

# **SHERWOOD COMMUNITY ASSOCIATION CIO**

Registered Charity 1158333

## **ANNUAL REPORT OF THE TRUSTEES**

**2019-2020**

**Sherwood Community Association CIO  
is the Registered Charity which runs**



**Grant aided by Nottingham City Council**

## **Contents**

Trustees' Report	3
Trustees and Staff	4
Chair's Report	4
Treasurer's Report	7
Membership Secretary's Report	7
2019-20 General Update	9
Fundraising/Events	9
Staffing	10
Training	10
Building and Grounds	10
Sherwood Community Centre and the Environment	11
Bookcrossing	12
Affiliated Groups' Reports	12
<b>Appendix:</b>	
<b>2019-2020 Accounts</b>	<b>23</b>

# **TRUSTEES' REPORT 2019-20**

## **ABOUT SHERWOOD COMMUNITY ASSOCIATION CIO**

The Sherwood Community Association CIO is a Charitable Incorporated Organisation, (Reg. No.1158333), a voluntary organisation which was first registered with the Charity Commission on 22nd August 2014. From 1st April 2015, this charity took over the running of the Sherwood Community Centre, and all the monies, assets, contracts etc. of the former Sherwood Community Association which was then closed.

Full SCA CIO Membership is open to anyone living, working or-volunteering in the area of benefit, which is Sherwood and the surrounding area.

The Association is managed by The Trustees' Committee who meet monthly, assisted by two Administrators. The Trustees are elected annually by the members at an AGM and operate as per the adopted Constitution of 2014. The Trustees consult with the Members' Support Group, which is made up of representatives from Affiliated Groups and other interested Members, who also meet regularly. It is a condition of Affiliation that representatives support the Association by attending meetings and providing assistance at events or helping in areas of their expertise.

Various sub-groups (comprising of Trustees and representatives of the Members' Support Group) carry out research, planning and other work and report back to the Trustees' Committee and Members' Support Group.

The building and grounds are owned by Nottingham City Council, who are responsible for repairs to the structure and services of the building. The Association receives an Area Based Grant from the Council. In order to receive the grant, the Association has had to provide quarterly monitoring, as proof that the Association is providing the services expected by the Area Based Grant Agreement, which is, in effect a type of Service Level Agreement.

The current Trustees' Committee has endeavoured to be in contact with and work with other organisations and charities to enhance provision for all who live in the area of benefit.

Through the democratic process, a wide range of views and opinions have been expressed, debated and decisions made accordingly.

Present provision and services continue to be utilised and we have had some success in responding to identified needs.

## **TRUSTEES AT 31 MARCH 2019**

Chair	Jill Gregory ( <i>also known as Jill Mee</i> )
Vice Chair	Maxine Leigh
Treasurer	Debbie Seaborn
Vice Treasurer	Margaret Hilton
Secretary	Hannah Fries ( <i>also known as Hannah Malhotra</i> )
Membership Secretary	Valerie Hunter
Trustees	Louise Holland
	Sally Hilton
	Dawn Evans

## **MEMBERS OF STAFF AT 31 MARCH 2019**

Administrators	Alison Manifold
	Kevin McDonnell
Site/Maintenance Co-ordinator	Kevin McDonnell
Caretaker/Cleaners	Michael Carlisle
	Robert Soar
	Julie Fairholm

## **STATUTORY AUTHORITIES**

Neighbourhood Development Officers (Nottingham City Council)	Leigh Plant Angela Bolton
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## **CHAIR'S REPORT**

No one would have believed that the 2019-2020 Financial Year would have ended with Sherwood Community Association CIO having to close Sherwood Community Centre to the public, due to the Covid-19 Pandemic. Whilst there were concerns about the new Coronavirus from as early as December 2019, the warnings given by the World Health Organisation in February 2020 were not fully understood and everything continued to function normally throughout most of the World. Staff and Trustees even went out for a belated Christmas meal on 8 March. However, three days later, the World Health Organisation declared that the novel Coronavirus was a global pandemic. With some countries already "locked down", and mounting fears over the virus, groups using the Centre began to cancel their bookings and the Trustees held an Emergency Trustees' Meeting on 18 March, by video conferencing, to discuss how to deal with this. It was decided to close the building to the public as of 5.00pm on Friday, 20 March.

On 23 March, a further decision was taken to close the building to office users, and a decision to “lock down” the country, made by the Government later that day, meant that the building had to be closed to staff too, except for Compliance and Security checks.

I would like to thank Trustees and Administrators for the way they have responded to this crisis. Use of video conferencing was new to most of us, but it enabled us to “meet” 4 times in a 10 day period to ensure stability for our Caretaking staff and to arrange for Alison and Kevin to work from home. We are grateful for the way they have responded to this, as well as their dedication to the Centre at other times. Thank you to Hannah for enabling these meetings. We are taking the opportunity to up-date Policies, Procedures and other documentation during this time, as the Sherwood Community Centre Office is normally very busy, and it can be difficult to concentrate on such things. I would particularly like to thank Valerie for her support, in working with myself and the Staff on the complex operational matters in respect of the Lockdown.

Under the current circumstances, Memberships from 2019-20 are being carried over until further notice, to ensure that we still have plenty of members when we are able to arrange the Annual General Meeting, which would normally have been due to take place in July 2020. At this stage, we don’t know when the Centre will be able to be open for group meetings again.

We have many groups who play an important role in the community, providing help, advice, self-help, education, leisure, fitness and well-being activities. Some of the groups are able to continue their activities using video conferencing or simply by telephone. It is quite clear that many organisations will suffer due to this prolonged period of lock down. However, it is also clear that this needs to be continued for as long as necessary, due the speed that the virus spread, taking so many lives. We hope that when the Centre is able to re-open, all our Users are looking forward to returning. We look forward to seeing you all again, and hopefully many new Users as well.

We are aware that some of our groups have been able to keep in touch with their members, with some offering on-line or virtual classes and meetings.

Valerie Hunter has also helped extensively during the year, working with myself and the Administrators on many things. Also, thank you to Debbie Seaborn, who became Treasurer at the last AGM, for building a strong Finance Sub-group.

This time 70 years ago, Sherwood Community Association was preparing for its official opening, which took place on 8 July 1950. The Association itself had been a social club with several groups from earlier in the 1940s, using various premises. It became Sherwood Community Association in 1946 and held its first Annual Meeting in May 1947. Nottingham Corporation purchased Woodthorpe House in 1948 for Community and Educational use. The beautiful 18<sup>th</sup>/19<sup>th</sup> Century mansion had been used by the military during the war, and had been left in a terrible state. The Association were given access to 2 large rooms (now Rooms 4 and 5) and 4 smaller rooms on the first floor, as well as 2 of the 14 Nissen Huts in the grounds. Therefore 70 years ago, a great deal of renovation work was in progress. Haywood School were using downstairs and the Military may still have been using parts of the building and grounds.



THE NOTTINGHAM EVENING POST, SATURDAY, JULY 16, 1949.

**BARGAIN FOR NOTTINGHAM**



Woodthorpe House and grounds, Sherwood, are to be purchased for £7,000 by the Nottingham Education Committee for the joint use of Sherwood Community Association and the Haywood Secondary School for Girls. Eleven Nissen huts, complete with fittings, were bought for £165. Mr. W. E. Williams, the city estates surveyor, was complimented by the committee chairman on making "such a wonderful bargain."

## SHERWOOD COMMUNITY CENTRE

Mr. I. N. Bushnell, who took up his duties as warden of the Sherwood Community Centre on July 1st, was introduced to members of the executive and sectional committees, at the Haywood School, Sherwood, last night.

He spoke briefly concerning the new premises at Woodthorpe House which the Education Committee has purchased for their use. There were, said Mr. Bushnell, 14 Nissen huts in the grounds which were not yet available, but all the upstairs accommodation of Woodthorpe House had been allotted to them, and there were two very large and pleasant rooms, one of which could be made into a lounge. In addition, there were four other smaller rooms which could be used for general purposes.

