teacher, and excited to see our dancers face to face again. We returned to the Community Centre for our first day of classes as Elevation Dance on the 19th September, equipped with Covid safe measures. 80% of our dancers who had been with us pre-pandemic returned, and we also welcomed new members. Teachers and students alike were both thrilled to be dancing together again, and there was a definite buzz on the first day back!

Throughout November when the 2nd lockdown was introduced, we delivered live Zoom lessons every Saturday for our members to keep up their fitness, technique and engagement with dance. Around 70% of our members took part in these. Along with the Jill Gregory School of Dancing, we joined the annual Tapathon for Children in Need - a virtual event this year! We had 41 dancers taking part, and raised £450.

In December, we returned to the Community Centre. We held in class assessments with some dancers in place of the exams that were still outstanding from March 2020. These allowed dancers to continue their progression, and receive feedback and a sense of achievement. In place of our usual end of term watching week, we filmed dances to share with family members. Myself and Bronwyn Stevens (fellow Elevation Dance teacher, and sister!) were able to take Programme of Study Technical Assessments at the British Theatre of Dance Head Office in Leicester, both gaining Distinction. This marked my final teacher's exam.

From January to March, of course, we found ourselves back in lockdown, so delivered online lessons via Zoom as we had in November, and again had around 70% of members taking part. All teachers recognised that many of our dancers and their families were finding this lockdown particularly challenging, and we were dedicated to supporting them. We knew that the exercise from dancing, being able to keep some routine and see their friends would benefit dancers' wellbeing. We held regular staff meetings to discuss how our classes were going and share ideas for engaging online

classes, as well as planning opportunities for our members. We had a guest teacher, a former Jill Gregory School of Dancing student, deliver online modern jazz workshops in February, and held another round of in class assessments over Zoom in March.

During this time, we also launched two new classes online: a teenage beginners ballet class and an alumni class. The alumni class brought together adult dancers in their 20s who had previously been members of the Jill Gregory School of Dancing. It was wonderful to dance together again after several years apart. In this case, we chose to see the necessity to run online classes as a positive, as it meant that dancers who now lived in other parts of the country were able to join.

Despite the uncertainty of the past year, by the end of March, we had seen a 20% increase in Elevation Dance's membership since we launched in August.

Yasmin Stevens

Nottinghamshire Bobbin Lace Society (NBLS)

Following on from the beginning of Lockdown in early March 2020, NBLS was unable to meet in any face-to-face format.

Classes, Pop-ins and all Courses were cancelled, and members kept in touch via email, phone and video conferencing.

The Committee, many of which were due for retirement under the Constitution, agreed to "caretake" the Society for another year, through to the planned AGM in November 2021.

The quarterly Newsletters continued to be published, and was full of members' "Lockdown Lace" projects, photographs and snippets of news. The year's chosen charity, Brain Tumour Research still benefitted from the Society's planned Wear a Hat Day, and the photos showed members' individuality.

Everyone looks forward to being able to resume classes, Pop-ins and Lace Days later in 2021, when vaccinations and venues allow a carefully planned and socially distanced safe return.

Valerie Hunter. (NBLS Rep to SCA)

The Yoga Village

Over the past year we have continued to provide yoga classes to local adults and children. Our classes include specialised groups for pregnancy, postnatal and kids, as well as general classes. The disruption of lockdown and continued restrictions continued through 2021, and for the majority of the year our classes were a mix of very small groups and Zoom sessions. After the summer we more or less ceased teaching in Room 5 and expanded into larger venues, chiefly the main hall at Sherwood Community Centre. In this way we have been able to continue some viable yoga classes while offering social distancing to our students. There seems to be a sea change, at least now while the pandemic continues, in that our smaller space is not appropriate for larger groups. This will be reviewed during 2022, as we continue to hire Room 5.

Supporting our community of students is thoroughly enjoyable and motivating, and is so far balanced alongside the need to keep the Yoga Village going through the challenges of the past two years. Lately, we have witnessed an increase in numbers of people wishing to return to yoga, and are optimistic for The Yoga Village in 2022.

