

**Charity Registration Number: 1181125**

**PRIMROSE BANK COMMUNITY ASSOCIATION**  
**A Charitable Incorporated Organisation (CIO)**

**TRUSTEES' ANNUAL REPORT AND**  
**FINANCIAL STATEMENTS**

**For The Year Ended**  
**31 March 2021**

# PRIMROSE BANK COMMUNITY ASSOCIATION

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## PRIMROSE BANK COMMUNITY ASSOCIATION

### MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

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<b>Registered Charity Name</b>	Primrose Bank Community Association
<b>Charity Number</b>	1181125
<b>Registered Office</b>	9 Magnolia Gardens Oldham OL8 1HX
<b>Trustees</b>	Ryan Smith (Chair) Janette Wade (Secretary) Carol Taylor Syed Maruf Ali (Assistant Treasurer) Shamin Miah Shoab Akhtar Javerya Naz Moyrum Bibi
<b>Accountants</b>	Community Accounting Lancashire C.I.C. Foxfields 9 Norley Close Chadderton Oldham OL1 2RA
<b>Bankers</b>	Yorkshire Bank (Virgin Money) 47 Market Place Oldham OL1 3AB

## Trustees' Annual Report for the period April 2020 – March 2021

Charity name: PRIMROSE BANK COMMUNITY ASSOCIATION

Charity registration number: 1181125.

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>Primrose Community Association Constitution</b></p> <p>To further or benefit the residents of Werneth and Medlock Vale wards and the neighbourhood without distinction of sex, sexual orientation, race, or of political, religious or other opinions by associating together the said residents 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 objective of improving the conditions of life for the residents.</p> <p>In furtherance of these objects but not otherwise, the trustees shall have power to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects. Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The trustees use the Primrose Community Centre for board meetings and to run activities. Due to COVID restrictions and lockdown during 2020/2021 the Primrose Centre remained closed for the year and meetings took place online.</p> <p>Oldham MBC used the centre as a base on a number of occasions to door-knock and give out information on COVID around myth-busting, restrictions, testing and to encourage take-up of the vaccination programme.</p> <p>The centre was also used as a polling station.</p> <p><b>Education</b></p> <p>ESOL – the classes stopped meeting in person and continued twice per week online.</p> <p>Job Search - Great Places Housing Association continued to support people online with job search or further training instead of face-to-face at the Primrose Centre.</p>



		<p>Maths and English tuition provided by Rising Stars each Sunday was put on hold.</p> <p><b>Health and wellbeing</b></p> <p>The Oldham branch of Parkinson's UK cancelled all meetings during this year.</p> <p>Private bookings were cancelled, deposits refunded and no bookings were taken during this time.</p> <p>The Oldham network of childminders stopped using the centre during April 2020 – March 2021.</p> <p>The Community Fridge was put on hold due to staff working from home, but the centre was used to sort out and bag up food that supermarkets were disposing off, which was then delivered to people in need and organisations working with homeless people and families suffering hardship.</p> <p>The Oldham FoodCycle Hub which provided free vegetarian meals on a weekly basis closed during this year.</p> <p>Before the COVID pandemic £1,000 funding was awarded to the Primrose Bank Community Association from Oldham Council to provide non-perishable food for people in need. As the money hadn't been spent, food was bought during April 2020 and given to local families suffering hardship.</p> <p>14 weekly online sessions of healthy cooking on a budget were delivered by WiFi Northwest. Between 12 – 15 ladies attended the weekly Zoom sessions which were well-received. Ingredients for the weekly sessions were delivered to each house so the ladies could cook while watching and taking instruction from Anna from WiFi Northwest. The meals were quick and easy to prepare/cook and provided a family meal each week.</p> <p>5 x 2-hour weekly paper craft sessions were delivered online by Lifelong Learning using Zoom. 8 people attended the Zoom craft sessions.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have received guidance issued by the Charity Commission on public benefit. The objects for which the charity is established for the public benefit are:</p> <p>To continue to provide activities that increase skills, improve health and wellbeing, reduce social isolation and support people to improve their quality of life. Grants are available to groups and organisations aiming to provide services for the public benefit in accordance with our constitution.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p>Groups that have been successful in obtaining Primrose Community Funding are:</p> <ul style="list-style-type: none"><li>• Child Safety Media – £500 to co-ordinate child safety events to children and young people covering personal safety, fire and home safety, first aid, crime, drugs, bullying and anti-social behaviour. Due to lockdown, all child safety events were cancelled. All year 6/7 children were given a Junior Life Skills e-handbook, digital lesson plans and worksheets.</li><li>• WiFi Northwest – awarded £500 funding towards the online healthy cooking sessions.</li></ul>
Policy on social investment including program related investment	Para 1.38	<p>The Charity had planned to develop a social investment policy in 2021, but due to COVID, this has not progressed.</p>
Contribution made by volunteers	Para 1.38	<p>Our volunteering programme was put on hold during April 2020 – March 2021, as the community centre was closed. A number of volunteers joined the online sessions and kept in contact with each other via their Whatsapp group.</p> <p>Lynne Anderson, an employee of Great Places supports the CIO with office administration, reception work and has taken on the role of treasurer</p> <p>Paul Maybury continued to ensure the community centre was secure and clean on the few occasions it was used.</p>
Other		<p>The COVID-19 pandemic has impacted on all activities organised at the Primrose Centre, with no income from March 2020 until April 2020. The Centre closed on 17<sup>th</sup> March 2020 and remained closed through the period of this report. A COVID risk assessment and control measures remained in place to ensure the community centre was kept COVID-safe.</p>

