

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 2023

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	Janette Wade (Secretary) Carol Taylor Syed Maruf Ali (Treasurer) Shamin Miah Shoab Akhtar Javerya Naz Moyrum Bibi Paul Doherty (appointed 21/12/22) Ryan Smith (resigned 18/10/22)
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 2022 – 31st March 2023

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. This year the centre has remained fully open for the full year.</p> <p>Education ESOL – classes organised through WEA (Workers Educational Association) have been running twice a week, with attendance numbers back to normal from before COVID. Maths and English tuition provided by Rising Stars has ran weekly Sunday sessions for ages 4-16 year-olds..</p> <p>Health and wellbeing The Oldham branch of Parkinson's UK use the Primrose Centre for their meetings three times per month.</p> <p>Messy play for babies and toddlers referred by the Royal Oldham hospital continue to run monthly sessions.</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 run a weekly weight management class for GP referrals which started in January 2022.</p> <p>NHS Diabetes Prevention Programme are running sessions at the centre.</p> <p>Mahdlo Youth Zone run weekly youth sessions on Monday evenings..</p> <p>The Oldham Food Cycle Hub which provides free vegetarian meals on a weekly basis has seen a steady rise in numbers over the past year. After COVID, numbers dropped to 5 or 6 people per week, but numbers have increased to 35-40 people each week.</p> <p>The Community Fridge, which provides free fruit, veg and bread for anyone struggling financially, continues to give out approximately 10 large trays of food per week.</p> <p>In May 2022 the centre was used as a polling station.</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 were successful in obtaining Primrose Community Funding are:</p> <ul style="list-style-type: none"> • GM Saw – received £500 for health & wellbeing sessions ran by ABL Health, and weekly Zumba sessions • Jacqui Haslam (GM Police) – received £420 to help young people in care to access local gyms • Hafizan Zaman (UKEFF) – received £500 funding to run a Summer weight loss programme at the Primrose Centre through Bhangracize/Zumba sessions • Shamim Miah – local resident received £250 funding towards a Queen's Platinum Jubilee street party • Michael Hughes – local resident received £500 to set up a community garden for the local community to get involved with • NXGN Sports Academy – received £320 funding to run football and sports sessions for young children
Policy on social investment including program related investment	Para 1.38	<p>We don't currently have a social investment policy, but we invest in the community, supporting them with resources not only through funding, but with things like a place to meet, sharing knowledge, learning and skills. We work with local organisations to make sure they can work with us to support people.</p>

Contribution made by volunteers	Para 1.38	<p>Lynne Anderson, an employee of Great Places supports the CIO with office administration, reception work and the finances.</p> <p>Paul Maybury, our volunteer caretaker helps with the day-to-day running of the centre. He helps with cleaning, emptying bins, DIY jobs around the centre, setting out the room for groups and parties, opening and closing at weekends and evenings and anything else that is needed.</p> <p>We have a group of 8 ladies who support the centre with running activities and events. They help with planning activities, gardening, refreshments, running the community fridge and cleaning.</p>
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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>An event was held to celebrate the Queen's Platinum Jubilee, which included arts & crafts, cupcake and plant pot decorating, planting a tree and finishing with a buffet. Local residents, partners, elected members and Mayor were invited. Approximately 100 people attended.</p> <p>A variety of activities for older people took place funded from £10,000 Awards For All lottery funding. The funding was granted before COVID, but an extension was approved to spend the money after COVID. This included:</p> <ul style="list-style-type: none"> • Anxiety management sessions • Afternoon tea • Art classes • Sewing classes • Exercise sessions • Wax melt workshop • Craft sessions <p>To celebrate the Oldham PFI 10-year anniversary, Great Places has commissioned Manchester Histories to work on a project around social housing in Oldham. The arts & crafts groups at the Primrose Centre have been involved in producing artwork, interviews and drafting a book. An exhibition launch event will take place at the Gallery Oldham on 16th September.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	<p>This charity does not raise funds from the public.</p> <p>Each year one-tenth of our net profit is allocated for the Primrose Community fund for groups or individuals to apply for to help with employment, skills and training, travel costs to secure employment, promoting health & wellbeing and community cohesion.</p>
Investment performance against objectives	Para 1.41	

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We had a deficit of (£8,102) in this financial period, that covered from the 1 st of April 2022 to the 31 st of March 2023. The total funds held as at the 31 st of March 2023 were £46,642, being £NIL restricted funds and £46,642 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.
Amount of reserves held	Para 1.22	The CIO ensures that there are always enough free reserves to 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	1 April '21 – 18 Oct '22	
2	Janette Wade	Secretary		
3	Carol Taylor			
4	Syed Maruf Ali	Treasurer		
5	Shamim Miah			
6	Shoab Akhtar			
7	Javerya Naz			
8	Moyrum Bibi			
9	Paul Doherty	Chair	21 December '22 - present	

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)

Exemptions from disclosure

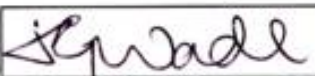

Reason for non-disclosure of key personnel details

Other optional information

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 GILLIAN WADE	Syed Mavut Ali
Position (eg Secretary, Chair, etc)	SECRETARY	Treasurer

Date

29TH AUGUST 2023

PRIMROSE BANK COMMUNITY ASSOCIATION
REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF
PRIMROSE BANK COMMUNITY ASSOCIATION
FOR THE YEAR ENDED 31 MARCH 2023

I report on the accounts for the year ended 31 March 2023 as set out on pages 11 to 14.

