

# Queens Park Residents Association

## Trustees Report and Accounts For the Year

1<sup>st</sup> February 2018 to  
31<sup>st</sup> January 2019

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**Queens Park Residents Association**  
**Contents of the Financial Statements**  
**for the Year to 31<sup>st</sup> January 2019**

**Queens Park Residents Association**

**Report of the Trustees for the Year to 31 January 2019**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year to 31 January 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Registered Company number

05560680 (England and Wales)

Registered Charity number

1111733

Registered office

45-47 Lord Street

Fleetwood

Lancashire

FY76DU

**Trustees**

Ms G King

C Porter

Ms D Morris

Ms A Allen

Mr. R B Allen

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### **Company Secretary**

Ms G King

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The charity is controlled by its controlling document, Memorandum and Articles of Association and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

#### **Recruitment and appointment of new trustees**

The charity may appoint a trustee by ordinary resolution. Between 14 and 35 days notice before the general meeting must be given. The notice must state the trustees intention to appoint a new trustee, be signed by a trustee eligible to vote at the meeting, contain the details that if the person were to be appointed the charity would have to file at Companies House and be signed by the person proposed as a trustee.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Induction and training of new trustees**

New trustees of the charity are presented with a copy of the guidelines to being a trustee as set out by the Charity Commission. The Chairman ensures that new trustees are aware of their responsibilities with regard to governance by providing literature from both the Charity Commission and Companies House and by using their own experience in this position to instruct them.

### **Organizational structure**

The trustees of the charity are also directors for the purposes of company law.

#### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

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The charities objectives are:

1. To relieve poverty, advance training and education and provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of providing conditions of life for the inhabitants of the Mereside and Blackpool, irrespective of race, nationality, colour, sex, disability, sexual orientation, religious or political belief or marital status by associating together with the said inhabitants and the local and statutory authorities, voluntary and other organisations.
2. To establish or secure the establishment of a community centre or meeting place and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects ensuring equal access to all groups of the said centre.

The strategies for achieving the above objects during the year were:

Carrying out various projects and events.

Obtaining various grants and seeking to source additional funds.

The provision of fax, telephone, internet and photocopying facilities.

In addition, various committee members sit on many Council and Agency committees which allow networking and the passing of information to residents.

The trustees aim to ensure that at all times the charity operates in such a way that it serves the public benefit. The trustees are of the opinion that they have complied with their duty in section 4 of the Charities Act 2006 to have due regard to the guidance published by the Charity Commission in this regard.

## **OBJECTIVES AND ACTIVITIES**

### **Significant activities**

The QPRA has continued to strengthen and consolidate its position on the Mereside estate in Blackpool, following the redevelopment of its old offices on the Queens Park Estate in Blackpool.

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They had just over 3600 clients through their doors during the year that this report covers i.e. 1 February 2018 to 31 January 2019. This has meant that they have had to widen the scope of work that they undertake to include a lot more benefit and appeal tribunal work and they fully expect that this particular sector of their work will expand due to the benefit cuts, the introduction of the Universal Credit System and the UK economy in general.

In addition, the QPRA have worked in partnership with a local company in Blackpool, who supply health care workers to the care industry and local residents.

We have jointly run 5 courses which equates to around 51 local residents getting a CACHE qualification and Preparing to

Work in Adult Social Care Level 2 Certificate. All of these attendees went on to become fully employed. We intend to carry on this working relationship in future years.

### **The future**

We fully intend to expand the work we do in future years to include employing additional staff with specialist skills.

Those on benefits and low incomes, are falling through the social net and going without proper legal representation especially in the fields of Benefits, Housing, Immigration and Debt.

All in all, this year has proved to be another very successful one and we hope that next year will be an even more positive and productive one.

### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

The charity operates The Lakes Community Office and with the support of the Big Lottery Fund it has been able to continue this community-based project. As a result of this project tenants of the estate is supported in various ways including understanding and completing forms for those with literacy difficulties, arranging visits by agencies such as social services, housing and debt counselling including managing their bill payments.

