MANOR COMMUNITY Transport

Annual Report 2026

In Partnership with:
Rotherham Community Transport (RCT)
South Yorkshire Combined Mayoral Authority (SYCMA)

CONTENTS

Contents & Committee Members	2
Chair Report & Vehicle Reports	3
Finance Report	3-5
Trustee Biographies	5
Trustee Biographies ~ Continued & Staff	6
Thanks	7
Contact Details	8

****

Officers

Chair—David Brown
Vice Chair—Philip Staton

Committee Members

Lisa Wigfield
Kate Dales

Chair Report

As our population ages, loneliness and isolation are increasing, placing growing pressure on health and social care services. MCT plays a vital role in reducing this by enabling people to attend exercise groups, day centres, lunch clubs, church groups and other community activities. Our three minibuses help many older and vulnerable people remain active, independent and connected, significantly improving their quality of life.

None of this would be possible without our dedicated volunteers. The Trustees extend their sincere thanks to every volunteer for their commitment, generosity and willingness to go the extra mile to ensure MCT continues to thrive.

I would also like to thank my fellow Trustees, Philip Staton, Lisa Wigfield and Kate Dales, for their continued commitment to the sustainability of MCT during these challenging times.

Our thanks also go to SYMCA and SCT for their ongoing funding and support, our user groups for their continued loyalty, Fairleigh Development Company for providing office accommodation, Spires for secure overnight parking, and, finally, all of our funders whose support makes our service possible.

Dave Brown

Vehicle Report

MCT operates three Peugeot Boxer minibuses, which have remained reliable thanks to a comprehensive maintenance programme. The vehicles undergo regular servicing, 6–8 weekly safety inspections, annual servicing, MOTs and twice-yearly tail-lift servicing to ensure they remain safe and roadworthy.

Richard Marshall has overseen the day-to-day care of the fleet, arranging inspections and maintenance, cleaning the vehicles and ensuring they are kept operational. Lisa has managed vehicle taxation, insurance and breakdown cover, while our drivers are responsible for refuelling. Mark will oversee the annual MOTs in September.

Financial Report & Accounts

1 April 2025 – 31 March 2026

Manor Community Transport has been serving the Manor area for over 40 years. Throughout the year, the organisation has continued to fulfil its aims and objectives by providing high-quality, reliable and flexible transport services for frail, elderly and disabled members of the local community.

Staffing and Volunteers

Staffing continues to be one of our biggest challenges. The organisation operates with a very small team consisting of a part-time General Manager, who is responsible for the day-to-day administration and management of the service. The remainder of our workforce is made up entirely of volunteers.

We currently have seven regular volunteers and a further five who support us on an ad hoc basis. While we are extremely grateful for their commitment, we remain in urgent need of additional volunteer drivers to enable us to meet growing demand for our services.

Financial Overview

I am pleased to report that, once again, the organisation has remained financially stable during the year, thanks to the grant funding received and careful financial management.
Our unrestricted general reserve remains at **£11,580.67** providing valuable financial security for the future. I am pleased to report that we have not needed to draw upon these reserves during the year.
The majority of our expenditure related to the General Manager's salary, vehicle running costs and volunteer expenses. The following grants have helped ensure that a significant proportion of our volunteer training and expenses have been covered:

Carried Forward Funding

Cutlers Company Charitable Trust - £2000

Grants Awarded During the Year

- The Company of Cutlers' Charitable Trust – £1,000
- Marjorie Coote Old People's Fund – £1,000
- Ward Pot – Sheffield City Council – £500
- Sheffield Town Trust – £3,000
- JG Graves Charitable Trust - £3,000
- Harry Bottom Charitable Trust - £3,000
- Sheffield Church Burgess Fund - £1,500
- Hugh Neill Charity - £500
- Garfield Western Foundation - £3,000

Without these grants and donations, together with the surplus carried forward from previous years, we would not have been able to meet our operating costs.
We also continue to reclaim part of the fuel duty we pay through the Bus Service Operators Grant, which is claimed twice each year.

