

# SHERWOOD COMMUNITY ASSOCIATION CIO

Registered Charity 1158333

## ANNUAL REPORT OF THE TRUSTEES

2021-2022

Sherwood Community Association CIO is the  
Registered Charity which runs



Grant aided by Nottingham City Council

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# **TRUSTEES' REPORT 2021-22**

## **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 2022**

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 2022**

Administrator	Alison Manifold
Administrative Assistants	Karen Southam
	Adam Cliff
Caretaker/Cleaners	Julie Fairholm
	Geeth Malinda

## **STATUTORY AUTHORITIES**

Nottingham City Council  
Castle Cavendish

## **CHAIR'S REPORT/GENERAL REPORT**

It has been another difficult year for Sherwood Community Association CIO – but this has been the case for the entire World. When the new Financial Year began, the Covid-19 pandemic was still (and continues to be) a matter for concern. We were still in a second lockdown, although Playgroup and Support groups were allowed to operate, and offices were allowed to open – although it was still advised to work from home where possible. From 12 April, children's activities were permitted, so some groups resumed after Easter. From mid-May, Adult exercise and some other groups were allowed to return, but other groups were not able to return until July. However, some chose to wait until September. There are still groups who have not returned, but who have said they may return. Unfortunately, during the winter, cases of Covid 19 were rife, which caused further delays in groups returning or in individual members returning. However, we do have quite a few new regular groups, and we wish these and our long-standing groups, every success in growth and stability as we come out of the pandemic. It is expected that there will be an increase in Covid next winter, and we hope that this will not be detrimental to our groups.

We have had several staff changes during the last year, these are reported in the Staffing Section.

Jill Gregory  
Chair

## **TREASURER'S REPORT**

This report covers the year April 2021 – March 2022, and I am sorry to acknowledge that during this period we lost Kevin McDonnell, the centre's long-serving finance worker. Kevin died on 20 October 2021. I record here our gratitude to Kevin for all the work he did, his support to me as Treasurer and his commitment to the Centre and its work.

For the year ended 31 March 2022, income was £60,261 and expenditure £66,139 – a very different position from the year before COVID, 2019 – 2020, when income was £91,449 and expenditure was £87,123. This drop in income is due to the loss of room hire payments with the closure of the centre during lockdowns, and it shows the challenge that the pandemic has been for the Sherwood Community Centre.

It is thanks to all the fundraising work by Trustees, members and supporters in previous years that the centre has been able to survive, keep its staff in employment, and re-open. In the financial year covered by these accounts, we also benefitted from grants from Nottingham City Council and from the HMRC Coronavirus Job Retention Scheme and these have meant that the year ended with a deficit (£5878) much lower than we had feared. We are grateful as well for a grant of £5000 from the National Lottery Places Called Home scheme, which we are using to support the re-opening of our cafe this year.

At the end of the year, our funds stood at £57,146, a healthy amount which has enabled us to run a deficit budget again this year – necessary in order to keep the centre open and staffed, and to meet the huge increase in utilities costs (we expect to pay three times more this year than last for gas and electricity). We are optimistic that with all offices rented and with room hire building back up to pre-pandemic levels, the centre is well-placed to go forward as the resource for Sherwood residents and community groups that it has been for over 70 years.

Following Kevin's death, CA Plus took over our book keeping and invoicing work and we thank Michael Fisher for his support with this and with financial management. I am grateful also to Karen Southam for the work she does each month to provide the information for CA Plus, and of course my thanks as well to Margaret Hilton, vice treasurer, for the work she did with me throughout the year.

Debbie Seaborn  
Treasurer  
December 2022

## **MEMBERSHIP SECRETARY'S REPORT**

Trustees' Lockdown decision to extend the previous year's registered membership until further notice, remained in place until the beginning of the new Membership year starting 01.04.21.

As Users gradually returned to the Centre from mid-2021, a continued Affiliation was offered to all 14 previous groups, at a reduced rate for the shorter period from September 2021 – March 2022.

Several such groups were unable to return to use the Centre after Lockdown, for a variety of reasons, and as a result only 7 groups took up the offer: NBLs, Jill Gregory School of Dancing, Self-help Group for People who Stammer, Sprouts, Yoga Village, Elevation Dance, Sherwood Playgroup CIO.