Hannah Malhotra

Buena Vida Health and Fitness

We normally run a Zumba Chair class but, due to social distancing, this has not been possible even when lock-down was eased.

Chair Based Zumba Gold Social – run by SCACIO

This is a fun and friendly, non-profit making class which was started 5 years ago with the intention of providing exercise and an opportunity for social interaction. It was originally aimed at the elderly and those with physical limitations, but also included those with mental health and anxiety issues. It was run by the SCACIO, in conjunction with Christine's Community Café before the pandemic, but when classes were allowed to re-start after lock-down, the café was closed and we could not provide refreshments due to social distancing.

To keep contact with all the class members especially those who lived alone and had to isolate due to age or vulnerability, Margaret took the class online and provided classes and an opportunity to chat with other members on

Zoom. Several members said that during the first lockdown it was the only contact they had had with anyone else, and helped them get through it.

Margaret Hilton
Trustee and Zumba Instructor

Woodthorpe Model Railway Club

No report submitted

Nottingham Self Help For People Who Stammer

No report submitted

Sprouts

No report submitted

Little Legs

No report submitted

OTHER USER GROUPS' REPORTS

Support for Survivors (S4S)

We provide support to male and female victims & survivors aged 18 plus, who have suffered from a multitude of several types of childhood abuse & experiences.

We actively reduce the distress of victims & survivors aged 18 plus of childhood non-recent abuse through a range of 'Peer' led interventions. Our successful 'Support for Survivors Personal Development & Recovery Program has been phenomenal and life changing, with some moving forward to our Volunteer Program, but we have co-piloted with those attending and shall be looking to have this program accredited.

We had seven active volunteers, who worked over & beyond as always, their inner passion giving back from their own recovery journeys, and succeeding with our mentoring, coaching, and training programmes. To date we have no paid staff on our books.

We are now supporting 332 male & female victims & survivors, up 16 men and 27 women (43 in total for the year ending). This figure should have been higher, receiving less referrals throughout the Covid-19 Pandemic.

Throughout Covid-19 we were unable to support our services users in person, although we did still support with front line services and outreach. This was mainly delivery of prescriptions, food parcels, shopping, and clothing, or just socially distancing from their front door, many struggled with isolation.

We are delivering services from the Sherwood Community Centre, and what a wonderful experience it still is, being community orientated. We would like to say a massive thank you to the admin and Trustees of the Community Centre. They have been very supportive, it is a warm community centre and one where we are all supportive of one another to ensure all who access our Centre are within a safe and non-judgmental environment, obviously throughout the lockdown our centre was closed, with all working from home.

We closed our offices March 13th, 2020, because of lockdown, it was a very hectic time for us all, daunting not knowing how this would impact us not only as a Charity but individually. We were able to change our practices of support and adult educational programs via Zoom digital facetime and more so via telephone support. We were able to access much online training courses, this has saved travel time and has been cost effective.

I nominated two volunteers throughout the pandemic for their outstanding work, one received gift vouchers from TKMaxx Hero's, and our other volunteer was hand delivered a case of wines from Naked Wines.

Digital facetime support included either Skype or Zoom with 24 female and 15 men supported online. Many did not like using this method, with this in mind our telephone befriending support in place of face-to-face skyrocketed.

We would like to thank all our partners who we refer to, and who refer to 'Support for Survivors'. There are some remarkable people in our communities working over and beyond, Thank You, and most of all and not forgetting our remarkable male and female survivors of childhood abuse, and their families.

You are surviving and thriving!

