



Friends of Portland Works

**Charitable Incorporated Organisation
Charity Registration Number:
1160641 (England and Wales)**

**Report of the Trustees and Unaudited Financial Statements
Year ended 31 December 2024**

www.friendsofportlandworks.org

Friends of Portland Works

Trustees' Report

For the Year Ended 31 December 2024

The Trustees present their report with the financial statements of the Charity for the year ended 31 December 2024.

Reference and administrative information

Charity name:	Friends of Portland Works
Charity Registration Number (England & Wales):	1160641
Registered Office:	Portland Works Randall Street Sheffield S2 4SJ

Trustees at 31 December 2024

Paul Iseard– Chairman (Appointed as a trustee 6 Jan 2016)
John Clarke (Appointed as a trustee 6 Jan 2016)
Carol Seymour – Secretary (Appointed as a trustee 20 Feb 2022)
Philip Martin (Appointed as a trustee 8 Jan 2024)
Christopher Cooper (Appointed as a trustee 8 Jan 2024)

The following trustees served during the year: Rachel Eagle – Treasurer (resigned 4th November 2024)

Geoff Marston OBE (passed away 30th May 2024)

The Charity employs no staff, utilising volunteers where appropriate.

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, ME19 4JQ

Accountancy Support

Simon Brook, Association of Charity Independent Examiners (ACIE)

Structure, governance and management

The Charity is a Charitable Incorporated Organisation (“CIO”), established on 25 February 2015. It is governed by its Constitution. If the CIO is wound up, members have no liability to it.

Recruitment and appointment of trustees

The management of the CIO is vested in the Trustees, who are elected by the membership and act in a voluntary capacity.

There is a minimum of three and a maximum of twelve trustees who are elected at the Annual General Meeting. Portland Works Little Sheffield Limited, Industrial and Provident Society number IP031143, (PWLS) may appoint up to eight charity trustees. No more than half of the appointed charity trustees may be directors of PWLS. By giving written notice to the CIO, the appointing body may reduce the number of nominated charity trustees it wishes to appoint, to a number less than eight. Once the number has been reduced, it may not subsequently be increased.

Business and property skills are well represented amongst the Trustees. New trustees are sought by open advertisement, or individuals are approached to offer themselves for election subject to the rights of PWLS.

**Friends of Portland Works
Trustees' Report
For the Year Ended 31 December 2024 - continued**

Objectives

The objects of the CIO are to promote, for the benefit of the public, urban regeneration in areas of social and economic deprivation (and in particular in Sheffield and the surrounding area) by all or any of the following means:

- (a) assisting in the preservation of buildings or sites of historic or architectural importance, and in protecting the built environment, in particular Portland Works (a Grade 2* listed building) and any similar building in Sheffield and the surrounding area;
- (a) by assisting in the preservation of Portland Works and similar buildings, help to create training and employment opportunities through the provision of small workspace units, for rental on favourable terms;
- (a) the advancement of education and helping to provide public access to Portland Works and similar buildings; also training or retraining, particularly among unemployed people, and providing unemployed people with work experience;
- (a) such other means as may from time to time be determined subject to the prior written consent of the Charity Commissioners for England and Wales.

Statement of public benefit

The Trustees confirm they have complied with the duty in Section 4, Charities Act 2011, to have due regard to the guidance issued by the Charity Commission concerning public benefit.

Activities, achievements, performance and future plans

Education and Outreach

The **lecture programme** launched in 2022 continued in 2024 with 7 lectures held at Portland Works. The programme is designed to bring people into Portland Works and inform the public about Sheffield's social, economic, natural and industrial heritage. Proceeds are shared equally between FoPW and Portland Works Little Sheffield (PWLS) who provide the premises and equipment free of charge.

The lecture programme produced a surplus of over £800. For many attendees it was their first visit to Portland Works.

Friends also promoted Portland Works at these **outreach events** throughout the year:

- Sheffield Heritage Fair
- Sharrow Festival (Portland Works is in the "catchment area" of Sharrow)
- Sheffield Fayre
- Kelham Island Christmas Market

Friends also supported the 29 July Open day held at Portland Works.