One further group did return to the Centre, but did not chose to re-affiliate; Woodthorpe Model Railway Club.

From within these groups, there was a total of 38 listed members, and with 13 further Individual memberships and 1 Life member, the total membership is listed as 52 for the Membership year ending 31.03.22.

This is a fall from 14 Affiliations and 95 memberships during the previous reporting period, prior to Lockdown.

Valerie Hunter  
Membership Secretary

## **STAFFING**

This has been a year of change in Staffing. Following the sad death of our Site Maintenance Co-ordinator/Administrator, Kevin McDonnell, in October 2021, we were pleased to be able to recruit Karen Southam as Administrative Assistant, to work in the office with Alison from late December 2021. We were also sorry, when Alison decided to take early retirement, officially leaving us on 31 March after 14 years as Administrator. While with us, Alison introduced the Book Crossing and the Bric-a-Brac stall, which has been an excellent fundraiser to help towards decorating costs. She has been the Lead on organisation of many Community Centre events. She also used her artistic skills with flower loom and other yarn craft workshops and yarn bombing for Sherwood Art Week. We were able to recruit a new Administrative Assistant, Sue Packman, during March 2022, and Alison continues to come in for training and continuity purposes, for one day, most weeks.

Our morning caretaker resigned in October 2021. Although we tried to recruit a new caretaker, there were few applicants. Our main need is for a caretaker who is available for opening/closing for weekend bookings and covering staff absences.

## **TRAINING**

Due to staff changes and the pandemic, it has been difficult to fit in training, other than on-site training during the last year.

## **FUNDRAISING/EVENTS**

Due to the continuation of the Covid-19 Pandemic it has not been possible to organise events between 1 April 2021 and 31 March 2022. The lockdown was gradually lifted between April and July, but many people still did not feel safe to gather with other people. During the winter months cases of Covid rose again. With so much uncertainty, it was therefore not possible to make any plans. We hope to be able to start putting on events again in the future.

A fundraising Committee is being formed who intend to have a fundraising calendar in place for the next financial year, with dates of specific events to be held and their dates, so that planning and publicity will be easier.

We hope that different people will organise different events according to their skills, knowledge and expertise, (but will be able to report and liaise with the main Fundraising Co-ordinators, so that the organisation is shared).

As more groups return, we hope to run a small lottery scheme for members, which we intended to launch before the Covid pandemic struck.

Margaret Hilton and Dawn Evans

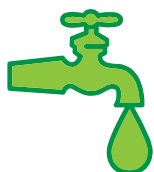
Fundraising Sub-Group

## **THE BUILDING AND GROUNDS**

Essential repairs continue to be carried out by the Council, but due to funding cuts, some minor repairs cannot be carried out.

# **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:



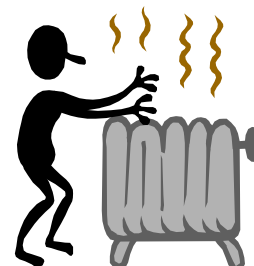
Water

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.

The high increase in gas and electricity charges, as well as the need to protect the environment, please consider turning the thermostats down and wearing warmer clothes on cold days.

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](http://www.bookcrossing.com)

## **World Book Night**

We were successful with an application to World Book Night 2021. We received 160 copies of *The Kiss* by Santa Montefiore.

These were distributed to Centre Users who matched the world Book Night criteria:

- Adults/ Young People who don’t read regularly for pleasure
- Isolated and vulnerable adults
- Parents and vulnerable pregnant women
- Those with mental health needs
- Parents of School age Children
- New or expectant parents
- Students or secondary

## **Affiliated Groups' Reports** **and Community Association Reports**

### **Sherwood Playgroup CIO**

We have maintained our Covid procedures throughout the last year, Parents have continued to support us in not coming into setting and wearing masks on arrival and collection. Our thorough cleaning procedures have continued and staff and Parents are enjoying the Tuesday – Friday pattern that we have continued to run. This has given Parents a lot more flexibility and many now choose to do three full days to complete their allocated funded hours that their children are entitled too.