Maxi Leigh
Founder Care Services Director

Sherwood Community Association CIO
(Registered charity, number 1158333)
Financial statements
for the year ended 31 March 2021

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**Sherwood Community Association CIO
Trustees' annual report
for the year ended 31 March 2021**

Full name Sherwood Community Association CIO

Other names by which the charity is known Sherwood Community Centre

Organisation type Charitable incorporated organisation

Registered charity number 1158333

Principal address Woodthorpe House, Mansfield Road, NOTTINGHAM, NG5 3FN

Trustees

Jill Gregory, Chair
Sally Hilton
Margaret Hilton
Louise Holland
Valarie Hunter

Maxine Leigh
Hannah Malhotra
Deborah Seaborn
Dawn Evans

Independent examiner

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

Governance and management

The charity is operated under the rules of the CIO Association constitution adopted 22/08/14.

Overall management of the charity is the responsibility of the Trustees who are elected annually at an AGM, or co-opted under terms of the constitution. They are advised by the Members Support Group, made up of affiliated groups and other interested members who meet regularly. Day to day project activity is managed & carried out by volunteers & paid staff.

Objectives and activities

To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a community centre and to maintain and manage the same.

To promote such other charitable purposes as may from time to time be determined.

Sherwood Community Association CIO

Summary of the main activities undertaken for the public benefit

As the Centre closed to the General Public for most of the year due to the Coronavirus pandemic, most activities were not allowed under lockdown. Some such as Playgroup, and some health and exercise activities were allowed for part of the year and some of the offices were functioning. Most were unable to meet, many because of the restraints of social distancing and providing adequate ventilation.

The usual activities of the Centre, which would have taken place in 2020/2021, are listed below;

The Centre, together with various groups who hire our rooms and offices, run several sessions open to the public.

There are a variety of Dance and Drama classes for children and adults including Ballet, Tap and Zumba. There are several Yoga sessions including Pregnancy Yoga and Post Natal Yoga classes and Nottingham Osteoporosis Group run a weekly Tea Dance.

We run a weekly chair-based exercise class, combined with refreshments and an opportunity to socialise afterwards, for the elderly, people with mental health issues, and people with disabilities or limited mobility, a second class was added due to its popularity.

A Seniors' Group for the over 60's meets once a week. There is a respite care day centre for the elderly run weekdays.

A Playgroup is held each weekday for children aged 2-5 years. There is a Mini Music session for 0-3 year olds once a week.

Several Self Help Groups meet in the Centre including: Aphasia, Alcoholics Anonymous, Coping with Anxiety, Nottingham Self Help Group for People who Stammer and Versus Arthritis.

There are many classes meeting at the Centre catering for special leisure interests, including Nottinghamshire Bobbin Lace Society, The Sherwood Art Class, Woodthorpe Model Railway, Singing tuition and Stained Glass.

The garden to the rear of the Community Centre is a Community Garden run by Transition Sherwood Garden Group. Members of the public are able to rent a mini plot of garden for a minimal fee.

We have a reduced rental rate for charities making the building more accessible for their use.

Sherwood Community Association CIO

All offices are now rented out to organisations who provide education and services in health, education, fitness etc. e.g.;

APT Care, who provide Home Care Services - rent an office at the centre. Their trained carers, a workforce able to speak a number of languages, provide a variety of personal services to a high standard of care to those that are in need.

Open Wings Adult Learning, based at the Centre, work with adults with learning disabilities and other disadvantaged groups and offer workshops to colleges and day centres.

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Christine's Community Café runs as a social enterprise at the Centre. She provides a very warm welcome to all, including those with disabilities, and serves a variety of home-made meals, snacks, cakes and biscuits at reasonable prices. She has hosted some events for children and adults, and is part of the Safe Places scheme.

Sprouts, a children's drama group, has held drama sessions and some storytelling sessions for children in the school holidays.

We plan to convene an annual forum of representatives from groups, organisations, and agencies which use the Centre or are active within the community to discuss ways of co-operating and working together in ways to benefit the community.

