



**MANOR
COMMUNITY**
Transport

Annual Report 2025

In Partnership with:

Rotherham Community Transport (RCT)

South Yorkshire Combined Mayoral Authority (SYCMA)

CONTENTS

Contents & Committee Members	2
Chair Report & Vehicle Reports	3
Finance Report	4
Trustee Biographies	5
Trustee Biographies ~ Continued & Staff	6
Thanks	7
Contact Details	8

Officers

Chair—David Brown
Secretary—Philip Staton

Committee Members

Lisa Wigfield
Kate Dales

Chair Report

As our population ages, the incidence of isolation and loneliness is increasing and this is leading to increased cost of health provision for the affected individuals as well as increased pressure on carers and increased social care costs. A recent study by Deloitte* estimates that nationally the potential cost to society is between £1.3 billion and £2.9 billion. Based on a crude population weighted calculation, this could be costing, for a city like Sheffield, anything between £13 million and £29 million per annum. Community Transport does play and can increasingly play a key role in mitigating this.

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 also like to thank my fellow Trustees; Philip Staton, Lisa Wigfield and our new Trustee Kate Dales 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
- St Theresa School and Church - 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 6 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 has 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. Richard has also cleaned the buses during this period.

Richard has a schedule (provided by Lisa) of when and where to take the buses for their safety checks, tail lift services and annual service and uses his 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. 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

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, funding applications and running of the organisation, the remainder of staff are volunteers to enable it to provide its services, we currently have 6 regular volunteers and a further 5 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 £11,393.48 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:

J.G. Greaves Trust c/f 2024	£3,000
South Yorkshires Communities Foundation c/f	£4,000
Sheffield Town Trust c/f	£3,000
S.Y.C.F Cost of Living c/f	£5,000
Sheffield Town Trust 2025	£3,000
The Company of Cutlers Charitable Trust	£1,000
Ward Pot (SCC)	£1,000
Marjorie Coote Old Peoples Fund	£1,000

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 – Kate Dales. 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 2024 – 2025 we carried 5,628 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/ SYMCA. This funding allows us to provide our services at a subsidised rate.

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 General 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, Richard Marshall, Jacqueline Newton, and Mark Simmons. Presently we are in dire need of Drivers and Passenger Assistants.

Finally, we would like to thank Anne Sievewright 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.

Kate Dales—Committee Member

Hi, my name is Kate Dales and I am Locality Manager for MHA Communities South Yorkshire. I have worked in the care and voluntary sector for 27 years. We run lunch clubs and activities across south Yorkshire to reduce isolation and loneliness in our communities for older adults. Our services would not be delivered successfully without the vital support from community transport services. They are invaluable in enabling individuals to come together for food, friendship, exercise laughter and joy. I am passionate that they continue.

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
Sheffield Town Trust
Sheffield City Council
Marjorie Coote Old People's Fund
J.G. Graves Trust

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

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

Manor Community Transport Offices
83 Wulfric Road
Sheffield
S2 1GU

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 2025

MANOR COMMUNITY TRANSPORT

CONTENTS

	Pages
Independent Examiner's Report	1-2
Receipts and Payments Account	3
Statement of Assets and Liabilities	4
Notes to the Accounts	5-6

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

MANOR COMMUNITY TRANSPORT

KPRM Limited
T/A Martin Bruno Accountants
94 Saltergate
Chesterfield
S40 1LG

The Trustees
Manor Community Transport,
131 Fairleigh
c/o Manor Post Office
129a Fairleigh
Sheffield
S2 1LB

5th October 2025

Independent Examiner's Report to the Trustees of Manor Community Transport

I have examined the accounts of Manor Community Transport for the year ended 31 March 2025, which accompany this report.

Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act"). The trustees have decided that an audit is not required for this year under section 144 of the Act and that an independent examination is appropriate.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures specified in the Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether any matters have come to my attention.

Basis of Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity, a comparison of the accounts with those records, and consideration of any unusual items or significant matters disclosed in the accounts. It also includes seeking explanations from the trustees about such matters.


The procedures undertaken do not provide all the evidence that would be required in an audit. Therefore, I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours faithfully,

Signature: 

Name: Sarah Parkin FMAAT AATQB

Status: Independent Examiner

Date: 05/10/2025

MANOR COMMUNITY TRANSPORT

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2025</u>	<u>Total 2024</u>
Receipts	Notes	£	£	£	£
Earned Income		23,966		23,966	22,559
Sheffield Community Transport		20,559		20,559	18,929
Grants	2		13,500	13,500	8,000
Bank interest		298		298	284
Other		-	-	-	18
Total receipts		44,823	13,500	58,323	49,790
Payments					
Fuel, repairs, tax & insurance		10,884		10,884	11,517
Wages		17,342		17,342	17,257
Accountancy		1,671		1,671	1,092
Insurance		206		206	192
Printing & Advertising		15		15	21
Telephone		667		667	837
Administration costs		-	12,578	12,578	11,312
Business development		-	-	-	-
Sundry expenses		481		481	925
Bank charges		95	-	95	96
Total Payments		31,361	12,578	43,939	43,249
Net receipts for the year		13,462	922	14,384	6,541
Cash & Bank Balances as at 31/03/24		90,873	15,234	106,107	99,851
Reserve Bank Balance at 31/03/24		11,029	-	11,029	10,744
Cash & Bank Balances as at 31/03/25		£ 115,364	£ 16,156	£ 131,520	£ 117,136