We now have a stable staff team, we welcomed a new member of staff in September 2021 on a temporary contract, who will become a permanent staff member in April 2022, we also said goodbye to a staff member at the end of 2021. We continue to offer placements to students from NTU who we have a strong link with.

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, we have also just recently got our new website up and running.  
[www.sherwoodplaygroup.co.uk](http://www.sherwoodplaygroup.co.uk)

We continue to also use Lauren from Into the Wildwood who comes in to do Forest School once a week, this is an outdoor activity that the children love and look forward to each week, being outside in the wood and meadow 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.

Sherwood Playgroup celebrated 60 years of being open in November 2021, we hope to have a bigger celebration later in 2022. Due to Covid still being prevalent in November we decided just to keep celebrations low key with the children. We have sent out a sponsor form to all our families to try and find 60 things to represent each year playgroup has been opened and at the same time hopefully raise some funds for us as well.

Our Parents have been fantastic in the support for us and continue to donate items that we use on a regular basis, such as wet wipes, cleaning materials, play dough ingredients etc.

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

### **Chair Based Zumba Gold Social – run by The Community Association**

This fun and friendly, non-profit making class has been running since 2016, even during Covid lock downs when it was taught via Zoom. It is run by Margaret on behalf of the SCACIO in conjunction with the Sherwood Community Café, for the benefit of members of the Community.

It is open to all but was originally aimed at the elderly and those with physical limitations or mobility problems. It has grown to include those with mental health and anxiety issues, those who feel isolated or lonely, and those who simply love the music and the friendliness of the class. A group who teach skills to adults with learning difficulties attend most weeks, we have had members of an arthritis group who also come along, and we have some who come with a carer, (carers are not charged).

Age UK pass on our details and we have had enquiries about the class from local retirement homes. Wheelchair users are welcome, and we have some who come to the Centre on their mobility scooters. We have a set of ramps in the café area to make access easier if necessary. When the Zumba Gold Chair class has finished, everyone joins in the social part of the class with tea/coffee and cake provided by the Community Café.

The class is great for improving mental health, such as combatting anxiety and depression, cognitive benefits such as improved memory, balance, and co-ordination, as well as physical health benefits and improved fitness levels.

It is taking time to build up to pre-Covid levels, as many attendees are classed vulnerable, and are being very cautious, but we are slowly but surely building back the numbers. There are around twenty members with at least fifteen attending most weeks. Several have become members of the Community Centre and have said they would be willing to assist at any fundraising events we may hold in the future.

I have been so pleased to see the support members have for each other and many new friendships have been formed during these times.

Margaret Hilton

Trustee and Zumba Instructor

### **Jill Gregory School of Dancing**

The Advanced Adult Ballet and Tap classes (Tuesday evenings) were keen to return as soon as the lockdown on exercise classes were lifted, mid-May 2021. The Wednesday Tap Class for those with a few years Tap experience, resumed after the May half term holiday and we have had new members join us. We have also had many join the Wednesday Beginners Adult Ballet Class. The Advanced classes had been in the Hall for many years, but due to social distancing, it wasn't possible to resume the Wednesday classes in the Annex –luckily the Hall was available, so we transferred there. Sadly, I was not able to restart the Monday group, as the Hall was not available on Mondays. Members of that class had been with me for between 11 and 20 years, plus one who had been with me 1984-7 both as assistant teacher and

student. I therefore transferred that group to Elevation Dance, taught by my niece, Dianna who had been teaching with me for well over 30 years. My adult classes were going to be performing in Elevation Dances first show, but those with children who are performing in the show preferred to be able to watch, and others felt it was too much of a commitment especially as it is in July, rather than February/March, which they had been used to.

Adult Ballet, as well as being good exercise, for suppleness, strength and toning, is also excellent for mental health, due to the exercise and music used.

Adult Tap strengthens the ankles and with the correct posture can be beneficial to take pressure off the lower spine, easing back pain. It is also good stress relief. It is great fun and a wide variety of music can be used, from Folk through to Hip Hop. It isn't just about musicals.

25 September 2021 was the 45<sup>th</sup> Anniversary of me teaching at Sherwood Community Centre, but also one year since I passed the school to my great-niece, Yasmin Stevens.