Woodthorpe House, which was Grade II listed in 1972, had been very much neglected during the Army's occupation and whilst much work has been carried out on the building over the years, it has not always been done with the age of the building in mind. Where possible, we hope to respect this as each part of the building is redecorated.

Jill Gregory  
Chair

## **TREASURER'S REPORT**

The accounts show a healthy financial position, which the Centre has achieved due to the very effective fundraising efforts by Trustees, members and supporters during 2019 – 2020 and in previous years. Cash funds at 31 March 2020 were £94597. This financial cushion means Trustees can make plans and manage the Centre without immediate cash worries, and it makes the Treasurer's job a lot easier. My thanks to everyone.

For the year ended 31 March 2020, income was £91,449 and expenditure was £87123 – a surplus for the year of £4326. We are grateful to Nottingham City Council for their grant of £9350 towards Centre running costs; however the main source of income is room hire, which generated £73580, 80% of total income. Staff wages and associated employment costs (£51352) were the major item of expenditure.

We ended the year with a surplus thanks to careful financial management, and I am very grateful to Margaret Hilton, Vice Treasurer, and Christine Batchelor who worked with me on the Finance Sub-group during the year – and to Kevin McDonnell, who carries out the day to day finance work and recording.

The healthy reserves at the start of this financial year have enabled the Trustees to take decisions about managing the Centre during closure, Lockdown and Tier 3 which have avoided disruption to our staff members' employment; and mean we can plan for the future. Thanks again to everyone who has supported the Centre's events and other fund-raising; you have made all the difference.

Debbie Seaborn  
Treasurer

## **MEMBERSHIP SECRETARY'S REPORT**

The Membership year runs from April 1<sup>st</sup> to March 31<sup>st</sup>. Membership fees for 2019-20 remained unchanged from the previous year. Increases in Membership Fees and benefits have recently been discussed, and the membership advised of the increase in fees for 2020-21.

The **2 Affiliated Charities** remained the same as last year. We began the year with 12 Affiliated Groups renewing their membership. The Railway Interest Group left the Centre towards the ends of the membership year, and Little Legs joined mid-year. They suspended their membership for a

brief time, but returned quickly, and so we finished the year with **12 Affiliated Groups** on the register, so making **14 Affiliations** in total.

**82 Full Members** belonged to an Affiliated Group.

There are **12 Full Individual Members** not linked to any User group, and **1 Life Member**.

This makes a final total of **95 Members** at the end of the Membership year. This is 12 less than last year's total. However, approximately 60% of the total membership is over the age of 60 years.

All new members are classed as Full members, if they fall into the category of living, working or volunteering in Sherwood and the surrounding areas, in accordance with the Constitution. Currently there are no Associate members.

<b><u>Status</u></b>	<b><u>User Group</u></b>	<b><u>Full</u></b>	<b><u>Associate</u></b>	<b><u>Life</u></b>	<b><u>TOTAL</u></b>
Affiliated	Senior Group	9	0	0	<b>9</b>
Affiliated	NBLS	24	0	0	<b>24</b>
Affiliated	Gregory School of Dance	8	0	0	<b>8</b>
Affiliated	Sprouts	0	0	0	<b>0</b>
Affiliated	Zumba with Charm	1	0	0	<b>1</b>
Affiliated	Buena Vida	13	0	0	<b>13</b>
Affiliated	Yoga R.Fox	1	0	0	<b>1</b>
Affiliated	The Yoga Village	2	0	0	<b>2</b>
Affiliated	Acacia Martial Arts	0	0	0	<b>0</b>
Affiliated	Self-help Group for People who Stammer	0	0	0	<b>0</b>
Affiliated	Woodthorpe Model Railway Club	0	0	0	<b>0</b>
Affiliated	Railway Interest Group	0	0	0	<b>0</b>
Affiliated	Little Legs	0	0	0	<b>0</b>
Aff.Charity	Playgroup	5	0	0	<b>5</b>
Aff.Charity	NOS (Tea Dance)	19	0	0	<b>19</b>
Individual		12	0	0	<b>12</b>
<b>Totals</b>		<b>94</b>	<b>0</b>	<b>1</b>	<b>95</b>

Preparation of paperwork for the new Membership year begins in February, and invitations to renew Affiliations and Individual Memberships are issued mid - March, to be registered from 1<sup>st</sup> April for the new Membership year. Affiliated Groups are sent individual letters detailing their required/recorded attendance at MSG meetings, in line with the Terms and Conditions of Affiliation, and whether or not they had been compliant with the attendance and participation requirements. The Membership Privacy Statement was published on the website, in line with GDPR requirements, and members informed. All renewal paperwork was issued by 17<sup>th</sup> March for the new Membership year. Trustees agreed to continue to issue a single-use discount voucher for a hot drink in Christine's Community Café, to each new member as a welcoming gesture.



The Covid-19 Lockdown effectively began on 24<sup>th</sup> March, which interfered with processing the returned renewal paperwork and updating the database – this does not begin before April 1<sup>st</sup>. Processing renewals is not possible until the Centre can reopen. In the interim, Trustees will discuss how membership can be maintained for the following year, and members will be informed.

Valerie Hunter  
April 2020  
Membership Secretary

## **2019-2020 GENERAL UPDATE**

The Community Centre was nominated for a Spirit of Sherwood Award. Jill, Louise and Alison attended the Awards ceremony, however, we were not the winners. It was an interesting and enjoyable evening, meeting other members of the Community at The Crimson Tree.

As part of Sherwood Art Week, Chris Baxter ran three community willow weaving sessions at the Community Centre. A willow sculpture of the three muses was produced on the grass near to the main entrance to the Centre.

The Transition's garden at the Centre was open from 1pm to 6pm as part of Sherwood Open Gardens. The Centre's office was a collection point for the heritage quiz being sold to raise funds for the Open Gardens. Daily posts were scheduled on Facebook to promote regular user groups and rooms for hire.

We applied to World Book Night (WBN) and received 160 free copies 'Juliet Naked' by Nick Hornby. The target audience set by WBN was:

- Isolated and vulnerable adults
- Parents and vulnerable pregnant women
- Those with mental health needs

The books were distributed to groups using the Centre who best fitted the criteria, with some left in the Café for other centre users.

## **FUNDRAISING/EVENTS**

We held a Christmas Fayre on Sunday 24th November. The event was well attended, and we raised £1922.49.

## **STAFFING**

Staff and Trustees went out for a belated Christmas Meal.

## **TRAINING**

Alison, Kevin and a number of Trustees attended First Aid training during the year.

## **THE BUILDING AND GROUNDS**

Playgroup received funding from the Coop to replace the fence around the back garden and this has been installed. This has created a separate area for nature activities and the area is looking much more attractive, as the old fence was in poor condition.

New lockable notice boards have been purchased for each room to hold SCA signage. Kevin installed these, and Valerie arranged the notices within. This means that the walls look much tidier. Only Community Centre notices are permitted in rooms, within our notice boards. Groups are not allowed to stick things on the walls or elsewhere. We have designated areas in the Foyer and Coffee Bar relating to User Groups and other information relevant to the local community.

The wooden floors in the Hall, Small Hall and the Annex were sanded and resealed during October half term. As the Hall floor had fallen into disrepair due to floods in earlier years, the Council paid for repair and resealing of this area. The Jill Gregory School of Dancing paid for the Small Hall and Annex floors to be resealed, by donation.

During the year, the Fridge Freezer, Chest Freezer and Microwave in the Coffee Bar Kitchen had to be replaced within the space of a couple of weeks. We also provided a chiller cabinet for cold drinks, at Christine's request. Soon afterwards, the cooker also failed and had to be replaced with a commercial electric cooker.