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>In January 2021 the Community Association purchased six laptops at a cost of £2,328, which were donated to two local primary schools (3 per school). They were used during lockdown for online schooling by large families who didn't have enough laptops and families that couldn't afford a laptop. Both schools were very grateful and have put the laptops to good use.</p> <p>A donation of £2,500 was given to Action Together towards a hardship fund for people and families struggling financially from the impact of the COVID pandemic.</p>



**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Between December 2019 and February 2020 a community needs survey was carried out, with 232 respondents. Shortly after the survey was completed the COVID-19 crisis hit. It's likely that many of the concerns and needs are, as a consequence, under-represented and that demand for increased provision will be much greater.</p> <p>The main priorities highlighted were:</p> <ul style="list-style-type: none"><li>• Employment and training</li><li>• Fear of crime</li><li>• Mental health</li><li>• Advice, information &amp; guidance</li><li>• Physical health</li></ul> <p><b>Employment &amp; Training:</b> Through lockdown, the community association was able to support people looking for employment by signposting them to partners and also through the online ESOL classes.</p> <p><b>Mental Health:</b> One of our partners, Peaceful Minds provided online support to residents suffering from mental health issues. Residents were also encouraged to join online craft sessions where they could meet other people via Zoom.</p> <p><b>Advice, information and guidance</b> continued to be provided via telephone, social media and other ways.</p> <p><b>Physical Health:</b> Online cooking sessions encouraged residents to cook quick and easy nutritious meals on a budget. One lady who had spent time in hospital with COVID was suffering with her mental health and lost her confidence. Her anxiety was so bad that she wouldn't leave her house when she was discharged from hospital. She received support from some of the ladies attending the online cooking sessions, which has boosted her confidence as well as make new friends.</p>
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We had a surplus of £715 in this financial period, that covered a full 12 month from the 1 <sup>st</sup> of April 2020 to the 31 <sup>st</sup> of March 2021. The total funds held as at the 31 <sup>st</sup> of March 2021 were £68,003, being £NIL restricted funds and £68,003 unrestricted funds (free reserves).
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The CIO has adopted the following policy regarding reserves:  The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.  The trustees aim to build free reserves in unrestricted funds at a level which equates to between three and six months of charitable expenditure. The charity's main source of income is grants, room hire charges and donations.  (Approved at board meeting on 14 <sup>th</sup> January 2021).
Amount of reserves held	Para 1.22	£2,000 reserves will cover 3 months' running costs for the Primrose Centre. This includes utility bills, cleaning and maintenance.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties for the charity continuing as a going concern.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The trustees have assessed the risks the charity faces and have taken measures to manage them. The risks are reviewed regularly at board meetings and trustees are satisfied that systems are in place to manage the risks that have been identified. Finances are kept under regular review, insurance cover is in place, and policies are reviewed annually.
Other		



## Structure, Governance and Management

Description of charity's trusts		
Type of governing document	Para 1.25	The governing document is a constitution.
How is the charity constituted?	Para 1.25	The charity is constituted as a charitable incorporated organisation.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The existing trustees are responsible for the recruitment of new trustees through an election process, in line with the process outlined within the governing document.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Following appointment to the board, trustees are given a copy of the constitution, trustee job description, skills matrix and publications from the Charity Commission. This ensures that new trustees are aware of the scope of their responsibilities under the Charities Act.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is managed by a board of trustees. Volunteers assist with organising and running activities. Great Places has assisted with governance of the CIO and has handed over management of the community centre to the board of trustees. The Charity are also a member of Oldham Community Centre network coordinated by Action Together.
Relationship with any related parties	Para 1.51	The Primrose Community Association oversees the Oldham Council owned Primrose Community Centre, which is managed by Great Places Housing Association by way of a PFI contract. Great Places commit resources to support the Charity with governance as well as take the lead role in monitoring the Primrose Centres building safety compliance. Two members of Great Places staff are members of the board of trustees.
Other		



