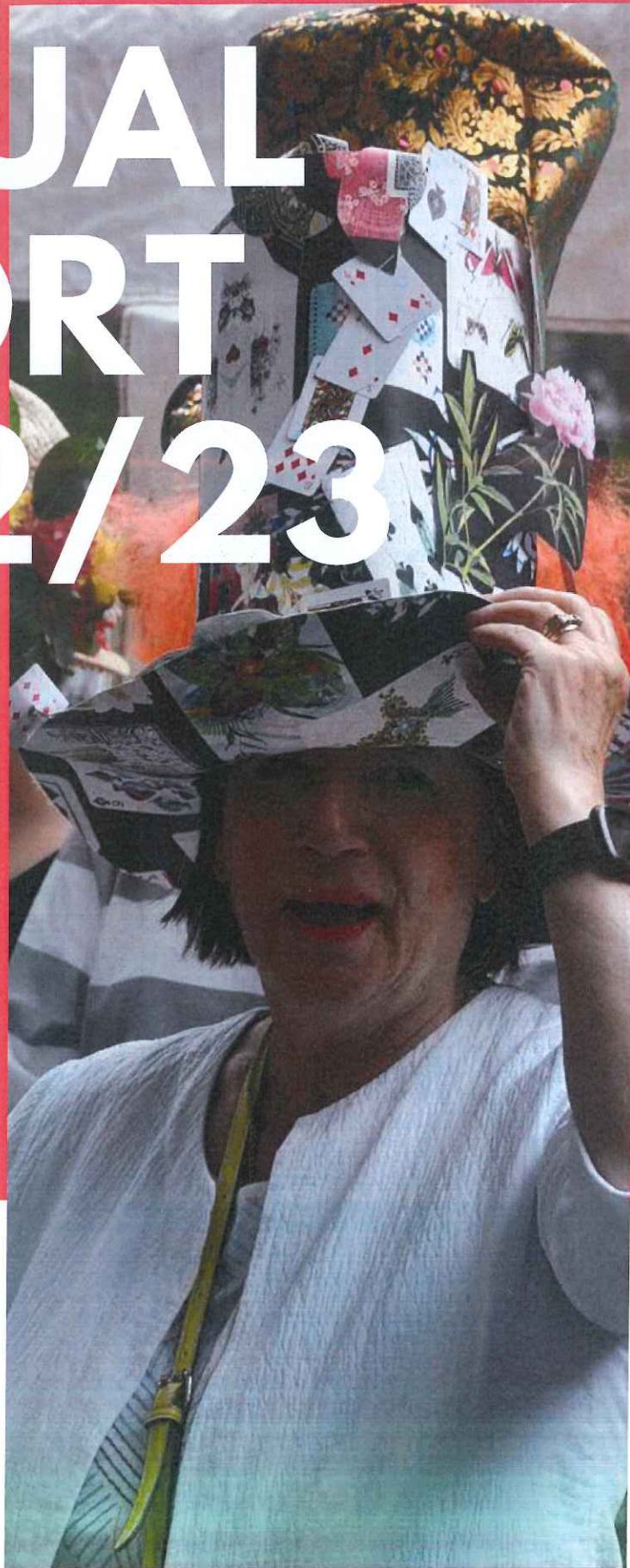


ANNUAL REPORT 2022/23

Covering period April
2022 to March 2023



**PRIMROSE
HILL** COMMUNITY
ASSOCIATION



**PHCA Annual General Meeting
Thursday 16 November 2023 - 7pm**

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)
 5. Election of Trustees
- [Chair steps down, Chief Executive takes over for election of Chair]*
6. Election of Chair
 7. Motions from the floor
 8. A.O.B

**Minutes of Primrose Hill Community Association (PHCA) Annual General Meeting
held on Thursday 24 November 2022** (covering period Apr 2021 – March 2022)

1. **Apologies** Pam White, John Nutt, Nada Nutt, Nikki Haydon, Nadia Crandall
2. **AGM 2021 Minutes** Held on 28 January 2021 were approved (17 in favour, 0 against)
3. **PHCA and PHCL Reports**
 - Marijke Good and Mick Hudspeth gave a presentation on happenings at the Community Centre and Library over the past year.
 - In Nadia Crandall's absence, Lucy Cottrell (Library Treasurer) talked through the finances of the Community Centre and the library, both of which she explained were in a robust position.
4. **Adoption of Annual Report inc PHCA and PHCL finances.**