We are part of a breastfeeding friendly scheme in Nottingham.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main achievements during the period

Some of the Trustees and staff worked hard to make the Centre as Covid safe as possible. New signage and social distancing markers were put in place, and the Centre was successfully divided into three separate areas, each with its own entrance and exit to provide one way systems. Hand sanitisers were installed in strategic places, together with test/trace forms. Masks and visors were provided for staff who were able to come into the building to carry out essential work.

Whilst the building has been mostly empty, the opportunity has been taken to look at storage, cupboards, etc., and to take steps to maximise the space by building new shelving, clearing out old equipment that is no longer used and cleaning thoroughly.

We were guided by the Fire Department who ensured that all areas were now compliant with fire regulations.

Sherwood Community Association CIO

Minor repairs, improvements and some decorating has been undertaken while the building has mainly been empty.

Digi-locks have been installed on some doors to enhance security of the building.

Sherwood Playgroup have been running throughout most of the pandemic providing a vital service for children and many parents.

Through careful management of staff hours and putting staff on flexible furlough we have been able to safeguard the jobs of our staff.

One of our Trustees, who voluntarily runs the Zumba Chair Social class on behalf of the Centre, was nominated and was one of five finalists in the 'Social Inclusion' award in the annual National Community Fitness Awards.

We applied to take part in World Book Night and received free copies of The Flat Share by Beth O'Leary. These books were distributed to groups that use the Centre who best fitted the criteria.

We received 100 Christmas boxes from the reading agency in association with Costa Coffee which were distributed to local families.

The charity's policy on reserves

Sufficient reserves are held in a charity savings account to ensure the safe running of the Centre for a period of at least 3 months, and to cover any redundancies, including pension contributions, should the need arise.

This is reviewed every quarter by the Finance Sub-Committee.

Signed on behalf of the charity's trustees:

Signed J. Gregory Type text here Date 13/1/2022
Jill Gregory, Trustee

**Independent examiner's report to the trustees of
Sherwood Community Association CIO
for the year ended 31 March 2021**

I report to the trustees on my examination of the accounts of Sherwood Community Centre CIO for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

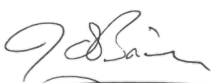
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed  Date 13/1/22
John O'Brien MSc, FCCA, FCIE
Employee of Community Accounting Plus


Sherwood Community Association CIO
Receipts & payments account
for the year ended 31 March 2021

2020				2021	
Total			Unrestricted	Restricted	Total
Funds			Funds	Funds	Funds
£		Note	£	£	£
	Receipts				
10619	Grants & donations	2	12987	14103	27090
73580	Room Hire		5893	-	5893
311	Membership		111	-	111
4646	Fundraising		-	-	-
325	Bank interest		80	-	80
1968	Sales & fees		-	-	-
91449	Total receipts		19071	14103	33174
	Payments				
51352	Wages, NI & pension		36467	7799	44266
-	Staff expenses		33	-	33
1292	Events		-	-	-
1330	Cleaning		1586	-	1586
5821	Equipment, repairs & renewals		4382	-	4382
20	Fundraising & publicity		-	-	-
4639	Office costs		3536	-	3536
1256	Insurance		1298	-	1298
1869	Legal & professional fees		1628	-	1628
3	Trustee & AGM expense		680	-	680
10623	Utilities		-	6304	6304
8389	Premises maintenance		1020	-	1020
427	Bank charges		14	-	14
2	Hospitality		-	-	-
92	Sundry payments		-	-	-
8	Transport		-	-	-
87123	Total payments		50644	14103	64747
4326	Net receipts/(payments)		(31573)	-	(31573)
90271	Cash funds at start of this period		94597	-	94597
94597	Cash funds at end of this period		63024	-	63024

Sherwood Community Association CIO
Statement of assets and liabilities
at 31 March 2021

<i>2020</i>			<i>2021</i>
£	Cash assets	Note	£
94597	Bank & cash accounts		63024
<u>94597</u>			<u>63024</u>
	Other monetary assets		
3670	Debtors: Room hire		705
<u>3670</u>			<u>705</u>
	Assets retained for the charity's own use		
	General equipment.		
	Cooker purchased in 2019 at a cost of £899		
	Liabilities		
(2048)	Creditors	4	(679)
<u>(2048)</u>			<u>(679)</u>