Jill Gregory

### **Elevation Dance**

April 2021 saw us being able to return to face to face teaching for our children's classes, and we were able to have our first full term of face to face classes since Elevation Dance launched! It was wonderful to be able to dance together again, with Covid safe measures in place of course, and we were able to welcome some new members to the school too. In April, we also launched a new weekday online class called Stretch and Strength, designed to complement dancers' other disciplines of dance and help them to build full body strength and flexibility.

In June and July, we were able to reintroduce British Theatre of Dance Association (BTDA) exams. These were the first exams we conducted as Elevation Dance, and the first time exams had taken place at the school since 2019. Our students worked incredibly hard, and we had 29 examinations take place across two sessions with 100% pass rate. Two of our students also achieved an extra Platinum Award, which is granted for achieving over 90%.

We took some time off over August, in line with the school holidays, and celebrated Elevation Dance's first birthday! We had a staff social and reflected on the rollercoaster that was the previous year!

Our Introduction to Dance class for 3-5 year olds had proved to be very popular over our first year, so we launched a new Tuesday class for this age group when began our new academic year in September. We also transferred our other Tuesday classes into the studio, as these had previously been running online.

In November, we took part in the annual Tapathon for Children In Need along with the Jill Gregory School of Dancing. We had 54 dancers taking part, raising £540 from entry fees, and £117.50 from selling homemade cakes and bows on the day. We enjoyed being able to do this event in person, spread across three different areas of the Community Centre, as the previous year's event had been an online one from our own homes during the lockdown.

We put on three more BTDA exam sessions between December and March. Over the year, we had entered a total of 161 exams, maintaining our 100% pass rate with 88% of exam entries gaining a Merit/ Highly Commended or higher. We were so proud of our dancers considering how uncertain and disrupted the previous year had been.

We finished March by beginning work on our first dance school show, Turn It Up, that would be performed in July to raise money for charity - another exciting milestone for us! By the end of March, we were on our highest membership so far, experiencing a 25% increase since April 2021

Yasmin Stevens

### **Nottinghamshire Bobbin Lace Society (NBLS)**

From April 2021 – March 2022, NBLS has gradually been able to resume “normal activities.” Following the Lockdown hiatus, regular classes and self-help groups around the county, the seasonal Lace Days and Pop-ins were able to be arranged - though not the two annual courses. The AGM in November 2021 went ahead, and a new Committee was established, with several new members and a new Chair. We voted to give ongoing support to the previous chosen charity, Brain Tumour Research, and to also support Pancreatic Cancer until the end of August 2022. At the AGM, members displayed samples of their many other craft activities produced during Lockdown, and there was a wide range of creativity on show, with all types of lace, knitting, crotcheting, patchwork and painting.

The annual weekend Lace Course is planned for a return to its most recent venue, Eastwood Hall during the summer of 2022, having been cancelled over the Lockdown period. The return of the Spring Lace Course had to be delayed another year.

Pop-ins, a weekly Lace Class and a weekly Self-help group returned to Sherwood Community Centre, and everyone seemed glad to be back. Sales of members' equipment at Pop-ins continue to raise funds for our chosen charities and for our own funds. Unfortunately, over Lockdown we have lost several members, so there is more equipment than usual offered for sale, and it is necessary to book a slot in advance, to ensure there is both space and opportunity to sell the goods. This will often depend on whether we have use of the Hall or the Rooms, which are more confining and lacking in space to display the goods.

Valerie Hunter. (NBLS Rep to SCA)

### **The Yoga Village**

The Yoga Village was able to continue through lockdowns with online classes, and when support groups were given permission to return, at the community centre. Our postnatal and toddler classes were classed as support groups and provided a valuable space for mothers during Covid, including single and isolated parents, some children with disabilities, and mothers with mental health issues exacerbated by isolation. After Easter 2021 when more groups were permitted to return, our classes

spread out to other locations to allow for distancing. A group of pregnancy students and general yoga students met in the Sherwood Community Centre large hall every Monday evening, and many other classes ran weekly upstairs in our “yoga room”, Room 5. Hannah resumed running regular weekend sessions too, for her experienced students and for the baby loss charity Zephyrs. Our classes include specialised groups for pregnancy, postnatal and kids, as well as general classes.

