



Manor Church and Community Project

Registered Charity Number 1163809

Trustees' Report and Financial Statement for the period 1 January 2020 to 31 December 2020

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Manor Church and Community Project

Legal and Administrative Information

Manor Church and Community Project is a Charitable Incorporated Organisation (CIO), which was given charitable status by the Charity Commission on 2 October 2015.

Chair	Rev Debora Marschner
Vice-Chair	Rev Canon Julie Upton (resigned 20 December 2020)
Treasurer	Mr Derek Newman
Secretary	Rotated amongst trustees
Trustees	Mrs Claire Dalpra Mrs Elaine Flaherty Ms Alison Jubb Mr David Reynolds (from 8 December 2020) Mrs Heather Rotherham
Registered Address	St Aidan's 2 Manor Lane Sheffield S2 1UF
Independent Examiner	Sandie Parfett 122 Graham Road Sheffield S10 3GQ
Bank	TSB 1 Abbey Lane Sheffield S8 0BJ

Manor Church and Community Project

Management Committee Report 2020



Introduction

2020 was an extraordinary year in many ways. Nobody did anticipate that all aspects of life, personal and public, would be affected to such a degree by the Covid-19 pandemic, and we have all learnt a great deal about the human ability to adapt and about the resilience needed to cope, as people and within organisations.

Many of our plans for the Project had to be changed, often at short notice, and there have been many moments of worry about its future throughout the last year. But with regards to the refurbishment work carried out at Temple Park Centre, the pandemic has given momentum and speed to the process. All our *craft&fun/crafternoon* sessions last year had to be cancelled, as the format just wasn't Covid safe or replicable online. But we hope to resume them, once we come out of the pandemic, later this year.

The meetings of the Management Committee continued with online instead of face to face meetings.

Refurbishment of Temple Park Centre

In the spring 2020, we had managed to secure enough grants and funding to carry out the planned refurbishment work at Temple Park Centre.

We are most grateful to all donors:

Viridor Credits
Veolia Environmental Trust
Biffa Award
Sheffield Methodist Circuit
All Churches Trust
URC Yorkshire Synod

For the carrying out of the refurbishment we continued to work closely with Self Architects and WT Partnership and we are indebted to them and the contractors, Woodward & Taylor, for their expertise, care and interest in this project. The refurbishment work took place between April and September 2020, notwithstanding planning insecurity and delays relating to Covid-19 restrictions as well as a number of thefts on the building site. But we now rejoice in modernised and functional premises fit for purpose and to be used by the local community for generations to come. Have a look and see for yourselves what has been achieved: <https://templeparkcentre.org/2020/10/08/temple-park-centre-refurbishment-video/>

Management Committee

The Management Committee has met four times in the past 12 months. The business of the committee included work on:

- The stages and financial provision for the refurbishment work at Temple Park Centre
- Regular conversations with the professionals (Architects, QS and Contractors)
- Strategy & objectives 2019-2024 paper
- Support and collaboration with our Church Related Community Worker minister

Church-Related Community Worker

As in previous years, we are most grateful that Simon Loveitt continues to represent the project at a wide range of community meetings within the Manor Community. He is well respected and appreciated across the area for his expertise, presence and support, and plays a vital part in connecting the Manor Church and Community Project more widely. We look forward to continue to work with him for the next three years.

Programme of Activities

As mentioned in the introduction, our seasonal craft and fun/ *crafternoon* activities at St Swithun's all had to be cancelled, as the format wasn't safe in a Covid-19 context. The nature of the open invitation to attend as well as the range of craft materials needed for each child also made it difficult to offer online alternatives. A planned Stay&Play Activity in co-operation with MASKK at Christmas had to be cancelled due to new restrictions being implemented. Other regular events, like the Community Bonfire Night and Carol Singing also fell prey to Covid-19 restrictions.

We do however hope to resume many of our regular programmes from summer 2021 onwards as we hopefully move out of the pandemic this year.