MANOR COMMUNITY TRANSPORT

STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2025

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
1. Cash Funds		
Unrestricted funds	104,037	90,873
Restricted funds	16,156	15,234
Capital Reserve	<u>11,327</u>	<u>11,029</u>
	<u>131,520</u>	<u>117,136</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>
	_____ -	_____ -
3. Liabilities		
Independent examination	_____ -	<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 2025

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 2025</u>	<u>Total 2024</u>
	£	£	£	£
Sheffield Town Trust		2,500	2,500	-
Sheffield City Council (Ward Pot)		1,000	1,000	-
South Yorkshire Community Fund		4,000	4,000	-
JG Graves Charitable Trust		3,000	3,000	-
Marjorie Coote Old People's Charity Fund		1,000	1,000	-
Cutler Company		2,000	2,000	-
Imprest Two – Westfield Health		-	-	3,000
South Yorkshire Community Foundation	-	-	-	<u>5,000</u>
	-	<u>13,500</u>	<u>13,500</u>	<u>8,000</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 2025 amounted to £104,037.

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 2025

4. Reserves

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2025</u>	<u>Total 2024</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
At 1 April 2024				
Current account	90,873	15,234	106,107	99,851
Reserve Account	11,029	-	11,029	11,029
Surplus for the year	13,462	922	14,384	6,541
Transfer to General Reserve	-	-	-	-
	<u>115,364</u>	<u>16,156</u>	<u>131,520</u>	<u>117,136</u>

5. Capital Reserves

The unrestricted Capital Reserve at 31 March 2025 amounted to £11,327. The only movement in the Reserve over the past year is of interest received.

Charity Number: 1158675

MANOR COMMUNITY TRANSPORT

ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

MANOR COMMUNITY TRANSPORT

CONTENTS

	Pages
Independent Examiner's Report	1-2
Receipts and Payments Account	3
Statement of Assets and Liabilities	4
Notes to the Accounts	5-6

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

MANOR COMMUNITY TRANSPORT

KPRM Limited
T/A Martin Bruno Accountants
94 Saltergate
Chesterfield
S40 1LG

The Trustees
Manor Community Transport,
131 Fairleigh
c/o Manor Post Office
129a Fairleigh
Sheffield
S2 1LB

5th October 2025

Independent Examiner's Report to the Trustees of Manor Community Transport

I have examined the accounts of Manor Community Transport for the year ended 31 March 2025, which accompany this report.

Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act"). The trustees have decided that an audit is not required for this year under section 144 of the Act and that an independent examination is appropriate.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures specified in the Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether any matters have come to my attention.

Basis of Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity, a comparison of the accounts with those records, and consideration of any unusual items or significant matters disclosed in the accounts. It also includes seeking explanations from the trustees about such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit. Therefore, I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours faithfully,

Signature: 

Name: Sarah Parkin FMAAT AATQB

Status: Independent Examiner

Date: 05/10/2025

MANOR COMMUNITY TRANSPORT

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2025</u>	<u>Total 2024</u>
Receipts	Notes	£	£	£	£
Earned Income		23,966		23,966	22,559
Sheffield Community Transport		20,559		20,559	18,929
Grants	2		13,500	13,500	8,000
Bank interest		298		298	284
Other		-	-	-	18
Total receipts		44,823	13,500	58,323	49,790
Payments					
Fuel, repairs, tax & insurance		10,884		10,884	11,517
Wages		17,342		17,342	17,257
Accountancy		1,671		1,671	1,092
Insurance		206		206	192
Printing & Advertising		15		15	21
Telephone		667		667	837
Administration costs		-	12,578	12,578	11,312
Business development		-	-	-	-
Sundry expenses		481		481	925
Bank charges		95	-	95	96
Total Payments		31,361	12,578	43,939	43,249
Net receipts for the year		13,462	922	14,384	6,541
Cash & Bank Balances as at 31/03/24		90,873	15,234	106,107	99,851
Reserve Bank Balance at 31/03/24		11,029	-	11,029	10,744
Cash & Bank Balances as at 31/03/25		£ 115,364	£ 16,156	£ 131,520	£ 117,136

MANOR COMMUNITY TRANSPORT

STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2025

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
1. Cash Funds		
Unrestricted funds	104,037	90,873
Restricted funds	16,156	15,234
Capital Reserve	<u>11,327</u>	<u>11,029</u>
	<u>131,520</u>	<u>117,136</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>-</u>	<u>780</u>
	<u>-</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 2025

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 2025</u>	<u>Total 2024</u>
	£	£	£	£
Sheffield Town Trust		2,500	2,500	-
Sheffield City Council (Ward Pot)		1,000	1,000	-
South Yorkshire Community Fund		4,000	4,000	-
JG Graves Charitable Trust		3,000	3,000	-
Marjorie Coote Old People's Charity Fund		1,000	1,000	-
Cutler Company		2,000	2,000	-
Imprest Two – Westfield Health		-	-	3,000
South Yorkshire Community Foundation	-	-	-	<u>5,000</u>
	-	<u>13,500</u>	<u>13,500</u>	<u>8,000</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 2025 amounted to £104,037.

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 2025

4. Reserves

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2025</u>	<u>Total 2024</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
At 1 April 2024				
Current account	90,873	15,234	106,107	99,851
Reserve Account	11,029	-	11,029	11,029
Surplus for the year	13,462	922	14,384	6,541
Transfer to General Reserve	-	-	-	-
	<u>115,364</u>	<u>16,156</u>	<u>131,520</u>	<u>117,136</u>

5. Capital Reserves

The unrestricted Capital Reserve at 31 March 2025 amounted to £11,327. The only movement in the Reserve over the past year is of interest received.