



ANNUAL GENERAL MEETING 2022

Primrose Hill Community Association will be
holding their Annual General Meeting on:

Thursday 21st April 2022 at 7pm.

Trustees shown below were elected in 2021 for a
three year period:

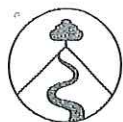
Amanda Dickins (Chair)
Maureen Betts
Nadia Crandall
Lucy Cottrell
Marijke Good
Tim Kirkpatrick
Doro Marden
Jason Pittock
Petar Savic



**PHCA Annual General Meeting
In-person and online (zoom)
7pm, Thursday 21 April 2022**

Agenda

1. Apologies
 2. Minutes of 2021 AGM and Matters Arising
 3. Reports
 - PHCA – reports from Chair (incl Events, Neighbourhood Nosh) and Treasurer
 - PHCL – reports from Chair and Treasurer
 4. Votes
 - Adoption of Annual Report incorporating PHCA and PHCL Finance Reports
 - Appointment of Accountants (Groman & Co)
 5. Motions from the floor
- [Chair steps down, Chief Executive takes over Chair for election]*
6. Election of Chair
 7. A.O.B



Minutes of Primrose Hill Community Association (PHCA) Annual General Meeting held online on Thursday 28 January 2021

1. Attendance – 120 people

2. Apologies - Susan Hadley, Penny Jones, Diana Webster

3. AGM 2019 Minutes Held on 3rd October 2019 were approved (28 in favour, 14 abstains)

4. PHCA and PHCL Reports

- Amanda Dickins (PHCA Chair) gave an overview of PHCA business focusing on the period since the pandemic hit. She thanked Maggie Chambers and the rest of the *On the Hill* team and hoped to have the magazine back in print soon.
- Tim Kirkpatrick (PHCA Events Manager) spoke about the steep learning curve involved in the transition from physical to online events, but noted that the team now has a good grasp of the latter.
- Doro Marden (PHCA Trustee) spoke about the rapid growth of the Neighbourhood Nosh project, offering support to the local community, thanks to phenomenal local support.
- Nadia Crandall (PHCA Treasurer) reported on 2019/20 finances, which remained in surplus because Government support had helped to mitigate the impact of lost income due to closures and cancellations at the Community Centre. The current year is running at a £5.5k deficit for a 9-month period, which was surprisingly good given the challenging context.
- Marijke Good (Library Chair) fed back on a stop/start year for the Library, with unfortunately more stops than starts due to the need to prioritise the safety of volunteers and Library users.
- Lucy Cottrell (Library Treasurer) reported on the Library finances which are in good shape, with another surplus thanks to grants, donations and letting income.

5. Annual Report

The Annual Report 2019/20 was approved (51 in favour, 3 abstains)

6. Appointment of Groman & Co as Accountants/ Auditors

Groman and Co were appointed as accountants to PHCA (46 in favour, 8 abstains)

7. Membership Proposal

Amanda Dickins outlined the reasons for introducing a formal membership scheme, followed by a vote. The membership proposal was accepted (48 in favour, 1 against, 6 abstains)

8. Special Resolution to replace Memorandum and Articles of Association

Amanda Dickins explained the need to update PHCA's Memorandum and Articles of Association. The current versions are over 30 years old and are not easy to read or understand. Moreover, they need to be updated to reflect the fact that PHCA has grown in scale, scope and complexity. The proposed new Memorandum and Articles of Association retain the core aims and objectives of PHCA unchanged. The Special Resolution was approved (41 in favour, 1 against, 9 abstains)

9. Motions from the Floor - None

10. Election of Chair and Trustees

- Amanda Dickins was elected as Chair (41 in favour, 1 against, 3 abstains)
- Nadia Crandall, Maureen Betts, Doro Marden, Jason Pittock, Petar Savic, Lucy Cottrell and Marijke Good, Tim Kirkpatrick were all elected.

