

Charity registration number 1181332

Company registration number CE016033 (England and Wales)

**COMMUNITY FIRST (PETERBOROUGH)**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

# COMMUNITY FIRST (PETERBOROUGH)

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	M Naheed M Saeed M Shahid Revd Canon Adrian Holdstock (RCAH) R Kauser H Yardley M C Arif
<b>Secretary</b>	M Naheed
<b>Charity number</b>	1181332
<b>Company number</b>	CE016033
<b>Registered office</b>	82 Lincoln Road Peterborough PE1 2SN
<b>Independent examiner</b>	3 Sixty Accountants Laxton House 191 Lincoln Road Peterborough PE1 2PN

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# COMMUNITY FIRST (PETERBOROUGH)

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# COMMUNITY FIRST (PETERBOROUGH)

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 DECEMBER 2021

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The Trustees present their report and financial statements for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The CIO's objects are which are solely for the public benefit of the inhabitants of the Peterborough op can-do area, are as follows:

1. To preserve and promote good health through services that have a proven beneficial effect to the people residing in the area of benefit by:
  - a. Providing activities, such as exercise classes, to improve general health.
  - b. Providing opportunities to attend informational sessions relating to specific health needs, such as mental health and dementia care, of those residing in the area of benefit, that are not readily available via the statutory services.
2. To promote for the benefit of the inhabitants of the specified area of benefit the provision of facilities for recreation or other leisure time occupations by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances with the object of improving the condition of life of said inhabitants by:
  - a. Providing opportunities to socialise and integrate through recreational activities such as social gatherings, gardening groups, litter picking etc.
3. To help young people who are inhabitants of the specified area of benefit, especially but not exclusively through leisure time activities, so as to develop their capabilities that they may grow to full maturity as individuals and members of society.
4. To advance the education of children and young people in Peterborough by providing and assisting in the provision of facilities for education and training.
  - a. To advance for the public benefit the education of children and young people in such ways as the Trustees think fit, including but not limited to:
    1. The provision of extra-curriculum tuition in subjects such as Mathematics, English and Science.
    2. The development of individual capabilities, competencies and understanding through interventions such as mentoring.
    3. To provide for the recreation of children and young people by providing facilities and services to them, with the particular (but not limited) aim of helping students gain places at Universities, Colleges or Institutions of Higher Education.
    4. To provide skill-based training in vocational subjects including but not limited to: plumbing, electrical, carpentry and vehicle mechanics.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the CIO should undertake.

# COMMUNITY FIRST (PETERBOROUGH)

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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### Achievements and performance

#### Environment

##### **Gardening Club**

Community First (Peterborough) has worked closely with Up The Garden Bath and Gladstone Connect to encourage young people to get involved in gardening. Hosting a weekly gardening club from April to September. The gardening club was originally aimed at elderly people, but few elderly people attended. The children from the Beeches School were keen to get involved, especially as many have no garden of their own, so after 2 weeks we changed the sessions to family gardening sessions. Almost 50 residents attended the club from diverse backgrounds, building relationships with neighbours while growing produce which was shared among the group.

##### **Public Spaces**

Community First (Peterborough) continues to maintain 21 public spaces in Millfield and Gladstone. We have supported residents throughout the year, providing plants and time to help them improve their local spaces. Tending spaces which have not been adopted proves challenging and we are trying to encourage more residents to get involved in maintaining these spaces.

##### **Bulb Planting**

This autumn, Community First (Peterborough) planted over 2000 bulbs in public spaces, working with residents, children from the Beeches Primary School and volunteers. We hope this will have a huge impact in Spring.

##### **Litter picking**

Community First (Peterborough) encourages and supports litter picking across Millfield and Gladstone. Our regular litter picking group meets every week at St Marks church. Each week our volunteers have collected more than 300 bags of litter over the last 12 months.

# COMMUNITY FIRST (PETERBOROUGH)

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 DECEMBER 2021*

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### Youth Services

#### **Nex Gen**

The Nex-Gen group at Gladstone Park Community centre continues to prove popular with local young people. The group accepts members over 11 years old and attracts more than 20 young people every week. The club has enjoyed several sessions from poetry to music making, and even a trip to Inflatation.