Priorities for the future

For 2021, we would like to see:

- Continued development and sustained partnerships and relationships across our community, especially with MASKK who we hope will recover fully from the many Covid-19 impacts on their work
- Employment of a centre manager for Temple Park Centre
- Uptake of community work and engagement within Temple Park Centre
- Reconnect with and deepen the relationships with the families who come to our activities
- Continue to develop new forms of worship
- Engage with the new neighbours who have been moving onto the estate over the last three years

Thank you

I would like to express my heartfelt thanks and appreciation to Simon Loveitt, Derek Newman and the trustees for all their hard work this past year. During the refurbishment period, both Simon and Derek have put in a lot of extra time to liaise with our professional partners and we are indebted to them for going the extra mile (and more when necessary). Thank you for your dedication and commitment to the project.

I would also like to say thank you and good-bye to Rev Canon Julie Upton, who was first chair and then co-chair of the Manor Church and Community Project and who has left Sheffield to take up her new post of Associate Archdeacon in the Doncaster Archdeaconry. We will miss her ideas, expertise and love for the people of this Parish and her particular gift of vision and encouragement for the project; but we wish her well and God's blessings on the new challenges and tasks before her.

My gratitude also goes to our partner organisations and our funders which include Veolia, Biffa, Viridor, Sheffield Methodist Circuit and District, Central URC and the URC Synod as well as the Anglican Diocese of Sheffield. And then there are of course many individuals who give up time, money and experience. We could not do it without you; thank you for all your support and co-operation. I hope that we can achieve even more as we continue to work together this next year.

Debora Marschner - Chair

Independent Examiner's Report to the Trustees of Manor Church and Community Project

I report on the accounts of the Manor Church and Community Project for the year ended 31 December 2020, which are set out on pages 6-15.

Respective responsibilities of trustees and examiner

The Manor Church and Community Project's trustees are responsible for the preparation of the accounts. The Manor Church and Community Project's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's 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 and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

(Name) Sandie Parfett
(Address) 122 Graham Road,
Sheffield, S10 3GQ

(Date)

11 March 2021

Signed

SC Parfett

Statement of Financial Activities – 2020

	2020			2019	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £	Prior year total £
Income and endowments from:					
Donations and legacies	8,020	204,324	—	212,344	18,127
Income from charitable activities	6,051	—	—	6,051	10646
Other income	—	—	—	—	—
Total income	14,071	204,324	—	218,395	28,773
Expenditure on:					
Expenditure on charitable activities	16,881	200,910	—	217,791	31,253
Other expenditure	—	311	—	311	455
Total expenditure	16,881	201,221	—	218,102	31,708
Net income / (expenditure) resources before transfer	(2,810)	3,103	—	293	(2,935)
Transfers					
Gross transfers between funds - in	3,392	3,392	—	6,784	3,392
Gross transfers between funds - out	(3,392)	(3,392)	—	(6,784)	(3,392)
Net movement in funds	(2,810)	3,103	—	293	(2,935)
Total funds brought forward	12,803	4,316	—	17,118	20,053
Total funds carried forward	9,993	7,419	—	17,412	17,118
Represented by					
Unrestricted					
General fund	5,466	—	—	5,466	7,137
Designated					
Temple Park Centre	5,327	—	—	5,327	5,666
All Churches Trust	—	—	—	—	—
Council Grant Feb21	(800)	—	—	(800)	—
Restricted					
CRCW expenses	—	6,432	—	6,432	4,315
Sheffield Methodist Circuit 1	—	345	—	345	1
Sheffield Methodist Circuit 2 (TPC Refurb Stage 1&2)	—	0	—	0	0
Sheffield Methodist Circuit 3 (TPC Refurb Stage 3)	—	643	—	643	—
United Reformed Church	—	0	—	0	—
Biffa Award	—	0	—	0	—
Veolia Environmental Trust	—	(1)	—	(1)	—

Balance sheet – 2020

Class and code	Description	2020 £	2019 £
Current assets			
1301	Current Account	25,497	17,118
1302	Deposit Account	—	—
	Total Current assets	25,497	17,118
Liabilities			
Z04	Accounts Payable	8,085	—
	Total Liabilities	8,085	—
	Net Asset surplus(deficit)	17,412	17,118
Reserves			
	Excess / (deficit) to date	294	(2,934)
	Starting balances	17,118	20,052
	Total Reserves	17,412	17,118

Represented by funds:

Unrestricted	5,466	7,137
Designated	4,527	5,666
Restricted	7,419	4,316
Endowment	—	—
Total	17,412	17,118

