

# 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).