We try to encourage our users to use public transport and walk, where possible, however many of our users are elderly and disabled and find this a problem. We also encourage people to park off-site, using on-street parking or car parks nearby, in Sherwood itself. As many users are rushing between work and various family activities the only way that they can reach destinations on time is to use their cars. Although parking spaces have been re-marked, and some cross hatching has been renewed or added, the markings were not added in all the places requested, and Staff are still having to ask Centre Users to remove their cars from the narrow areas

adjacent to the old recycling area and between the front and back car park between the Foyer and the Fire Assembly point. We also have a "parking notice" which respectfully requests that people park more considerately. Due to high levels of congestion, at certain times, Staff often need to direct traffic, rather than doing their normal work. During certain periods, it is therefore necessary to keep some rooms out of use, in order that existing groups do not lose members, or cancel their own bookings.

## **SHERWOOD COMMUNITY CENTRE & THE ENVIRONMENT**

Please help us to do our bit for the planet! We would like to continue our work on reducing our energy consumption of:



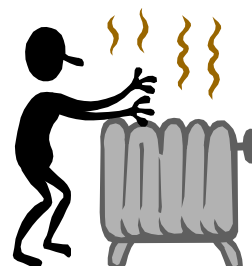
Water

Check that non-automatic taps are off after use.



Light

Please turn off lights if you leave a room. Don't put them on if it is a bright day and you can manage without.



Heat

Turn room thermostats down a degree or two, or to zero when you leave a room, as hot water in the pipes helps to maintain warmth in the rooms.

If you live too far away to walk, then perhaps you may be able to cycle to the Centre and take advantage of our bike bins to lock away your bike whilst using the Centre. Alternatively, you could make use of our bike planter to secure your bike. There are also buses running past the Centre regularly, with bus stops within 2 minutes' walk. If, however, you do have to use your car to visit the Centre, please respect the car park markings and blue badge parking spaces, and park considerately. If the car park is busy and you have difficulty parking, there is space on Woodthorpe Drive, opposite the Community Centre, which is well-lit and wide. Alternatively, car parks are available a short walk away in Sherwood.



The little things we do can make a big difference, so please continue with your efforts helping us to reduce our carbon foot print.

## **BOOKCROSSING**



The “Bookcrossing Zone” is situated in the Café. We have had a ‘BookCrossing Zone’ since 2010 and this is always popular. The books can be borrowed and returned or passed on to friends. If you don’t return the book, we ask that you replace it with another book that you have read to enable the shelves to stay stocked. Each book is given a unique ID number and registered on the BookCrossing website, this enables the book to be tracked by its readers; it is interesting to discover how far some books actually travel!

Donations of books are always appreciated, whether for the BookCrossing or the book stall.

For more information, see: [www.bookcrossing.com](http://www.bookcrossing.com)

## **AFFILIATED GROUPS’ REPORTS**

### **Seniors’ Group**

We are generally a happy group of seniors that gather on a Thursday afternoon at 1-3pm. We have a few games of bingo and then we have some card games, with an interval of tea/coffee and biscuits.

At the moment we have six members, of ladies and gentlemen. We enjoy a laugh! Some of us still have all our marbles!

Due to the age of the members of the group, the decision was made for the group to stop meeting even before lockdown was announced.

Pauline Braker

## **Sherwood Playgroup**

We have had another busy year, we continue to have a stable staff team, we are also still getting students from Nottingham Trent University on placement and continue to have our regular volunteers in each week. Our Deputy Manager has also been doing an EYITT course with NTU whilst continuing to work at Playgroup, this is to further her own professional development but also benefits the Playgroup as well.

The numbers of children attending have been very healthy, they attend a variety of sessions during the week. We have some children who benefit from free places due to the 2 year early learning programme, children who stay with us at 3 years old who qualify for Nursery Education Funding, or qualify for 30 hours and children that pay the normal playgroup fees. We continue to be a fully inclusive setting and take children from a range of ethnic backgrounds and children who have additional needs. Increasingly more Parents are choosing to let their child stay with us until they now start full time education, instead of moving them to a school nursery. We continue to have a waiting list and continue to receive telephone enquiries and also enquiries from our web site.

We have also done some stay and play sessions for children under 2 who are on our waiting list and also those that will be starting with us soon, these are advertised on our private Facebook page for Parents. Our Facebook page is updated regularly with our weekly activities and ideas for Parents of activities for children to do at home, we also post notices on there for Parents.

We were lucky enough last year to receive some grant funding from the co-op and also some area based funding. With this money we were able to replace the fence in the garden as it was in a very poor state of repair. A new picket fence and 2 gates were put up and we also created an outdoor learning space for the children. We also held a Thank You evening for those whom we received the money from so we could showcase the new area. We continue to also use Spark Sensory and Lauren comes in to do Forest school, these are also being paid for with money from the grants and pupil premium money we receive from the Local authority. The children enjoy both of these and they are both very beneficial for their learning and development.

At the moment the bank account is satisfactory we rely heavily on funds from Nottingham City for the 2 year early learning programme and the Nursery Education Funding. Playgroup fees increased from January 2020. We still provide very good value for money compared to some other childcare settings. Our costs have increased due to the implementation of the Living Wage and from the introduction of the work place pension both of these factors have seen an added strain on the Playgroup finances. To try and cut some costs we have been asking for donations of every day essentials we use from Parents eg: baby wipes, anti bac spray, tissues etc. This has been successful and Parents have been very generous. We are

also signed up to the Fare Share scheme where food from Tesco is donated to us twice a week, this helps with cutting down on our fruit/snack bill.

We entered some very interesting and stressful times during Feb/March of 2020 with the pandemic of Covid 19, we had to do lots more cleaning and sanitizing of equipment, change the way we greeted children and Parents and also change the way the children were picked up at the end of the sessions. Lots of hand washing which the children took on board really well. The government then announced that childcare settings and schools should close because of Covid 19 so from March 20<sup>th</sup> we have been shut. These are very unprecedented times both for our families and for staff members, this will ultimately have an effect on the finances of the Playgroup and the long term sustainability of it. We await further guidance as to when we are allowed to reopen safely both for staff, children and all our wider families.

Jayne Lowe – Co Manager

### **Jill Gregory School of Dancing**

Following the success of our show at the end of the previous financial year, we returned after Easter to start working towards exams, which we work towards over an eighteen-month period, before starting work on our next show, over six months. At the beginning of this period, Bronwyn Stevens was awarded Distinction for her Teaching Exam, which she took at the BTDA/GQAL HQ in Leicester. Throughout the year, Bronwyn and her sister, Yasmin, who was awarded Distinction for the Teaching Exam 4 months earlier, have also taken Programme of Study Teaching Assessments, also gaining Distinctions, in various dance subjects. These explore the technique, knowledge and progression of each individual subject, as the Syllabus/Programmes of Study are very complex, with many exercises and routines which have to be memorised. Technique is an essential part of Ballet, Tap, Modern Jazz and Acrobatic Dance, as this prevents injury as well as improving the aesthetics of dance.

In June, we performed at Arnold Carnival, as usual.

During October half term, the Dancing School paid for the sanding and resealing of the floors in the Small Hall and the Annex. We were also going to be paying for the Hall floor to be sanded and resealed, however, due to breaking up of wood in some areas and rotting as a result of flooding a few years ago, the Council repaired and resealed the Hall floor.

During the Children In Need weekend in November, 72 dancers took part in the Tapathon for Children in Need. It was the 10<sup>th</sup> Anniversary of this event, and on this occasion the World Record for the number of people doing the same Tap dance in multiple venues at the same time as broken! We were pleased to welcome family and friends who don't usually dance, but who had learnt the simplified dance routine so that they could raise money for Children in Need. As well as the £720 sent to Children in Need

via the organisers of the event, a further £220 was donated to Children in Need from Cake Sales and registration fees.

In December, the Singing School section of the Dancing School sang at the Community Centre's Christmas Fayre, and several older dancers dressed as fairies to sell tickets for visits to Santa's Grotto and accompany children and their parents to visit Santa.

From July to December, we held 4 exam sessions. Unfortunately, the two exam sessions scheduled for the end of March have had to be postponed due to the Coronavirus Pandemic necessitating the country to be Locked-down.

