



**MANOR
COMMUNITY**
Transport

Annual Report 2022

In Partnership with:

Sheffield Community Transport (SCT)

South Yorkshire Passenger Transport Executive (SYPTE)

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Officers

Chair—David Brown
Vice Chair—Keith Grainger
Secretary—Philip Staton
Treasurer—Pete Clark

Committee Members

Ian Wood

Chair Report

As we know, MCT has now passed its 40th anniversary of providing a service to the local and surrounding communities.

We had planned to celebrate our 40th Anniversary sometime this year but now feel it would best put back to either 45th or 50th year.

The specialised transport service we provide enables those most at risk to attend exercise groups, day centres, lunch clubs, church groups and other events, helping them to live a more vibrant, happier and healthier old age by enabling them to stay active for longer and taking many out of isolation. Indeed, Manor Community Transport is a key enabler for many of the User Groups who use our service and make no mistake our three mini buses bring an enormous benefit to so many people.

None of the services we provide would be possible without our brilliant team of Volunteers.

The Trustees would like to convey their utmost thanks to all our Volunteers, whose dedication, enthusiasm, tenacity and generosity, allows MCT to operate.

All our volunteers regularly go the extra mile to ensure the continuation of our service.

I would like to further thank my fellow Trustees; Keith Grainger, Philip Staton, Pete Clark and Ian Wood for ensuring the sustainability of MCT in these challenging times.

We would like to thank SYPTE and SCT for their continued support with funding and advice. In addition, a big thank you to our user groups, who over the years have continued to support and use our services.

We would also like to thank the following that have continued to offer vital support to the organisation over the past years:

- Fairleigh Development Company - who have provided office accommodation
- The Ecumenical Parish of Sheffield Manor - who have provided a room to hold our AGM
- St Theresa School - for continuing to allow us to use their premises to park our vehicles safely and securely overnight.

- Finally - a huge Thank You! To our funders, without whom this service would be very difficult to maintain.

Dave Brown – Chair

Vehicle Report

Once again, this year Richard Marshall, Adam Morley and Kevan Brown have ensured that all three minibuses have been taken for their 8 weekly safety checks, twice annually tail lift services and annual service in addition to anything else that has arisen i.e. new tyres fitted. All three Drivers have also cleaned the buses during this period. Fortunately, there have been no major issues with the buses apart from the ongoing saga with Stoneacres and Peugeot, with regards to the side step on FCC - which sticks and is a common fault on these vehicles. However, the cost to replace is £3,000, hence the ongoing saga as Stoneacres have to be continually chased and in turn, they are discussing the fault with Peugeot. Fortunately, we got the vehicle in whilst it is under warranty. Even so, we still await the outcome.

Richard generally keeps the buses topped up with AdBlue and screenwash

The Drivers have fuel cards and put diesel in themselves.

Richard & Kevan have a schedule of when and where to take the buses for their safety checks, tail lift services and annual service and use their initiative to book in the buses for whatever is required to keep them operational. Lisa has taxed the buses, sought the most competitive insurance and the best breakdown cover for the buses for this current year. Richard & Kevan will be taking the buses for their MOTs during September.

Financial Report

We have had another very positive year to date, with up to pre pandemic usage regarding User Group numbers. We are taking 12 groups per week and other ad hoc groups, which our volunteers go the extra mile in order to fit these ad hoc groups in amongst their regular groups.

I am pleased to report that this year, once again, has been a financially stable one, given the grants already received. The general unrestricted reserve fund remains at £10,628 helping to continue to provide the organisation with some future financial stability. Fortunately, yet again, we have not had to touch the reserve.

The General Manager's, vehicle running costs and volunteer expenses accounted for the majority of the expenditure this year. The following funding applications, have ensured that a large proportion of the volunteers training and expenses are covered:

The Scurrah Wainwright Charity	£2,000
Harry Bottom Charitable Trust	£3,000
The Arnold Clark Community Fund	£1,000
Newground Together	£ 280
Sheffield City Council (Ward Pot)	£ 500
Mr Peter Warr	£ 100
Sheffield City Council	£2,000
Sheffield Town Trust	£3,000

We would like to thank SYPTE and SCT for their continued support with funding through the Service Level Agreement in addition to all of our user groups over the last year who have continued to support and use our services.