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.

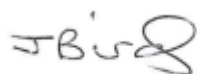
Independent Examiners Statement

I have completed my examination for the year ended 31 March 2023.

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.



31st August 2023

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 2023

	<i>Notes</i>	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
RECEIPTS					
Room Hire		24,561	-	24,561	7,030
Grants	2	-	1,400	1,400	-
Interest Received		15	-	15	8
Other Income	3	510	-	510	1,248
TOTAL RECEIPTS		25,086	1,400	26,486	8,286
PAYMENTS					
Centre Maintenance		-	-	-	81
EV Charging Point		6,044	-	6,044	-
Garden Works & Equipment		117	-	117	-
Fixtures, Fittings & Furnishings		5,198	-	5,198	2,651
Computer Equipment & Software		737	-	737	694
Printing & Stationery		165	-	165	79
Refreshments		41	-	41	384
Electricity		2,013	150	2,163	1,418
Gas		3,216	150	3,366	3,624
Telephone & Internet		281	-	281	385
Alarm & Security System		150	-	150	150
Window Cleaning		-	-	-	54
Cleaning & Supplies		3,293	-	3,293	1,611
First Aid & Cover		38	-	38	-
Insurance		771	-	771	716
Licences		203	-	203	180
Accountancy Fees		385	-	385	1,170
Parkinson's		-	-	-	1,424
Mental Health		-	-	-	820
Resources		4,218	340	4,558	-
Venue Hire		-	360	360	-
Jubilee Event		683	400	1,083	-
Centre Funded Activities		2,554	-	2,554	2,804
Primrose Bank Funding (Grants)	4	2,490	-	2,490	2,781
Sundries		591	-	591	519
TOTAL PAYMENTS		33,188	1,400	34,588	21,545
Net of receipts/(payments)		(8,102)	-	(8,102)	(13,259)
Cash funds as at 31 March 2022	5	54,744	-	54,744	68,003
Cash funds as at 31 March 2023	5	<u>46,642</u>	<u>-</u>	<u>46,642</u>	<u>54,744</u>

PRIMROSE BANK COMMUNITY ASSOCIATION

STATEMENT OF ASSETS AND LIABILITIES

FOR THE YEAR ENDED 31 MARCH 2023

	Total Funds as at 31st March 2023 £	Total Funds as at 31st March 2022 £
CASH FUNDS		
Bank Account	46,642	54,744
Petty Cash	-	-
	<u>46,642</u>	<u>54,744</u>
 LIABILITIES		
Accountancy Fees (Independent Examination)	710	385
Additional Accountancy Work	480	-
	<u>1,190</u>	<u>385</u>

The financial statements were approved by the Board of Trustees on the 29th of August 2023 and signed on their behalf:



Janette Wade
Trustee

PRIMROSE BANK COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

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 period for the year ended 31st of March 2023. 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 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Great Places (Jubilee Event)	-	400	400	-
One Oldham Fund (Warm Places)	-	1,000	1,000	-
	<u>-</u>	<u>1,400</u>	<u>1,400</u>	<u>-</u>

3. Other Income

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Contribution to Football Kit & Equipment for Local Football Team	-	-	-	1,200
Refunds Received	-	-	-	31
EV Charging Point	10	-	10	-
Miscellaneous	500	-	500	17
	<u>510</u>	<u>-</u>	<u>510</u>	<u>1,248</u>

4. Primrose Bank Funding (Grants Issued)

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
UKEFF Weight Loss Programme	500	-	500	-
Fitton Hill Garden Project	500	-	500	-
GMSAW Zumba Nutrition Sessions	500	-	500	-
NXGN Football Coaching Sessions	320	-	320	-
GMP (Health & Wellbeing Activities)	420	-	420	-
Community Project (Jubilee Party)	250	-	250	-
Local Football Team (Equipment & Kit)	-	-	-	1,200
Child Minders Group	-	-	-	500
Child Safety Media	-	-	-	500
Running Activities for Youths	-	-	-	500
Knit & Natter Group Volunteers Meal	-	-	-	81
	<u>2,490</u>	<u>-</u>	<u>2,490</u>	<u>2,781</u>

PRIMROSE BANK COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2023

5. Fund Analysis

Fund Name	Opening Balance as at 31 March 2022 £	Receipts £	Payments £	Closing Balance as at 31 March 2023 £
Unrestricted Funds	54,744	25,086	(33,188)	46,642
Restricted Funds				
Great Places (Jubilee Event)	-	400	(400)	-
One Oldham Fund (Warm Places)	-	1,000	(1,000)	-
	-	1,400	(1,400)	-
TOTAL FUNDS	<u>54,744</u>	<u>26,486</u>	<u>(34,588)</u>	<u>46,642</u>