

# **Primetime at the Vine**

Charity number 1180235

## **Annual Report and Financial Statements**

**for the year ended 31 March 2023**

# **PRIMETIME** at The Vine



West Yorkshire Community Accounting Service

# **Primetime at the Vine**

## **Annual Report and Financial Statements for the year ended 31 March 2023**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Primetime at the Vine**

## **Trustees' report for the year ended 31 March 2023**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Rev. Gary Hodgson	Chair of trustees	
Vicky Bell		
Louise Coates-Black		
Elizabeth Gallagher		Appointed 3 February 2022
Charles Glenn		Appointed 3 February 2022

<b>Charity number</b>	1180235	Registered in England and Wales
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<b>Registered and principal address</b>	<b>Bankers</b>
The Vine Community Centre	Virgin Money plc
Parsonage Road	14 Broadway
Laisterdyke	Bradford
Bradford BD4 8PL	BD1 1EZ

### **Independent examiner**

Simon Bostrom FCIE

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) Foundation formed on 8 October 2018 and is governed by a constitution.

### **Method of recruitment and appointment of trustees**

Trustees are appointed for a term of 3 years by a resolution at a properly convened meeting of the charity trustees.

The Vicar of Tong and Laisterdyke shall automatically be a charity trustee as long as he or she holds that office.

# **Primetime at the Vine**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Objectives and activities**

#### **The charity's objects**

The following objects will be undertaken in accordance with Christian principals:

To promote for the benefit of the inhabitants of Bradford and throughout the UK 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 other leisure time occupations with the objects of improving the conditions of life of the said inhabitants, in particular for those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage by providing a range of social events, educational and volunteering opportunities, skill development, information and advice services and recreational activities; and

To establish or secure the establishment of a community centre (hereinafter called 'the centre') and to maintain and manage the same (whether alone or in co-operation with any local authority or person or body) in furtherance of these objects.

#### **The charity's main activities**

Primetime at The Vine creates positive places where we are all safe, have fun, are genuinely cared for, good behaviour is modelled, and everyone has an opportunity to contribute and grow.

The Vine centre is used 7 days a week for a range of activities - some delivered by us, some in partnership with other providers.

- Primetime Meeting Point has continued to provide activity sessions for the over 50s, for 5-days each week, from within our centre and other spaces in the local community.
- Primetime Bradford has provided after-school and school-holiday activity sessions.
- We have grown new partnerships to develop our Young Leaders Network, an accredited programme which is designed to empower Young Leaders to design, develop and deliver social action.
- We have established a Primetime NEET Support Centre, providing 1-to-1 and group support, training and social opportunities for young people not in employment, education or training (NEET).

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

#### **Achievements and performance**

We are hugely grateful to our supporters who have enabled us to respond to post-pandemic challenges and the cost-of-living crisis, as we continue to create positive places where we are all safe, have fun, are genuinely cared for, good behaviour is modelled, and everyone has an opportunity to contribute and grow.

Over the year, we worked with 79 older people and 66 vulnerable adults. 409 children and young people accessed our programme, and many more have been engaged through our community café, work on the streets and in schools.

**The Vine Community Centre:** We were able to open 6-days each week, providing a warm safe space, where 'it's OK not to be OK'. Our Food-Poverty-Project continued, sustaining our mini-market, providing take-home meals for those struggling to regain independence, and providing emergency food parcels. 'Refresh', our men's mental health support group, continued to meet three-times weekly. A weekly craft-group for ages 18+ was established, and next year we plan to move delivery into a local residential centre, helping us to engage more adults with complex needs.

# **Primetime at the Vine**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Achievements and performance continued**

Primetime Bradford: In addition to our existing term-time and school-holiday activities, two additional after-school sessions for ages 5-10 and 11-18 have increased our capacity to support many more children who have been severely impacted by the pandemic. Groups of different sizes have enabled us to work more intensively with those who have been most negatively impacted by the pandemic. A number of these beneficiaries have been able to attend several days each week.

School Interventions: Daily detached youth-work sessions in our local secondary school has enabled us to support harder to reach young people. Young people have developed positive relationships with Youth Workers and as a result they have also engaged in our wider programme.

Young Leaders Network: Our programme which is designed to empower Young Leaders to design, develop and deliver social action projects, through our own ASDAN accredited 'Leading in a Community Settings Award', has engaged 49 Young Leaders. We partnered with 10 churches and youth work providers from across the UK who delivered our programme in their local communities. We also held our YLN Celebration event in July, attended by over 80 Young Leaders, Delivery Partners and community members who helped us celebrate the amazing achievements of both our Young and Adult Volunteers across our Bradford based projects.