Governance

The organisation continues to benefit from a committed Management Committee made up of local volunteers and representatives from several of our user groups.
Our key priorities for the coming year remain securing sustainable funding to strengthen the organisation and recruiting additional volunteer drivers and Trustees.

Operational Performance

During the 2025–2026 financial year we carried **5,101 passengers**. This represents an increase compared with the period following the pandemic, although passenger numbers remain below our pre-pandemic level of approximately **9,500 journeys** per year.
The main reason for this is the continued shortage of volunteer drivers, which limits our ability to accept additional bookings.
Last year our lead body changed, and we now receive funding through the **South Yorkshire Mayoral Combined Authority (SYMCA)** under a Service Level Agreement with **RCT**. This funding enables us to continue providing our transport services at subsidised rates for our users.

Thanks

I would like to extend my sincere thanks to all of our user groups for their continued loyalty and support throughout the year. My thanks also go to our volunteers and Management Committee for their commitment, hard work and dedication to Manor Community Transport.
In particular, we would like to recognise and thank our volunteers:

- Andy Abbey
- Kevan Brown
- Richard Marshall
- Jacqueline Newton

-

- Mark Simmons

And more recently:

- Brenda Eastwood
- Ryan Liceon

Their hard work, enthusiasm and commitment make our service possible. Despite their invaluable suport, we remain in urgent need of additional volunteer drivers.

The meeting agreed to continue using the accountancy services of Charles Black Associates. Unfortunately, Anne Sievewright was unable to attend the meeting and sent her apologies.

Copies of the annual accounts and Annual Report were circulated at the beginning of the meeting. Members were invited to ask any questions or make comments regarding the accounts and this report.
Finally, I would like to thank **Anne Sievewright of Charles Black Associates** for preparing the 2024/2026 Financial Accounts. Anyone wishing to obtain a copy of the accounts is welcome to contact me.

Lisa Frazer
General Manager

Trustee Biographies

David Brown – Chair

I left City school in 1975 and started work at George Robson and Sons as a Draughtsman.
Office life didn't suit me at that time so I left and became a Machine Setter at Presto Tools.
From there I went on to be a Welder for over 20 years before becoming a Postman.
After 4 years as a 'Postie' I went into IT in around 2005.
Initially I attended various courses gaining the necessary qualifications and secured employment at Dinnington Area Regeneration Trust (DART).
This was in the position of ICT Coordinator/Manager on a 2 year fixed term contract.
The contract finished in June 2007 and I immediately gained employment at The Rotherham NHS Foundation Trust (RFT), as an IT Technician/Analyst.
Since being there, I have worked my way up to the position of Team Leader of the IT Service desk/1st Line support team and Deputy RA Manager.
I have now been at RFT for 20 years and will hopefully be there for a few more.

Philip Staton – Vice Chair

I spent 30 years in the Retail trade laterally as new concepts stores openings manager.
12 years self-employed within the Hairdressing supplies trade. Recently unemployed I have been a volunteer for Manor Transport as a driver, then sitting on MCT committee,
Worked as a Volunteer volunteering advisor for V.A.S,
I also sit on a local community run snooker club.
I run a 1270 strong local History Facebook group plus a separate local History meeting group.
We have recently received Lottery funding to promote our group plus local education projects, and its aim of preserving memories through recording the elderly plus memory impaired residents.

Kate Dales—Committee Member

Hi, my name is Kate Dales and I am Locality Manager for MHA Communities South Yorkshire. I have worked in the care and voluntary sector for 27 years. We run lunch clubs and activities across south Yorkshire to reduce isolation and loneliness in our communities for older adults. Our services would not be delivered successfully without the vital support from community transport services. They are invaluable in enabling individuals to come together for food, friendship, exercise laughter and joy. I am passionate that they continue.