Our students are an active local community, and use the Community Centre in other ways, such as appreciating the Bookwise scheme, and enjoying the natural setting of the centre (its grounds) with their children for walks, picnics and the occasional yoga session. Through 21-22 the students were enthusiastically awaiting a reopening of the community café.

Hannah Malhotra

### **Woodthorpe Model Railway Club**

No report submitted

### **Nottingham Self Help For People Who Stammer**

Have paid affiliation, but have not returned

### **Sprouts**

Sprouts ran children’s drama classes at Sherwood Community Centre during this time period, but are no longer in business.

### **Testimonial from Prior User Group:**

#### **Zumba with Charm**

I miss the Community Centre and have fond memories having grown my existing Zumba community out of this place. The 2 classes I held there really did serve the community and meet community needs for many reasons: Making exercise more affordable and accessible to those who cannot afford a gym membership, serving the well being of ladies who use exercise to serve their well being as a result of mental health issues and providing a consistent safe space in the community to make meaningful friendships and escape the chaos of the world. I am confident without these classes that many ladies would have not otherwise engaged in exercise or their local community.

Charmaine Daley

**Sherwood Community Association CIO**  
(Registered charity, number 1158333)  
**Financial statements**  
**for the year ended 31 March 2022**

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**Sherwood Community Association CIO  
Trustees' annual report  
for the year ended 31 March 2022**

**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.

**Summary of the main activities undertaken for the public benefit**

As the Centre was closed to the General Public for the early part of the year due to the Coronavirus pandemic, most activities were not allowed under lockdown.



## **Sherwood Community Association CIO**

Some, such as Playgroup, and some health activities were allowed and some of the offices were functioning. When official lockdown ended, due to Council restrictions, social distancing had to be maintained. Also indoor fitness/exercise was not allowed until July.

Many groups were unable to meet initially, as they could not accommodate their group with social distancing rules or because of providing adequate ventilation. They returned at different times during the rest of the year depending on their individual circumstances. Some however, were sadly unable to return or ceased running due to the pandemic.

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

There are a variety of Dance and Drama classes for children and adults including Ballet and Tap. There are several Yoga sessions including Pregnancy Yoga and Post Natal Yoga classes.

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 Playgroup is held weekdays, Tuesday to Friday, for children aged 2-5 years.

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

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

The garden to the rear of the Community Centre is a Community Garden run by Sherwood Community 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.

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

- APT Care - who provide domiciliary 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.

## **Sherwood Community Association CIO**

- Support For Survivors, a charity supporting male and female survivors of childhood sexual, physical, psychological abuse, neglect, incest and rape, those exploited by sex and violence with a wide range of holistic interventions.
- Sprouts, a children's drama group, hold term time drama sessions for children.
- Elevation Dance took part in a Tapathon to raise money for Children In Need.

Due to the closure of the Centre and social distancing rules we were unable to hold a forum, but we plan to convene an annual forum of representatives from groups, organisations, and agencies which use the Centre or are active within the community as soon as possible, 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 number and variety of sessions and activities, taking place within the Centre, support the health and general well-being of the public by providing support for physical and mental health and the opportunity for recreational facilities.

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 the staff have continued working hard during the shutdown to continue to make the Centre as accessible as possible whilst maintaining the safety, due to Covid.

The sorting of the storage, cupboards etc was also continued in readiness for when we could open fully.

Sherwood Playgroup, a statutory group, have been running throughout the year providing a vital service for children and many parents.

The Chair based exercise and social group ran most weeks as soon as allowed by the lifting of Covid restrictions

Through careful management of staff hours, we have been able to safeguard the jobs of our staff.

Sadly, one of our long-term Administrators passed away in October, but we were able to employ a new member of staff in December.

We are planning to re-open the Community Café as soon as possible, as Christine who ran it pre-Covid, is not returning.

We again applied to take part in World Book Night, and received free copies of The Kiss by Santa Montefiore. These books were distributed to groups that use the Centre who best fitted the criteria.

