



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2022		31	03	2023

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)
PAUL BEDWELL	Trustee	10/3/23	SHEFFIELD CIVIC TRUST
MICHAEL BROWN	Trustee		SHEFFIELD SOCIETY OF ARCHITECTS
ANDREW JACKSON	Trustee		SHEFFIELD CIVIC TRUST
DR JIM MONACH	Trustee Secretary		SHEFFIELD CIVIC TRUST
LEANORA SIMMONITE	Trustee Chair		SHEFFIELD SOCIETY OF ARCHITECTS

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 Structure, governance and management

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 HAS THE SUPPORT OF A HIGH PROFILE LOCAL DESIGNER, CORIN MELLOR WHO HAS AN INTERNATIONAL REPUTATION AS OUR PATRON

DURING THIS PERIOD THE 2022 ITERATION OF THE SHEFFIELD DESIGN AWARDS RAN COMMENCING MAY 2022 WHEN THE LAUNCH WAS HELD. THE AWARDS THEMSELVES WERE MADE AT A CEREMONY IN NOVEMBER 2022. THIS WAS A VERY CHALLENGING TIME FOR THE CHARITY. IT WAS THE FIRST OPPORTUNITY TO OFFER THE AWARDS SINCE COVID, THE 2020 RUN HAVING BEEN CANCELLED. MANY OF THE COMMUNITY PARTNERS WERE NOT YET BACK TO FULL OPERATION AND IT WAS UNCERTAIN HOW FINANCIALLY VIABLE THE SCHEME WOULD BE. WE WERE UNABLE TO BUDGET ACCURATELY EITHER FOR THE AMOUNT OF SPONSORSHIP OR THE NUMBER OF ENTRIES WE MIGHT EXPECT BASED ON 2018 ACTIVITY. AS A RESULT THE TRUSTEES TOOK THE DECISION TO RUN THE SCHEME WITHOUT EXTERNAL, PROFESSIONAL HELP AS HAD PREVIOUSLY BEEN NECESSARY, ENSURING THAT ACTIVITY COULD BE TERMINATED EARLY AT ANY POINT IF THE FINANCIAL VIABILITY OF THE CHARITY WERE THREATENED. THIS ENABLED CONTINUITY BUT AT THE COST OF SIGNIFICANT PERSONAL TIME INVESTMENT OF THE TRUSTEES. IT PROVED POSSIBLE TO COMPLETE THIS ITERATION OF THE SCHEME. REVIEW OF THIS YEAR'S ACTIVITY IDENTIFIED THE PRINCIPLE THAT IN FUTURE PROFESSIONAL SUPPORT WOULD AGAIN BE REQUIRED. THE SCHEME SUCCESSFULLY ENGAGED WITH PUBLIC AND DESIGN PROFESSIONALS IN THE CITY REGION TO PROMOTE THE BEST OF DESIGN AND PLANNING. ALMOST 40 ENTRIES WERE RECEIVED AND SIXTEEN AWARDS MADE. SUFFICIENT SPONSORSHIP WAS RECEIVED TO MAKE THE SCHEME FINANCIALLY SOUND. THE AWARDS CEREMONY ACHIEVED SIGNIFICANT ATTENTION VIA PRINT AND SOCIAL MEDIA AND IN PERSON IN PURSUIT OF OUR EDUCATIONAL AIMS. THE TRUSTEES ARE SATISFIED THAT THEY HAVE COMPLIED WITH THEIR DUTY TO HAVE DUE REGARD TO THE GUIDANCE OF THE CHARITY COMMISSION WITH REGARD TO PUBLIC BENEFIT.

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, BUT THE 2022 RUN WAS SUCCESSFULLY ACHIEVED AS DESCRIBED ABOVE IN SECTION C.

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 THAT 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 AND THE PURCHASE OF PROFESSIONAL SUPPORT TO THE AWARDS CYCLE ITSELF.

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

FUNDING IN THE PERIOD REFLECTS INCOME RAISED THROUGH SPONSORSHIP AND THEN SPENT SUPPORTING THE AWARDS SCHEME. AS DESCRIBED IN SECTION C, THE 2022 AWARDS WERE PROMOTED AND OPERATED ALONGSIDE OUR WIDER EDUCATIONAL EFFORTS.

FINANCIAL INFORMATION:

ALL FUNDS ARE KEPT IN A SINGLE BUSINESS ACCOUNT WITH THE CO-OPERATIVE BANK.

INCOME - £17,480

EXPENDITURE - £8,743

FUNDS AT BANK - £7,415

objectives including any ethical investment policy adopted.

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Section F	Other optional information
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Section G	Declaration
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The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

	Full name(s)	JIM MONACH	LEANORA SIMMONITE
	Position (eg Secretary, Chair, etc)	TRUSTEE/SECRETARY	CHAIR
	Date	26/7/24	26/7/24

	Full name(s)	PAUL BEDWELL	MICHAEL BROWN
	Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE
	Date	26/7/24	26/7/24

	Full name(s)	ANDREW JACKSON	
	Position (eg Secretary, Chair, etc)	TRUSTEE	
	Date	26/7/24	

**REPORT OF THE TRUSTEES AND
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023
FOR**

SHEFFIELD DESIGN AWARDS

**REGISTERED CHARITABLE INCORPORATED ORGANISATION
CHARITY NO. 1180890 ON 29/11/2018**

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Introduction

The Trustees present their report with the accounts of the charity for the year ended 31 March 2023. The Trustees have adopted the provisions of Section 133 of the Charities Act 2011 to prepare cash [receipts and payments] accounts as the gross income of the charity is below the prescribed limit of £25,000.