We have experienced an increase in costs due to the cost-of-living crisis. We have made progress in a significant solar project which is scheduled for completion within our next financial year. In addition to providing educational and environmental benefit, this project will reduce our utility costs.

We have continued to make positive progress, exceeding many of the priorities within our '2021-24 Organisational Plan'.

### **Financial review**

The net income for the year was £11,273, including net income of £20,156 on unrestricted funds and net expenditure of £8,883 on restricted funds after transfers.

### **Reserves policy**

The trustees will aim to hold free reserves of around 3 to 6 months total expenditure in order to enable the smooth running of the charity and also to allow for an orderly winding up if that situation arose. Based on budgeted expenditure of £240k, this would equate to a lower limit of £60k and an upper limit of £120k.

The charity's free reserves, excluding fixed assets, at the year end were £107,937.

Approved by the board of trustees on 13 July 2023

Gary Hodgson (Trustee)

## **Primetime at the Vine**

### **Independent examiner's report to the trustees of Primetime at the Vine**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2023, which are set out on pages 6 to 13.

#### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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**

Since the CIO's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ACIE which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Simon Bostrom FCIE

20 July 2023

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Primetime at the Vine**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2023**

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	3,867	219,658	223,525	238,379
Fundraising and fee income		30,035	-	30,035	29,612
Bank interest		-	-	-	44
<b>Total income</b>		<u>33,902</u>	<u>219,658</u>	<u>253,560</u>	<u>268,035</u>
<b>Expenditure on:</b>					
Wages and pensions	(3)	6,129	149,927	156,056	175,201
Finance and admin		-	7,276	7,276	7,584
Staff and volunteer training		179	5,528	5,707	3,033
Sessional work		-	4,416	4,416	1,240
Activities and trips - Primetime		-	9,998	9,998	5,101
Activities and trips - Vintage Vines		-	4,894	4,894	5,527
Food and refreshments		1,169	10,388	11,557	14,488
Resources		12	1,899	1,911	4,054
Utilities and maintenance		788	25,461	26,249	24,591
Licences and insurance		-	1,631	1,631	1,494
Office costs		-	3,619	3,619	536
Capability, advice and marketing		-	-	-	2,780
Legal and professional		-	-	-	1,285
Monitoring and evaluation		-	288	288	288
Independent examination		54	1,080	1,134	1,080
Depreciation		7,551	-	7,551	6,474
<b>Total expenditure</b>		<u>15,882</u>	<u>226,405</u>	<u>242,287</u>	<u>254,756</u>
<b>Net income / (expenditure)</b>		<u>18,020</u>	<u>(6,747)</u>	<u>11,273</u>	<u>13,279</u>
<b>Transfers between funds</b>		<u>2,136</u>	<u>(2,136)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>20,156</u>	<u>(8,883)</u>	<u>11,273</u>	<u>13,279</u>
<b>Fund balances brought forward</b>		<u>99,748</u>	<u>48,536</u>	<u>148,284</u>	<u>135,005</u>
<b>Fund balances carried forward</b>	(4)	<u>119,904</u>	<u>39,653</u>	<u>159,557</u>	<u>148,284</u>

All incoming resources and resources expended derive from continuing activities.

**Primetime at the Vine**  
**Balance sheet**  
**as at 31 March 2023**

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 11,967	-	11,967	17,382
<b>Total fixed assets</b>	<u>11,967</u>	<u>-</u>	<u>11,967</u>	<u>17,382</u>
<b>Current assets</b>				
Debtors and prepayments	(6) -	1,602	1,602	1,485
Cash at bank and in hand	(7) 109,416	38,051	147,467	130,497
<b>Total current assets</b>	<u>109,416</u>	<u>39,653</u>	<u>149,069</u>	<u>131,982</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(8) 1,479	-	1,479	1,080
<b>Total current liabilities</b>	<u>1,479</u>	<u>-</u>	<u>1,479</u>	<u>1,080</u>
<b>Net current assets / (liabilities)</b>	<u>107,937</u>	<u>39,653</u>	<u>147,590</u>	<u>130,902</u>
<b>Net assets</b>	<u>119,904</u>	<u>39,653</u>	<u>159,557</u>	<u>148,284</u>
<b>Funds</b>				
Unrestricted funds	119,904	-	119,904	99,748
Restricted funds	-	39,653	39,653	48,536
<b>Total funds</b>	<u>119,904</u>	<u>39,653</u>	<u>159,557</u>	<u>148,284</u>