We would like to thank the volunteers this year for their hard work, dedication and enthusiasm without whom this service would fail; David & Julia Allison, Peter Bemba, Kevan Brown, Fiona Dewar, Alison James, Richard Marshall, Adam Morley, and more recently Sean Bennett, Jacqueline Newton and Jay Rawson and although it still appears that we have many volunteers which are in the main Passenger Assistants we are therefore still in dire need of Drivers.

Finally, we would like to thank Matthew Herring of Hollis & Co for preparing the 2021/2023 Financial Accounts. If you would like a copy please contact me.

Lisa Frazer
General Manager

Trustee Biographies

David Brown – Chair

I left City school in 1975 and started work at George Robson and Sons as a Draughtsman. Office life didn't suit me at that time so I left and became a Machine Setter at Presto Tools. From there I went on to be a Welder for over 20 years before becoming a Postman. After 4 years as a 'Postie' I went into IT in around 2005. Initially I attended various courses gaining the necessary qualifications and secured employment at Dinnington Area Regeneration Trust (DART). This was in the position of ICT Coordinator/Manager on a 2 year fixed term contract. The contract finished in June 2007 and I immediately gained employment at The Rotherham NHS Foundation Trust (RFT), as an IT Technician/Analyst. Since being there, I have worked my way up to the position of Team Leader of the IT Service desk/1st Line support team and Deputy RA Manager. I have now been at RFT for 13 years and will hopefully be there for a few more.

Keith G Grainger—Vice Chair

Our family came to Sheffield in 1946 after my Dad was demobbed from the Royal Air Force. We lived in Crookes and I went to Western Road Secondary School. I left school in 1949 and went to work as an Apprentice Engineer. In 1952 I was called up to do my National Service, I signed on to do 22 years but after 15 years I had enough and finished my service with the rank of Sergeant. I met Jean my partner in 1968 and in 1969 we had a son Paul, in 1974 we had a daughter Marie.

I had various jobs: Sheffield Rolling Mills—Storeman, William Rowlings—HGV Driver, (Steel) Lechler—Storeman, Driver, Stanlor Finance (Wilson Topholme) Transport Manager. I retired in 1993 aged 60. We live in Pitsmoor from 1968. In 1979 we moved to the Manor. Jean my partner died in 2010, I had a visit from Dawn Dale and Steve Johnson who got me out of my shell getting me involved with the Man R Men Group which I have been with ever since.

Philip Staton – Secretary

I spent 30 years in the Retail trade laterally as new concepts stores openings manager. 12 years self-employed within the Hairdressing supplies trade. Recently unemployed I have been a volunteer for Manor Transport as a driver, then sitting on MCT committee, Worked as a Volunteer volunteering advisor for V.A.S, I also sit on a local community run snooker club. I run a 1270 strong local History Facebook group plus a separate local History meeting group. We have recently received Lottery funding to promote our group plus local education projects, and its aim of preserving memories through recording the elderly plus memory impaired residents.

Trustee Biographies ~ Continued

Peter Clark—Treasurer

I began working in Social Care in 1978 within the old Approved School system moving to disability services in 1986. In the early years I managed an assessment centre for people with a learning disability and, when the legislation changed an City wide team which assessed all school leavers with a disability, including those with a sensory impairment.

I was seconded from my post between 1992 and 1994 to review Social Services transport needs, working with the National Audit Commission. Following s restructure I managed some accommodation, some day care and some social workers before I ended up managing all the learning disability accommodation in the City.

My final job within the Council, before I retired, was a joint appointment with Health as the Commissioning Officer for Disability Services which involved, amongst other things, the production of Annual Development Plans and representing the Authority on a couple of National Working Parties.

I left the Council when my wife became terminally ill and set up my own business as a Disability Consultant. I finally retired about seven years ago.

Ian Wood—Committee Member

I was born and brought up in Sheffield and always had an interest in the welfare of other people. I commenced my Mental Health Nurse Training in 1980 at the former Middlewood Hospital. After qualifying in 1983, I worked for almost a year in child psychiatry, where I met my future wife, before moving to work in Derbyshire with older adults and subsequently with adult mental health in the High Peak, based in Buxton. We returned to Sheffield in 2000, where I worked on community in South East Sheffield, before joining the Mental Health Crisis Assessment team covering all Sheffield, until my retirement in 2010. Subsequently, we have spent a considerable amount of time in France, I have attempted to improve my French language skills, , spent a month touring Australia, volunteer at St Luke's Hospice shop PAT testing electrical appliances prior to resale, before volunteering as a driver for Manor CT.