The Annual Report 2020/21 was approved (27 in favour, 0 against)
5. **Appointment of Groman & Co as Accountants/ Auditors**

Groman and Co were appointed as accountants to PHCA (23 in favour, 0 against)
6. **Motions from the Floor** – None
7. **Election of Chair**
 - Marijke Good was elected as Chair for a second year.
 - She thanked the two trustees that stood down, Tim Kirkpatrick and Petar Savic, for their outstanding work during their time as trustees.
 - Marijke explained the process of electing trustees, firstly attending meetings as observers, then becoming co-optes and then if both parties are comfortable to then be elected as trustees.
11. **A.O.B** – None.

Thanks were extended to staff, trustees, volunteers and supporters. The Noreena Hertz and Tim Samuels were introduced to present their talk.

Primrose Hill Community Association

Company Limited by Guarantee

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

Year ended 31 March 2023

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 2023.

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)
Dorothy Marden
Jason Pittock
Lucy Cottrell

Amanda Dickins (Chair) (Retired 21 April 2022)

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 2023

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 2023

Achievements and performance

It was another busy year at the Community Centre and the Library, two of the highlights being the Royal Garden Party in Chalcot Square, celebrating the Queen's jubilee, and the Book Festival held at the library, hosting authors Melvyn Bragg, Brian Cox, Alan Bennett, Joan Bakewell, Stephen Mangan among others.

Neighbourhood Nosh food project, which provides food and meals to people in need in the area, started their Wellbeing Café, which provides basic home made food to people on a donations only basis. During the winter months the café doubled up as a warm space.

We said fond goodbyes to our long standing councillors who did a tremendous job in the area, and welcomed our three new councillors. For people to make informed decisions we held a Hustings prior to the local elections which was very well attended.

We also had our usual array of events throughout the year, several talks including 'Hostile' migrant documentary, Primrose Hill in WW2, Legacies of British Slave ownership etc, we also hosted the Primrose Hill Conservation Area Advisory Committee's 'Energy Saving in Primrose Hill' seminar. In May we had our 'Top of the Hill' quiz and our glittering Bollywood event led by Gurinder Chadha. We had two sell out discos, an Edith Piaf tribute evening and in July we held an Art Trail in the local area.

The 'On the Hill' team, led by editor Maggie Chambers, continued to produce quality magazines and online content, all with a local flavour. 'Open House' also does great work in fighting loneliness and isolation in the area, with organiser Tracey Mitchell putting together a thoughtful, interesting programme of activities.

Doro Marden organises our Thursday Walks programme in and around Primrose Hill, with some interesting insights into the local area and local history. Every Sunday our members bar operates offering cut price drinks to locals, and most last Fridays in the month we open up the Bar and try to put on some entertainment too.

We continue to run the Zumba Gold classes and Seniors Yoga, and members get first option on free British Museum previews and ENO shows.

The Library first and foremost operates as a library, whilst also hosting regular author talks, book and cake sales, music events and various classes. The Film Show each month remains extremely popular and has been extremely well managed by Pam White and Colin Ludlow.

Primrose Hill Community Association

Company Limited by Guarantee

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

Year ended 31 March 2023

Financial review

The Association, in this context the combination of the Community Centre and the Library, made a surplus of £74,831 (2022: £74,849) in the financial year, April 2022 to March 2023. 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)

Plans for Future Periods

We aim to build on the success of the café by linking add-on health and wellbeing activities. We also aim to do more outreach work with Nosh in the community to target housebound isolated people who would benefit from home deliveries.

In the colder weather we will continue to provide a warm welcoming space, and will look to build on the success of our Wellbeing Café.

The library have some fundraising events planned to help sustain it financially as a library and community hub.

Both the community centre and the library will continue to offer a range of activities and services for the community and will continue to engage with our members through our various communication channels.

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 *(continued)*

Year ended 31 March 2023

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 2023.

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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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
Management Accounts**

Unaudited Financial Statements

31 March 2023

APPENDIX II

GROMAN & COMPANY

Chartered accountants

5 Violet Hill

St. John's Wood

NW8 9EB

Primrose Hill Community Association Management Accounts

Company Limited by Guarantee

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

Year ended 31 March 2023

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.