These financial statements are accepted on behalf of the charity by:

Signed  Dated 13/1/2022
Margaret Hilton, Trustee

Sherwood Community Association CIO
Notes to the accounts
for the year ended 31 March 2021

1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

2. Grants & donations

	Unrestricted £	Restricted £	Total £
Nottingham City Council	-	14103	14103
HMRC JRS	12385	-	12385
Sundry grants & donations	602	-	602
	<u>12987</u>	<u>14103</u>	<u>27090</u>

3. Funds analysis

	Opening balance £	Receipts (Payments) £		Closing balance £
Restricted funds				
NCC Block & Covid grant	-	14103	(14103)	-
	<u>-</u>	<u>14103</u>	<u>(14103)</u>	<u>-</u>
Unrestricted funds				
General fund	94597	19071	(50644)	63024
	<u>94597</u>	<u>19071</u>	<u>(50644)</u>	<u>63024</u>

Sherwood Community Association CIO

4. Creditors

	£
Independent examination	678
	<u>678</u>

5. Premises

The premises are provided by the local authority.

6. Trustees' remuneration

During this period, a total of £680 was reimbursed to 3 trustees for expenses incurred.

7. Related party transactions

There were no related party transactions.

8. Glossary of terms

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Debtors: These are amounts owed to the charity, but not received in the accounting period.

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

Sherwood Community Association CIO
(Registered charity, number 1158333)
Financial statements
for the year ended 31 March 2021

Page	Contents
2 - 5	Trustees' annual report
6	Independent examiner's report
7	Receipts & payments account
8	Statement of assets & liabilities
9-10	Notes to the accounts

**Sherwood Community Association CIO
Trustees' annual report
for the year ended 31 March 2021**

Full name Sherwood Community Association CIO

Other names by which the charity is known Sherwood Community Centre

Organisation type Charitable incorporated organisation

Registered charity number 1158333

Principal address Woodthorpe House, Mansfield Road, NOTTINGHAM, NG5 3FN

Trustees

Jill Gregory, Chair
Sally Hilton
Margaret Hilton
Louise Holland
Valarie Hunter

Maxine Leigh
Hannah Malhotra
Deborah Seaborn
Dawn Evans

Independent examiner

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

Governance and management

The charity is operated under the rules of the CIO Association constitution adopted 22/08/14.

Overall management of the charity is the responsibility of the Trustees who are elected annually at an AGM, or co-opted under terms of the constitution. They are advised by the Members Support Group, made up of affiliated groups and other interested members who meet regularly. Day to day project activity is managed & carried out by volunteers & paid staff.

Objectives and activities

To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a community centre and to maintain and manage the same.

To promote such other charitable purposes as may from time to time be determined.

Sherwood Community Association CIO

Summary of the main activities undertaken for the public benefit

As the Centre closed to the General Public for most of the year due to the Coronavirus pandemic, most activities were not allowed under lockdown. Some such as Playgroup, and some health and exercise activities were allowed for part of the year and some of the offices were functioning. Most were unable to meet, many because of the restraints of social distancing and providing adequate ventilation.

The usual activities of the Centre, which would have taken place in 2020/2021, are listed below;

The Centre, together with various groups who hire our rooms and offices, run several sessions open to the public.

There are a variety of Dance and Drama classes for children and adults including Ballet, Tap and Zumba. There are several Yoga sessions including Pregnancy Yoga and Post Natal Yoga classes and Nottingham Osteoporosis Group run a weekly Tea Dance.

We run a weekly chair-based exercise class, combined with refreshments and an opportunity to socialise afterwards, for the elderly, people with mental health issues, and people with disabilities or limited mobility, a second class was added due to its popularity.

A Seniors' Group for the over 60's meets once a week. There is a respite care day centre for the elderly run weekdays.