Staff Biographies

Lisa Frazer – General Manager

I commenced work in this sector in 2000 as a Sessional Worker for Ryton Credit Union, a year later I went on secondment to Kiveton Park & Wales Community Development Trust as Administration Officer. In 2004 I moved to Dinnington Area Regeneration Trust (D.A.R.T) as Administration Officer. In 2005 Dave Brown started at DART and the rest as they say is history. Dave and I have 4 children between us; Oliver, Emily, Jacob Frazer and Charlotte Brown. We have 6 grandchildren; in 2013 Oliver married Suzannah with Kellum and Leighton to a previous relationship, May 2018 Charlotte gave birth to Sebastian June 2019 Emily gave birth to identical twins Ethan and Lachlan and January 2022 Charlotte had another little boy, Theo My life has become manic juggling work and home life helping Emily who gave birth via caesarean section with the boys (wild horses wouldn't keep me away) and my mum, Lynda, who has MS and I love every minute of it. I am very lucky and extremely grateful to have a fantastic family, job I love and a wonderful team of Volunteers and Trustees without whom MCT would not be able to function.

Manor Community Transport
Would like to thank support from:

The Scurrah Wainwright Charity
Harry Bottom Charitable Trust
The Arnold Clark Community Fund
Newground Together
Sheffield City Council (Ward Pot)
Mr Peter Warr
Sheffield City Council
Sheffield Town Trust

In addition to the Volunteers who have supported us over the
last year:

David & Julia Allison
Peter Bemba
Kevan Brown
Fiona Dewar
Alison James
Richard Marshall
Adam Morley
Jacqueline Newton

Manor Community Transport Offices
131 Fairleigh
Sheffield
S2 1LB

www.manorcommunitytransport.org.uk



Find us on
Facebook

Telephone: 0114 265 4275
E-mail: manormobeel@gmail.com
Registered Charity No:
1158675

Charity Number: 1158675

MANOR COMMUNITY TRANSPORT

ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

**Hollis and Co Limited
Chartered Accountants**

MANOR COMMUNITY TRANSPORT

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
MANOR COMMUNITY TRANSPORT

I report to the charity trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31 March 2022, which are set out on pages 2 to 5.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

- accounting records were not kept in accordance with section 130 of the 2011 Act; or
- the accounts do not accord with the accounting 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.

Peter Hollis
ICAEW
Hollis and Co Limited
Chartered Accountants
35 Wilkinson Street
Sheffield S10 2GB

Date 30 November 2022

MANOR COMMUNITY TRANSPORT

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED

31 MARCH 2022

		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		<u>Funds</u>	<u>Funds</u>	<u>2022</u>	<u>2021</u>
	Notes	£	£	£	£
Receipts					
Earned Income		17,305		17,305	2,282
Sheffield Community Transport		17,247		17,247	18,761
Grants	2	1,000	10,780	11,780	13,465
Bank interest		6		6	11
Other		100		100	120
Total receipts		<u>35,658</u>	<u>10,780</u>	<u>46,438</u>	<u>34,639</u>
Payments					
Fuel, repairs tax & insurance		10,225		10,225	3,429
Wages		15,857		15,857	15,015
Accountancy		818		818	936
Insurance		273		273	300
Printing & Advertising		561		561	70
Telephone		668		668	714
Administration costs			7,988	7,988	2,205
Business development			460	460	3,502
Sundry expenses		1,155		1,155	244
Bank charges		106		106	97
Total payments		<u>29,663</u>	<u>8,448</u>	<u>38,111</u>	<u>26,512</u>
Net receipts/(payments) for the year		5,995	2,332	8,327	8,127
Cash & Bank Balances as at 31/3/2021		<u>87,910</u>	<u>(6,109)</u>	<u>81,801</u>	<u>73,674</u>
Cash & Bank Balances as at 31/3/2022		<u>93,905</u>	<u>(3,777)</u>	<u>90,128</u>	<u>81,801</u>