With the world opening up again after Covid, the Community Centre actively re-engaged with its normal activities as well as developing several new initiatives. Financial results for the year ending 31 March 2023 reflect a return to a robust level of activity.

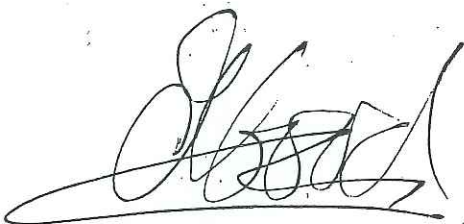
Total income for the year increased by more than 20% from £161,000 for 2021-2022 to £197,000 for 2022-2023. The most significant increases were seen in Bar Club, Events and Regular Activities where the community celebrated their delight in coming back together again after a lengthy period of isolation. Those three categories alone contributed an uplift of almost £40,000 to gross profit. At the same time, expenses increased by almost 13% with the main contributors to this uplift being Bar Club and Open House expenses. Salaries also grew to ensure that staff were fairly rewarded, and to allow for increased office staffing commensurate with a renewed level of activity. A part-time administrative assistant was successfully appointed in the summer of 2021 to support the CEO.

Activities continued to be well supported, benefitting from community engagement and the help of many local businesses and enthusiastic volunteers. The Book Festival at the Library was a tremendous success as was the Craft Fair. Neighbourhood Nosh was effective in supporting people in food crisis, and the Wellbeing Café and Warm Bank opened. This proved invaluable as the energy crisis deepened and vulnerable members of the community struggled with heating and food bills during a very cold winter. However, it became clear that these initiatives could no longer be run by volunteers alone, and the Trustees approved the hire of a part-time manager for Nosh to ensure its smooth running.

The Centre continued its productive relationship with Ready Steady Go, a nursery, throughout the year. 'On the Hill', the free local magazine, continued its dual print and online presence with an extremely successful Christmas 2022 and Spring 2023 print edition. It continues to attract strong interest from local advertisers and remains financially self-supporting. Other ongoing activities included neighbourhood walks, Zumba gold, Seniors' Yoga, and the popular Primrose Hill Disco.

In summary, the Association made a surplus on the year of £41,000, (although it is important to note that £21,500 of this was dedicated to the hire of a part-time manager for Nosh). Net assets amount to £507,000, of which £306,000 is in cash or short-term receivables, and the balance is in the building lease and new kitchen, which will depreciate over 22 years and 10 years respectively.

The trustee's annual report and the strategic report were approved on 11 October 2023 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 2023

		2023		2022	
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	4	25,900	–	25,900	25,808
Investment income	5	760	–	760	80
Other income	6	128,875	41,474	170,349	135,048
Total income		<u>155,535</u>	<u>41,474</u>	<u>197,009</u>	<u>160,936</u>
Expenditure					
Expenditure on raising funds:					
Costs of raising donations and legacies	7	536	15,391	15,927	8,770
Expenditure on charitable activities	8,9	139,964	–	139,964	129,385
Total expenditure		<u>140,500</u>	<u>15,391</u>	<u>155,891</u>	<u>138,155</u>
Net income and net movement in funds		<u>15,035</u>	<u>26,083</u>	<u>41,118</u>	<u>22,781</u>
Reconciliation of funds					
Total funds brought forward		459,753	6,075	465,828	443,047
Total funds carried forward		<u>474,788</u>	<u>32,158</u>	<u>506,946</u>	<u>465,828</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 4 to 9 form part of these financial statements.

Primrose Hill Community Association Management Accounts

Company Limited by Guarantee

Statement of Financial Position

31 March 2023

	Note	2023		2022	
		£	£	£	£
Fixed assets					
Tangible fixed assets	13		228,013		235,893
Current assets					
Debtors	14	17,832		13,783	
Cash at bank and in hand		288,757		234,395	
		<u>306,589</u>		<u>248,178</u>	
Creditors: amounts falling due within one year	15	<u>(27,656)</u>		<u>(18,243)</u>	
Net current assets			<u>278,933</u>		<u>229,935</u>
Total assets less current liabilities			<u>506,946</u>		<u>465,828</u>
Net assets			<u>506,946</u>		<u>465,828</u>
Funds of the charity					
Restricted funds			32,158		6,075
Unrestricted funds			474,788		459,753
Total charity funds	17		<u>506,946</u>		<u>465,828</u>

The notes on pages 4 to 9 form part of these financial statements.