## **Sherwood Community Association CIO**

### **Financial review**

Due to the pandemic, the closure of the Centre and a slow drift of returning groups, hire rental has been sporadic and some way below what we expect in a normal year. We had to budget carefully, but with the help of some grants and some funds from the reserve account, we have finished the year with a loss which is manageable.

We do not have any funds in deficits at present, although we will have a deficit budget next year.

Some of the funds held in the reserve account will be transferred into the main account to ease the situation. Steps will also be taken immediately by the administrators in conjunction with the Finance Committee, e.g chasing late payments, advertising rooms/offices for hire to increase rental income, looking at grants we may be eligible for and increasing fundraising etc. to rectify the position.

### **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.

### **Risks**

The two main risks we face are if the council were to stop its grant; and if we are not able to build back rental income.

The closure of the Community Centre due to the Coronavirus Pandemic had a major impact on our finances and rental income has not yet reached pre-Covid levels. As it is difficult to know how many more will return or what new groups we can attract it makes planning difficult. The Trustees are meeting regularly to keep abreast of changing conditions and circumstances and making decisions accordingly.

Another risk we may face is the rising cost of fuel bills. Signs show that there will be a marked increase in gas and electricity, but no reliable figures as yet, making it difficult to budget for these.

Signed on behalf of the charity's trustees:

Signed  Date 30.11.22  
Valarie Hunter, Trustee

**Independent examiner's report to the trustees of  
Sherwood Community Association CIO  
for the year ended 31 March 2022**

I report to the trustees on my examination of the accounts of Sherwood Community Association CIO (the charity) for the year ended 31 March 2022.

**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').

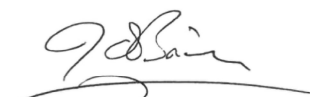
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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 1/12/2022  
John O'Brien MSc, FCCA, FCIE  
Employee of Community Accounting Plus

**Sherwood Community Association CIO**  
**Receipts & payments account**  
**for the year ended 31 March 2022**

2021			Unrestricted	Restricted	2022
Total			Funds	Funds	Total
Funds		Note	Funds	Funds	Funds
£			£	£	£
	<b>Receipts</b>				
27090	Grants & donations	2	15320	14352	29672
-	Fundraising		37	-	37
111	Membership		516	-	516
5893	Room hire		29902	-	29902
80	Bank interest		17	-	17
-	Equipment hire		117	-	117
<u>33174</u>	<b>Total receipts</b>		<u>45909</u>	<u>14352</u>	<u>60261</u>
	<b>Payments</b>				
44266	Wages, NI & pension		38315	2889	41204
33	Staff expenses		-	-	-
1586	Cleaning		2293	-	2293
4382	Equipment, repairs & renewals		5763	-	5763
3536	Office costs		3396	-	3396
1298	Insurance		1300	-	1300
1628	Legal & professional fees		2220	-	2220
680	Trustee & AGM expenses		-	-	-
6304	Utilities		2429	6463	8892
1020	Premises maintenance		957	-	957
14	Bank charges		1	-	1
-	Charitable donations		50	-	50
-	Sundry payments		63	-	63
<u>64747</u>	<b>Total payments</b>		<u>56787</u>	<u>9352</u>	<u>66139</u>
(31573)	<b>Net receipts/(payments)</b>		(10878)	5000	(5878)
<u>94597</u>	Cash funds at start of this period		<u>63024</u>	-	<u>63024</u>
<u>63024</u>	<b>Cash funds at end of this period</b>		<u>52146</u>	<u>5000</u>	<u>57146</u>

**Sherwood Community Association CIO**  
**Statement of assets and liabilities**  
**at 31 March 2022**

2021			2022
£		Note	£
63014	<b>Cash assets</b>		
	Bank accounts		56839
10	Cash in hand		307
<u>63024</u>			<u>57146</u>
	<b>Other monetary assets</b>		
705	Debtors: room hire		6336
<u>705</u>			<u>6336</u>
	<b>Assets retained for the charity's own use</b>		
	General equipment.		
	Cooker purchased in 2019 at a cost of £899		
	<b>Liabilities</b>		
(679)	Creditors	4	(1522)
<u>(679)</u>			<u>(1522)</u>