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## **FINANCIAL REVIEW**

### **Reserves policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. It has not been possible to maintain this level of reserve throughout the year. Currently the organisation's main activities are funded by a dedicated Big Lottery Fund grant and therefore funding is secure for the coming year.

### **Principal funding Sources**

As mentioned elsewhere the charity has received Big Lottery funding amounting to £104,060.00 for core funding and capital costs. We are grateful to the Big Lottery for their support.

### **Future Developments**

The Queens Park Residents Association has gone from strength to strength since its formation in 2004. In this time we have built a firm foundation upon which to build our future. Our plans develop all of the time and are outlined elsewhere in this report.

### **Related Party Disclosures**

Ms G M King received remuneration for her services as the Community Development Worker respectively under a contract of employment approved by the trustees and approved in the company's Memorandum and Articles of Association dated 11.01.08. Ms G M King is the only paid member of staff to hold a position of employment and as a trustee. There are two other paid employees. No remuneration was received by Ms G M King for her services as a trustee of the charity or as a director of the company.

No other trustee received any remuneration during this period and none of the trustees

receive any financial expenses for services provided to the charity.

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the period ended 31 January 2019.

The members have not required the charitable company to an audit of its financial statements for the period ended 31 January 2019 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

(a) ensuring the charitable company keeps accounting records that comply with sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its surplus or deficit for each financial year in accordance with requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies act 2006 relating to financial statements so far as applicable to the charitable company.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 04 March 2019 and signed on its behalf by:



Ms G King - Trustee

**INDEPENDENT EXAMINERS REPORT**  
**To the Trustees of**  
**QUEENS PARK RESIDENTS ASSOCIATION**

I report on the accounts for the above named charity for the year 1<sup>st</sup> February 2018 to the 31<sup>st</sup> January 2019.

**Basis of the Independent Examiners Report**

My examination was carried out in accordance with the general direction 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 or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters.

**Independent Examiners Statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements, have not been met, or to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Caroline Cook – Independent Examiner

39 Clayton Crescent, Blackpool, FY4 3PS



Queens Park Residents Association. Balance Sheet from the 1<sup>st</sup> February 2018 – 31<sup>st</sup> January 2019

Income/Grants Etc

Office Expenditure

Big Lottery Fund Ring Fenced Restricted	104,060	General Running Costs	5,700.00
Other Grants received:	£600 £3,000		
		Office Utilities Combined	14,750.00
		Training Costs Combined	3790.00
		Insurances Combined	3,050.00
		Travel/Transport/Mileage	2,750.0
		Professional Fees	4,500.00
		Salaries/NI/Tax/Pensions	53,830.00
Total Income	£107,660	Total Costs	88,370

Funds Carried Forward

I/We certify that this is a true copy of the Balance Sheet/Accounts for:

Queens Park Residents Association.

For the financial year in question, the company was entitled to exemption under Section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting, records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

"The directors of the company have elected not to include a copy of the income statement within the financial statements".

Signed.....  
Gwendoline King-Co. Sec  
4<sup>th</sup> March 2019

Big Lottery fund Capital costs for new equipment was suspended for the reporting period by the grant manager, so whilst we needed new and had allowed for in the Capital costs for year 4 this amount was not spent.

#### **Trustees Remuneration and Benefits**

There were no trustee's remuneration or other benefits for the reporting period.

#### **Trustees Expenses**

There were no trustees' expenses for the reporting period

Wages and Salaries including National Insurance PAYE Tax and employers and national insurance contribution and corporation tax expenses £53,830.00

Average number of employees was 7 including trustees and volunteers

Over all the general costs of running the organization are in keeping with previous years taking into account the rise in costs overall.

Best value practice has been employed throughout the year with regard to purchases and utilities. By swapping suppliers' mid period this has reduced some running costs and will be brought forward to be reviewed at month 11 of all contracts ie utilities etc.



Gwen King

Company Secretary

4<sup>th</sup> March 2019