

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 2022

PRIMROSE BANK COMMUNITY ASSOCIATION

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PRIMROSE BANK COMMUNITY ASSOCIATION

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

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

Trustees' Annual Report for the period 1st April 2021 – 31st March 2022

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>Primrose Community Association Constitution</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 2021 the Primrose Centre remained closed for most of the year and meetings took place online.</p> <p>From September 2021 the community centre gradually started opening to groups, ensuring social distancing remained in place and the building was well ventilated.</p> <p>Education</p> <p>ESOL – classes have started meeting in person twice a week.</p> <p>Maths and English tuition provided by Rising Stars have started their Sunday sessions.</p> <p>Lifelong Learning ran 5 x 2hr paper craft sessions during January/February.</p> <p>A monthly book club for Asian ladies and children started in February.</p>

		<p>Health and wellbeing</p> <p>The Oldham branch of Parkinson's started meeting again three times per month.</p> <p>Messy play for babies and toddlers referred by the Royal Oldham hospital started monthly sessions in September '21.</p> <p>Oldham private child minders continue to use the centre for pre-school children to play on a weekly basis.</p> <p>ABL Health started a weekly weight management class for GP referrals in January 2022.</p> <p>The youth club re-commenced in January 2022.</p> <p>The Oldham FoodCycle Hub which provides free vegetarian meals on a weekly basis started cooking meals again in September 2021.</p> <p>The Community Fridge, providing free fruit, veg and bread for anyone who was struggling financially re-opened in September 2021,</p> <p>In February a Scouts, Cubs and Beavers group started using the centre on a weekly basis.</p> <p>During February and March 2022 a Roma group used the centre on a weekly basis to run English and cooking classes and organise family activities to help integrate Roma families into the local community.</p> <p>From September 2021 it was agreed that smaller group meetings could book the hall and from February private parties could be held at the centre.</p> <p>In May 2021 the centre was used as a polling station.</p> <p>Before the COVID pandemic £10,000 funding was awarded to the Primrose Bank Community Association from A4A lottery fund for an older persons project. An extension was granted due to COVID</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">• Child Safety Media – received a £500 grant to deliver online education to school children on safety.• OPIC (Oldham Partnership of Independent Childminders) – received a £500 grant to buy educational toys for children to use at the Primrose Centre• Oldham Athletic Community Trust in partnership with NCS (National citizens Scheme) – received £500 funding to run a two-week NCS programme at the Primrose Centre
Policy on social investment including program related investment	Para 1.38	
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 2021. The Centre closed on 17th 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">• Employment and training• Fear of crime• Mental health• Advice, information & guidance• Physical health <p>Employment & Training: 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>Mental Health: 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>Advice, information and guidance continued to be provided via telephone, social media and other ways.</p> <p>Physical Health: 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 deficit of (£13,259) in this financial period, that covered from the 1 st of April 2021 to the 31 st of March 2022. The total funds held as at the 31 st of March 2022 were £54,744, being £NIL restricted funds and £54,744 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 room hire charges, grants and donations. (Approved at board meeting on 14 th 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	The charity's principal source of funds is through room hire. We occasionally apply for funding for a specific project.
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 is 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

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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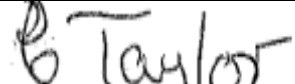
Other optional information

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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 2022

I report on the accounts for the year ended 31 March 2022 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.

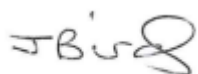
Independent Examiners Statement

I have completed my examination for the year ended 31 March 2022.

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.



