

# POTTER STREET COMMUNITY ASSOCIATION

England & Wales · Charity number 1132742

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [06892325](#)

**Registered** 2009-11-17

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Potter Street Community Association  
96 Potter Street  
Harlow  
CM17 9AQ

**Phone** 01279422746

**Email** [potter.streetca@gmail.com](mailto:potter.streetca@gmail.com)

**Website** [www.potterstreetca.co.uk/](http://www.potterstreetca.co.uk/)

## Activities

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**Objects:** (A) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF POTTER STREET AND DISTRICT WITHOUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING THE LOCAL AUTHORITIES, VOLUNTARY ORGANISATIONS AND INHABITANTS 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 (B) TO ESTABLISH OR TO SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE AND TO MAINTAIN AND MANAGE, OR TO CO-OPERATE WITH ANY LOCAL STATUARY AUTHORITY IN THE MAINTENANCE AND MANAGEMENT OF SUCH A CENTRE FOR ACTIVITIES PROMOTED BY THE ASSOCIATION AND ITS CONSTITUENT BODIES IN FURTHERANCE OF THE ABOVE OBJECTS.

**Activities:** COMMUNITY CENTRE

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

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- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Essex

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£70,888	£44,501	-	-
2024-03-31	£44,770	£34,164	-	-
2023-03-31	£21,646	£16,981	-	-
2022-03-31	£18,323	£17,532	-	-
2021-03-31	£1,495	£13,861	-	-

## Trustees

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Name	Role	Appointed
Kevin Wright		2019-04-30
LISA JAYNE CAMERON		
SCOTT SIMPSON F.I.S.T.D		2011-03-20

**POTTER STREET COMMUNITY ASSOCIATION**

England & Wales - Charity number 1132742

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# Accounts

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# Trustees' Annual Report

**Potter Street Community Association**  
(Operating Potter Street Community Centre)

**Charity number:** 1132742 **Company number:** 06892325

**Financial year ended:** 31 March 2025 **Reporting period:** 1 April 2024 to 31 March 2025

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## 1. Reference and administrative details

<b>Registered office / principal address</b>	96 Potter Street, Harlow, Essex, CM17 9AQ
<b>Telephone</b>	01279 422746
<b>Email</b>	potter.streetca@gmail.com
<b>Website</b>	potterstreetca.co.uk
<b>Trustees (served during the period)</b>	Scott Simpson (Chair); Lisa Jayne Cameron (Treasurer); Kevin Wright
<b>Legal status and governing document</b>	Charitable company governed by its Memorandum and Articles of Association (incorporated 29 April 2009)
<b>Trustee remuneration</b>	No trustees receive remuneration, payments or benefits from the charity.

## 2. Objectives and public benefit

The charity exists to promote the benefit of the inhabitants of Potter Street and the surrounding area by advancing education and providing facilities in the interests of social welfare for recreation and leisure-time occupation, and by establishing and maintaining a community centre to support these aims.

The trustees confirm that, in planning and delivering activities during the year, they have had regard to the Charity Commission's guidance on public benefit.

## 3. Activities, beneficiaries and how the charity delivers its work

The charity supports children and young people, older people and the general public, operating in Essex.

The charity delivers its objectives primarily through the provision and management of Potter Street Community Centre, making facilities available for community groups, learning, recreation and social activity.

## 4. Achievements and performance (year ended 31 March 2025)

During the year, the trustees focused on keeping the Centre safe, welcoming and fit for purpose, while protecting it as a key local community asset.

- **Major internal refresh:** the whole Centre was redecorated, improving the environment for users and hirers.

- **Improved finishes:** new carpets were installed in the hallway areas, improving presentation and durability in high-traffic spaces.
- **Lighting upgrade:** new lighting was purchased to improve usability and comfort across activities.
- **Enhanced security and access control:** a new alarm system and door entry system were installed to strengthen safeguarding, security and site management.

The trustees believe these improvements enhance both the day-to-day experience for beneficiaries and the long-term sustainability of the building.

## 5. Financial review

The trustees aim to manage the charity's finances prudently, ensuring the Centre remains sustainable and that income is applied to running costs, maintenance and improvements aligned with the charity's objects.