Trustee Biographies ~ Continued

Lisa Wigfield

I began working in community in 1998 where I was first employed by Shiregreen United Reformed Church to lead family and under 5's activities. As more funding became available my role grew and I became the project coordinator with my work aimed at creating time and space for local families, children and the elderly. I recruited and managed volunteers, applied for and managed funding to cover salaries and running costs, was a member of relevant boards and committees and was well known in the local area.

In 2013 I felt called to ministry and began training for Church Related Community Work in 2014. My work placements alongside the theological training was with Sheffield URC Churches and a second with Church Army. I completed my training in 2018, due to personal reasons, I returned to Shiregreen URC to pick up a new role involving leading on community activities and outreach, recruiting and supporting volunteers and leading worship.

I started in my current role, community cohesion and outreach worker with Manor Church and Community Project in January 2023. My role is to develop and establish community outreach based at Temple Park Centre. I have begun this with a weekly lunch club, a weekly welcome space and creative craft sessions alongside managing the building and growing relationships with other local organisations and community groups.

Staff Biographies

Lisa Frazer – General Manager

I commenced work in this sector in 2000 as a Sessional Worker for Ryton Credit Union, a year later I went on secondment to Kiveton Park & Wales Community Development Trust as Administration Officer. In 2004 I moved to Dinnington Area Regeneration Trust (D.A.R.T) as Administration Officer. In 2005 Dave Brown started at DART and the rest as they say is history. Dave and I have 4 children between us; Oliver, Emily, Jacob Frazer and Charlotte Brown. We have 6 grandchildren; in 2013 Oliver married Suzannah with Kellum and Leighton to a previous relationship, May 2018 Charlotte gave birth to Sebastian and June 2019 Emily gave birth to identical twins Ethan and Lachlan, in January 2022 Charlotte had another little boy Theo. My life has become manic juggling work and home life helping Emily who gave birth via caesarean section with the boys (wild horses wouldn't keep me away) and I love every minute of it. I am very lucky and extremely grateful to have a fantastic family, job I love and a wonderful team of Volunteers and Trustees without whom MCT would not be able to function.

Manor Community Transport
Would like to thank support from:

Garfield Western Foundation
Harry Bottom Charitable Trust
Hugh Neill Charity
JG Graves Charitable Trust
Marjorie Coote Old People's Fund
Sheffield Church Burgess Fund
Sheffield Town Trust
South Yorkshire Communities Foundation
The Company of Cutlers' Charitable Trust
Ward Pot – Sheffield City Council

In addition to the Volunteers who have supported us over the last year:

Andrew Abbey
Kevan Brown
Richard Marshall
Jackie Newton
Mark Simmons
Brenda Eastwood
Ryan Liceon

Manor Community Transport Offices
131 Fairleigh
Sheffield
S2 1GU

www.manorcommunitytransport.org.uk

Find us on Facebook

Telephone: 0114 265 4275
E-mail: manormobeel@googlemail.com
Registered Charity No:
1158675

Charity Number: 1158675

MANOR COMMUNITY TRANSPORT

ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2026

MANOR COMMUNITY TRANSPORT

CONTENTS

	Pages
Independent Examiner's Report	1-2
Receipts and Payments Account	3
Statement of Assets and Liabilities	4
Notes to the Accounts	5-6

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

MANOR COMMUNITY TRANSPORT

KPRM Limited
T/A Martin Bruno Accountants
94 Saltergate
Chesterfield
S40 1LG

The Trustees
Manor Community Transport,
131 Fairleigh
c/o Manor Post Office
129a Fairleigh
Sheffield
S2 1LB

23th July 2026

Independent Examiner's Report to the Trustees of Manor Community Transport

I have examined the accounts of Manor Community Transport for the year ended 31 March 2026, which accompany this report.

Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act"). The trustees have decided that an audit is not required for this year under section 144 of the Act and that an independent examination is appropriate.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures specified in the Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether any matters have come to my attention.