15th August 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 2022

		Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
	<i>Notes</i>				
RECEIPTS					
Room Hire		7,030	-	7,030	570
Authority Hours		-	-	-	-
Grants	2	-	-	-	9,980
Interest Received		8		8	-
Sundries		-	-	-	-
Other Income	3	<u>1,248</u>	<u>-</u>	<u>1,248</u>	<u>13,634</u>
TOTAL RECEIPTS		8,286	-	8,286	24,184
PAYMENTS					
Room Hire (Refunds)		30	-	30	45
Skills Training		-	-	-	-
Insurance		716	-	716	700
Licences		180	-	180	180
Centre Maintenance		81	-	81	4,297
Fixtures & Fittings		2,651	-	2,651	-
Computer Equipment & Software		694	-	694	447
Laptops for Local Schools		-	-	-	2,388
Printing & Stationery		79	-	79	-
Refreshments		384	-	384	-
Electricity		1,418	-	1,418	1,216
Gas		3,624	-	3,624	3,649
Telephone & Internet		385	-	385	270
Alarm & Security System		150	-	150	-
Window Cleaning		54	-	54	-
Cleaning & Supplies		1,611	-	1,611	382
Social Media & Marketing		-	-	-	-
Accountancy Fees		1,170	-	1,170	450
Parkinson's		1,424	-	1,424	-
Mental Health		820	-	820	-
Centre Funded Activities		2,804	-	2,804	-
Primrose Bank Funding (Grants)	4	2,781	-	2,781	9,345
Sundries		<u>489</u>	<u>-</u>	<u>489</u>	<u>100</u>
TOTAL PAYMENTS		21,545	-	21,545	23,469
Net of receipts/(payments)		(13,259)	-	(13,259)	715
Cash funds as at 31 March 2021	5	68,003	-	68,003	67,288
Cash funds as at 31 March 2022	5	<u>54,744</u>	<u>-</u>	<u>54,744</u>	<u>68,003</u>

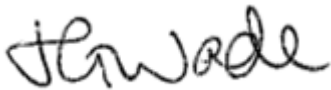
PRIMROSE BANK COMMUNITY ASSOCIATION

STATEMENT OF ASSETS AND LIABILITIES

FOR THE YEAR ENDED 31 MARCH 2022

	Total Funds as at 31st March 2022 £	Total Funds as at 31st March 2021 £
CASH FUNDS		
Bank Account	54,744	68,003
Petty Cash	-	-
	<u>54,744</u>	<u>68,003</u>
LIABILITIES		
Accountancy Fees (Independent Examination ~ 01/04/21 to 31/03/22)	385	-
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>385</u>	<u>1,170</u>

The financial statements were approved by the Board of Trustees on the 12th of August 2022 and signed on their behalf:



Janette Wade
Trustee

PRIMROSE BANK COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

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 31st of March 2022.

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 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
National Lottery** (Older Persons Activities)	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,980</u>
	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>9,980</u></u>

** Funding of £9,980 was received from the Lottery Funding (unrestricted) in 2021, however as the Centre was closed during the Covid-19 pandemic this was not spent that year, with the funds now being utilised from 2022 onwards as activities start to resume.

3. Other Income

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Contribution to Football Kit & Equipment for Local Football Team	1,200	-	1,200	-
Great Places (Residents Conference)	-	-	-	4,329
Great Places (Centre Maintenance)	-	-	-	3,555
Action Together Covid Crisis Support	-	-	-	5,750
Refunds Received	31	-	31	-
Miscellaneous	<u>17</u>	<u>-</u>	<u>17</u>	<u>-</u>
	<u><u>1,248</u></u>	<u><u>-</u></u>	<u><u>1,248</u></u>	<u><u>13,634</u></u>

PRIMROSE BANK COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2022

4. Primrose Bank Funding (Grants Issued)

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Local Football Team (Equipment & Kit)	1,200	-	1,200	-
Child Minders Group	500	-	500	-
Child Safety Media	500	-	500	-
Running Activities for Youths	500	-	500	-
Knit & Natter Group Volunteers Meal	81	-	81	-
Action Together Covid Crisis Support	-	-	-	7,500
Crucial Crew Community Safety Event	-	-	-	500
Great Places (Covid Response)	-	-	-	845
Ready Steady Cook Project Group	-	-	-	500
	<u>2,781</u>	<u>-</u>	<u>2,781</u>	<u>9,345</u>

5. Fund Analysis

Fund Name	Opening Balance as at 31 March 2021 £	Receipts £	Payments £	Closing Balance as at 31 March 2022 £
Unrestricted Funds	68,003	8,286	(21,545)	54,744
Restricted Funds	-	-	-	-
Total Funds	<u>68,003</u>	<u>8,286</u>	<u>(21,545)</u>	<u>54,744</u>