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

Signed Margaret Hilton Dated 30.11.22.  
Margaret Hilton, Trustee

**Sherwood Community Association CIO**  
**Notes to the accounts**  
**for the year ended 31 March 2022**

**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	5000	9352	14352
HMRC JRS	10134	-	10134
The National Lottery Community Fund	-	5000	5000
Sundry grants & donations	186	-	186
	<u>15320</u>	<u>14352</u>	<u>29672</u>

**3. Funds analysis**

	Opening balance £	Receipts (Payments) £	Closing balance £
<b>Restricted funds</b>			
NCC Block Grant	-	9352 (9352)	-
Café Project (Lottery)	-	5000 -	5000
	<u>-</u>	<u>14352 (9352)</u>	<u>5000</u>
<b>Unrestricted funds</b>			
General fund	63024	46633 (56787)	52870
	<u>63024</u>	<u>46633 (56787)</u>	<u>52870</u>

The block grant funding of £9,352 from Nottingham City Council is towards the running costs of the centre, for the year ending 31<sup>st</sup> March 2022. The other £5,000 also from Nottingham City Council was a COVID recovery grant. The restricted grant of £5,000 from the National Lottery Places Called Home funding is to re-open the Community Café which we hope will be happening in the next financial year.

**4. Creditors**

	£
Independent examination	696
Bookkeeping fees	144
Payroll fees	187
Wages, NI & pension (HMRC)	373
Wages, NI & pension (pension)	122
	<u>1522</u>

## **Sherwood Community Association CIO**

### **5. Premises & staff**

The premises are provided by the local authority.

### **6. Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

### **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 2022**

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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 2022**

**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.

**Summary of the main activities undertaken for the public benefit**

As the Centre was closed to the General Public for the early part of the year due to the Coronavirus pandemic, most activities were not allowed under lockdown.

## **Sherwood Community Association CIO**

Some, such as Playgroup, and some health activities were allowed and some of the offices were functioning. When official lockdown ended, due to Council restrictions, social distancing had to be maintained. Also indoor fitness/exercise was not allowed until July.

Many groups were unable to meet initially, as they could not accommodate their group with social distancing rules or because of providing adequate ventilation. They returned at different times during the rest of the year depending on their individual circumstances. Some however, were sadly unable to return or ceased running due to the pandemic.

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

There are a variety of Dance and Drama classes for children and adults including Ballet and Tap. There are several Yoga sessions including Pregnancy Yoga and Post Natal Yoga classes.

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 Playgroup is held weekdays, Tuesday to Friday, for children aged 2-5 years.

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

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

The garden to the rear of the Community Centre is a Community Garden run by Sherwood Community 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.

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

- APT Care - who provide domiciliary 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.

## **Sherwood Community Association CIO**

- Support For Survivors, a charity supporting male and female survivors of childhood sexual, physical, psychological abuse, neglect, incest and rape, those exploited by sex and violence with a wide range of holistic interventions.
- Sprouts, a children's drama group, hold term time drama sessions for children.
- Elevation Dance took part in a Tapathon to raise money for Children In Need.

Due to the closure of the Centre and social distancing rules we were unable to hold a forum, but we plan to convene an annual forum of representatives from groups, organisations, and agencies which use the Centre or are active within the community as soon as possible, 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 number and variety of sessions and activities, taking place within the Centre, support the health and general well-being of the public by providing support for physical and mental health and the opportunity for recreational facilities.

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 the staff have continued working hard during the shutdown to continue to make the Centre as accessible as possible whilst maintaining the safety, due to Covid.

The sorting of the storage, cupboards etc was also continued in readiness for when we could open fully.

Sherwood Playgroup, a statutory group, have been running throughout the year providing a vital service for children and many parents.

The Chair based exercise and social group ran most weeks as soon as allowed by the lifting of Covid restrictions

Through careful management of staff hours, we have been able to safeguard the jobs of our staff.

Sadly, one of our long-term Administrators passed away in October, but we were able to employ a new member of staff in December.

We are planning to re-open the Community Café as soon as possible, as Christine who ran it pre-Covid, is not returning.

