



Manor Church and Community Project

Registered Charity Number 1163809

Trustees' Report and Financial Statement for the period 1 January 2022 to 31 December 2022

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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	Revd Debora Marschner
Treasurer	Mr Derek Newman
Secretary	Rotated amongst trustees
Trustees	Revd Sibylle Batten (from 6 September 2022) Mrs Claire Dalpra Ms Philippa Dand Mrs Elaine Flaherty Mrs Heather Rotherham Deacon Annabel Terry (from 7 June 2022) Mr Michael Wilks (from 6 September 2022)
Registered Address	St Aidan's 2 Manor Lane Sheffield S2 1UF
Independent Examiner	Jonathan Buckley 47 Remington Road Sheffield S5 9AD
Bank	TSB 165 Main Road Darnall Sheffield S9 5HP

Manor Church and Community Project

Management Committee Report 2022



Overview

The year 2022 seems to have been dominated by funding applications for the newly created post of Community Cohesion and Outreach Worker and the process of recruiting a suitable person for this post.

Manor Church and Community Project (MCCP) Management Committee meetings continued on zoom for the first half of the year and, from June onwards, we have been meeting at Temple Park Centre.

Temple Park Centre (TPC)

Our partners MASKK (Manor After School Kids Klub) have been able to rebuild their core childcare offers over 2022 and certainly from September onwards have been exploring additional activities: eg a family play time with a shared meal. Pinders Dance have also added more classes and are well received in the community. The Scouts section of the 186th Sheffield (Manor) Scout Group continue to meet at Temple Park Centre and value the safe, clean and modern facility.

There were stage shows put together in cooperation with Sheffield Theatres during the school summer holidays and an amazing Christmas show with dance, sketches and singing from local children and groups. We also ran our first craft and fun afternoon/*crafternoon* at Temple Park Centre. The space worked very well and we had enough volunteers to chat with the 20 parents and children who attended. It was encouraging to see completely new faces as well as some familiar ones. No doubt, we will be able to rebuild the attendance and support over the coming year after nearly three years of inactivity due to Covid-19.

It was nice to see Temple Park Centre so well used by different user groups and that it enables local people to join together for times of celebration and entertainment. MASKK has been a key player in bringing together creative talent of all ages. Hopefully, we will be able to build on last year's successes and we are confident that additional bookings will generate more income for the project in the future.

Management Committee

In the past 12 months, the Management Committee has met four times for regular meetings and it has held a number of additional meetings in relation to the recruitment process of our new Community Cohesion and Outreach Worker.

During the first half of the year, a lot of time and consideration was spent on rewriting and rescoping our policies. We updated and adjusted our objectives and fine-tuned funding applications to the URC, the Methodist Church (both at Sheffield Circuit and Sheffield District levels), The Sheffield Church Burgesses Trust and the Sheffield Diocese for the Community Cohesion and Outreach Worker post. These efforts have proved successful and this has enabled us to develop plans for the next three years.

Over the summer Revd Sibylle Batten was appointed as the new Team Rector to the Manor Parish and we rejoice to have gained such an able and committed trustee for MCCP. Sibylle will become deputy chair in the course of this year. I'd like to take this opportunity to thank the Parish's Church Warden and Parish Church Council (PCC) member Sue Williams for provisionally joining the MCCP Management Group and for all her support and input during the interregnum. We value the strong links and good working relationships with

the Anglican Parish and look forward to the new vicar's hands-on involvement with MCCP. During 2022 we also welcomed Deacon Annabel Terry and Michael Wilks as new trustees for the charity.

From Church Related Community Worker to Community Cohesion and Outreach Worker

At the end of March we said good-bye to Simon Loveitt, who had served the Manor Church and Community Project for nearly 8 years as Church Related Community Worker. We are indebted to him for the foundations he helped to build and for so many of our local partnerships and the good relations we continue to have with local agencies. It was our great pleasure to be able to host a little farewell party for Simon at Temple Park Centre with many of the volunteers and representatives from across the Manor and the three ecumenical partners of MCCP who have worked with him and/or the project during Simon's time in Sheffield.

We succeeded in securing the necessary funding for a full-time community worker post by the beginning of August. We then launched the recruitment process with support from the HR department of the Sheffield Methodist District and appointed Lisa Wigfield as our new Community Cohesion and Outreach Worker. Lisa has started her new role in the middle of January 2023 and has hit the ground running. We are confident that she is a good fit for the MCCP team and brings plenty of expertise, empathy, experience and new ideas with her. We really look forward to working with her.