<b>Total income</b>	£70,888
<b>Total expenditure</b>	£44,501
<b>Surplus for the year</b>	£26,387

The surplus was used to support ongoing operations and to fund key improvements during the year, including lighting upgrades, enhanced security systems, redecoration and new hallway carpets.

**Reserves policy:** The trustees maintain reserves to manage cashflow and provide a buffer for unexpected costs such as urgent repairs and increases in operating costs. Reserves are reviewed at least annually alongside forecast commitments and risk.

## 6. Structure, governance and management

The charity is governed by its Memorandum and Articles. The trustees are responsible for the strategic direction, governance and oversight of the charity, ensuring compliance with charity and company law and that activities deliver public benefit.

Trustees meet as required to review performance, risk, safeguarding, compliance and financial matters, and to approve significant expenditure and projects.

## 7. Risk management

The trustees regularly consider the major risks facing the charity and take steps to mitigate them. Key risk areas include:

- **Premises and health & safety:** ensuring the building remains safe, compliant and fit for community use.
- **Safeguarding and security:** maintaining safeguarding controls and secure access to the premises (supported this year by the upgraded alarm and door entry systems).
- **Financial sustainability:** monitoring income and expenditure and maintaining appropriate reserves.

## 8. Plans for 2025-26

- Continue providing accessible community centre facilities and a varied programme of community use and hall hire.

- Maintain the building to a high standard following this year's improvements and refurbishments.
- Build on security and site management improvements to support safe community delivery.
- Continue prudent financial management to protect long-term sustainability.

## 9. Trustees' declaration

The trustees confirm that this report has been approved and adopted by the trustees.

**Signed on behalf of the trustees:**

**Name:** Scott Simpson

**Position:** Chair / Trustee

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Sources:** Charity Commission register entry for Potter Street Community Association (Charity 1132742) and Companies House company record (06892325).

**POTTER STREET COMMUNITY ASSOCIATION**

England & Wales - Charity number 1132742

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1	Month April	Year 2023		Day 31	Month March	Year 2024

## Section A Reference and administration details

**Charity name**

Potter Street Community Association

**Other names charity is known by**

**Registered charity number (if any)**

1132742

**Charity's principal address**

Potter Street Community Association  
 Harlow  
 Essex  
**Postcode** **CM17 9AQ**

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

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Scott Simpson	Chair		
2	Lisa Cameron	Treasurer		
3	Kevin Wright	Director		
4				
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16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

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

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	MEMORANDUM AND ARTICLES OF ASSOCIATION
How the charity is constituted (eg. trust, association, company)	INCORPORATED
Trustee selection methods (eg. appointed by, elected by)	Elected

**Additional governance issues (Optional information)**

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

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

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**Section C Objectives and activities**

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

(A) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF POTTER STREET AND DISTRICT WITHOUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING THE LOCAL AUTHORITIES, VOLUNTARY ORGANISATIONS AND INHABITANTS 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

(B) TO ESTABLISH OR TO SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE AND TO MAINTAIN AND MANAGE, OR TO CO-OPERATE WITH ANY LOCAL STATUARY AUTHORITY IN THE MAINTENANCE AND MANAGEMENT OF SUCH A CENTRE FOR ACTIVITIES PROMOTED BY THE ASSOCIATION AND ITS CONSTITUENT BODIES IN FURTHERANCE OF THE ABOVE OBJECTS.