We felt that it was essential to keep our dancers fit and engaged during this difficult period. It is important that those whose exams were postponed are able to continue to practise the work they have been studying, so that the exams can be rescheduled as early as possible, once the Lockdown ends. We also need dancers to maintain their training so that those who would have been taking exams in July will not fall behind in their progress and so that we can start rehearsing for our next charity show in September, if Lock-down ends by then.

However, probably the most important thing is to establish a positive feeling for our dancers and to take a little pressure off parents who are struggling to home educate and keep their children amused, possibly whilst also continuing to do their own jobs from home, or fit going to work around their children being at home. Therefore, teachers have been working enthusiastically to provide "Virtual Dance" classes for our dancers, with a balance of fun and learning. As we realise that the situation may have put some families in financial difficulty, we are providing these classes at a nominal cost. We invited pupils to register for the classes, and each Saturday, they now receive a link to a video of classes in the subjects they study. As well as the Virtual Dance lessons, there are tasks to complete for points to be accumulated to encourage involvement. The organisation of these classes has been led by Yasmin Stevens by video conferencing, with other teachers organising Virtual lessons for the classes they teach. Teachers are also choreographing a main dance which we hope all dancers will take part in, so that when classes resume, we can have a celebration with performance of dances studied and presentation of prizes.

Virtual Classes are also available to Adult groups, but simply for them to continue with the exercise and enjoy the music we use in the classes.

Jill Gregory and Yasmin Stevens

## **Nottinghamshire Bobbin Lace Society (NBLS)**

### **Membership/attendance**

Our county-wide membership numbers are fairly steady at the moment. Sadly, we have again lost some of our most senior ladies, but there are 8 new members registered, and the register now shows 162 members, including 10 Life members and 1 junior. We have a website as well as a quarterly Newsletter, in magazine format. We hold five Lace Days annually, with Suppliers, at four regular venues across the county, and there is a Speaker at two of these events. Attendance varies according to the time of year and what is on offer, but is usually in the region of 50 – 70 members for Lace Days. Non-members are also welcome to attend. Due to ever-increasing hire costs, the entrance fees at these events are on annual review. The Society aims to be self-sufficient, and the annual membership fees cover the cost of the Newsletter publication, postage, and Committee expenses. Some members now choose to have their Newsletter sent electronically, and as far as possible Newsletters are hand delivered via classes or Pop-ins. This has lowered the costs of printing and postage; hence the annual fee has remained static for several years.

SCA CIO remains the Society's main venue for smaller regular events, with one weekday class during term-time, and a weekly self-help afternoon session for members. This is less than previous years, as one of our regular Lace Teachers has retired.

There are nine or ten Saturday Pop-ins, 10.00am - 4.00pm, spaced out through the year. Class sizes vary between 6 -12 regular students, and Pop-in attendance averages out at about 30 over the year. New students are always welcome at these events. Elsewhere across the county there are other classes and workshop days lead by our highly-skilled Teacher members, or self-help/social groups in smaller venues, or in members' homes. The Committee meets regularly at Sherwood also, generally incorporating these meetings into a Pop-in event. As with similar craft groups, Committee members (and Teachers) who are willing and able, are hard to find. We strive continually to encourage a younger generation to join us.

### **Activities**

The Society continues to be an excellent support network as well as an educational and leisure group.

In addition to the regular weekly classes and Lace Days, we hold two courses during the year.

The Spring Lace Course was held in early March at Grangewood Methodist Church in Wollaton, for the third year. This course usually offers a full day's tuition from four local Teachers who are also Society members, and more than 40 places were filled this year. A raffle contributed £76.50 towards our chosen Charity for the year.



Last June we held our Summer Residential Weekend course at a new venue, Eastwood Hall once the regional HQ of British Coal. Members were very happy with the new venue. Expert tuition was provided by four nationally known Tutors from various parts of the country. The students, mostly residential but also a few who attend daily, enjoyed an excellent weekend of Lacemaking and social activities. The Society offered 2 Bursary awards for this course, drawn from the membership at the Anniversary Lace Day. We held a social event on the Saturday evening, with a Tombola, and quizzes and a craft activity. The Tombola raises funds towards our chosen Charity.

The Summer Lace Day was in late July at the Becket School for the second year, and was a very enjoyable event, with a catered buffet lunch included. It hosts the Society's Award Exhibitions for Bobbin Lace work finished during the past year, and always produces a wide range of inspiring and inventive pieces at all levels of experience and ability. Trophies and commemorative bobbins are presented to the winners in 3 categories, chosen by secret ballot by the attending members. Winning pieces are on display again at the following Lace Day, for closer scrutiny.

NBLS continues to support a chosen Charity each year. This year we voted to support Alzheimer's Society. We had a speaker from Dementia Friends at the Anniversary Lace Day in January. Later in the year we were able to send a cheque from the NBLS as proceeds from our Autumn Lace Day raffle and small cake sales held at Lace Days during the year, and the Tombola and Raffle takings referred to above. A cheque for a total of £1416.54 went to Alzheimer's Society. Members who offer unwanted lace equipment for sale at a Pop-in may donate the takings to a charity of their choice, so frequently there are smaller donations made throughout the year, to charities selected by the seller. We lost one of most long-term members this year, and through sales of her equipment we raised an additional £1625.00 for Pancreatic Cancer Research.

The Lace Fair at Pudsey has been a popular event for some members, and this year was the last one, due to the retirement of the organisers. Some members attend other Lace Society Lace Days in nearby counties, or residential courses held elsewhere in the country. Lacemakers are a friendly bunch, always happy to share their craft.

We continue to provide regular bobbin lace demonstrations at Wollaton Hall, when the Industrial Museum is open at weekends. Again, anyone can try the "Have-a go" pillow with patient tuition from the demonstrators.

Towards the end of this reporting year, we hit the Coronavirus Lockdown. So, all classes, self-help groups, Pop-ins, Lace Days and courses were suddenly cancelled until further notice. Including the Lace Day on 28<sup>th</sup> March at Linby Village Hall, when members were due to be wearing hats in order to join in "Wear-a-hat Day" to raise funds for Brain Cancer Research – one of our newly-chosen charities. Ever inventive, members

emailed selfies of themselves wearing their many and varied hats whilst making lace at home! We are continuing to make lace at home, and keeping in touch with groups and classes by email, social media and the like. Photos are whizzing round the ether of works in progress, new ventures, successes ... and cakes! Always being creative.

Valerie Hunter. (NBLS Rep to SCA)  
April 2019 - March 2020

### **Yoga on Wednesday Mornings**

I have continued to have a very stable group of students who are now all over sixty and two in their eighties. The class is very well attended and the students all work well together. The class is still slightly oversubscribed for the space, so even if someone leaves, I will not replace them from the waiting list. I had to close the list eighteen months ago, **and it remains closed**. My current students have all been practising yoga for many years, and are able to cope with more complex breathing practices (pranayama), as well as a longer relaxation period, which usually incorporates meditative practices.

My terms vary according to my holidays, so I have no set number of weeks for each 'term'. Although I have 13 students enrolled in the group, several cannot attend every week, so each week between 8 and 10 people come to the class, which allows me to work closely with them, and, as many have been coming for a long time, the group is friendly, and fun to be part of.

We meet for an evening meal at Christine's cafe three times a year (Rani does a wonderful Indian Thali), and invite ex students to join us, which has proved very popular.

I closed the class due to the current crisis in mid March, am not teaching online and will only reopen when it is safe for this age group to be together again. I have sent the students links to online sessions should they wish to do them.

Rhoda Fox

### **Tea Dance run by Nottingham Osteoporosis Society**

The Sherwood Tea Dance is run by Mick and Moira Holmes on behalf of the Nottingham Osteoporosis Support Group.

We hold the dance on Thursday afternoons from 1.30pm to 4.00pm and play music for Sequence, Ballroom and Line dancing.

There is a cost of £3.00 person, which includes tea, coffee and biscuits/cakes.