MANOR COMMUNITY TRANSPORT

STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2022

	<u>2022</u>	<u>2021</u>
	£	£
1. Cash Funds		
Unrestricted funds	93,905	87,910
Restricted fund	(3,777)	(6,109)
Capital Reserve	<u>10,500</u>	<u>10,500</u>
	100,628	92,301
	_____	_____
2. Assets retained for the Charity's own use		
Motor vehicles - cost	98,820	98,820
Vehicle grants	98,820	98,820
	_____	_____
	-	-
	_____	_____
3. Liabilities		
Independent examination	1,900	390
Grants received in advance	-	1,515
HM Revenue and Customs	<u>-</u>	<u>97</u>
	1,900	2,002
	=====	=====

Signed on behalf of the Trustees on 20 August 2022 by

D Brown Trustee

P Clark Trustee

MANOR COMMUNITY TRANSPORT

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

1. Receipts and Payments Account

The level of income is below £250,000 so the Trustees have opted for accounts to be prepared on a receipts and payments basis rather than an accruals basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

2. Grants	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>2022</u>	<u>2021</u>
	£	£	£	£
Arnold Clark Communities Fund	1,000		1,000	-
Harry Bottom Charitable Trust		3,000	3,000	-
Freshgate Trust			-	2,000
James Neil Trust			-	1,000
New Ground Together Memorial Trust		280	280	465
			-	1,000
Scurrah Wainwright Charity		2,000	2,000	-
Sheffield City Council		2,000	2,000	2,000
Sheffield City Council (Ward Pot)		500	500	-
Sheffield Town Trust		3,000	3,000	3,000
South Yorks Community Foundation			-	4,000
	<hr/>	<hr/>	<hr/>	<hr/>
	1,000	10,780	11,780	13,465
	<hr/>	<hr/>	<hr/>	<hr/>

3. Reserves Policy

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.

The purpose of such a reserve is to help meet fluctuations in receipts or payments.

The general reserve at 31 March 2022 amounted to £93,905.

The movement on all reserves is shown in note 4 to the accounts.

MANOR COMMUNITY TRANSPORT

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

4. Reserves

			<u>2022</u>	<u>2021</u>
	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
At 1 April 2021	87,910	(6,109)	81,801	73,674
Surplus for the year	5,995	2,332	8,327	8,127
Transfer to General Reserve	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	93,905	(3,777)	90,128	81,801
	<hr/>	<hr/>	<hr/>	<hr/>

5. Capital Reserves

The unrestricted Capital Reserve at 31 March 2022 amounted to £10,500.
There have been no movements in the Reserve over the past year.

Charity Number: 1158675

MANOR COMMUNITY TRANSPORT

ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

**Hollis and Co Limited
Chartered Accountants**

MANOR COMMUNITY TRANSPORT

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		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
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MANOR COMMUNITY TRANSPORT

STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2022

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	£	£
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	1,900	2,002
	=====	=====

Signed on behalf of the Trustees on 20 August 2022 by

D Brown Trustee

P Clark Trustee

MANOR COMMUNITY TRANSPORT

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

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New Ground Together Memorial Trust		280	280	465
			-	1,000
Scurrah Wainwright Charity		2,000	2,000	-
Sheffield City Council		2,000	2,000	2,000
Sheffield City Council (Ward Pot)		500	500	-
Sheffield Town Trust		3,000	3,000	3,000
South Yorks Community Foundation			-	4,000
	<hr/>	<hr/>	<hr/>	<hr/>
	1,000	10,780	11,780	13,465
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3. Reserves Policy

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.

The purpose of such a reserve is to help meet fluctuations in receipts or payments.

The general reserve at 31 March 2022 amounted to £93,905.

The movement on all reserves is shown in note 4 to the accounts.

MANOR COMMUNITY TRANSPORT

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

4. Reserves

			<u>2022</u>	<u>2021</u>
	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
At 1 April 2021	87,910	(6,109)	81,801	73,674
Surplus for the year	5,995	2,332	8,327	8,127
Transfer to General Reserve	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	93,905	(3,777)	90,128	81,801
	<hr/>	<hr/>	<hr/>	<hr/>

5. Capital Reserves

The unrestricted Capital Reserve at 31 March 2022 amounted to £10,500.
There have been no movements in the Reserve over the past year.