## Reference and Administrative details

Charity name	Primrose Bank Community Association
Other name the charity uses	None
Registered charity number	1181125
Charity's principal address	9 Magnolia Gardens Oldham OL8 1HX

## 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	Ryan Smith	Chair		
2	Janette Wade	Secretary		
3	Carol Taylor			
4	Syed Maruf Ali	Assistant Treasurer		
5	Shamim Miah			
6	Shoab Akhtar			
7	Javerya Naz			
8	Moyrum Bibi			

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

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

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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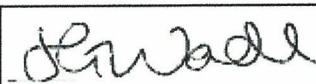
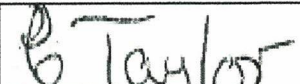
### Other optional information

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### Declarations

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

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

Signature(s)		
Full name(s)	JANETTE WADE	CAROL TAYLOR
Position (eg Secretary, Chair, etc)	SECRETARY	TRUSTEE

Date 18TH FEBRUARY '22

**PRIMROSE BANK COMMUNITY ASSOCIATION**  
**REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF**  
**PRIMROSE BANK COMMUNITY ASSOCIATION**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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I report on the accounts for the year ended 31 March 2021 as set out on pages 4 to 7.

**Respective Responsibilities of Trustees and Examiner**

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

The charity's trustees consider an audit is not required for this year under section 144 of the 2011 Act, and that an independent examination is needed.

It is my responsibility as independent examiner to:

- ~ examine the accounts under section 145 of the 2011 Act
- ~ follow the applicable Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, and
- ~ to state whether particular matters have come to my attention

**Basis of Independent Examiners Report**

My examination was carried out in accordance with the Directions given by the Charity commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

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

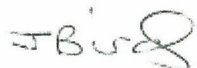
**Independent Examiners Statement**

I have completed my examination for the year ended 31 March 2021.

I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- ~ accounting records were not kept in accordance with section 130 of the 2011 Act or
- ~ the accounts do not accord with the accounting records to comply with the accounting requirements of the 2011 Act

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



22<sup>nd</sup> February 2022

**Miss Jacqueline Bird F.M.A.A.T.**  
Community Accounting Lancashire C.I.C.  
Foxfields  
9 Norley Close  
Chadderton  
Oldham  
OL1 2RA



# PRIMROSE BANK COMMUNITY ASSOCIATION

## RECEIPTS AND PAYMENTS ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted Funds 01/04/20 to 31/03/21 £	Restricted Funds 01/04/20 to 31/03/21 £	Total Funds 01/04/20 to 31/03/21 £	Total Funds 11/12/18 to 31/03/20 £
	Notes				
<b>RECEIPTS</b>					
Room Hire		570	-	570	17,837
Authority Hours		-	-	-	9,750
Grants	2	9,980	-	9,980	1,000
Sundries		-	-	-	4,222
Other Income	3	<u>13,634</u>	<u>-</u>	<u>13,634</u>	<u>206</u>
<b>TOTAL RECEIPTS</b>		<b>24,184</b>	<b>-</b>	<b>24,184</b>	<b>33,015</b>
<b>PAYMENTS</b>					
Room Hire (Refunds)		45	-	45	-
Skills Training		-	-	-	272
Insurance		700	-	700	730
Licences		180	-	180	598
Centre Maintenance		4,297	-	4,297	2,904
Fixtures & Fittings		-	-	-	430
Computer Equipment & Software		447	-	447	2,020
Laptops for Local Schools		2,388	-	2,388	-
Printing & Stationery		-	-	-	207
Refreshments		-	-	-	29
Electricity		1,216	-	1,216	2,890
Gas		3,649	-	3,649	(4,148)
Telephone & Internet		270	-	270	220
Window Cleaning		-	-	-	540
Cleaning & Supplies		382	-	382	2,704
Social Media & Marketing		-	-	-	5,372
Accountancy Fees		450	-	450	195
Emergency Food Supplies		-	-	-	1,000
Centre Funded Activities		-	-	-	1,519
Primrose Bank Funding (Grants)	4	9,345	-	9,345	7,689
Sundries		<u>100</u>	<u>-</u>	<u>100</u>	<u>1,536</u>
<b>TOTAL PAYMENTS</b>		<b>23,469</b>	<b>-</b>	<b>23,469</b>	<b>26,707</b>
<b>Net of receipts/(payments)</b>		<b>715</b>	<b>-</b>	<b>715</b>	<b>6,308</b>
<b>Cash funds as at 31 March 2020</b>	5	67,288	-	67,288	60,980
<b>Cash funds as at 31 March 2021</b>	5	<u><b>68,003</b></u>	<u><b>-</b></u>	<u><b>68,003</b></u>	<u><b>67,288</b></u>