11. A.O.B – It was confirmed in the event of PHCA winding up, no member will be liable to contribute any more than £1.

COMPANY REGISTRATION NUMBER: 02196012
CHARITY REGISTRATION NUMBER: 298215

Primrose Hill Community Association
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2021

GROMAN & COMPANY

Chartered Accountants
5 Violet Hill
St. John's Wood
London NW8 9EB

Primrose Hill Community Association

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2021

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Primrose Hill Community Association

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name Primrose Hill Community Association

Charity registration number 298215

Company registration number 02196012

Principal office and registered office 29 Hopkinsons Place
Fitzroy Road
London NW1 8TN

The trustees Amanda Dickins (Chair)
Maureen Betts (Vice Chair)
Nadia Crandall (Treasurer)
Doro Marden
Lucy Cottrell
Jason Pittock
Petar Savic
Marijke Good
Tim Kirkpatrick

Centre manager Mick Hudspeth

Company secretary Lorna Fowler

Independent examiner Al Groman FCA
5 Violet Hill
St. John's Wood
London NW8 9EB

Primrose Hill Community Association

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Structure, governance and management

Governing Document

The charity is constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association, dated 19 November 1987 and also registered with the Charity Commissioners.

Appointment, induction & training of Trustees

All members are circulated with invitations to nominate trustees prior to the AGM advising them of the retiring trustees and requesting nominations for the AGM. When considering co-opting trustees, the Board has regard to the requirement for any specialist skills needed.

New trustees undergo an orientation day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan and recent financial performance of the charity.

During the induction day they meet key employees and other trustees.

Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The charity is organised so that the directors meet regularly to manage its affairs. There is one full time executive, M Hudspeth, who both manages the day to day administration of the charity and organises fundraising initiatives. The remaining staff are employed to run particular service sections or with specific administration or building responsibilities.

Risk management

The trustees regularly discuss the risks the charity may face, and when potential risks are identified systems and procedures to mitigate those risks are put in place, together with the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

Objectives and activities

The charity's object and its principal activity continue to be that of promoting the benefit of those persons living and working in that part of the London Borough of Camden which lies within a half mile radius of the Centre.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future services. In particular the board of trustees consider how our planned services will contribute to the aims and objectives they have set.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Primrose Hill Community Association

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Achievements and performance

The continuing impact of the COVID-19 pandemic led to another challenging year for the Community Association. For the second year in a row, we were unable to put on our traditional events such as the Summer Fair in Chalcot Square, the Jumble Sale and the popular Top of the Hill Quiz.

Three separate lockdowns meant 12 months of stop-start for both the Community Centre and the Library. We took care to follow relevant advice as well as government guidelines, opening when permitted with measures in place to keep our community as safe as possible, measures including social distancing, number limits, regular cleaning, no waiting on site policy and record keeping.

In such circumstances, careful financial management has been essential, made reality by the sterling efforts of our Treasurers and a new bookkeeper/accountant. We utilised all available government support but, most of all, were able to weather the storm thanks to the generosity of our community and many individual donors, including those supporting specific work, such as Neighbourhood Nosh, On The Hill and the Library.

On the bright side, necessity proved the mother of invention, as the year brought out the deep wells of creativity in our community and wonderful volunteers. Our Events team organised an impressive array of online talks and events, drawing on local talent such as Andrew Marr talking about his book 'New Elizabethans' and Scott Maslen giving guidance on meat free cooking. Meanwhile, 'On the Hill' ran two creative competitions – short stories on the theme of "Living in Lockdown" and photographs capturing "A Joyful Moment" in Primrose Hill.

A new summer tradition was created on a beautiful day in August, when the Primrose Hill Art Trail turned our local streets into an outdoor art gallery, showcasing the huge array of artistic talent in our community. The Art Trail was very well received by the participating artists and wider community and looks set to become an annual fixture.

And last, but very much not least, a new volunteer group came together to support their neighbours through food - "Neighbourhood Nosh". Nosh uses donated food, much of which would otherwise go to waste, to create 150 three course mostly home-made, healthy, vegetarian meals every week.

Financial review

The Association, in this context the combination of the Community Centre and the Library, made a surplus of £91,325 (2020: £68,524) in the financial year, April 2020 to March 2021. This is the combined result of the Community Centre and the Library.

In practice the funding and Accounts of the two organisations are kept separate.

The combined Accounts exclude inter-organisational charges because they are one statutory body. However, these charges do affect the operational results of each party. The Management Accounts of the Community Association and the Library are attached as a key element in the Trustees Report. There are reports from both Treasurers attached to their separate Management Accounts. (See Appendices II and III)

Primrose Hill Community Association

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Plans for future periods

Expanding the reach and diversity of our membership continues to be a priority. We will reintroduce a formal membership scheme, managed via an online platform to minimise administration. This will enable us to improve communication with our members. Membership fees will be kept low, with measures in place to ensure that membership is accessible to everyone in our community, including a concessionary rate and offline application process for those who find online difficult.

