



**MANOR  
COMMUNITY**  
*Transport*

## Annual Report 2023

In Partnership with:

Sheffield Community Transport (SCT)

South Yorkshire Passenger Transport Executive (SYPTE)

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## **Officers**

Chair—David Brown  
Secretary—Philip Staton  
Treasurer—Pete Clark

## **Chair Report**

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. However, both Keith and Ian have now left their positions as Trustees and will be greatly missed

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
- ASDA at Handsworth - who have provided a room to hold our AGM and Trustee Meetings
- 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**

We operate with three Peugeot Boxer vehicles, which are now 4 years old. The vehicles have been in the main reliable over the year. They have regular servicing and safety inspections every 6 to 8 weeks to ensure they are safe and roadworthy.

Once again, Richard Marshall, 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. Both Drivers have also cleaned the buses during this period.

Both 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.

Richard generally keeps the buses topped up with AdBlue and screenwash

The Drivers have fuel cards and put diesel in themselves.

Unfortunately, there have been some issues with the buses 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.

All three buses have subsequently had issues with the adblue tanks, EMK replaced under warranty BHU and FCC not so fortunate however Lisa negotiated with Stellantis for Peugeot to contribute towards the cost, another £1,400, and ultimately only had to pay for the labour and diagnostic costs.

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 & Accounts

The General Manager gave a detailed report on the financial and operational issues during the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

Manor Community Transport has been operating in the Manor area for over 40 years. The organisation had continued to fulfil its aims and objectives of providing good quality, reliable and flexible transport services for frail, elderly and disabled members of the community.

Staffing is still a major concern. The organisation operated with a very small staff team of a part time General Manager, covering day to day admin and running of the organisation and the remainder of staff are volunteers to enable it to provide its services, we currently have 8 regular volunteers and a further 2 on an ad hoc basis. A further volunteer is going through the recruitment process.

I am pleased to report that this year, once again, has been a financially stable one, given the grants received from previous years. The general unrestricted reserve fund remains at £10,744.47 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:

Aviva c/f	£2,000
Harry Bottom Charitable Trust c/f	£3,000
Lottery Fund c/f	£4,780.39
Newground Together c/f	£ 280
Sheffield City Council (Ward Pot) c/f	£ 500
Mr Peter Warr	£ 100
Sheffield City Council	£1250.00
Sheffield Town Trust	£3,000
Schroder Charitable Trust c/f	£1,735.60
Cutlers Company Charitable Trust	£1,000
Talbot Trust	<u>£1,000</u>
Total	£18,545.99

Without the grants and donations received during the year and a carry forward of a generous surplus from previous years we would not have been able to cover our costs.

We also claim some of the duty we pay on fuel via the Bus Service Operators Grant twice annually.

The General Manager informed that we had a Management Committee comprising of volunteers who lived or worked locally and also representatives from some of our User Groups. During the year we had lost two committee members; Keith Grainger and Ian Wood who will be greatly missed. We are now urgently trying to recruit new Trustees

The main and urgent task for this current year is to identify and secure income and funding to allow us to continue and to strengthen the organisation and the recruitment of more Volunteer Drivers and Trustees

During the period 2022 – 2023 we carried 4,024 passengers which is up since lockdown although not as high as our pre-pandemic figures of 9,500 passenger journey's. This is due to the fact that we do not have as many drivers and therefore unable to take on any more jobs until we get more Drivers in place.

We receive help with funding based on a Service Level Agreement with SCT/SYPTE. This funding allows us to provide our services at a subsidised rate. We very much value the continued support from SYPTE over many years and also the advice and support from Ian Jenkinson and SCT. We appreciate our very good working relationship with them.

The General Manager gave thanks to all the User Groups for their continued support and use of our services. Thanks also to the volunteers and Management Committee for their commitment and hard work over the year.

The meeting agreed to continue with the accountancy services of Charles Black????

The Admin Manager asked those present if they had any questions or comments regarding the accounts and her report. (She had circulated copies of the year end accounts and annual report booklet at the start of the meeting).

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, Andy Buxton, Fiona Dewar, Richard Marshall, Jacqueline Newton and more recently Lisa Thompson, and Keith Dagnall. 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 Anne Sievwright of Charles Black Associates 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.

## **Trustee Biographies ~ Continued**

### **Philip Staton – Secretary**

I spent 30 years in the retail trade as a new concept stores Manager.  
Then 12 years self employed within the Hairdressing supplies Industry.  
I joined MCT around 2015 as a volunteer driver, then became a trustee and Secretary on their committee.

I am President of Rotary District 1220E Club heavily involved supporting humanitarian aid and locally the Sheffield Ukraine (displaced persons ) AUGB Hub as well as many local community projects.

I Chair Mosborough History group. We have 2.4 k members both within a meeting group and on Facebook. We Preserve and disseminate local history records and memories,  
Our aim is to promote local history education to all age groups especially the memory impaired.

I lead an Age UK PKW Sporting Chatter group helping to run the group organising trips / Films plus also hosting guests referred to us to ease loneliness and improve their well-being,

### **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.

## **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:

Aviva  
Harry Bottom Charitable Trust  
Lottery Fund  
Newground Together  
Sheffield City Council  
Mr Peter Warr  
Sheffield Town Trust  
Schroder Charitable Trust  
Cutlers Company Charitable Trust  
Talbot Trust

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

David & Julia Allison  
Peter Bemba  
Kevan Brown  
Andy Buxton  
Fiona Dewar  
Richard Marshall  
Jacqueline Newton  
Lisa Thompson  
Keith Dagnall

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Registered Charity No:  
1158675



Charity Number: 1158675

**MANOR COMMUNITY TRANSPORT**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

## **MANOR COMMUNITY TRANSPORT**

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Receipts and Payments Account	2
Statement of Assets and Liabilities	3
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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 2023, 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.