Together these events generated nearly £1500 from sales of donated goods, raffle tickets and membership sign-ups on the day. Trustees and volunteers made good use of these opportunities to engage with the Sheffield public and visitors to the city. By reaching out across Sheffield's communities PWLS and Friends are beginning to see greater diversity in the recruitment of new volunteers. This is important as the original cadre of volunteers is getting older and in recent times there has been an increasing number of retirements from this group. As new people join, the gender, age and ethnic balance is becoming more representative of Sheffield's population.

Membership scheme

A membership scheme was trialled in 2016 but for various reasons connected to resources and priorities was not followed through. A sustainable scheme using on-line technology was launched in July 2023. Around 70 members had been recruited by the end of 2023, by the end of 2024, this had increased to 116. Membership is an important source of additional income and many members choose to make a donation in addition to the £10 annual fee. The scheme contributed over £1,100 in 2024. Administration of the scheme is made easier by using automated membership software.

Future plans

Friends of Portland Works is in its tenth year of operation and has seen significant developments in the past three years with the introduction of a sustainable Membership scheme, a visits programme and a lecture programme, on top of all our previous fund raising and outreach activities.

For 2025 these activities will continue. We will also be looking to apply for external grants as follows:

- a bid to the Heritage Fund, following a successful initial submission in the autumn of 2024.
- bids associated with repairs and renovation at the Works.

We also look to increase our capabilities by recruiting additional trustees with relevant expertise, particularly in the field of education.

Finance

Pages 5 and 6 below set out our financial dealings over the year. Designated funds are voted by trustees and can be re-assigned by trustees if priorities change. Reserved funds are derived from external grants with a specific purpose that cannot be re-assigned unless with permission of the grant giving body.

The increase in sales and cost of sales is mainly down to the Mosley pocket knives, which were purchased from a tenant at Portland Works (Michael May) and sold to members. A commission on each sale was donated to Friends. We are grateful to trustee John Clarke for the donation of the blades.

Running costs of the Charity are tightly controlled and came in at £728.24 in 2024. This mainly consists of subscriptions, insurances and rent/rates for a small storage unit at Portland Works.

The Charity holds donated goods which are sold at events – these do not have a tangible asset value so are excluded from the accounts.

Grants to Portland Works Little Sheffield Ltd

Grants totalling £2,520 were paid to Portland Works during the year, to pay for the following invoiced work:

Purpose of grant	Sums paid over
D Block window restoration	£ 313
D Block window restoration	£1,583
Hill Street frontage repairs	£ 474
Hill Street frontage repairs	£ 150
Total	£2,520

Reserved funding for future work

The following awards were made to Portland Works during the year:

Purpose of grant	Sum awarded
Guttering to B Block and repointing of C Block Project 1/24	£3,100 or 50% of actual cost, whichever is the less
Replacement of roof to unit G15-3 Project 2/24	£3,300 or 50% of actual cost, whichever is the less
Architects fees inc preparation of drawings and specifications for a removable handrail at the Randall Street entrance. Project 3/24	£600 of an estimated cost of £2,000
Refurbishment of staircases, Project 4/24	£ 950 or 50% of actual cost, whichever is the less
Total	£7,950

These awards are expected to be claimed during 2025.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Friends of Portland Works

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Jan-24

To

Period end date
31-Dec-24

Section A Receipts and payments

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Membership subscriptions, including donations	1,542	-	-	1,542	517
Gift Aid receipts	1,709	-	-	1,709	297
Sales	5,025	-	-	5,025	2,834
Other donations	1,503	-	-	1,503	144
Bank interest	25	-	-	25	32
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	9,804	-	-	9,804	3,824
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	9,804	-	-	9,804	3,824
A3 Payments					
Membership running costs	376	-	-	376	140
Cost of sales	2,976	-	-	2,976	971
Other overhead costs	477	-	-	477	294
Donations to PWLS	460	-	-	460	-
Grants to PWLS	192	1,740	588	2,520	3,354
Bank charges	68	-	-	68	61
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	4,549	1,740	588	6,877	4,820
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	4,549	1,740	588	6,877	4,820
Net of receipts/(payments)	5,255	(1,740)	(588)	2,927	(996)
A5 Transfers between funds	(7,950)	7,950	-	-	-
A6 Cash funds last year end	7,401	6,740	588	14,729	15,725
Cash funds this year end	4,706	12,950	-	17,656	14,729

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Designated funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Cash at bank and in hand	4,706	12,950	-
		-	-	-
		-	-	-
	Total cash funds		4,706	12,950
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	