In 2022 we plan to launch a club specifically for older children as we recognise the need for support for them.

#### **Zoom Quiz**

During lockdown in January, to bring families together Nex-Gen volunteers and staff created a Friday night family quiz. The quizzes were attended by 6 - 8 families every week and prizes delivered by Nex-Gen volunteers. For many families this was the only chance they experienced any fun with other families during lockdown.

#### **After School Tuition**

To support young people in our area CF(P) offered young people after school tuition in English, Maths and Science to support them with their GCSEs. 12 students received weekly tuition from January until March. As tutors can only work one to one online with students it has limited the number of students we can support. We hope to launch a homework club in the new year to offer further after school support to local students.

#### **Gladstone Connect Holiday Club**

Following the success of the packed lunch project, CF(P) worked closely with Gladstone Connect to develop a holiday club at the Allama Iqbal centre for students from the local area. Although we initially struggled with the registration process the club was well attended and provided healthy meals and holiday activities for 30 local kids.

#### **Storytelling festival and book**

Working with Peterborough Presents and Gladstone Connect, CF(P) ran 4 storytelling sessions at Gladstone Connect for children from the Beeches. Sessions were well attended, and Sandy proved to be an animated and entertaining storyteller. The book was distributed at the Millfield Festival.

In partnership with Gladstone Park primary school, Emily Steele worked with young children who are learning English to produce two short films.

As part of the Millfield Festival CF(P) had planned a storytelling festival at Gladstone Connect, this was postponed due to staff sickness (COVID). Working closely with Peterborough Presents, the storytelling festival was rescheduled for (date) and was attended by over 50 residents who enjoyed stories from Sandy Wardrop and other local storytellers, shadow puppet making, a chance to share Millfield memories and video presentations from Gladstone Park primary school.

# COMMUNITY FIRST (PETERBOROUGH)

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 DECEMBER 2021*

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### Social Inclusion projects

#### **International Womens Day**

Understanding that since lockdown women have been working harder than ever to support families and unable to bring women together to celebrate. CF(P) worked closely with Near Neighbours and Olive Branch Community Garden to deliver over 100 packs to local women for International Womens Day. Women nominated each other and packs consisted of plants, chocolate, bath bombs, craft activities and a letter from a local woman celebrating their nomination.

#### **Tea For Free**

Tea for Free has returned, following lockdown guidelines, to St Marks church. Every week the group welcomes 10 – 15 residents for tea and companionship.

#### **Covid Awareness Project**

CF(P) has worked closely with other organisations to help decrease vaccine hesitancy. Since January we have been speaking to young people about COVID, advising on safety measures and handing out masks. Due to a high level of vaccine hesitancy in the area, we worked closely with PCVS on a vaccine hesitancy project and had employed a COVID Engagement officer to help us spread public health messages and rebuild our community as we emerge from lockdowns.

#### **Crime prevention**

Community First (Peterborough) continues to work as an advocacy service for local people, bringing local issues to the attention of councillors, the police and the local M.P. We encourage local people to report issues via the police and PCC. This year we have distributed leaflets in local areas covering a wide range of streets with concerns. This was supported by local councillors, where we discussed local issues and explained the importance of reporting to residents.

#### **Domestic Abuse Forum**

CF(P) has continued to take a leading role in bringing local organisations together to improve survivors' journeys when they report domestic abuse. Training has been arranged for Domestic Abuse champions and on dealing with honour-based abuse.

# COMMUNITY FIRST (PETERBOROUGH)

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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### Financial review

It is the policy of the CIO 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 CIO's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The Trustees have assessed the major risks to which the CIO is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### Structure, governance and management

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

M Naheed  
M Saeed  
M Shahid  
Revd Canon Adrian Holdstock (RCAH)  
R Kauser  
H Yardley  
M C Arif

Trustees may be nominated and appointed by the Board. Named officers are the chair, vice-chair, secretary and treasurer

- (1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.  
(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to skills, knowledge and experience needed for the effective administration of the CIO.

None of the Trustees has any beneficial interest in the company.

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

The Trustees report was approved by the Board of Trustees.