PRIMROSE BANK COMMUNITY ASSOCIATION

STATEMENT OF ASSETS AND LIABILITIES

FOR THE YEAR ENDED 31 MARCH 2021

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	Total Funds as at 31 March 2021 £
<b>CASH FUNDS</b>	
Bank Account	68,003
Petty Cash	-
	<u>68,003</u>
<b>LIABILITIES</b>	
Accountancy Fees (Independent Examination ~ 11/12/18 to 31/03/20)	625
Additional Accountancy Work (11/12/18 to 31/03/20)	90
Accountancy Fees (Independent Examination ~ 01/04/20 to 31/03/21)	455
	<u>1,170</u>

The financial statements were approved by the Board of Trustees on the 18/2/22 and signed on their behalf:

Signature: 

Name: JANETTE WADE  
Trustee



# PRIMROSE BANK COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2021

#### 1. Receipts and Payments Accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

The trustees have chosen not to prepare accruals based accounts as the income did not exceed £250,00 in the annual accounting for the year ended 31<sup>st</sup> of March 2021.

As such the financial statements were prepared on the basis of 'receipts and payments', and not in accordance with the Charities SORP (FRS 102).

#### 2. Grants Received

	Unrestricted Funds 01/04/20 to 31/03/21 £	Restricted Funds 01/04/20 to 31/03/21 £	Total Funds 01/04/20 to 31/03/21 £	Total Funds 11/12/18 to 31/03/20 £
National Lottery (Older Persons Activities)	9,980	-	9,980	-
OMBC	-	-	-	1,000
	<u>9,980</u>	<u>-</u>	<u>9,980</u>	<u>1,000</u>

#### 3. Other Income

	Unrestricted Funds 01/04/20 to 31/03/21 £	Restricted Funds 01/04/20 to 31/03/21 £	Total Funds 01/04/20 to 31/03/21 £	Total Funds 11/12/18 to 31/03/20 £
Great Places (Residents Conference)	4,329	-	4,329	-
Great Places (Centre Maintenance)	3,555	-	3,555	-
Action Together Covid Crisis Support	5,750	-	5,750	-
Refunds Received	-	-	-	-
Miscellaneous	-	-	-	206
	<u>13,634</u>	<u>-</u>	<u>13,634</u>	<u>206</u>

# PRIMROSE BANK COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 4. Primrose Bank Funding (Grants Issued)

	Unrestricted Funds 01/04/20 to 31/03/21 £	Restricted Funds 01/04/20 to 31/03/21 £	Total Funds 01/04/20 to 31/03/21 £	Total Funds 11/12/18 to 31/03/20 £
Action Together Covid Crisis Support	7,500	-	7,500	-
Crucial Crew Community Safety Event	500	-	500	-
Great Places (Covid Response)	845	-	845	-
Ready Steady Cook Project Group	500	-	500	-
Green Fingers Home Provision	-	-	-	100
If Oldham Homeless Provision	-	-	-	1,860
St Peters Partnership Creche	-	-	-	330
Great Places Community Fund	-	-	-	646
Oldham Athletics	-	-	-	1,599
Sewing Group	-	-	-	500
Sawn Furniture Recycle	-	-	-	500
UKEFF Healthy Eating	-	-	-	1,000
Tudor Football Pitch	-	-	-	171
Peaceful Minds	-	-	-	500
Ladies Group	-	-	-	293
WEA Transport Expenses	-	-	-	190
	<u>9,345</u>	<u>-</u>	<u>9,345</u>	<u>7,689</u>

#### 5. Fund Analysis

Fund Name	Opening Balance as at 31 March 2020 £	Receipts £	Payments £	Closing Balance as at 31 March 2021 £
Unrestricted Funds	67,288	24,184	(23,469)	68,003
Restricted Funds	-	-	-	-
<b>Total Funds</b>	<u>67,288</u>	<u>24,184</u>	<u>(23,469)</u>	<u>68,003</u>