



# Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	04	2021	To	31	03	2022

## Section A Reference and administration details

Charity name	SHEFFIELD DESIGN AWARDS		
Other names charity is known by	-		
Registered charity number (if any)	1180890		
Charity's principal address	100 BOLE HILL LANE		
	SHEFFIELD		
	Postcode	S10 1SD	

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
LEANORA SIMMONITE	Trustee Co-Chair		SHEFFIELD SOCIETY OF ARCHITECTS
DR JIM MONACH	Trustee Co-Chair		SHEFFIELD CIVIC TRUST
ANDREW JACKSON	Trustee		SHEFFIELD CIVIC TRUST
PAUL BEDWELL	Trustee	05/07/2022	SHEFFIELD CIVIC TRUST

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B management

## Structure, governance and

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	'FOUNDATION' MODEL - CHARITABLE INCORPORATED ORGANISATION
Trustee selection methods (eg. appointed by, elected by)	APPOINTED BY TRUSTEES

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

(1) TO PROMOTE HIGH STANDARDS OF PLANNING AND ARCHITECTURE IN BUILDINGS AND OPEN SPACES IN AND AROUND SHEFFIELD, PRINCIPALLY THROUGH THE PROMOTION OF AN AWARDS SCHEME.  
(2) TO EDUCATE AND INFORM THE PUBLIC IN AND AROUND SHEFFIELD ABOUT PLANNING, DESIGN, ARCHITECTURE AND LANDSCAPE.  
(3) TO PROMOTE THE PRESERVATION, PROTECTION, DEVELOPMENT AND IMPROVEMENT OF FEATURES OF HISTORIC OR PUBLIC INTEREST IN AND AROUND SHEFFIELD.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

THE PLANNING OF AN AWARDS PROGRAMME AND EVENTS TO RECOGNISE AND PROMOTE HIGH STANDARDS OF PLANNING AND ARCHITECTURE IN BUILDINGS AND OPEN SPACES IN AND AROUND SHEFFIELD, INCLUDING RESEARCH RELATING TO VENUES, SUPPLIERS, POTENTIAL SPONSORS ETC. DEVELOPED LINKS WITH OTHER COMMUNITY, VOLUNTARY AND PROFESSIONAL GROUPS TO INCREASE INTEREST AND INVOLVEMENT IN LOCAL DESIGN AND PLANNING STANDARDS AND THE AWARDS PROGRAMME AND ASSOCIATED AIMS OF SHEFFIELD DESIGN AWARDS. IN DOING SO THE TRUSTEES HAVE HAD REGARD TO ALL THE COMMISSION'S GUIDANCE ON PUBLIC BENEFIT.

AS PART OF OUR AIMS TO EDUCATE AND INFORM THE PUBLIC SDA ENLISTED THE SUPPORT OF A HIGH PROFILE LOCAL DESIGNER, CORIN MELLOR WHO HAS AN INTERNATIONAL REPUTATION AS OUR PATRON

PLANNING BEGAN DURING THIS PERIOD FOR THE 2022 ITERATION OF THE SHEFFIELD DESIGN AWARDS TO COMMENCE IN MAY 2022

### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

SDA HAS NO CURRENT VOLUNTEERS OTHER THAN THE TRUSTEES, AND IS NOT SET UP TO MAKE GRANTS

## **Section D**

## **Achievements and performance**

**Summary of the main achievements of the charity during the year**

THE 2020 SDA WERE CANCELLED DUE TO COVID-19. THE TRUSTEES BEGAN PLANNING AT THE END OF THIS PERIOD FOR THE 2022 RUN IN THE HOPE THAT COVID-19 WOULD NO LONGER PROVE AN OBSTACLE. THE ONLY ACTIVITY WAS THE JUDGING AND AWARD OF A SINGLE AWARD WHICH IS MADE ANNUALLY, IN EVEN YEARS ALONGSIDE THE MAIN SDA AND IN OTHER YEARS TO MAINTAIN THIS AREA OF INTEREST AND ACT AS SIGNPOST TO THE MAIN AWARD CYCLE.

## **Section E**

## **Financial review**

**Brief statement of the charity's policy on reserves**

TO HOLD IN RESERVES FUNDS TO COVER OPERATING COSTS SUFFICIENT TO ENSURE ANY UNANTICIPATED LOSSES IN AN AWARDS CYCLE ARE COVERED. AS THE PROGRAMME OF AWARDS IS OUR PRIMARY SOURCE OF BOTH EXPENDITURE AND INCOME SDA WILL NOT COMMIT TO COMPLETING ANY CYCLE, LET ALONE A FUTURE CYCLE, WITHOUT FUNDS IN PLACE TO ENSURE ITS SUCCESSFUL MANAGEMENT AND COMPLETION WITHIN PLANNED BUDGET. FINANCIAL COMMITMENTS WILL CONTINUE TO BE DEPENDENT ON PRE-ESTABLISHED INCOME STREAMS. SDA PLANNING IS SUCH THAT INCOME IS ASSURED

BEFORE ANY COMMITMENT TO EXPENDITURE IS ENTERED INTO. SDA IS ALSO ENGAGED IN TALKS WITH PARTNERS ABLE TO SUPPORT OUR WORK IN OUR WIDER AIMS AS WELL. THE WIDER AIMS PRIMARILY INCUR THE COST INVOLVED IN THE COMMITMENT OF TRUSTEE TIME AND EXPERTISE

#### Details of any funds materially in deficit

NO CURRENT DEFICIT

#### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

FUNDING IN THE PERIOD REFLECTS INCOME RAISED THROUGH SPONSORSHIP AND THEN SPENT SUPPORTING THE AWARDS SCHEME. A SINGLE LARGE MEETING WAS HELD DURING THIS PERIOD TO DECLARE INTENTIONS FOR 2022 AND MAKE A SINGLE AWARD WHICH IS MADE ANNUALLY, BUT ALONGSIDE THE MAIN SDA IN EVEN YEARS.

FINANCIAL INFORMATION:  
ALL FUNDS ARE KEPT IN A SINGLE BUSINESS ACCOUNT WITH THE CO-OPERATIVE BANK.  
INCOME - £750  
EXPENDITURE - £845  
FUNDS AT BANK - £2,491

## Section F Other optional information

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## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Full name(s) Position (eg Secretary, Chair, etc) Date	JIM MONACH	LEANORA SIMMONITE
	TRUSTEE/CO-CHAIR	TRUSTEE/CO-CHAIR
	13/1/23	13/1/23

Full name(s) Position (eg Secretary, Chair, etc) Date	PAUL BEDWELL	ANDREW JACKSON
	TRUSTEE	TRUSTEE
	13/1/22	13/1/22