.....  
**Revd Canon Adrian Holdstock (RCAH)**  
Chairman  
Dated: .....

.....  
**Mohammed Saeed**  
Vice Chairman  
Dated:.....



# COMMUNITY FIRST (PETERBOROUGH)

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF COMMUNITY FIRST (PETERBOROUGH)

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I report to the Trustees on my examination of the financial statements of Community First (Peterborough) (the CIO) for the year ended 31 December 2021.

#### **Responsibilities and basis of report**

As the Trustees of the CIO (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 financial statements of the CIO 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 CIO's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the CIO 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 financial statements to be reached.

#### **3 Sixty Accountants**

Laxton House  
191 Lincoln Road  
Peterborough  
PE1 2PN

Dated: .....

# COMMUNITY FIRST (PETERBOROUGH)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

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		Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	Notes	2021	2021	2021	2020	2020
		£	£	£	£	£
<b>Income from:</b>						
Donations and legacies	3	1,432	61,299	62,731	2,660	68,326
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditure on:</b>						
Charitable activities	4	1,507	48,292	49,799	892	19,839
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net (expenditure)/income for the year/</b>						
<b>Net movement in funds</b>		(75)	13,007	12,932	1,768	48,487
						50,255
Fund balances at 1 January 2021						
		7,218	48,487	55,705	5,450	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund balances at 31 December 2021</b>						
		7,143	61,494	68,637	7,218	48,487
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# COMMUNITY FIRST (PETERBOROUGH)

## BALANCE SHEET

AS AT 31 DECEMBER 2021

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	Notes	2021 £	£	2020 £	£
<b>Current assets</b>					
Cash at bank and in hand		69,237		56,305	
<b>Creditors: amounts falling due within one year</b>					
	7	(600)		(600)	
Net current assets		<u>68,637</u>		<u>55,705</u>	
<b>Income funds</b>					
Restricted funds		61,494		48,487	
Unrestricted funds		7,143		7,218	
		<u>68,637</u>		<u>55,705</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The member has not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on .....

.....  
Revd Canon Adrian Holdstock (RCAH)  
**Chairman**

.....  
Mohammed Saeed  
**Vice Chairman**

**Company Registration No. CE016033**

# COMMUNITY FIRST (PETERBOROUGH)

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2021

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#### 1 Accounting policies

##### Charity information

Community First (Peterborough) is a private company limited by guarantee incorporated in England and Wales. The registered office is 82 Lincoln Road, Peterborough, PE1 2SN.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the CIO's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The CIO is a Public Benefit Entity as defined by FRS 102.

The CIO has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the CIO. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the CIO has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the CIO.

#### 1.4 Income

Income is recognised when the CIO is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the CIO has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the CIO has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# COMMUNITY FIRST (PETERBOROUGH)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

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### 1 Accounting policies

(Continued)

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the CIO's contractual obligations expire or are discharged or cancelled.

### 2 Critical accounting estimates and judgements

In the application of the CIO's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# COMMUNITY FIRST (PETERBOROUGH)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Donations and gifts	1,432	61,299	62,731	2,660	68,326	70,986

### 4 Charitable activities

	2021	2020
	£	£
Charitable expenditure	49,799	20,731
<b>Analysis by fund</b>		
Unrestricted funds	1,507	892
Restricted funds	48,292	19,839
	49,799	20,731

### 5 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the CIO during the year.

### 6 Employees

The average monthly number of employees during the year was:

2021	2020
Number	Number
1	1

There were no employees whose annual remuneration was more than £60,000.

### 7 Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals and deferred income	600	600

# COMMUNITY FIRST (PETERBOROUGH)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 8 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 December 2021 are represented by:						
Current assets/ (liabilities)	7,143	61,494	68,637	7,218	48,487	55,705
	<u>7,143</u>	<u>61,494</u>	<u>68,637</u>	<u>7,218</u>	<u>48,487</u>	<u>55,705</u>
	<u><u>7,143</u></u>	<u><u>61,494</u></u>	<u><u>68,637</u></u>	<u><u>7,218</u></u>	<u><u>48,487</u></u>	<u><u>55,705</u></u>

### 9 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).