Priorities for the future

For 2023, we are planning to:

- continue development and sustain partnerships and relationships across our community with partners old and new
- explore regular co-operation with MASKK in their offers for activities that involve parents/carers of the children who attend the after-school activities
- increase capacity of community work and engagement within Temple Park Centre, eg coffee mornings, warm spaces and bereavement support
- re-engage with regular craft and fun activities and (re-)connect with and deepen the relationships with the families who attend
- continue to develop new forms of worship
- engage with the new neighbours who have been moving into the district over the last four years
- increase bookings of Temple Park Centre for local events, special family occasions and community based services
- manage our energy usage very carefully and develop new income streams in response to significant increases of energy costs

Thank you

I would like to express my heartfelt thanks and appreciation to our treasurer Derek Newman and all the trustees, past and present, for all their continued hard work and support this past year.

Revd 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 2022, which are set out on pages 6-12.

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)	Jonathan Buckley	(Date)
(Address)	47 Remington Road Sheffield S5 9AD	

Signed _____

Statement of Financial Activities – 2022

			2022			2021
	Unrestricted funds £	Designated funds £	Restricted funds £	Endowment funds £	Total £	Prior year total £
Income and endowments from:						
Donations and grants	190	—	13,372	—	13,562	6,890
Income from charitable activities	—	12,878	—	—	12,878	13,212
Other income	—	—	—	—	—	—
Total income	190	12,878	13,372	—	26,440	20,102
Expenditure on:						
Expenditure on charitable activities	346	12,027	5,006	—	17,379	12,893
Other expenditure	—	—	120	—	120	300
Total expenditure	346	12,027	5,126	—	17,499	13,193
Net income / (expenditure) resources before transfer	(156)	851	8,246	—	8,941	6,909
Transfers						
Gross transfers between funds - in	—	—	—	—	—	591
Gross transfers between funds - out	—	—	—	—	—	(591)
Net movement in funds	(156)	851	8,246	—	8,941	6,909
Total funds brought forward	2,874	12,687	8,760	—	24,321	17,412
Total funds carried forward	2,718	13,538	17,006	—	33,262	24,321
Represented by						
Unrestricted						
General fund	2,718	—	—	—	2,718	2,874
Designated						
Temple Park Centre	—	13,538	—	—	13,538	12,687
Restricted						
CRCW expenses	—	—	6,617	—	6,617	8,090
Community Cohesion & Outreach Worker	—	—	9,979	—	9,979	—
Sheffield Methodist Circuit 1	—	—	0	—	0	99
Sheffield Methodist Circuit 3 (TPC Refurb St 3)	—	—	0	—	0	161
M&CDT – Bingo Club	—	—	410	—	410	410

Due to rounding, numbers presented throughout this document may not add up precisely to the totals provided.

Balance sheet – 2022

Class and code	Description	2022 £	2021 £
Current assets			
1301	Current Account	35,401	24,321
Z05	Accounts Receivable	592	
	Total Current assets	35,993	24,321
Liabilities			
Z04	Accounts Payable	2,731	—
	Total Liabilities	2,731	—
	Net Asset surplus(deficit)	33,262	24,321
Reserves			
	Excess / (deficit) to date	8,941	24,321
	Starting balances	24,321	—
	Total Reserves	33,262	24,321

Represented by funds:

Unrestricted	2,718	2,874
Designated	13,538	12,687
Restricted	17,006	8,760
Endowment	—	—
Total	33,262	24,321

Due to rounding, numbers presented throughout this document may not add up precisely to the totals provided.

Statement of assets and liabilities – 2022

	General £	Designated £	Restricted £	Endowment £	2022 £	2021 £
Current assets - Cash at bank and in hand						
Current Account -	2,718	15,677	17,006	—	35,401	24,321
Accounts Receivable		592			592	
Totals	2,718	16,269	17,006	—	35,993	24,321
Liabilities						
Accounts Payable - accruals	—	2,731	—	—	2,731	—
	—	2,731	—	—	2,731	—
Net total assets	2,718	13,538	17,006	—	33,262	24,321

Fund Movement Summary – 2022

	Opening £	Incoming £	Outgoing £	Transfers £	Gain/Loss £	Closing £
General Fund						
Unrestricted	2,874	190	346	—	—	2,718
Temple Park Centre						
Designated	12,687	12,878	12,027	—	—	13,538
CRCW expenses						
Restricted	8,090	355	1,828	—	—	6,617
Community Cohesion & Outreach Worker						
Restricted	—	10,017	38	—	—	9,979
Sheffield Methodist Circuit 1						
Restricted	99	—	99	—	—	0
Sheffield Methodist Circuit 3 (TPC Refurb)						
Restricted	161	—	161	—	—	0
JG Graves Charitable Trust						
Restricted	—	3,000	3,000	—	—	0
M&CDT Bingo Club						
Restricted	410	—	—	—	—	410
Grand total	24,321	26,440	17,499	—	—	33,262

Due to rounding, numbers presented throughout this document may not add up precisely to the totals provided.