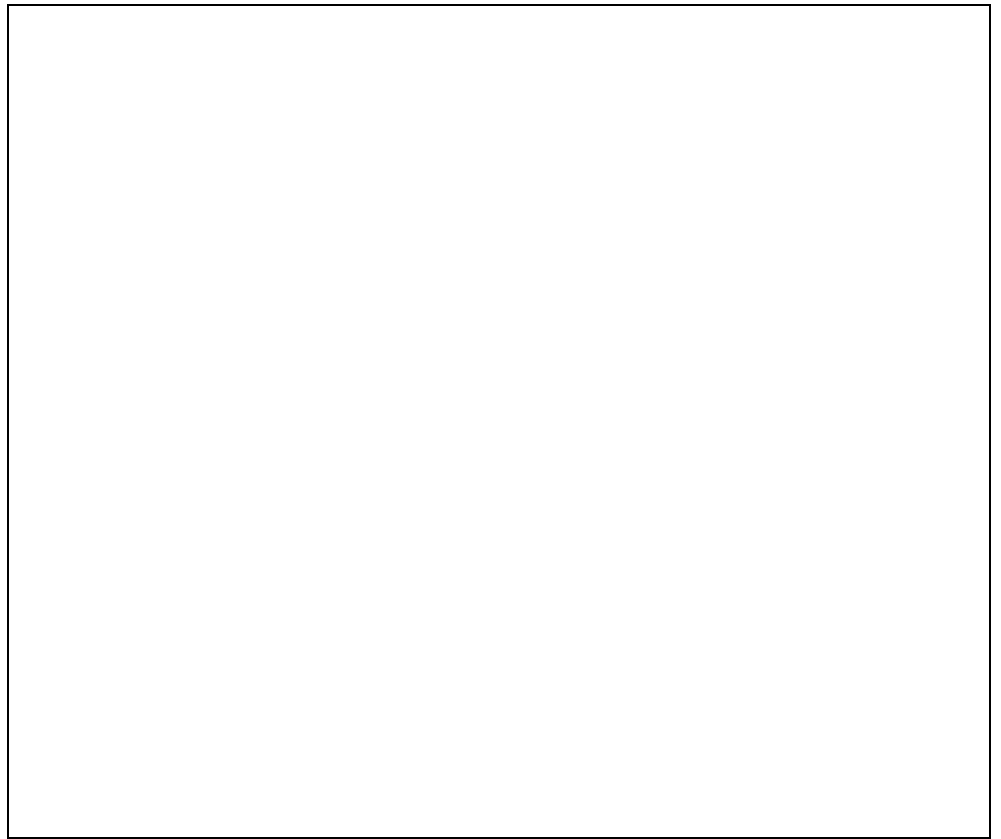
- EDUCATION / TRAINING
- ECONOMIC / COMMUNITY DEVELOPMENT / EMPLOYMENT
- .

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

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

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

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



## Section D

## Achievements and performance

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

Potter Street Community Association has continued to provide an extensive range of activities for the local community and inhabitants of Potter Street and Harlow.

Currently offering over 70 hours per week of classes, activities and meetings for people aged 18months to adults.

The introductions of a Nursery has also increased our ability to provide vital services for the local community.

The re-decoration of the main hall, two smaller halls and corridor areas, including new flooring in the latter.

New Fencing and update security for the centre.

## Section E

## Financial review

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

The centre maintains a reserve fund to cover unexpected repairs to the premises, rent increases or rises in energy costs.

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

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

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

## Section F

## Other optional information


## Section G

## Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**



**Full name(s)**

Scott Simpson

**Position (eg Secretary, Chair, etc)**

Chair

**Date**

22/01/2025

Registered Number:06892325

England and Wales

Potter Street Community Association

Report of the Directors and Unaudited Financial Statements

For the year ended 31 March 2024

Potter Street Community Association  
Contents Page  
For the year ended 31 March 2024

Company Information	1
Directors' Report	2
Independent Accountants' Report	3
Income Statement	4
Statement of Financial Position and Notes to the Accounts	5
Trading and Profit and Loss Account	6

Potter Street Community Association  
Company Information  
For the year ended 31 March 2024

<b>Directors</b>	Mr Kevin Wright Mr Scott Lee Simpson Mrs Lisa Jayne Cameron
<b>Registered Number</b>	06892325
<b>Registered Office</b>	Potter Street Community Centre Harlow Essex CM17 9AQ
<b>Accountants</b>	Wesley James Limited Summit House Horsecroft Road Harlow Essex CM19 5BN

Potter Street Community Association  
Directors' Report  
For the year ended 31 March 2024

The director presents his report and financial statements for the year ended 31 March 2024.

**Principal activities**

The principal activity of the company continued to be that of community association

**Directors**

The director who served the company throughout the year was as follows:

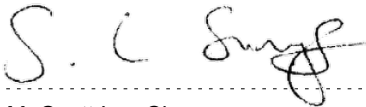
Mr Kevin Wright

Mr Scott Lee Simpson

Mrs Lisa Jayne Cameron

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors

A handwritten signature in black ink, appearing to read 'S. L. Simpson', is written over a horizontal dashed line.