A Playgroup is held each weekday for children aged 2-5 years. There is a Mini Music session for 0-3 year olds once a week.

Several Self Help Groups meet in the Centre including: Aphasia, Alcoholics Anonymous, Coping with Anxiety, Nottingham Self Help Group for People who Stammer and Versus Arthritis.

There are many classes meeting at the Centre catering for special leisure interests, including Nottinghamshire Bobbin Lace Society, The Sherwood Art Class, Woodthorpe Model Railway, Singing tuition and Stained Glass.

The garden to the rear of the Community Centre is a Community Garden run by Transition Sherwood Garden Group. Members of the public are able to rent a mini plot of garden for a minimal fee.

We have a reduced rental rate for charities making the building more accessible for their use.

Sherwood Community Association CIO

All offices are now rented out to organisations who provide education and services in health, education, fitness etc. e.g.;

APT Care, who provide Home Care Services - rent an office at the centre. Their trained carers, a workforce able to speak a number of languages, provide a variety of personal services to a high standard of care to those that are in need.

Open Wings Adult Learning, based at the Centre, work with adults with learning disabilities and other disadvantaged groups and offer workshops to colleges and day centres.

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Whilst the building has been mostly empty, the opportunity has been taken to look at storage, cupboards, etc., and to take steps to maximise the space by building new shelving, clearing out old equipment that is no longer used and cleaning thoroughly.

We were guided by the Fire Department who ensured that all areas were now compliant with fire regulations.

Sherwood Community Association CIO

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The charity's policy on reserves

Sufficient reserves are held in a charity savings account to ensure the safe running of the Centre for a period of at least 3 months, and to cover any redundancies, including pension contributions, should the need arise.

This is reviewed every quarter by the Finance Sub-Committee.

Signed on behalf of the charity's trustees:

Signed J. Gregory Type text here Date 13/1/2022
Jill Gregory, Trustee

**Independent examiner's report to the trustees of
Sherwood Community Association CIO
for the year ended 31 March 2021**

I report to the trustees on my examination of the accounts of Sherwood Community Centre CIO for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

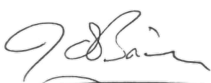
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Signed  Date 13/1/22
John O'Brien MSc, FCCA, FCIE
Employee of Community Accounting Plus


Sherwood Community Association CIO
Receipts & payments account
for the year ended 31 March 2021

2020				2021	
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Funds			Funds	Funds	Funds
£		Note	£	£	£
	Receipts				
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73580	Room Hire		5893	-	5893
311	Membership		111	-	111
4646	Fundraising		-	-	-
325	Bank interest		80	-	80
1968	Sales & fees		-	-	-
91449	Total receipts		19071	14103	33174
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8389	Premises maintenance		1020	-	1020
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Sherwood Community Association CIO
Statement of assets and liabilities
at 31 March 2021

<i>2020</i>			<i>2021</i>
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3670	Debtors: Room hire		705
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	Assets retained for the charity's own use		
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	Cooker purchased in 2019 at a cost of £899		
	Liabilities		
(2048)	Creditors	4	(679)
<u>(2048)</u>			<u>(679)</u>

These financial statements are accepted on behalf of the charity by:

Signed  Dated 13/1/2022
Margaret Hilton, Trustee

Sherwood Community Association CIO
Notes to the accounts
for the year ended 31 March 2021

1. Receipts & payments accounts

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Sundry grants & donations	602	-	602
	12987	14103	27090

3. Funds analysis

	Opening balance £	Receipts (Payments) £		Closing balance £
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NCC Block & Covid grant	-	14103	(14103)	-
	-	14103	(14103)	-
Unrestricted funds				
General fund	94597	19071	(50644)	63024
	94597	19071	(50644)	63024

Sherwood Community Association CIO

4. Creditors

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Independent examination	678
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The premises are provided by the local authority.

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During this period, a total of £680 was reimbursed to 3 trustees for expenses incurred.

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