Basis of Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity, a comparison of the accounts with those records, and consideration of any unusual items or significant matters disclosed in the accounts. It also includes seeking explanations from the trustees about such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit. Therefore, I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours faithfully,

Signature: S L Parkin
Name: SARAH PARKIN
Status: Independent Examiner
Date: 23/07/2026

MANOR COMMUNITY TRANSPORT

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2026

		Unrestricted Funds	Restricted Funds	Total 2026	Total 2025
Receipts	**Notes**	**£**	**£**	**£**	**£**
Earned Income		18,786		18,786	23,966
Sheffield Community Transport		19,148		19,148	20,559
Grants	2		15,500	15,500	13,500
Bank interest		254		254	298
Other		-	-	-	-
Total receipts		38,188	15,500	53,688	58,323
Payments					
Fuel, repairs, tax & insurance		8,634		8,634	11,517
Wages		19,800		19,800	17,257
Accountancy		1,268		1,268	1,092
Insurance		352		352	192
Printing & Advertising		37		37	21
Telephone		806		806	837
Administration costs		-	9,425	9,425	11,312
Business development		-	-	-	-
Sundry expenses		1,240		1,240	925
Bank charges		97	-	97	96
Total Payments		32,234	9,425	41,659	43,249
Net receipts for the year		5,954	6,075	12,029	14,384
Cash & Bank Balances as at 31/03/25		104,037	16,156	120,193	106,107
Reserve Bank Balance at 31/03/25		11,327	-	11,327	11,029
Cash & Bank Balances as at 31/03/26		**£ 121,318**	**£ 22,231**	**£ 143,549**	**£ 131,520**

MANOR COMMUNITY TRANSPORT

STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2026

	2026	2025
	£	£
1. Cash Funds		
Unrestricted funds	109,737	104,037
Restricted funds	22,231	16,156
Capital Reserve	11,581	11,327
	143,549	131,520
2. Assets retained for the Charity's own use		
Motor vehicles – cost	98,820	98,820
Vehicle grants	98,820	98,820
	-	-
3. Liabilities		
Independent examination	-	-
	-	-

Signed on behalf of the Trustees on by:

MANOR COMMUNITY TRANSPORT

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2026

1. Receipts and Payments Account

The level of income is below £250,000 so the Trustees have opted for accounts to be prepared on a receipts and payments basis rather than an accrual basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

2. Grants

	Unrestricted Funds	Restricted Funds	Total 2026	Total 2025
	£	£	£	£
Sheffield Town Trust		3,000	3,000	2,500
Sheffield City Council		500	500	1,000
South Yorkshire Community Fund			-	4,000
JG Graves Charitable Trust		2,000	2,000	3,000
Marjorie Coote Old People's Charity Fund			-	1,000
Cutler Company		1,000	1,000	2,000
Hugh Neill Trust		500	500	-
Harry Bottom Trust		3,000	3,000	-
W G Edwards Charitable Foundation		1,000	1,000	-
Sheffield Church Burgess Trust		1,500	1,500	-
Garfield Weston Foundation	-	3,000	3,000	-
	-	15,500	15,500	13,500

3. Reserves Policy

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.
The purpose of such a reserve is to help meet fluctuations in receipts or payments.
The general reserve at 31 March 2026 amounted to £121,318.
The movement on all reserves is shown in note 4 to the accounts.

MANOR COMMUNITY TRANSPORT

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2026

4. Reserves

	Unrestricted Funds	Restricted Funds	Total 2026	Total 2025
	£	£	£	£
At 1 April 2025				
Current account	104,037	16,156	120,193	106,107
Reserve Account	11,327	-	11,327	11,029
Surplus for the year	5,954	6,075	12,029	14,384
Transfer to General Reserve	-	-	-	-
	121,318	22,231	143,549	131,520

5. Capital Reserves

The unrestricted Capital Reserve at 31 March 2026 amounted to £11,581. The only movement in the Reserve over the past year is of interest received.