Mr Scott Lee Simpson  
Director

Date: 11 December 2024

Potter Street Community Association  
Independent Accountants' Report  
For the year ended 31 March 2024

As described on the Statement of Financial Position you are responsible for the preparation of the financial statements for the year ended 31 March 2024 and you consider that the company is exempt from an audit under the Companies Act 2006. In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

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Wesley James Limited  
Summit House  
Horsecroft Road  
Harlow  
Essex  
CM19 5BN  
Date: 11 December 2024

Potter Street Community Association  
Income Statement  
For the year ended 31 March 2024

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Turnover	44,770	21,646
Cost of raw materials and consumables	(2,182)	(140)
Depreciation and other amounts written off assets	(422)	(374)
Other charges	(31,560)	(16,467)
<b>Profit for the financial year</b>	<b>10,606</b>	<b>4,665</b>

Potter Street Community Association  
Statement of Financial Position and Notes to the Accounts  
As at 31 March 2024

	£	2024 £	£	2023 £
Fixed assets		2,265		2,117
Current assets	45,063		34,605	
<b>Net current assets</b>		<b>45,063</b>		<b>34,605</b>
<b>Total assets less current liabilities</b>		<b>47,328</b>		<b>36,722</b>
Accruals and deferred income		(655)		(655)
<b>Net assets</b>		<b>46,673</b>		<b>36,067</b>
<b>Capital and reserves</b>		<b>46,673</b>		<b>36,067</b>

#### Notes to the Accounts

##### Statutory Information

Potter Street Community Association is a private limited company, limited by guarantee, domiciled in England and Wales, registration number 06892325.

Registered address:  
Potter Street Community Centre  
Harlow  
Essex  
CM17 9AQ

The presentation currency is £ sterling.

#### 2. Average number of persons employed

During the year the average number of employees was 3 (2023 : 3)

For the year ended 31 March 2024 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The director acknowledges his responsibilities for:

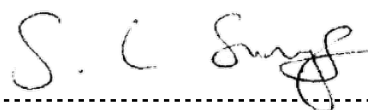
- a) ensuring that the company keeps proper accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the micro-entities provisions.

These financial statements were approved and authorised for issue by the Board on 11 December 2024 and were signed by:



Mr Kevin Wright  
Director



Mr Scott Lee Simpson  
Director

Potter Street Community Association  
Trading and Profit and Loss Account  
For the year ended 31 March 2024

	<b>2024</b>		<b>2023</b>
	£		£
<b>Turnover</b>			
Domestic Sales	44,770		21,646
<b>Cost of Sales</b>			
Purchases	2,182	140	
Plant Hire	81	-	
	<u>(2,263)</u>		<u>(140)</u>
<b>Gross Profit</b>	<u>42,507</u>		<u>21,506</u>
<b>Administrative Expenses</b>			
Accountancy Fees	655	655	
Legal and Professional fees (allowable)	35	32	
Rates & Water	1,198	1,084	
Light, Heat & Power	4,127	3,648	
Property Insurance	383	373	
Cleaning of Premises	4,990	5,338	
General Travel Expenses	123	1	
Bad Debts Written Off (specific)	190	-	
Bank Charges	3	2	
Depreciation Charge: Fixtures & Fittings	422	374	
Advertising	108	-	
Computer Expenses	72	58	
Repairs & Renewals	16,327	3,526	
Stationery & Postage	34	225	
Telephone, Fax & Internet	1,154	880	
Sundry Expenses	2,080	645	
	<u>(31,901)</u>		<u>(16,841)</u>
<b>Operating Profit</b>	<u>10,606</u>		<u>4,665</u>
<b>Profit before Taxation</b>	<u>10,606</u>		<u>4,665</u>

Potter Street Community Association  
Independent Examiners Report to the Trustees  
For the year ended 31 March 2024

I report to the trustees on my examination of the accounts of the charitable company for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the charity Trustees, who are also directors for the purposes of company law, are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiners 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



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Wesley James Limited  
Summit House  
Horsecroft Road  
Harlow  
Essex  
CM19 5BN

16 January 2025