The attendance this last year has not been as good as previous years, although still very worthwhile, and we intend to address this with more publicity as and when this lockdown ends.

The last Tea Dance was held on the 12th March 2020.

Mick and Moira Holmes

### **The Yoga Village**

Over the past year we have continued to provide yoga classes to local adults and children. Our classes include specialised groups for pregnancy, postnatal and kids, as well as general classes. 2019 saw a growth in numbers in all classes, which was really positive.

We ceased teaching in Room 5 on 18th March when lockdown was imminent. From the following week we developed online options for our students, including classes on Zoom and keeping in touch groups on WhatsApp. Supporting our community of students has been a top priority and in fact the classes work pretty well online.

We do nevertheless very much look forward to the day we can bring our sessions back to Sherwood Community Centre and continue to enjoy the positive experience of being a group here.

### **Zumba with Charm**

Zumba with Charm has taken all classes online virtually via Zoom. Lots of people who used to come to my class have made the courageous decision to join me online whilst others have joined us too. We are missing the 'Community and Togetherness' of being able to dance together in the same room but we are very grateful that we are able to connect at least.

Charmaine Daley

## **Acacia Martial Arts**

A busy year at Acacia Martial Arts. We are running 4 classes a week in Room 1. On Tuesday we have a popular mixed age/ability taekwondo class from 18.30 to 19.30. From 7.30 onwards we run a training session for instructors and senior belts. On Thursday, we have another mixed age/ability class from 18.30 to 19.30, followed by a 45-minute cardio kickboxing class.

We have a good mix of ages and abilities and we train in a fun, supportive environment.

Acacia is very happy at Sherwood Community Centre and we love being a part of it.

Camelia Geary

## **Buena Vida Health & Fitness**

Buena Vida runs a variety of community-based classes, which cater for all ages, levels & abilities, including 2 chair-based classes and a tea/coffee social to help combat isolation & inactivity amongst the elderly, those with physical limitations and those with mental health issues or learning difficulties. We're so glad that we've been able to continue running our classes online, via Zoom, especially our 2 chair-based classes where it's more important than ever to keep people from feeling isolated during this Pandemic lockdown.

We've also managed to create an online "on-demand" library with a variety of fitness sessions that people can access at any time, to help those who can't currently attend our live classes.

In the New Year, we launched 4 new classes - Fitness Pilates, Freestyle Fitness Yoga, FitSteps (low-impact) and PWR Beatz - and we replaced our Clubbercise classes with Glow Beatz. Our other classes include Pound, Beatz, FitSteps, Zumba, Zumba Gold, Konga, Jungle Body & Zumba Gold chair-based.

Since we've been running our classes online, we've also launched 2 new classes - Broadway Boogie & Barre Fitness - which we're looking into hopefully launching as community classes as well once things go back to normal.

This Pandemic has caused a massive strain for many small businesses, ours included, but we've been determined to try to keep things running for everyone as much as possible and our entire team has worked tirelessly to make our classes accessible online, as well as filming & sending footage to us for the new on-demand library.

We're proud to announce that we've been nominated again in the National Community Fitness Awards for the 'Best Community Group/Team' Award and the 'Social Inclusion' award. Our instructors have all also been nominated for the 'Midlands Instructor of the Year' award and one of our instructors, Margaret, won the 'Unsung Hero' award last year, which was very well deserved for all the work she does for us as both an instructor and member of the admin team.

Next summer we'll be celebrating our 10-year anniversary and hopefully life will have returned to normal by then and all restrictions lifted so that we fully celebrate in August a decade of community fitness next year.

Sally Hilton (founder)  
Buena Vida Health & Fitness

### **Chair Based Zumba Gold Social**

This fun and friendly, non-profit making class has been running for 4 years now. It is run by the SCACIO, in conjunction with Christine's Community Café, for the benefit of the Community.

It is open to all but was originally aimed at the elderly and those with physical limitations or mobility problems. It has grown to include those with mental health and anxiety issues, those who feel isolated or lonely and those who simply love the music and friendliness of the class. A group who teach skills to adults with learning difficulties attend every other week, some members of the arthritis group also come along and we have some who come with a carer (carers are not charged). Age UK pass on our details and we have had enquiries from local retirement homes. Wheelchair users are welcome, and we now have a set of ramps to make access easier if necessary. After the Zumba everyone joins in the social side of the class with tea/coffee and cake provided by Christine's café.

The class is great for improving mental health, such as combatting anxiety and depression, cognitive benefits such as improved memory, balance and co-ordination, as well as physical health benefits and improved fitness levels.

There are about 20 people regular attending. They have become more confident and new friendships have been formed, with members of the class meeting outside of class. Several have become members of the Community Association and offered help at fundraising events. A small charge includes the cost of the refreshments and any necessary expenses, although part of the teaching licence and insurance is sponsored/covered by Buena Vida Health and Fitness.

Early last year I was nominated by a customer for a national award in Community Fitness. I had to submit a video in which I detailed how these community classes started and how they were run for the Community as

non-profit making. At an Awards Event at Newcastle in November, I received the award as 'Unsung Hero' from the National Community Fitness Awards, which I consider a vote for the Community too.

The closure of the Community Centre, due to the Covid-19 pandemic, provided the challenge to continue support for our members. I have been working with Buena Vida to support class members by assisting them to access Zoom, and we have been successfully running 2 chair classes a week online for the last couple of months.

Margaret Hilton  
Trustee and Zumba Instructor

### **Woodthorpe Model Railway Club**

We have had new members join and a couple have left due to changes in lifestyle. We had a successful 2019 show. As always the club members worked hard to make the event a success and generated some much needed finance towards the clubroom rent. The club members were in the process of building and improving the layouts in readiness for our 2020 show but because of the current situation with the Pandemic this has now come to a halt.

Bob Heath

### **Nottingham Self Help For People Who Stammer**

No report submitted.

### **Sprouts**

No report submitted.

### **Little Legs**

No report submitted.

## Appendix

**Sherwood Community Association CIO**  
(Registered charity, number 1158333)  
**Financial statements**  
**for the year ended 31 March 2020**

Page	Contents
2 - 5	<del>Trustees'</del> annual report
6	Independent <del>examining</del> report
7	Receipts & payments account
8	Statement of assets & liabilities
9-10	Notes to the accounts

**Sherwood Community Association CIO  
Trustees' annual report  
for the year ended 31 March 2020**

**Full name** Sherwood Community Association CIO

**Other names by which the charity is known** Sherwood Community Centre

**Organisation type** Charitable incorporated organisation

**Registered charity number** 1158333

**Principal address** Woodthorpe House, Mansfield Road, NOTTINGHAM, NG5 3FN

**Trustees**

Jill Mee

Margaret Hilton

Louise Holland

Sally Hilton

Deborah Seaborn, from 5/7/19

Hannah Malhotra

Valerie Hunter

Dawn Evans

Ameet Malhotra, until 5/7/19

Maxine Leigh, from 5/7/19

**Independent examiner**

**John O'Brien, employee of Community Accounting Plus, 7 Mansfield Road,  
Nottingham, NG1 3FB**

**Governance and management**

The charity is operated under the rules of the CIO Association constitution adopted 22/08/14.

Overall management of the charity is the responsibility of the Trustees who are elected annually at an AGM, or co-opted under terms of the constitution. They are advised by the Members Support Group, made up of affiliated groups and other interested members who meet regularly. Day to day project activity is managed & carried out by volunteers & paid staff.

**Objectives and activities**

To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a community centre and to maintain and manage the same.

To promote such other charitable purposes as may from time to time be determined.



## Sherwood Community Association CIO

### Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

### Summary of the main activities undertaken for the public benefit

The Centre, together with various groups who hire our rooms and offices, run several sessions open to the public.

There are a variety of Dance and Drama classes for children and adults including Ballet, Tap and Zumba. There are several Yoga sessions including Pregnancy Yoga and Post Natal Yoga classes and Nottingham Osteoporosis Group run a weekly Tea Dance.