Analysis of Income and Expenditure – 2022

	Unrestricted	Designated	Restricted	Endowment	----- Total ----- 2022	2021
INCOME AND ENDOWMENTS						
Donations and legacies						
0101 - Donations	190	—	355	—	545	150
0102 - Grants	—	—	13,017	—	13,017	6,740
Total	190	—	13,372	—	13,562	6,890
Income from charitable activities						
0200 - TPC MASKK Rental	—	7,891	—	—	7,891	9,800
0201 - TPC Rental	—	4,987	—	—	4,987	3,412
Total	—	12,878	—	—	12,878	13,212
INCOME TOTAL	190	12,878	13,372	—	26,440	20,102
EXPENDITURE						
Expenditure on charitable activities						
1102 – Activity Materials	41	—	—	—	41	—
1110 – Travel	—	—	434	—	434	1,222
1111 – URC car allowance	—	—	572	—	572	1,366
1112 – Office expenses	—	—	—	—	—	367
1130 – Computer & website	180	96	—	—	276	596
1201 – Maintenance & repairs	—	1,082	—	—	1,082	1,111
1202 – Improvements & refurbishment	—	454	3,260	—	3,714	888
2011 – Legal & professional fees	—	—	—	—	—	(160)
2015 – MCCP Insurance	—	1,848	—	—	1,848	1,747
2020 – Subscriptions	—	256	—	—	256	256
3010 – Bank charges	125	—	—	—	125	120
4001 – TPC insurance	—	800	—	—	800	949
4008 – Energy – gas	—	3,514	—	—	3,514	—
4009 – Energy – electricity	—	2,682	—	—	2,682	—
4010 – Energy – gas & electricity	—	—	—	—	—	2,625
4011 – Water rates	—	201	—	—	201	200
4100 – Cleaning & gardening	—	1,094	—	—	1,094	1,543
5020 – Staff costs – other	—	—	38	—	38	—
9999 – Miscellaneous expenses	—	—	703	—	703	62
Total	346	12,027	5,006	—	17,379	12,893
Other expenditure						
1115 - Training & study	—	—	120	—	120	300
Total	—	—	120	—	120	300
EXPENDITURE TOTAL	346	12,027	5,126	—	17,499	13,193
TOTAL SURPLUS/DEFICIT	(156)	851	8,246	—	8,941	6,909

Due to rounding, numbers presented throughout this document may not add up precisely to the totals provided.

APPROVAL:

This report was approved by the MCCP Management Group on 7 March 2023

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 2022

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

	2022	2021
	£	£
MCCP	190	150
CRCW leaving gift	355	0
Total Donations	545	150

3 Grants

	2022	2021
	£	£
JG Graves Charitable Trust	3,000	0
URC Synod Mission Fund	10,017	0
Council – Ward Pot Feb2021	0	800
M&CDT – Bingo Club *	0	1,000
Total Grants	13,017	1,800

* Note: The Manor & Castle Development Trust grant for £1,000 to fund the Manor Bingo Club has been hosted by MCCP because the Bingo Club does not have its own bank account.

4 Temple Park Centre

	2022	2021
Income:	£	£
Room Rental	4,987	3,412
MASKK Rental	7,891	9,800
Total Income	12,878	13,212
Expenditure:		
TPC Landlord Insurance	800	949
MCCP Insurance	1,848	0

Subscriptions	256	0
Energy – gas *	3,514	0
Energy – electricity *	2,682	0
Energy – gas & electricity	0	2,625
Computer & website	96	0
Water rates	201	200
Cleaning & gardening	1,094	1,543
Improvement & refurbishment	454	0
Maintenance & repairs	1,082	1,091
Miscellaneous	0	34
Total Expenditure	12,027	6,441
Excess of Income over Expenditure	851	6,771
Balance brought forward	12,687	5,327
Transfers to/(from) – Bingo Club fund	0	590
Net Surplus/(Deficit)	13,538	12,687

** There has been a very significant increase in energy tariffs in October 2022 (over 4 times increase for gas and over 2 times for electricity). This will need very careful management in the coming year as the usage of Temple Park Centre as a community asset increases.*

5 Bank Account

MCCP continues to bank with TSB. The 2022 year-end balances are:

	2022	2021
	£	£
Current Account	35,401	24,321
Total funds in Bank	35,401	24,321

6 Creditors: amounts falling due within one year

Accruals have been made for Temple Park Centre energy bills for November and December which will be payable early in 2023 and some payments due to Sheffield Manor Parish for December costs.

7 Church Related Community Worker Fund

Funding for the support of the Church Related Community Worker was discontinued in 2022 due to Simon Loveitt leaving and moving to a new role in June 2022. The year-end balance for the CRCW fund stands at £6,617. The Sheffield Methodist Church and the MCCP trustees have agreed that these funds will be carried forward as a reserve to support the new Community Cohesion and Outreach Worker programme. The outstanding balance will be transferred to the CCOW Fund in 2023.

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.