Statement of assets and liabilities – 2020

	General £	Designated £	Restricted £	Endowment £	2020 £	2019 £
Current assets - Cash at bank and in hand						
Current Account -	5,466	4,527	15,504	—	25,497	17,118
Deposit Account -	—	—	—	—	—	—
Totals	7,137	4,527	15,504	—	25,497	17,118
Liabilities						
Accounts Payable - accruals	—	—	8,085	—	8,085	—
	—	—	8,085	—	8,085	—
Net total assets	5,466	4,527	7,419	—	17,412	17,118

Fund Movement Summary – 2020

	Opening £	Incoming £	Outgoing £	Transfers £	Gain/Loss £	Closing £
General Fund						
Unrestricted	7,137	70	1741	—	—	5,466
Temple Park Centre						
Designated	5,666	8,001	8,340	—	—	5,327
CRCW expenses						
Restricted	4,315	4,940	2,822	—	—	6,433
Sheffield Methodist Circuit 1						
Restricted	1	7,477	7,133	—	—	345
Sheffield Methodist Circuit 3 (TPC Refurb)						
Restricted	—	60,000	59,357	—	—	643
United Reformed Church						
Restricted	—	30,000	30,000	—	—	—
All Churches Trust						
Restricted	—	6,000	6,000	—	—	—
Biffa Award						
Restricted	—	58,385	58,385	—	—	—
Veolia Environmental Trust						
Restricted	—	43,522	43,523	—	—	(1)
Council Grant Feb21						
Restricted	—	—	800	—	—	(800)
Grand total	17,118	218,395	218,102	—	—	17,412

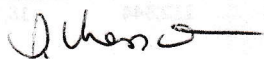
Analysis of Income and Expenditure – 2020

	Unrestricted	Designated	Restricted	Endowment	----- Total -----	
					2020	2019
INCOME AND ENDOWMENTS						
Donations and legacies						
0101 - Donations	70	1,950	—	—	2,020	145
0102 - Grants	—	6,000	204,324	—	210,324	17,876
0103 - BT mydonate Donations	—	—	—	—	—	72
0104 - BT mydonate Giftaid	—	—	—	—	—	15
0105 - Wonderful Donations	—	—	—	—	—	20
Total	70	7,950	204,324	—	212,344	18,127
Income from charitable activities						
0200 - TPC MASKK Rental	—	4,500	—	—	4,500	6,000
0201 - TPC Rental	—	1,551	—	—	1,551	4,646
Total	—	6,051	—	—	6,051	10,646
INCOME TOTAL	70	14,001	204,324	—	218,395	28,773
EXPENDITURE						
Expenditure on charitable activities						
1101 - Activity Support fees	30	—	—	—	30	15
1102 - Activity Materials	51	—	—	—	51	242
1110 - Travel	—	—	952	—	952	1,438
1111 - URC car allowance	—	—	1,366	—	1,366	1,366
1112 - Office expenses	—	—	167	—	167	461
1130 - Computer & website	268	—	—	—	354	268
1201 - Maintenance & repairs	—	1,505	—	—	1,505	1,112
1202 - Improvements & refurbishment	—	3,863	188,693	—	192,556	13,103
2011 - Legal & professional fees	40	4,200	9,705	—	13,945	6,732
2015 - Insurance	1,146	—	—	—	1,146	981
3010 - Bank charges	120	—	—	—	120	30
4001 - TPC insurance	—	1,019	—	—	1,019	809
4010 - Energy - gas & electricity	—	3,115	—	—	3,115	3,450
4011 - Water rates	—	221	—	—	221	164
4030 - Maintenance	—	—	—	—	—	72
4100 - Cleaning costs	—	638	—	—	638	901
9999 - Miscellaneous expenses	—	579	28	—	606	108
Total	1,741	15,140	200,910	—	217,791	31,253
Other expenditure						
1115 - Training & study	—	—	311	—	311	455
Total	—	—	311	—	311	455
EXPENDITURE TOTAL	1,741	15,140	201,220	—	218,102	31,708
GRAND TOTAL	(1,671)	(1,139)	3,104	—	293	(2,935)