**MANOR COMMUNITY TRANSPORT**

**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2023**

		<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2023</u></b>	<b><u>Total 2022</u></b>
<b>Receipts</b>	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Earned Income		18,978		18,978	17,305
Sheffield Community Transport		18,357		18,357	17,247
Grants	2	1,250	9,000	10,250	11,780
Bank interest		110		110	6
Other		<u>3,919</u>	<u>-</u>	<u>3,919</u>	<u>100</u>
<b>Total receipts</b>		42,614	9,000	51,614	34,639
<b>Payments</b>					
Fuel, repairs, tax & insurance		10,627		10,627	10,225
Wages		15,851		15,851	15,857
Accountancy		2,737		2,737	818
Insurance		310		310	273
Printing & Advertising		49		49	561
Telephone		704		704	668
Administration costs		-	8,714	8,714	7,988
Business development		-	2,089	2,089	460
Sundry expenses		714		703	1,155
Bank charges		<u>96</u>	<u>-</u>	<u>96</u>	<u>106</u>
<b>Total Payments</b>		31,088	10,803	41,880	38,111
<b>Net receipts / (payments) for the year</b>		11,526	(1,803)	9,734	8,327
<b>Cash &amp; Bank Balances as at 31/03/22</b>		93,905	(3,777)	90,128	81,801
Restricted / Unrestricted reappportion to bfwf figures		( 24,126)	24,126	-	-
<b>Cash &amp; Bank Balances as at 31/03/23</b>		<b>£ 81,305</b>	<b>£ 18,546</b>	<b>£ 99,851</b>	<b>£ 90,128</b>

**MANOR COMMUNITY TRANSPORT**

**STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2023**

	<b><u>2023</u></b>	<b><u>2022</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b>1. Cash Funds</b>		
Unrestricted funds	81,305	93,905
Restricted funds	18,546	( 3,777)
Capital Reserve	<u>10,744</u>	<u>10,500</u>
	<u>110,595</u>	<u>100,628</u>
<b>2. Assets retained for the Charity's own use</b>		
Motor vehicles – cost	98,820	98,820
Vehicle grants	<u>98,820</u>	<u>98,820</u>
	<u>-</u>	<u>-</u>
<b>3. Liabilities</b>		
Independent examination	<u>780</u>	<u>1,900</u>
	<u>780</u>	<u>1,900</u>

Signed on behalf of the Trustees on                      by:

## **MANOR COMMUNITY TRANSPORT**

### **NOTES TO THE ACCOUNTS**

#### **FOR THE YEAR ENDED 31 MARCH 2023**

#### **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 accrual basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

#### **2. Grants**

	<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2023</u></b>	<b><u>Total 2022</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Arnold Clark Communities Fund				1,000
Harry Bottom Charitable Trust				3,000
New Ground Together				280
Scurrah Wainwright Charity				2,000
Sheffield City Council				2,000
Sheffield City Council (Ward Pot)				500
Sheffield Town Trust				3,000
Manor Park TARA	250		250	-
Marjorie Coote	1,000		1,000	-
Tesco Community Grant		500	500	-
The Wharfedale Foundation		500	500	-
Schroder Community Trust		2,000	2,000	-
Cutlers		1,000	1,000	-
The Talbot Trust		1,000	1,000	-
South Yorkshire Community Foundation	-	4,000	4,000	-
	<u>1,250</u>	<u>9,000</u>	<u>10,250</u>	<u>11,780</u>

#### **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 2023 amounted to £81305.

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

#### 4. Reserves

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2023</u>	<u>Total 2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
At 1 April 2022	93,905	(3,777)	90,128	81,801
Surplus for the year	11,526	(1,803)	9,734	8,327
Correction to allocation of funds*	(24,126)	24,126	-	-
Transfer to General Reserve	-	-	-	-
	<u>81,305</u>	<u>18,546</u>	<u>99,851</u>	<u>90,128</u>

\* It was noticed that the Restricted Funds column was showing a negative balance at the end of March 2023 (and also at the end of March 2022) which didn't seem accurate and, having looked at the previous years' accounts, seemed to go back some years. Therefore, a balancing adjustment has been entered in the 2023 accounts to address this and return the Restricted Funds balance to the correct value, in line with the Excel spreadsheets produced by the book-keeper.

#### 5. Capital Reserves

The unrestricted Capital Reserve at 31 March 2023 amounted to £10,744. The only movements in the Reserve over the past year is of interest received.

Charity Number: 1158675

**MANOR COMMUNITY TRANSPORT**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2023**



## **MANOR COMMUNITY TRANSPORT**

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**MANOR COMMUNITY TRANSPORT**

**STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2023**

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	<b><u>£</u></b>	<b><u>£</u></b>
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Marjorie Coote	1,000		1,000	-
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The Wharfedale Foundation		500	500	-
Schroder Community Trust		2,000	2,000	-
Cutlers		1,000	1,000	-
The Talbot Trust		1,000	1,000	-
South Yorkshire Community Foundation	-	4,000	4,000	-
	<u>1,250</u>	<u>9,000</u>	<u>10,250</u>	<u>11,780</u>

#### **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 2023 amounted to £81305.

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