We run a weekly chair-based exercise class, combined with refreshments and an opportunity to socialise afterwards, for the elderly, people with mental health issues and for people with disabilities or limited mobility. A second class was added due to its popularity.

**A Seniors' Group for the over 80's meets once a week. There is a respite care day centre for the elderly run weekdays.**

A Playgroup is held each weekday for children aged 2-5 years. There is a Mini Music session for 0-3 year olds once a week, **and a children's Zumba class. Sprouts run a weekly dance and drama class for children during term time.**

Several Self Help Groups meet in the Centre including: Aphasia, Alcoholics Anonymous, Coping with Anxiety, Nottingham Self Help Group for People who Stammer and Versus Arthritis.

There are many classes meeting at the Centre catering for special leisure interests, including Nottinghamshire Bobbin Lace Society, The Sherwood Art Class, Woodthorpe Model Railway, Singing tuition and Stained Glass.

The garden to the rear of the Community Centre is a Community Garden run by Transition Sherwood Garden Group. Members of the public are able to rent a mini plot of garden for a minimal fee.

We have a reduced rental rate for charities making the building more accessible for their use.

All offices are now rented out to organisations who provide education and services in health, education, fitness etc. e.g.;

APT Care - who provide Home Care Services - rent an office at the centre. Their trained carers, a workforce able to speak a number of languages, provide a variety of personal services to a high standard of care to those that are in need.

Open Wings Adult Learning, based at the Centre, work with adults with learning disabilities and other disadvantaged groups and offer workshops to colleges and day centres.

Support For Survivors, a charity supporting male and female victims and survivors of non-recent childhood abuse, with a wide range of holistic interventions.

**Christine's Community Café runs as a social enterprise at the Centre. She provides a very warm welcome to all, including those with disabilities, and serves a variety of home-made meals, snacks, cakes and biscuits at reasonable prices. She has hosted some events for children and adults, and is part of the Safe Places scheme.**

We plan to convene an annual forum of representatives from groups, organisations, and agencies which use the Centre or are active within the community to discuss ways of co-operating and working together in ways to benefit the community.

## Sherwood Community Association CIO

We are part of a breastfeeding friendly scheme in Nottingham.  
The number and variety of sessions and activities, taking place within the Centre, support the health and general well-being of the public by providing support for physical and mental health and the opportunity for recreational facilities.

### Summary of the main achievements during the period

We successfully applied to World Book Night, receiving 160 free copies of Juliet Naked by Nick Hornby. These books were distributed to groups that use the Centre who best fitted the criteria.

As part of Sherwood Art Week, Chris Baxter ran three community willow weaving sessions at the Community Centre. A willow sculpture of the 3 muses was produced on the grass near to the main entrance of the centre.

The Transition garden at the Centre was open from 1pm to 6pm as part of Sherwood Open Gardens. The Centre's office was a collection point for the heritage quiz being sold to raise funds for the Open Gardens.

We have been reviewing all policies and procedures, with some now updated and are currently in discussion about the Development Plan.

#### Displays & Signage:

The Cafe hosts an Art display for local artists' work.

Work has continued on the layout of signage and displays throughout the Centre to include the notice boards upstairs, the annexe and important SCA notices displayed in every room. This has vastly improved the aesthetic of advertising and information displays such as activities, history, local events and information on staff and trustees. There is now much more clarity & accessibility of information throughout the Centre with clearer sign-posting of the Centre's facilities and its locality.

Shelving units and bookcases have been installed to store/display items of bric a brac and books for sale, which has improved the reception area.

An area has been designated for pram/pushchair parking to make the entrance safer for users.

The hall, small hall and annex floors were repaired, re-sanded and sealed during October half term.

A new boiler has been fitted in the annex.

The cooker in the Community Cafe has been replaced.

Playgroup received funding from the Co-op to replace the fence around the back garden. This has been installed.

#### Tapathon:

The Dancing School held a Tapathon event, as part of a national world record attempt, which was successful this year, it's 10th anniversary, in breaking the current record. 72 dancers from the Centre took part and £840 was raised in Aid of Children in Need.

### **Sherwood Community Association CIO**

At an event in Newcastle in November 2019, one of our Trustees, who voluntarily runs the Zumba Chair Social class at the centre, received the Unsung Hero award in the annual National Community Fitness Awards.

On 5th December 2019 out of 58 nominations Support 4 Survivors were in receipt of a national award by the Marsh Christian Trust and Mind Mental Health for their dedication and invaluable contribution within the Community.

#### **Christmas Fayre**

£1,937.49 was raised at our annual Christmas Fayre. The event was well attended and provided lots of stalls, entertainment and activities and a Santa's grotto.

#### **Other fundraising and donations:**

£1,193.75 was raised from sales of books and bric-a-brac and donations using the fundraising collection box in reception.

#### **The charity's policy on reserves**

Sufficient reserves are held in a charity savings account to ensure the safe running of the Centre for a period of at least 3 months, and to cover any redundancies, including pension contributions, should the need arise.

This is reviewed every quarter by the Finance Sub-Committee.

#### **Risks**

Our main risk is if our Block grant is stopped.

We are aware that the closure of the Community Centre due to the Coronavirus Pandemic will have a major impact on our finances as rental income has ceased at present. Although we have had to furlough our Caretaking staff, our Admin staff are working from home and still covering vital checks needed at the Centre. The trustees are meeting regularly online to keep abreast of changing conditions and circumstances and making decisions accordingly.

#### **Financial Review**

We are happy with our financial position. We now have an active Finance Sub-Committee who produce an annual budget and review the accounts monthly.

Signed on behalf of the charity's trustees:

Signed Deborah Seaborn Date 27/7/20  
Deborah Seaborn, Treasurer

**Independent examiner's report to the trustees of  
Sherwood Community Association CIO  
for the year ended 31 March 2020**

I report to the trustees on my examination of the accounts of Sherwood Community Association CIO (the charity) for the year ended 31 March 2020.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed  Date 28/7/2020  
**John O'Brien** MSc, FCCA, FCIE  
Employee of Community Accounting Plus

**Sherwood Community Association CIO**  
**Receipts & payments account**  
**for the year ended 31 March 2020**

2019			Unrestricted	Restricted	Total
£		Note	Funds	Funds	2020
			£	£	£
	<b>Receipts</b>				
15949	Grants & donations	2	1269	9350	10619
61500	Room hire		73580	-	73580
478	Membership		311	-	311
5433	Fundraising		4646	-	4646
252	Bank interest		325	-	325
2951	Sales & fees		1968	-	1968
<u>86563</u>	<b>Total receipts</b>		<u>82099</u>	<u>9350</u>	<u>91449</u>
	<b>Payments</b>				
49458	Wages, NI & pension		51352	-	51352
1330	Events		1292	-	1292
6376	Cleaning		1330	-	1330
6260	Equipment, repairs & renewals		5821	-	5821
50	Fundraising & publicity		20	-	20
809	Office costs		4639	-	4639
1232	Insurance		1256	-	1256
2217	Legal & professional fees		1869	-	1869
78	Trustees & AGM expenses		3	-	3
13202	Utilities		1273	9350	10623
16150	Premises maintenance		8389	-	8389
318	Bank charges		427	-	427
115	Hospitality		2	-	2
-	Sundry payments		92	-	92
11	Transport		8	-	8
<u>97606</u>	<b>Total payments</b>		<u>77773</u>	<u>9350</u>	<u>87123</u>
(11043)	<b>Net receipts/(payments)</b>		4326	-	4326
101314	<b>Cash funds at start of this period</b>		90271	-	90271
<u>90271</u>	<b>Cash funds at end of this period</b>		<u>94597</u>	<u>-</u>	<u>94597</u>



**Sherwood Community Association CIO**  
**Statement of assets and liabilities**  
**at 31 March 2020**

2019			2020
£	<b>Cash assets</b>	Note	£
90271	Bank & cash accounts		94597
<u>90271</u>			<u>94597</u>
	<b>Other monetary assets</b>		
3332	Debtors	4	3670
<u>3332</u>			<u>3670</u>
	<b>Assets retained for the charity's own use</b>		
	General equipment		
	Cooker purchased in 2019 at a cost of £899		
	<b>Liabilities</b>		
(1109)	Creditors	5	(2048)
<u>(1109)</u>			<u>(2048)</u>

These financial statements are accepted on behalf of the charity by:

Signed Margaret Hilton Dated 2.7.20  
Margaret Hilton, Trustee

**Sherwood Community Association CIO**  
(Registered charity, number 1158333)  
**Financial statements**  
**for the year ended 31 March 2020**

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### **Risks**

Our main risk is if our Block grant is stopped.

