

ANNUAL REPORT 2021/22

Covering period April
2021 to March 2022



**PRIMROSE
HILL** COMMUNITY
ASSOCIATION



**PHCA Annual General Meeting
In-person and online (zoom)
7pm, Thursday 24 November 2022**

Agenda

1. Apologies
2. Minutes of previous AGM and Matters Arising
3. Reports
 - PHCA Chair's Report and Presentation
 - PHCL Chair's Report and Presentation
 - PHCA/PHCL Treasurer's Report
4. Votes
 - Adoption of Annual Report incorporating PHCA and PHCL Finance Reports
 - Appointment of Accountants (Groman & Co)

[Chair steps down, Chief Executive takes over Chair for election]

5. Election of Chair
6. Motions from the floor
7. A.O.B

Minutes of Primrose Hill Community Association (PHCA) Annual General Meeting held online on Thursday 21 April 2022 (covering period Apr 2020 – March 2021)

1. Apologies

2. **AGM 2021 Minutes** Held on 28 January 2021 were approved (18 in favour, 0 against)

3. PHCA and PHCL Reports

- Amanda Dickins (PHCA Chair) gave an overview of PHCA business including On the Hill, Events, Neighbourhood Nosh, Weekly Walks, Open House, etc. Doro Marden gave more detailed information about Neighbourhood Nosh and Events.
- Nadia Crandall (PHCA Treasurer) reported on Community Centre finances, informing the meeting that a £7k deficit for the year was much better than expected due to a massive community effort, sensible stewardship and prudent management. Systems were streamlined, a new accountant was found and hence ended the year in a much stronger and robust way.
- Marijke Good (Library Chair) reported on all things Library including Books, Footfall, Membership, Film Show, Author Talks, Bridge, Chess, Ukraine Support, Volunteers etc.
- In the absence of Lucy Cottrell (Library Treasurer), Marijke Good reported on the Library finances which are all in good shape.

4. Adoption of Annual Report inc PHCA and PHCL finances.

The Annual Report 2020/21 was approved (26 in favour, 0 against)

5. Appointment of Groman & Co as Accountants/ Auditors

Groman and Co were appointed as accountants to PHCA (29 in favour, 0 against)

6. **Motions from the Floor** – It was remarked that it seemed odd attending an AGM which covers a period over a year ago. The Chair responded that while it was legal, PHCA will aim to address this. Someone then asked where the constitution could be viewed. She was told that it was online on the PHCA website.

7. Election of Chair

- Amanda Dickins was thanked for all her hard work over the period she spent with PHCA. Unfortunately having moved out of the area so feels she needs to stand down.
- Marijke Good was elected as Chair (26 in favour, 0 against)
- Nadia Crandall, Maureen Betts, Doro Marden, Jason Pittock, Petar Savic, Lucy Cottrell and Marijke Good, Tim Kirkpatrick remain as trustees.

11. **A.O.B** – A suggestion was made to add a space on the membership joining form where people could add a voluntary donation. This will be looked into.

Someone asked about the future of On the Hill magazine. NC responded that the Association had absorbed weighty losses in the past (up to £1500 per issue), but going forward had agreements in place with the OTH team that the magazine would attempt to break even before going to print, and that there would be 4 in print magazines a year.

Primrose Hill Community Association

Company Limited by Guarantee

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

Year ended 31 March 2022

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 2022.

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

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

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 2022

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 2022

Achievements and performance

Following the challenges that Covid sent our way, this felt like a more normal 12 month period where the Community Centre and Library were operating in a much more relaxed way than the preceding years. We still had to err on the side of caution with our bigger events. In June we managed to have our Art Trail as this took place outdoors and also some of the smaller events took place also. We held several talks and toward the end of the period we had a disco and a jumble sale. Unfortunately we had to cancel our big Christmas event with Sadie Frost as it was due to take place at the peak of the omicron variant.

We found numbers attending events and activities had dropped slightly at the Community Centre and the Library but as ever we did our utmost to attract people from across our demographic.

Our Chair, Amanda Dickins, unfortunately moved out of the area, hence at the AGM she stepped down from her role as Chair. She was a huge asset to us and she did some terrific work with PHCA. Thankfully we had Marijke Good (Library Chair) waiting in the wings, who has stepped up as PHCA Chair in a holding role until we find a more permanent successor. Speaking of huge assets, the Community Centre recruited a new administrator, Dominique Hua, during the year, who is proving to be a wonderful choice.

Open House, our Wednesday afternoon activity, continues to provide thoughtful and stimulating activities in its quest to alleviate loneliness and isolation among older people in the area. Along the same lines we open our community bar every Sunday and on the last Friday of each month. We run a Zumba Gold class for seniors and an online yoga class each week, whilst also hosting Narcotics Anonymous twice a week.