Registered Charity number

1180890

Principal address

100 BOLE HILL LANE
SHEFFIELD
S10 1SD

Trustees

Paul Bedwell
Michael Brown
Andrew Jackson
Jim Monach [Secretary/Treasurer]
Leanora Simmonite [Chair]

Structure, Governance and Management

Governing Document

The charity is controlled by its governing document, a constitution, and is a charitable incorporated organisation whose only voting members are its charity trustees.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Objectives and activities

The Charity is established for the public benefit with the following objects in the area comprising the City of Sheffield and its region which area shall hereinafter be referred to as “the area of benefit”:

- (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

Achievements and performance

The awards were not offered in 2020 due to Covid. The SDA resumed its biennial pattern in Summer 2022. The early part of the reported year was taken up with the necessary preparation for the scheme: the administrative framework to put in place; effort to find sponsors to support the scheme; the campaign to seek appropriate entries for the awards matching the aims to support excellence; then the judging and administration to make the awards; finally administration of the orderly conclusion of the SDA2022. Due to uncertainty as to the economic position of the design and architecture industries to support the SDA to the same extent as in the past, the Trustees took the decision to run this cycle without paid administrative support. It was felt that the reputation of the scheme would suffer if the cycle was disrupted once more, and the Trustees agreed that the cycle could and would be terminated during the year if income looked unlikely to match the required expenditure. In this year Trustees took on all the required administration of the scheme in order that it be a success. This will not be repeated as the time required was unsustainable for the future, and the charity will revert to employing, on a fee-paid basis, administrative support for the management of the scheme.

39 schemes were entered into the scheme this year under 7 categories plus 2 for public art, the Keith Hayman Awards. A panel of 4 independent judges was appointed and made final decisions about the awards from a shortlist produced by the Trustees. Considerable publicity attended the making of the awards around the Awards Ceremony held in November 2022. As this is a biennial event they will be repeated in 2024.

Membership There is no membership of the SDA in line with its constitution. However as part of its charitable objects the Trustees maintained a high and active profile via professional contacts, its website and the use of print and social media. The membership of the constituent bodies, SCT and SSA serve as groups of professionals and members of the public with whom SDA is able to consult on a continuing basis in support of its educational objectives.

Keith Hayman Awards These were made separately in 2021 as they were established as an annual event, but alongside the SDA in Autumn 2022. Jim Monach and Andrew Jackson led on this project. More entries were achieved than in any previous round.

Reserves policy It is the policy of the charity to maintain unrestricted funds at a level which would cover management and charitable expenditure budgeted for the next two years. This is to ensure the future stability of the charity. It is in the nature of the principal activities of the charity that significant financial commitments are only made at the time of the biennial awards cycle. There are no employees or ongoing expenses such as premises etc. Continuing expenditure is therefore minimal and managed by a modest surplus from the operation of the awards scheme. The organisation of the awards scheme is such that income of sponsorship and entry fees is received during the early phases of each cycle. The Trustees see no reason for the usual approach not to be sustainable into the future, but it will be reviewed as necessary.

Trustees The SDA Trustees nominated by Sheffield Civic Trust are SCT Trustees Paul Bedwell, Jim Monach and non-SCT Trustee Andrew Jackson, whilst the Sheffield Society of Architects appointed Michael Brown and Leanora Simmonite.

**SHEFFIELD DESIGN AWARDS
RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

	2021/22	2022/23
	Unrestricted Funds ²	Unrestricted Funds ²
	£	£
Receipts		
Grants		
Sponsorship	750	4000
Entry Fees ¹	-	5115
Total receipts	750	9115
Payments		
Administration/IT ¹	-	-
Trustee Expenses	32	301
Meeting & Event Expenses	777	2100
Judging Expenses ¹	-	1173
Plaques/Certificates	36	489
Sundries	-	
Total payments	845	4063
Net of receipts/(payments)	(95)	5052
Total funds carried forward @ Bank	2494	7415

¹—No awards made in this year other than Keith Hayman Awards, which are a less resource-intensive scheme

² – No funds are restricted in this scheme; all are designated to achieve the aims of the SDA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Accounting convention

The Trustees present their report with the accounts of the charity for the year ended 31 March 2023. The Trustees have adopted the provisions of Section 133 of the Charities Act 2011 to prepare cash [receipts and payments] accounts as permitted by the Charities Commission for CIOs with a gross income of less than £25,000 p.a.

Incoming resources

All incoming resources are included in this Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on a cash basis and has been classified under headings that aggregate all costs related to that category.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance all and any of the charitable objectives at the discretion of the Trustees. Restricted funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. None of this applies to the funds reported here.

2. Trustees' remuneration and benefits

There were no Trustees' remunerations or other benefits for the year ended 31 March 2023 nor for the previous year ended 31 March 2022.

Trustees' expenses

Trustees received no reimbursement of expenses in the year to 31 March 2023 beyond repayment of necessary travel for meetings etc.

No Trustees or any other person related to the charity had any personal interest in any transaction entered into by the charity during the year.

External Checks

These have not been applied in view of the income being below the limit specified by the Charities Commission of £25,000 p.a.

Dr Jim Monach Treasurer/Trustee on behalf of Board of Trustees