We are aware that the closure of the Community Centre due to the Coronavirus Pandemic will have a major impact on our finances as rental income has ceased at present. Although we have had to furlough our Caretaking staff, our Admin staff are working from home and still covering vital checks needed at the Centre. The trustees are meeting regularly online to keep abreast of changing conditions and circumstances and making decisions accordingly.

### **Financial Review**

We are happy with our financial position. We now have an active Finance Sub-Committee who produce an annual budget and review the accounts monthly.

Signed on behalf of the charity's trustees:

Signed Deborah Seaborn  
Deborah Seaborn, Treasurer

Date 27/7/20

**Independent examiner's report to the trustees of  
Sherwood Community Association CIO  
for the year ended 31 March 2020**

I report to the trustees on my examination of the accounts of Sherwood Community Association CIO (the charity) for the year ended 31 March 2020.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

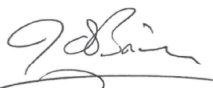
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed  Date 28/7/2020  
John O'Brien MSc, FCCA, FCIE  
Employee of Community Accounting Plus

**Sherwood Community Association CIO**  
**Receipts & payments account**  
**for the year ended 31 March 2020**

2019			Unrestricted	Restricted	Total
£		Note	Funds	Funds	2020
			£	£	£
	<b>Receipts</b>				
15949	Grants & donations	2	1269	9350	10619
61500	Room hire		73580	-	73580
478	Membership		311	-	311
5433	Fundraising		4646	-	4646
252	Bank interest		325	-	325
2951	Sales & fees		1968	-	1968
<u>86563</u>	<b>Total receipts</b>		<u>82099</u>	<u>9350</u>	<u>91449</u>
	<b>Payments</b>				
49458	Wages, NI & pension		51352	-	51352
1330	Events		1292	-	1292
6376	Cleaning		1330	-	1330
6260	Equipment, repairs & renewals		5821	-	5821
50	Fundraising & publicity		20	-	20
809	Office costs		4639	-	4639
1232	Insurance		1256	-	1256
2217	Legal & professional fees		1869	-	1869
78	Trustees & AGM expenses		3	-	3
13202	Utilities		1273	9350	10623
16150	Premises maintenance		8389	-	8389
318	Bank charges		427	-	427
115	Hospitality		2	-	2
-	Sundry payments		92	-	92
11	Transport		8	-	8
<u>97606</u>	<b>Total payments</b>		<u>77773</u>	<u>9350</u>	<u>87123</u>
(11043)	<b>Net receipts/(payments)</b>		<b>4326</b>	-	4326
101314	Cash funds at start of this period		90271	-	90271
<u>90271</u>	<b>Cash funds at end of this period</b>		<u>94597</u>	<u>-</u>	<u>94597</u>



**Sherwood Community Association CIO**  
**Statement of assets and liabilities**  
**at 31 March 2020**

2019			2020
£	<b>Cash assets</b>	Note	£
<u>90271</u>	Bank & cash accounts		<u>94597</u>
<u>90271</u>			<u><b>94597</b></u>
	<b>Other monetary assets</b>		
<u>3332</u>	Debtors	4	<u>3670</u>
<u>3332</u>			<u><b>3670</b></u>
	<b>Assets retained for the charity's own use</b>		
	General equipment.		
	Cooker purchased in 2019 at a cost of £899		
	<b>Liabilities</b>		
<u>(1109)</u>	Creditors	5	<u>(2048)</u>
<u>(1109)</u>			<u><b>(2048)</b></u>

These financial statements are accepted on behalf of the charity by:

Signed Margaret Hilton  
Margaret Hilton, Trustee

Dated 27. 7. 20

**Sherwood Community Association CIO**  
**Notes to the accounts**  
**for the year ended 31 March 2020**

**1. Receipts & payments accounts**

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

**2. Grants & donations**

	Unrestricted £	Restricted £	Total
Sundry	1269	-	1269
Nottingham City Council	-	9350	9350
	<u>1269</u>	<u>9350</u>	<u>10619</u>

**3. Funds analysis**

	Opening balance £	Receipts £	(Payments) £	Closing balance £
<b>Restricted funds</b>				
NCC Block grant, running costs	-	9350	(9350)	-
	<u>-</u>	<u>9350</u>	<u>(9350)</u>	<u>-</u>
<b>Unrestricted funds</b>				
General fund	90271	82099	(77773)	94597
	<u>90271</u>	<u>82099</u>	<u>(77773)</u>	<u>94597</u>

**4. Debtors**

	£
Room hire	3670
	<u>3670</u>

## Sherwood Community Association CIO

### 5. Creditors

	£
HMRC tax & social security	526
Room deposits	844
Independent examination	678
	<u>2048</u>

### 6. Premises

Nottingham City Council own the building and charge a peppercorn rent.

### 7. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

### 8. Glossary of terms

**Creditors:** These are amounts owed by the charity, but not paid during the accounting period.

**Debtors:** These are amounts owed to the charity, but not received in the accounting period.

**Restricted funds:** These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.



**Sherwood Community Association CIO**  
(Registered charity, number 1158333)  
**Financial statements**  
**for the year ended 31 March 2020**

<b>Page</b>	<b>Contents</b>
2 - 5	Trustees' annual report
6	Independent examiner's report
7	Receipts & payments account
8	Statement of assets & liabilities
9-10	Notes to the accounts

**Sherwood Community Association CIO  
Trustees' annual report  
for the year ended 31 March 2020**

**Full name** Sherwood Community Association CIO

**Other names by which the charity is known** Sherwood Community Centre

**Organisation type** Charitable incorporated organisation

**Registered charity number** 1158333

**Principal address** Woodthorpe House, Mansfield Road, NOTTINGHAM, NG5 3FN

**Trustees**

Jill Mee

Margaret Hilton

Louise Holland

Sally Hilton

Deborah Seaborn, from 5/7/19

Hannah Malhotra

Valerie Hunter

Dawn Evans

Ameet Malhotra, until 5/7/19

Maxine Leigh, from 5/7/19

**Independent examiner**

John O'Brien, employee of Community Accounting Plus, 7 Mansfield Road, Nottingham, NG1 3FB

**Governance and management**

The charity is operated under the rules of the CIO Association constitution adopted 22/08/14.

Overall management of the charity is the responsibility of the Trustees who are elected annually at an AGM, or co-opted under terms of the constitution. They are advised by the Members Support Group, made up of affiliated groups and other interested members who meet regularly. Day to day project activity is managed & carried out by volunteers & paid staff.

**Objectives and activities**

To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a community centre and to maintain and manage the same.

To promote such other charitable purposes as may from time to time be determined.

## **Sherwood Community Association CIO**

### **Public benefit statement**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

### **Summary of the main activities undertaken for the public benefit**

The Centre, together with various groups who hire our rooms and offices, run several sessions open to the public.

There are a variety of Dance and Drama classes for children and adults including Ballet, Tap and Zumba. There are several Yoga sessions including Pregnancy Yoga and Post Natal Yoga classes and Nottingham Osteoporosis Group run a weekly Tea Dance.

We run a weekly chair-based exercise class, combined with refreshments and an opportunity to socialise afterwards, for the elderly, people with mental health issues and for people with disabilities or limited mobility. A second class was added due to its popularity.

A Seniors' Group for the over 60's meets once a week. There is a respite care day centre for the elderly run weekdays.