Neighbourhood Nosh continued providing over 100 meals per week to the more vulnerable members of our community whilst also creating a free market outside the community centre each week to provide fresh fruit and vegetables to people affected by the price squeeze.

For the Library, after the last couple of years of switching between being closed, to open, to closed again, we are now firmly open again, and have returned to our full range of services. Our number of visitors is almost back to pre-COVID levels and membership levels continue to increase. We slowly resumed our regular activities, like Book Talks and Film Club, but some of them were casualties of the Covid period: we lost our Chess teacher, and our Bridge Club went online, but we are working on bringing them back into the Library soon. We are also working on bringing back the homework club and school visits. We are hoping to start the ESOL course up again, especially as refugees from Ukraine join our community - we would like to offer them a way to learn English

Financial review

The Association, in this context the combination of the Community Centre and the Library, made a surplus of £74,849 (2021: £91,325) in the financial year, April 2021 to March 2022. 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 2022

Plans for future periods

We aim to build on the great work done by Neighbourhood Nosh in the community, by having a very basic Welcome Café running a couple of days a week, which as its name suggests will welcome people from all sections of our community, and will be a low cost / no cost model. At the same time we are looking into being a 'Warm Bank' while the café is open, providing a warm, welcoming space with various supplementary activities taking place at the same time. We will be co-ordinating opening times with other community providers in the area to ensure that at most times there is a warm, safe place to be.

Our library are very excited to celebrate their 10th year birthday in October, with an amazing Book Festival; two days of talks - *"Writers Talk About Writing"* - finishing with a big party.

We aim to continue providing relevant community activities at both the Library and the Community Centre, and will continue to engage with members using our various channels of communication

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

Marijke Good (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 2022

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 2022.

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

COMPANY REGISTRATION NUMBER: 02196012
CHARITY REGISTRATION NUMBER: 298215

**Primrose Hill Community Association
Management Accounts**

Unaudited Financial Statements

31 March 2022

APPENDIX II

Primrose Hill Community Association Management Accounts

Company Limited by Guarantee

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

Year ended 31 March 2022

FINANCIAL REVIEW

This financial review relates to the activities and resources of the Community Association, excluding the Library. Charges for services between the two are eliminated in the consolidated statements to avoid double counting.

As the threat of the Covid pandemic receded, the Community Centre was in a position to gradually re-open, and financial results for the year ending 31 March 2022 reflect a return to a more normal level of activity.

Total income for the year increased from £116,000 in the financial year 2020-2021, to £161,000 for 2021-2022. The most significant increases were seen in Letting Income, which rose from £42,000 to £96,000. Miscellaneous income doubled to almost £8,000, and Events income, non-existent in 2020-2021, was £3,000. These increases in income were partially offset by a £2,000 fall in donations and legacies, and a loss of government job support grants that had amounted to £11,000 in the previous year. Expenses were commensurately higher, rising from £123,00 in 2020-2021 to £138,000 in 2021-2022.

Having upgraded the accounts system, appointed a new accounts and support team, and modernized the kitchen, the Community Centre was well placed to relaunch.

Activities continued to be well supported, benefitting from community engagement and the help of local businesses and volunteers. Neighbourhood Nosh was effective in supporting people in food crisis, and the Events team continued to host a number of successful online events.

The Centre was able to maintain its nursery, Ready Steady Go, throughout the year. 'On the Hill', the free local magazine, relaunched a print publication with a hugely successful and well-received Christmas 2021 edition. It continues to publish an online version and remains financially self-supporting.

In summary, the Association made a profit on the year of almost £23,000. Net assets amount to £466,000, of which £230,000 is in cash or short-term receivables, and the balance is in the building lease and new kitchen, which now depreciate over 22 years and 8 years respectively.

The trustee's annual report and the strategic report were approved on and signed on behalf of the board of trustees by:

Primrose Hill Community Association Management Accounts

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2022

		2022	2021		
	Unrestricted funds	Restricted funds	Total funds		
Note	£	£	£		
Income and endowments					
Donations and legacies	4	25,808	—	25,808	27,962
Investment income	5	80	—	80	378
Other income	6	126,752	8,296	135,048	87,609
Total income		<u>152,640</u>	<u>8,296</u>	<u>160,936</u>	<u>115,949</u>
Expenditure					
Expenditure on raising funds:					
Costs of raising donations and legacies	7	239	8,531	8,770	5,790
Expenditure on charitable activities	8,9	129,385	—	129,385	117,332
Total expenditure		<u>129,624</u>	<u>8,531</u>	<u>138,155</u>	<u>123,122</u>
Net income/(expenditure) and net movement in funds					
		<u>23,016</u>	<u>(235)</u>	<u>22,781</u>	<u>(7,173)</u>
Reconciliation of funds					
Total funds brought forward		436,737	6,310	443,047	450,220
Total funds carried forward		<u>459,753</u>	<u>6,075</u>	<u>465,828</u>	<u>443,047</u>