Primrose Hill Community Library Management Accounts

Unaudited Financial Statements

31 March 2023

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 2023

Library Business Model

PHCL always runs an operational deficit. The Library today has annual running costs of ca. £90K (up from the ca. £75K costs when we re-opened as a Community Library in 2012). The main costs are employees (two part-time staff) and property costs (including rates, energy and cleaning costs). These two cost categories together represent over three quarters of our annual costs.

How do we finance these costs each year? Part of the cost can be covered by room lettings on Tuesday, Thursdays and Sundays, the days on which the Library is closed. We also generate income from events, book sales and the Film Club. **We project that this 'Library-Generated Income' will generate about ca £40K each year.**

That still leaves a hole of £50K each year – what we call the operational deficit – an amount which has to be raised from donations, grants and interest income.

From day one, the Library Board felt it was crucial to have the building open as a library for as much time as possible, increasing opening hours. This limits the amount of Lettings Income we can deliver. We have also deliberately tried to keep room rates affordable to local groups and businesses.

We are proud that we have so far managed every year to find the grants and donations to close the gap and deliver surpluses, thanks to the generosity of our supporters. But we cannot count on this long term. The current financial resources give us comfort for the next few years. However, as per our original plan, long term we hope to build our financial resources up to the point that interest and investment income will cover much of that deficit. As interest rates have normalised, we are starting to generate decent interest income. This is our road map to financial sustainability.

Operational Results For 2022-23

Running Costs were £95K, a bit higher than budget, because of the spike in inflation in some key items. **Library-Generated Income was £36K**, close to our budget, and well up versus the previous year, as COVID was thankfully no longer a factor. **The Operational Deficit was £59K.**

Donations - including Gift Aid, Grants and Interest - more than covered this, **so that we reported a surplus of £35K.** Charity Funds were £757K at year end.

This excellent performance was thanks to our volunteers, staff, supporters, donors and our 4,813 members, the latter illustrating that we have managed to engage well with our local community.

Reported Numbers

The purchase of the Library lease is being amortised over the remaining term of that lease. This results in both income and expense showing a non-cash item of £11K every year. This means *Total Income* reported was £140K and *Total Expenditure* reported was £106K.

Primrose Hill Community Library Management Accounts

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2023

		2023		2022
	Note	Restricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	4	101,389	101,389	119,004
Investment income	5	2,778	2,778	453
Other income	6	36,054	36,054	21,471
Total income		<u>140,221</u>	<u>140,221</u>	<u>140,928</u>
Expenditure				
Expenditure on charitable activities	7,8	105,888	105,888	89,773
Total expenditure		<u>105,888</u>	<u>105,888</u>	<u>89,773</u>
Net income		<u>34,333</u>	<u>34,333</u>	<u>51,155</u>
Other recognised gains and losses				
(Losses)/gains from revaluation of fixed assets		(620)	(620)	913
Net movement in funds		<u>33,713</u>	<u>33,713</u>	<u>52,068</u>
Reconciliation of funds				
Total funds brought forward		722,855	722,855	670,787
Total funds carried forward		<u>756,568</u>	<u>756,568</u>	<u>722,855</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 4 to 8 form part of these financial statements.

Primrose Hill Community Library Management Accounts

Company Limited by Guarantee

Statement of Financial Position

31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible fixed assets	12	101,641	114,480
Current assets			
Debtors	13	206	6,316
Investments	14	40,009	40,629
Cash at bank and in hand		751,632	674,709
		<u>791,847</u>	<u>721,654</u>
Creditors: amounts falling due within one year	15	<u>136,920</u>	<u>113,279</u>
Net current assets		<u>654,927</u>	<u>608,375</u>
Total assets less current liabilities		<u>756,568</u>	<u>722,855</u>
Net assets		<u>756,568</u>	<u>722,855</u>
Funds of the charity			
Restricted income funds:			
Revaluation reserve		14,991	15,611
Other restricted income funds		741,577	707,244
Total charity funds	18	<u>756,568</u>	<u>722,855</u>

The notes on pages 4 to 8 form part of these financial statements.