The financial statements were approved by the board of trustees on 13 July 2023

Gary Hodgson (Trustee)



# **Primetime at the Vine**

## **Notes to the accounts**

### **for the year ended 31 March 2023**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Project and office equipment: over 4 years

Furniture, fixtures and fittings: over 5 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

# Primetime at the Vine

## Notes to the accounts continued

### for the year ended 31 March 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Primetime</b>				
Clarion Futures	-	4,859	4,859	4,483
Reaching Communities	-	59,454	59,454	59,118
Other Primetime grants	-	5,000	5,000	4,500
<b>Vintage Vines</b>				
Bradford City Challenge	-	2,300	2,300	3,500
City of Bradford Met. District Council (CBMDC)	-	31,489	31,489	29,995
Awards For All	-	-	-	10,000
<b>Other grants</b>				
CBDMC - Warm Spaces	-	1,000	1,000	-
CBMDC - HAF	-	5,952	5,952	16,080
CBMDC - Utilities	-	7,125	7,125	7,125
Clarion Futures - Over 55's	-	4,779	4,779	-
Give Bradford	-	10,000	10,000	-
Henry Smith	-	85,000	85,000	61,775
Thornbury Wellbeing Hub	-	2,700	2,700	-
CBMDC - VCS	-	-	-	10,001
ESFA	-	-	-	5,500
Garfield Weston Foundation	-	-	-	15,000
Sir George Martin Trust	-	-	-	3,000
The Souter Trust	-	-	-	3,000
Donations	3,867	-	3,867	5,302
	<u>3,867</u>	<u>219,658</u>	<u>223,525</u>	<u>238,379</u>

3 Staff costs and numbers	2023 £	2022 £
Gross salaries	144,064	162,777
Social security costs	10,317	9,333
NI allowance	(5,000)	(4,000)
Pensions	6,675	7,091
	<u>156,056</u>	<u>175,201</u>

The average number of employees during the year was 9.6, being an average of 6.9 full time equivalent (2022: 13, 7.6 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023 £	2022 £
Costs of the scheme to the charity for the year	6,675	7,091
Amount of any contributions outstanding at the year end	345	-

# Primetime at the Vine

## Notes to the accounts continued

for the year ended 31 March 2023

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
<b>Primetime</b>	-	-	-	-	-
Reaching Communities	24,439	59,454	58,910	-	24,983
Clarion Futures	2,569	4,859	5,954	-	1,474
Other Primetime funds	-	5,000	5,000	-	-
<b>Vintage Vines</b>					
CBMDC	2,600	31,489	33,932	-	157
Awards For All	4,725	-	4,725	-	-
Other Vintage Vines Funds	-	2,300	2,300	-	-
<b>Other funding</b>					
CBMDC	-	7,125	5,523	-	1,602
Henry Smith 1	7,025	45,000	49,366	-	2,659
Henry Smith 2	-	40,000	37,864	(2,136)	-
The Souter Trust	3,000	-	3,000	-	-
CBMDC - VCS	4,178	-	4,178	-	-
CBMDC - HAF 2022	-	4,224	4,224	-	-
CBMDC - HAF 2023	-	1,728	86	-	1,642
Thornbury Wellbeing Hub	-	2,700	2,700	-	-
CBMDC Warm Spaces	-	1,000	1,000	-	-
Give Bradford	-	10,000	6,013	-	3,987
Clarion Futures - Over 55's	-	4,779	1,630	-	3,149
	<u>48,536</u>	<u>219,658</u>	<u>226,405</u>	<u>(2,136)</u>	<u>39,653</u>

### Fund name

### Purpose of restriction

#### Primetime

Reaching Communities

For Primetime sessions.

Clarion Futures

Towards Sutton Seniors expenditure and Primetime Sutton HOP.

Other Primetime funds

Towards materials, resources and equipment.

#### Vintage Vines

CBMDC

Provision of elderly persons day centre.

Awards For All

Towards the costs for the community kitchen.

Other Vintage Vines Funds

To contribute to Vintage Vines core costs.

#### Other funding

CBMDC

Towards community centre utilities.