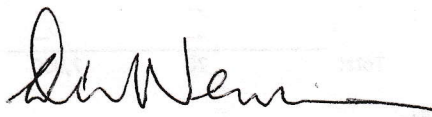
APPROVAL:

This report was approved by the MCCC Management Group on 2 March 2021

and is signed on their behalf by:



Rev D Marschner
Chair



Mr D W Newman
Treasurer

Manor Church and Community Project

Notes to the accounts

for the year ended 31 December 2020

1 Accounting Policies

a) Accounting practice

These accounts have been prepared in accordance with applicable accounting standards and with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in January 2015 (SORP 2015).

b) Donations/grants and fund accounting

Donations and grants received for the general purposes of the Project are included in unrestricted funds. Restricted funds (eg specified by grant provider for the development of Temple Park Centre or support of the CRCW minister) are reserved specifically for that purpose. Designated funds (eg excess income from TPC operations) are retained for maintenance of the building, but can be used for other purposes if agreed by the trustees.

c) Resources expended

Expenditure is included on an accrual basis.

2 Donations

	2020	2019
	£	£
MCCP	70	145
Manor After School Kids Klub	1,950	
BT mydonate	0	87
Wonderful	0	20
Total Donations	2,020	252

3 Grants*

	2020	2019
	£	£
JG Graves Trust (fire alarm system)		3,000
Methodist Circuit 1 (Viridor Credits)		9,935
Methodist District (CRCW expense)	4,940	4,940
Methodist Circuit 1	7,477	
Veolia Environmental Trust	43,522	
Biffa Award	58,385	
Methodist Circuit 3 (TPC RefurbStage3)	60,000	
United Reformed Church	30,000	
All Churches Trust	6,000	
Total Grants	210,324	17,875

- * Note: a further grant of £99,337 was provided by Viridor Credits but payments were made direct to the contractor (because of HMRC rules governing Environmental Bodies) and did not go through the MCCP bank account. All such payments were approved by MCCP.

4 Temple Park Centre

	2020	2019
	£	£
Income:		
MASKK Donation	1,950	
Room Rental	1,551	4,646
MASKK Rental	4,500	6,000
Sale of equipment		
Total Income	8,001	10,646
Expenditure:		
Activity support fees		15
TPC Insurance	1,019	809
Energy – gas & electricity	3,115	3,450
Water rates	221	163
Cleaning	638	901
Improvement & refurbishment	1,263	
Maintenance	1,505	1,033
Miscellaneous	579	77
Total Expenditure	8,340	6,450
Excess of Income over Expenditure	(339)	4,196
Balance brought forward	5,666	1,470
Net Surplus/(Deficit)	5,327	5,666

Note: income for the year is much reduced because the letting and use of Temple Park Centre was severely restricted in 2020 due to COVID-19 lockdown regulations. For most of the year there has been no lettings apart from MASKK, who were able to continue providing child care services to essential front-line workers. This presented the opportunity to undertake the renovation of the community centre while the building was empty over the summer period. MASKK was able to restart some activities in October. Part of the MASKK donation has been used for providing finger guards and door closers in Temple Park Centre.

5 Bank Account

MCCP continues to bank with TSB. The 2020 year-end balances are:

	2020	2019
	£	£
Current Account	25,497	17,118
Deposit Account	0	0
Total funds in Bank	25,497	17,118

6 Creditors: amounts falling due within one year

There are 2 accruals for the accounting period:

○ TPC Refurbishment – Retention payment to contractor	£5,585.15
○ TPC Refurbishment – Legal fees for the car park access licences	£2,500.00 (estimate)
Total Accounts Payable	£8,085.15

7 Church Related Community Worker Lia bilities

The funding for the support of the Church Related Community Worker continued to be shared by the ecumenical partners involved in the project, as in previous years; the Church of England provided accommodation, CRCW expenses were funded by the Sheffield Methodist District, with an annual payment of £4,940, and the URC provided the CRCW stipend.

8 Management Group Expenses

No member of the Management Group received remuneration during the accounting period. Where expenses were incurred, they were documented and approved through the agreed expenses procedure.

9 Temple Park Centre refurbishment

The project to deliver the major refurbishment of Temple Park Centre, converting it into a multi-use community centre for the Manor residents, was started in 2019 and completed in September 2020.