A Playgroup is held each weekday for children aged 2-5 years. There is a Mini Music session for 0-3 year olds once a week, and a children's Zumba class. Sprouts run a weekly dance and drama class for children during term time.

Several Self Help Groups meet in the Centre including: Aphasia, Alcoholics Anonymous, Coping with Anxiety, Nottingham Self Help Group for People who Stammer and Versus Arthritis.

There are many classes meeting at the Centre catering for special leisure interests, including Nottinghamshire Bobbin Lace Society, The Sherwood Art Class, Woodthorpe Model Railway, Singing tuition and Stained Glass.

The garden to the rear of the Community Centre is a Community Garden run by Transition Sherwood Garden Group. Members of the public are able to rent a mini plot of garden for a minimal fee.

We have a reduced rental rate for charities making the building more accessible for their use.

All offices are now rented out to organisations who provide education and services in health, education, fitness etc. e.g.;

APT Care - who provide Home Care Services - rent an office at the centre. Their trained carers, a workforce able to speak a number of languages, provide a variety of personal services to a high standard of care to those that are in need.

Open Wings Adult Learning, based at the Centre, work with adults with learning disabilities and other disadvantaged groups and offer workshops to colleges and day centres.

Support For Survivors, a charity supporting male and female victims and survivors of non-recent childhood abuse, with a wide range of holistic interventions.

Christine's Community Café runs as a social enterprise at the Centre. She provides a very warm welcome to all, including those with disabilities, and serves a variety of home-made meals, snacks, cakes and biscuits at reasonable prices. She has hosted some events for children and adults, and is part of the Safe Places scheme.

We plan to convene an annual forum of representatives from groups, organisations, and agencies which use the Centre or are active within the community to discuss ways of co-operating and working together in ways to benefit the community.

## **Sherwood Community Association CIO**

We are part of a breastfeeding friendly scheme in Nottingham. The number and variety of sessions and activities, taking place within the Centre, support the health and general well-being of the public by providing support for physical and mental health and the opportunity for recreational facilities.

### **Summary of the main achievements during the period**

We successfully applied to World Book Night, receiving 160 free copies of Juliet Naked by Nick Hornby. These books were distributed to groups that use the Centre who best fitted the criteria.

As part of Sherwood Art Week, Chris Baxter ran three community willow weaving sessions at the Community Centre. A willow sculpture of the 3 muses was produced on the grass near to the main entrance of the centre.

The Transition garden at the Centre was open from 1pm to 6pm as part of Sherwood Open Gardens. The Centre's office was a collection point for the heritage quiz being sold to raise funds for the Open Gardens.

We have been reviewing all policies and procedures, with some now updated and are currently in discussion about the Development Plan.

#### **Displays & Signage:**

The Cafe hosts an Art display for local artists' work.

Work has continued on the layout of signage and displays throughout the Centre to include the notice boards upstairs, the annexe and important SCA notices displayed in every room. This has vastly improved the aesthetic of advertising and information displays such as activities, history, local events and information on staff and trustees. There is now much more clarity & accessibility of information throughout the Centre with clearer sign-posting of the Centre's facilities and its locality.

Shelving units and bookcases have been installed to store/display items of bric a brac and books for sale, which has improved the reception area.

An area has been designated for pram/pushchair parking to make the entrance safer for users.

The hall, small hall and annex floors were repaired, re-sanded and sealed during October half term.

A new boiler has been fitted in the annex.

The cooker in the Community Café has been replaced.

Playgroup received funding from the Co-op to replace the fence around the back garden. This has been installed.

#### **Tapathon:**

The Dancing School held a Tapathon event, as part of a national world record attempt, which was successful this year, it's 10th anniversary, in breaking the current record. 72 dancers from the Centre took part and £940 was raised in Aid of Children in Need.

## **Sherwood Community Association CIO**

At an event in Newcastle in November 2019, one of our Trustees, who voluntarily runs the Zumba Chair Social class at the centre, received the Unsung Hero award in the annual National Community Fitness Awards.

On 5th December 2019 out of 58 nominations Support 4 Survivors were in receipt of a national award by the Marsh Christian Trust and Mind Mental Health for their dedication and invaluable contribution within the Community.

### **Christmas Fayre**

£1,937.49 was raised at our annual Christmas Fayre. The event was well attended and provided lots of stalls, entertainment and activities and a Santa's grotto.

### **Other fundraising and donations:**

£1,193.75 was raised from sales of books and bric-a-brac and donations using the fundraising collection box in reception.

### **The charity's policy on reserves**

Sufficient reserves are held in a charity savings account to ensure the safe running of the Centre for a period of at least 3 months, and to cover any redundancies, including pension contributions, should the need arise.

This is reviewed every quarter by the Finance Sub-Committee.

### **Risks**

Our main risk is if our Block grant is stopped.

We are aware that the closure of the Community Centre due to the Coronavirus Pandemic will have a major impact on our finances as rental income has ceased at present. Although we have had to furlough our Caretaking staff, our Admin staff are working from home and still covering vital checks needed at the Centre. The trustees are meeting regularly online to keep abreast of changing conditions and circumstances and making decisions accordingly.

### **Financial Review**

We are happy with our financial position. We now have an active Finance Sub-Committee who produce an annual budget and review the accounts monthly.

Signed on behalf of the charity's trustees:

Signed Deborah Seaborn  
Deborah Seaborn, Treasurer

Date 27/7/20



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for the year ended 31 March 2020**

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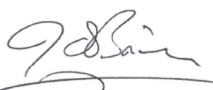
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John O'Brien MSc, FCCA, FCIE  
Employee of Community Accounting Plus

**Sherwood Community Association CIO**  
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**for the year ended 31 March 2020**

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			£	£	£
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<u>86563</u>	<b>Total receipts</b>		<u>82099</u>	<u>9350</u>	<u>91449</u>
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<u>97606</u>	<b>Total payments</b>		<u>77773</u>	<u>9350</u>	<u>87123</u>
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<u>90271</u>	<b>Cash funds at end of this period</b>		<u>94597</u>	<u>-</u>	<u>94597</u>

**Sherwood Community Association CIO**  
**Statement of assets and liabilities**  
**at 31 March 2020**

2019			2020
£	<b>Cash assets</b>	Note	£
<u>90271</u>	Bank & cash accounts		<u>94597</u>
<u>90271</u>			<u><b>94597</b></u>
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<u>3332</u>	Debtors	4	<u>3670</u>
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	General equipment.		
	Cooker purchased in 2019 at a cost of £899		
	<b>Liabilities</b>		
<u>(1109)</u>	Creditors	5	<u>(2048)</u>
<u>(1109)</u>			<u><b>(2048)</b></u>

These financial statements are accepted on behalf of the charity by:

Signed Margaret Hilton  
Margaret Hilton, Trustee

Dated 27. 7. 20



**Sherwood Community Association CIO**  
**Notes to the accounts**  
**for the year ended 31 March 2020**

**1. Receipts & payments accounts**

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

**2. Grants & donations**

	Unrestricted £	Restricted £	Total
Sundry	1269	-	1269
Nottingham City Council	-	9350	9350
	<u>1269</u>	<u>9350</u>	<u>10619</u>

**3. Funds analysis**

	Opening balance £	Receipts £	(Payments) £	Closing balance £
<b>Restricted funds</b>				
NCC Block grant, running costs	-	9350	(9350)	-
	<u>-</u>	<u>9350</u>	<u>(9350)</u>	<u>-</u>
<b>Unrestricted funds</b>				
General fund	90271	82099	(77773)	94597
	<u>90271</u>	<u>82099</u>	<u>(77773)</u>	<u>94597</u>

**4. Debtors**

	£
Room hire	3670
	<u>3670</u>

## Sherwood Community Association CIO

### 5. Creditors

	£
HMRC tax & social security	526
Room deposits	844
Independent examination	678
	<u>2048</u>

### 6. Premises

Nottingham City Council own the building and charge a peppercorn rent.

### 7. Trustees' remuneration

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