Primrose Hill Community Association Management Accounts

Company Limited by Guarantee

Statement of Financial Position

31 March 2022

	Note	2022		2021	
		£	£	£	£
Fixed assets					
Tangible fixed assets	13		235,893		248,028
Current assets					
Debtors	14	13,783		7,250	
Cash at bank and in hand		<u>234,395</u>		<u>200,763</u>	
		248,178		208,013	
Creditors: amounts falling due within one year	15	<u>(18,243)</u>		<u>(12,994)</u>	
Net current assets			<u>229,935</u>		<u>195,019</u>
Total assets less current liabilities			<u>465,828</u>		<u>443,047</u>
Net assets			<u>465,828</u>		<u>443,047</u>
Funds of the charity					
Restricted funds			6,075		6,310
Unrestricted funds			<u>459,753</u>		<u>436,737</u>
Total charity funds	17		<u>465,828</u>		<u>443,047</u>

Primrose Hill Community Library Management Accounts

Unaudited Financial Statements

31 March 2022

APPENDIX III

Primrose Hill Community Library Management Accounts

Company Limited by Guarantee

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

Year ended 31 March 2022

Financial Performance

The Library ended the financial year 2021-22 with a surplus, something of which we can be proud. This is our ninth year of operation and our ninth year of surpluses. This means we are in a strong financial position. However, we can not be complacent, as COVID-19 has taught us to expect the unexpected and inflation will inevitably put pressure on profitability.

Library Revenues

We reported revenue of £141K, which consists of:

- * £21K of Library-Generated Income i.e. lettings, events, and initiatives like the film club
- * £20K of Donations (including Gift Aid) and Investment Income
- * £88K of Grants
- * £11K related to the buyout of the library lease (this is a non-cash item)

Library Costs

We reported costs of £90K, which consists of:

- * £79K of Library Costs, the largest items of which are property and staff costs
- * £11K of Amortisation of the library lease (this is a non-cash item).

Thanks to Donations and Grants more than offsetting this deficit, we achieved a surplus of £51K.

Underlying Trends

As we explained in previous years, the £11K related to the lease is non-cash and the income and expense items are identical, so it has no impact on profits. Therefore, we tend to look at the results excluding these two amounts. On this basis, Library Running Costs were £79K and Library-Generated Income was £21K (just recovering from COVID). This leaves us with a running costs operating deficit of £58K, which every year we need to cover from donations and grants, as mentioned earlier.

Financial Position

Our financial resources at year end were a healthy £723K. Having said that, we must bear in mind the annual operating deficit is running at almost £58K per annum, so we have to do very hard work each year just to stand still.

Other Metrics

Our donors have been very supportive; some gave generously as a one-off and others chose to make an annual standing order, and most of those standing orders are coming in still, seven years on. We believe this is in recognition of the wonderful work of our staff and volunteers, which together form the backbone of the Library. It is also that which drives our success in winning grants.

We can also measure our success by the usage of the Library: it now has over 4,000 members. In 2021-22 we had ca. 60,000 visits. The Library seems to be much appreciated by its users. We anticipate another profit in 2022-23.

Primrose Hill Community Library Management Accounts

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2022

		2022		2021
	Note	Restricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	4	119,004	119,004	127,799
Investment income	5	453	453	844
Other income	6	21,471	21,471	2,885
Total income		<u>140,928</u>	<u>140,928</u>	<u>131,528</u>
Expenditure				
Expenditure on charitable activities	7,8	89,773	89,773	43,775
Total expenditure		<u>89,773</u>	<u>89,773</u>	<u>43,775</u>
Net income		<u>51,155</u>	<u>51,155</u>	<u>87,753</u>
Other recognised gains and losses				
Gains from revaluation of fixed assets		913	913	10,746
Net movement in funds		<u>52,068</u>	<u>52,068</u>	<u>98,499</u>
Reconciliation of funds				
Total funds brought forward		670,787	670,787	572,288
Total funds carried forward		<u>722,855</u>	<u>722,855</u>	<u>670,787</u>

Primrose Hill Community Library Management Accounts

Company Limited by Guarantee

Statement of Financial Position

31 March 2022

	Note	2022 £	£	2021 £
Fixed assets				
Tangible fixed assets	12		114,480	124,195
Current assets				
Debtors	13	6,316		2,931
Investments	14	40,629		39,716
Cash at bank and in hand		674,709		711,591
		721,654		754,238
Creditors: amounts falling due within one year	15	113,279		207,646
Net current assets			608,375	546,592
Total assets less current liabilities			722,855	670,787
Net assets			722,855	670,787
Funds of the charity				
Restricted income funds:				
Revaluation reserve			15,611	14,698
Other restricted income funds			707,244	656,089
Total charity funds	18		722,855	670,787