



**MANOR
COMMUNITY**
Transport

Annual Report 2024

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

Committee Members

Lisa Wigfield

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. However, we say goodbye to David and Julia who no longer volunteer.

I would also like to thank my fellow Trustees; Philip Staton, Pete Clark and our new Trustee Lisa Wigfield for ensuring the sustainability of MCT in these challenging times. A big thank you to Peter for all his work in the possible acquisition for 131 Fairleigh.

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 5 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.

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 1st April 2023 to 31st March 2024

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 4 on an ad hoc basis.

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 £11,104.49 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:

Newground Together c/f	£ 280
Sheffield Town Trust c/f	£3,000
Schroder Charity Trust	£1,735
The Company of Cutlers Charitable Trust c/f	£1,000

Westfield Health	£3,000
South Yorkshire Communities Foundation	£5,000
JG Graves Trust	£3,000
South Yorkshires Communities Foundation	£4,000
Sheffield Town Trust	£3,000
The Company of Cutlers Charitable Trust	£2,000

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. This year we have had a new addition to the Trustees – Lisa Wigfield.

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.

This year our Lead body has changed and we now receive help with funding based on a Service Level Agreement with RCT/ 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 Jim Green 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 unfortunately Anne has been unable to attend and has sent her apologies.

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; Andy Abbey, Peter Bemba, Kevan Brown, Andy Buxton, Fiona Dewar, Richard Marshall, Jacqueline Newton, Lisa Thompson, and Mark Simmons. 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.

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.

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.

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.

Trustee Biographies ~ Continued

Lisa Wigfield

I began working in community in 1998 where I was first employed by Shiregreen United Reformed Church to lead family and under 5's activities. As more funding became available my role grew and I became the project coordinator with my work aimed at creating time and space for local families, children and the elderly. I recruited and managed volunteers, applied for and managed funding to cover salaries and running costs, was a member of relevant boards and committees and was well known in the local area.

In 2013 I felt called to ministry and began training for Church Related Community Work in 2014. My work placements alongside the theological training was with Sheffield URC Churches and a second with Church Army. I completed my training in 2018, due to personal reasons, I returned to Shiregreen URC to pick up a new role involving leading on community activities and outreach, recruiting and supporting volunteers and leading worship.

I started in my current role, community cohesion and outreach worker with Manor Church and Community Project in January 2023. My role is to develop and establish community outreach based at Temple Park Centre. I have begun this with a weekly lunch club, a weekly welcome space and creative craft sessions alongside managing the building and growing relationships with other local organisations and community groups.

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 and June 2019 Emily gave birth to identical twins Ethan and Lachlan, in 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 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:

South Yorkshire's Community foundation
Company of Cutlers Charitable Trust
Schroder Charity Trust
Sheffield Town Trust
Sheffield City Council
Newground Together
Westfield Health

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

Andrew Abbey
Peter Bemba
Kevan Brown
Andy Buxton
Fiona Dewar
Richard Marshall
Jackie Newton
Lisa Thompson
Mark Simmons

Manor Community Transport Offices
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S2 1LB

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Facebook

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Registered Charity No:
1158675

Charity Number: 1158675

MANOR COMMUNITY TRANSPORT

ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

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 2024, 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 2024

		<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2024</u>	<u>Total 2023</u>
Receipts	Notes	£	£	£	£
Earned Income		22,559		22,559	18,978
Sheffield Community Transport		18,929		18,929	18,357
Grants	2		8,000	8,000	10,250
Bank interest		284		284	110
Other		<u>18</u>	<u>-</u>	<u>18</u>	<u>3,919</u>
Total receipts		41,790	8,000	49,790	51,614
Payments					
Fuel, repairs, tax & insurance		11,517		11,517	10,627
Wages		17,257		17,257	15,851
Accountancy		1,092		1,092	2,737
Insurance		192		192	310
Printing & Advertising		21		21	49
Telephone		837		837	704
Administration costs		-	11,312	11,312	8,714
Business development		-	-	-	2,089
Sundry expenses		925		925	714
Bank charges		<u>96</u>	<u>-</u>	<u>96</u>	<u>96</u>
Total Payments		31,937	11,312	43,249	41,891
Net receipts / (payments) for the year		9,853	(3,312)	6,541	9,723
Cash & Bank Balances as at 31/03/23		81,305	18,546	99,851	90,128
Reserve Bank Balance at 31/03/23		10,744	-	10,744	10,744
Cash & Bank Balances as at 31/03/24		£ 101,902	£ 15,234	£ 117,136	£ 110,595

MANOR COMMUNITY TRANSPORT

STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2024

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
1. Cash Funds		
Unrestricted funds	90,873	81,305
Restricted funds	15,234	18,546
Capital Reserve	<u>11,029</u>	<u>10,744</u>
	<u>117,136</u>	<u>110,595</u>
2. Assets retained for the Charity's own use		
Motor vehicles – cost	98,820	98,820
Vehicle grants	<u>98,820</u>	<u>98,820</u>
	<u>-</u>	<u>-</u>
3. Liabilities		
Independent examination	<u>780</u>	<u>780</u>
	<u>780</u>	<u>780</u>

Signed on behalf of the Trustees on by:

MANOR COMMUNITY TRANSPORT

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

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

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2024</u>	<u>Total 2023</u>
	£	£	£	£
Manor Park TARA				250
Marjorie Coote				1,000
Tesco Community Grant				500
The Wharfedale Foundation				500
Schroder Community Trust				2,000
Cutlers				1,000
The Talbot Trust				1,000
Imprest Two – Westfield Health		3,000	3,000	-
South Yorkshire Community Foundation	-	<u>5,000</u>	<u>5,000</u>	<u>4,000</u>
	-	<u>8,000</u>	<u>8,000</u>	<u>10,250</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 2024 amounted to £90,874.

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 2024</u>	<u>Total 2023</u>
	£	£	£	£
At 1 April 2023				
Current account	81,305	18,546	99,851	90,128

Reserve Account	10,744	-	10,744	10,744
Surplus for the year	9,853	(3,312)	6,541	9,723
Transfer to General Reserve	-	-	-	-
	<u>101,902</u>	<u>15,234</u>	<u>117,136</u>	<u>110,595</u>

5. Capital Reserves

The unrestricted Capital Reserve at 31 March 2024 amounted to £11,029. 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 2024

MANOR COMMUNITY TRANSPORT

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