Multiple grant applications were successful, raising over £334,040 towards the development. Three of the fund providers are trusts set up by landfill operators and the grants have been made from the Landfill Community Fund. One condition of these grants is that 10% of the total funds is matched by a third-party contributor. MCCP has therefore used the Sheffield Methodist Circuit reserve fund for the purpose of releasing these grants; £9,935 for the Viridor Credits grant, £3,190 for the Veolia Environmental Trust grant and £5,864 for the Biffa Award grant. These sums are not including in the MCCP accounts as they have been paid direct from the Sheffield Methodist Circuit to the grant providers as required by their funding rules. See note 3 for a full list of grant providers.

A summarised version of the management accounts follows, sorted by fund and covering 2019-2021. This spreadsheet was used to control project expenditure within the available grant funding:

Viridor Credits:	£	
Grant	99,337	Not included in MCCP accounts
Boundary wall & car park	29,140	
External access and entrance	33,852	
Lobby & reception	25,410	
Toilet block demolition & boiler relocation	10,935	
Total expenditure	99,337	Paid direct to contractor
Balance	0	
Veolia Environmental Trust:	£	
Grant	43,522	Including grant extension
New toilet block & rear toilet	29,158	
Toilet redecoration	2,741	
Flat roofs replacement	11,623	
Total expenditure	43,522	
Balance	0	

Biffa Award:		£
Grant	58,385	
Office & reception	6,557	
Sanctuary	6,392	
Meeting Rooms - reconfiguration	7,174	
Hall corridor	13,388	
Stage conversion	16,163	
Redecoration	8,711	
Total expenditure	58,385	
Balance	0	
Sheffield Methodist Circuit 1 + District 3		£
Grant	17,806	
Heating & lighting improvements	3,650	
Architects fees	6,678	
Structural survey	1,200	
Sanctuary floor covering	5,850	
Other	83	
Total expenditure	17,461	
Balance	345	
Sheffield Methodist Circuit – Sale of St Andrews:		£
Grant	18,990	Not included in MCCC accounts
Viridor Credits – Third Party Contribution	9,936	
Veolia ET – Third Party Contribution	3,190	
Biffa Award – Third Part Contribution	5,864	
Total expenditure	18,990	Paid direct to funders for LCT contribution
Balance	0	
Sheffield Methodist Circuit 3 – TPC Refurb Stage 3		£
Grant	60,000	
Asbestos survey & removal	11,115	
New toilet block – Veolia grant shortfall	3,269	
Contractor Preliminaries	17,605	Retention of £5,585 paid 2021
Architects, Quantity Surveyor & Planning fees	12,564	
Legal fees	2,500	Accrual to be paid in 2021
New flat roof for Sanctuary + cellar/WC electrics	12,304	
Total expenditure	59,357	
Balance	643	

All Churches Trust:		£
Grant		6,000
Architects fees		4,200
Sanctuary windows		1,800
Total expenditure		6,000
Balance		0
URC Yorkshire Synod:		£
Grant		30,000
New fire door exit & emergency systems upgrade		15,864
Meeting room ceilings, ramp & heating		4,401
Car park surface, finishing & signage		7,990
Entrance doors		1,205
Toilet ventilation		540
Total expenditure		30,000
Balance		0
Council Grant Feb21:		
Grant	800	Not received until Feb 2021
Meeting Room 1 floor & skirting boards	800	
Total expenditure	800	
Balance	0	
MASKK Donation:		
Donation	950	
Finger guards & door closers	950	
Total expenditure	950	
Balance	0	
Summary:		
Total Income	335,790	
Total Expenditure	334,803	
Project Balance	987	

Project Balance	987
Total expenditure	334,303
Total income	335,790
Summary	
Balance	0
Total expenditure	950
Finger guards in door cases	950
Donation	950
MAJKA Donation:	
Balance	0
Total expenditure	800
Meeting Room 1 floor & skirting boards	800
Grant	800
County Grant Feb11:	
Balance	0
Total expenditure	30,000
Meeting room ceiling & lighting	4,401
New fire door exit & emergency systems upgrade	15,854
Grant	30,000
LRC Yorkshire Street:	
Balance	0
Total expenditure	6,000
Sash window	1,800
Architects fees	4,200
Grant	6,000
All Churches Trust:	