Henry Smith 1

Towards running costs.

Henry Smith 2

Any running costs – C19 impact. The transfer relates to the purchase of a PA system which has been capitalised and depreciated through unrestricted funds.

The Souter Trust

Towards any core costs.

CBMDC - VCS

Capacity building for the community café.

CBMDC - HAF 2022

School holiday food and activity programme.

CBMDC - HAF 2023

School holiday food and activity programme.

Thornbury Wellbeing Hub

Wellbeing & Fitness sessions.

CBMDC Warm Spaces

Provide a warm space for the community to have a hot drink.

Give Bradford

50% Operations Manager & 50% Development worker.

Clarion Futures - Over 55's

Any core costs – Over 55's Elder Persons Group.

**Primetime at the Vine**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

**5 Tangible assets**

**Cost**

	Furniture, fixtures and £	Office equipment £	Total £
At 1 April 2022	22,847	15,348	38,195
Additions	2,136	-	2,136
At 31 March 2023	24,983	15,348	40,331

**Depreciation**

At 1 April 2022	8,497	12,316	20,813
Charge for year	4,996	2,555	7,551
At 31 March 2023	13,493	14,871	28,364

**Net book value**

At 31 March 2023	11,490	477	11,967
At 31 March 2022	14,350	3,032	17,382

**6 Debtors and prepayments**

	2023 £	2022 £
Prepayments	1,602	1,485
	1,602	1,485

**7 Cash at bank and in hand**

	2023 £	2022 £
Cash at bank	147,467	130,497
	147,467	130,497

**8 Creditors and accruals**

	2023 £	2022 £
Accruals	1,134	1,080
	1,479	1,080

**Primetime at the Vine**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

**10 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The total employee benefits received by key management personnel were £7,236 (previous year: £12,464).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

## Primetime at the Vine

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income</b>						
Grants and donations	3,867	20,302	219,658	218,077	223,525	238,379
Fundraising and fee income	30,035	29,612	-	-	30,035	29,612
Bank interest	-	44	-	-	-	44
<b>Total income</b>	<b>33,902</b>	<b>49,958</b>	<b>219,658</b>	<b>218,077</b>	<b>253,560</b>	<b>268,035</b>
<b>Expenditure</b>						
Wages and pensions	6,129	12,648	149,927	162,553	156,056	175,201
Finance and admin	-	3,492	7,276	4,092	7,276	7,584
Staff and volunteer training	179	103	5,528	2,930	5,707	3,033
Sessional work	-	-	4,416	1,240	4,416	1,240
Activities and trips - Primetime	-	-	9,998	5,101	9,998	5,101
Activities and trips - Vintage Vines	-	-	4,894	5,527	4,894	5,527
Food and refreshments	1,169	2,389	10,388	12,099	11,557	14,488
Resources	12	510	1,899	3,544	1,911	4,054
Utilities and maintenance	788	6,583	25,461	18,008	26,249	24,591
Licences and insurance	-	-	1,631	1,494	1,631	1,494
Office costs	-	-	3,619	536	3,619	536
Capability, advice and marketing	-	2,451	-	329	-	2,780
Legal and professional	-	-	-	1,285	-	1,285
Monitoring and evaluation	-	-	288	288	288	288
Independent examination	54	-	1,080	1,080	1,134	1,080
Depreciation	7,551	6,474	-	-	7,551	6,474
<b>Total expenditure</b>	<b>15,882</b>	<b>34,650</b>	<b>226,405</b>	<b>220,106</b>	<b>242,287</b>	<b>254,756</b>
<b>Net income / (expenditure)</b>	<b>18,020</b>	<b>15,308</b>	<b>(6,747)</b>	<b>(2,029)</b>	<b>11,273</b>	<b>13,279</b>
<b>Transfers between funds</b>	<b>2,136</b>	<b>6,317</b>	<b>(2,136)</b>	<b>(6,317)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>20,156</b>	<b>21,625</b>	<b>(8,883)</b>	<b>(8,346)</b>	<b>11,273</b>	<b>13,279</b>
<b>Fund balances brought forward</b>	<b>99,748</b>	<b>78,123</b>	<b>48,536</b>	<b>56,882</b>	<b>148,284</b>	<b>135,005</b>
<b>Fund balances carried forward</b>	<b>119,904</b>	<b>99,748</b>	<b>39,653</b>	<b>48,536</b>	<b>159,557</b>	<b>148,284</b>