We again applied to take part in World Book Night, and received free copies of The Kiss by Santa Montefiore. These books were distributed to groups that use the Centre who best fitted the criteria.

## **Sherwood Community Association CIO**

### **Financial review**

Due to the pandemic, the closure of the Centre and a slow drift of returning groups, hire rental has been sporadic and some way below what we expect in a normal year. We had to budget carefully, but with the help of some grants and some funds from the reserve account, we have finished the year with a loss which is manageable.

We do not have any funds in deficits at present, although we will have a deficit budget next year.

Some of the funds held in the reserve account will be transferred into the main account to ease the situation. Steps will also be taken immediately by the administrators in conjunction with the Finance Committee, e.g chasing late payments, advertising rooms/offices for hire to increase rental income, looking at grants we may be eligible for and increasing fundraising etc. to rectify the position.

### **The charity's policy on reserves**

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### **Risks**

The two main risks we face are if the council were to stop its grant; and if we are not able to build back rental income.

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Another risk we may face is the rising cost of fuel bills. Signs show that there will be a marked increase in gas and electricity, but no reliable figures as yet, making it difficult to budget for these.

Signed on behalf of the charity's trustees:

Signed  Date 30.11.22.  
Valarie Hunter, Trustee

**Independent examiner's report to the trustees of  
Sherwood Community Association CIO  
for the year ended 31 March 2022**

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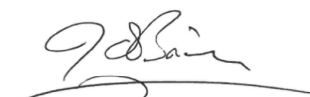
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John O'Brien MSc, FCCA, FCIE  
Employee of Community Accounting Plus

**Sherwood Community Association CIO**  
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**for the year ended 31 March 2022**

2021			Unrestricted	Restricted	2022
Total		Note	Funds	Funds	Total
Funds			Funds	Funds	Funds
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80	Bank interest		17	-	17
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<u>33174</u>	<b>Total receipts</b>		<u>45909</u>	<u>14352</u>	<u>60261</u>
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33	Staff expenses		-	-	-
1586	Cleaning		2293	-	2293
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-	Sundry payments		63	-	63
<u>64747</u>	<b>Total payments</b>		<u>56787</u>	<u>9352</u>	<u>66139</u>
(31573)	<b>Net receipts/(payments)</b>		(10878)	5000	(5878)
<u>94597</u>	Cash funds at start of this period		<u>63024</u>	-	<u>63024</u>
<u>63024</u>	<b>Cash funds at end of this period</b>		<u>52146</u>	<u>5000</u>	<u>57146</u>

**Sherwood Community Association CIO**  
**Statement of assets and liabilities**  
**at 31 March 2022**

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£		Note	£
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	Bank accounts		56839
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	<b>Other monetary assets</b>		
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<u>705</u>			<u>6336</u>
	<b>Assets retained for the charity's own use</b>		
	General equipment.		
	Cooker purchased in 2019 at a cost of £899		
	<b>Liabilities</b>		
(679)	Creditors	4	(1522)
<u>(679)</u>			<u>(1522)</u>

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

Signed Margaret Hilton Dated 30.11.22.  
Margaret Hilton, Trustee



**Sherwood Community Association CIO**  
**Notes to the accounts**  
**for the year ended 31 March 2022**

**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.

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The National Lottery Community Fund	-	5000	5000
Sundry grants & donations	186	-	186
	<u>15320</u>	<u>14352</u>	<u>29672</u>

**3. Funds analysis**

	Opening balance £	Receipts (Payments) £	Closing balance £
<b>Restricted funds</b>			
NCC Block Grant	-	9352 (9352)	-
Café Project (Lottery)	-	5000 -	5000
	<u>-</u>	<u>14352 (9352)</u>	<u>5000</u>
<b>Unrestricted funds</b>			
General fund	63024	46633 (56787)	52870
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**4. Creditors**

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Bookkeeping fees	144
Payroll fees	187
Wages, NI & pension (HMRC)	373
Wages, NI & pension (pension)	122
	<u>1522</u>

## **Sherwood Community Association CIO**

### **5. Premises & staff**

The premises are provided by the local authority.

### **6. Trustees' remuneration**

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### **7. Related party transactions**

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### **8. Glossary of terms**

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