We will continue to provide community activities and services whenever we can, building on the innovations of the past year. Further development of Neighbourhood Nosh is a priority and plans are being developed for further online / hybrid events and another Art Trail. We will continue to develop our partnerships with other local organisations, working more collaboratively and thinking holistically about how we work within and support our community.

The trustees' annual report and the strategic report were approved on 12/23/2021 and signed on behalf of the board of trustees by:

DocuSigned by:

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Amanda Dickins (Chair)
Trustee

Primrose Hill Community Association

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Primrose Hill Community Association

Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of Primrose Hill Community Association ('the charity') for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Al Groman FCA
Independent Examiner

5 Violet Hill
St. John's Wood
London NW8 9EB

Primrose Hill Community Association

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	25,462	130,299	155,762	162,387
Investment income	6	378	844	1,223	3,928
Other income	7	74,868	12,326	87,194	179,857
Total income		<u>100,708</u>	<u>143,469</u>	<u>244,179</u>	<u>346,172</u>
Expenditure					
Expenditure on raising funds:					
Costs of raising donations and legacies	8	2,450	3,340	5,790	11,754
Expenditure on charitable activities	9,10	114,162	43,645	157,810	262,277
Total expenditure		<u>116,612</u>	<u>46,985</u>	<u>163,600</u>	<u>274,031</u>
Net losses on investments	11	—	—	—	1,547
Net income		<u>(15,904)</u>	<u>96,484</u>	<u>80,579</u>	<u>70,594</u>
Other recognised gains and losses					
Gains/(losses) from revaluation of fixed assets		—	10,746	10,746	(2,070)
Net movement in funds		<u>(15,904)</u>	<u>107,230</u>	<u>91,325</u>	<u>68,524</u>
Reconciliation of funds					
Total funds brought forward		449,341	573,167	1,022,508	953,985
Total funds carried forward		<u>433,437</u>	<u>680,397</u>	<u>1,113,834</u>	<u>1,022,509</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 9 to 18 form part of these financial statements.

Primrose Hill Community Association

Company Limited by Guarantee

Statement of Financial Position

31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible fixed assets	16	372,224	371,030
Current assets			
Debtors	17	5,183	10,041
Investments	18	39,716	24,677
Cash at bank and in hand		912,354	758,879
		957,253	793,597
Creditors: amounts falling due within one year	19	(215,644)	(142,118)
Net current assets		741,609	651,479
Total assets less current liabilities		1,113,833	1,022,509
Net assets		1,113,833	1,022,509
Funds of the charity			
Restricted income funds:			
Revaluation reserve		14,698	3,952
Other restricted income funds		665,699	582,416
Unrestricted funds		433,437	436,141
Total charity funds	23	1,113,834	1,022,509

For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 12/23/2021, and are signed on behalf of the board by:

DocuSigned by:

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Amanda Dickins (Chair)
Trustee

The notes on pages 9 to 18 form part of these financial statements.

Primrose Hill Community Association

Company Limited by Guarantee

Statement of Cash Flows

Year ended 31 March 2021

	2021 £	2020 £
Cash flows from operating activities		
Net income	80,579	70,594
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	13,985	22,163
Net losses on investments	—	1,547
Dividends, interest and rents from investments	(301)	(581)
Other interest receivable and similar income	(922)	(3,347)
Accrued expenses	6,500	—
<i>Changes in:</i>		
Trade and other debtors	4,858	2,232
Trade and other creditors	3,257	454
Deferred Income movement	63,769	(99,524)
Cash generated from operations	171,725	(6,462)
Interest received	922	3,347
Net cash from operating activities	<u>172,647</u>	<u>(3,115)</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	301	581
Purchase of tangible assets	(15,179)	(147,623)
Purchases of other investments	(15,039)	—
Proceeds from sale of other investments	—	4,099
Adjustments from movement in market value	10,746	(2,070)
Net cash used in investing activities	<u>(19,171)</u>	<u>(145,013)</u>
Net increase/(decrease) in cash and cash equivalents	153,476	(148,128)
Cash and cash equivalents at beginning of year	758,879	907,007
Cash and cash equivalents at end of year	<u>912,355</u>	<u>758,879</u>

The notes on pages 9 to 18 form part of these financial statements.