

**PORT SETON CENTRE  
MANAGEMENT COMMITTEE SCIO**

**SCOTTISH CHARITY No. -  
SCO41476**

**TRUSTEES ANNUAL REPORT**

**1<sup>ST</sup> APR 2016 TO 31<sup>ST</sup> MAR 2017**

## A Message from the Chair

We are now in our fourth year of operation as a Management Committee and I would like to thank each member of the Committee for their continued commitment and desire to see positive improvements put in place for the community of Cockenzie and Port Seton.

After twenty three years of volunteering for the committee, Helen Bathgate resigned as treasurer in October 2016. Although in poor health she joined us for a development day in March 2017 and was full of ideas for future projects. We were all saddened by her sudden passing on 16th May.

2016/17 was a year of great change for the Community Learning and Development function in the Centre. We worked with three different Development officers within the area and were sorry as each one left as their approach to community work was always inclusive and enthusiastic. We are delighted now to be working with Daniel Baigrie, the current DCO as he builds a fresh programme of Community Based Learning that will include street work with dedicated local youth workers.

I would like to thank all the staff within the Port Seton Centre for their hard work throughout the year and their good humour whilst new initiatives take place and changes to existing practices roll out.

Thanks also to East Lothian council who took the initial risk of encouraging the former Advisory Committee to grow into a SCIO, sign a lease for our part of the building, and experience our own "participatory budgeting"

Our challenge over the next four years will be to create lasting social capital within our community through building upon existing local ideas, knowledge and skills.

Janice Thomson

Chair



## Trustees Annual Report for year ending 31<sup>st</sup> March 2017

The trustees have pleasure in presenting their Annual Report together with financial statements from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.

### Reference and Administrative Information

Charity Name	Charity No	Address
Port Seton Centre Management Committee SCIO	SC041476	South Seton Park Port Seton, EH32 0BG

### Current Committee Members

Trustees	Position	Representative Group
Janice Thomson	Chair	KICC (Keeping Fit with a Chronic Condition)
Helen C Bathgate	Treasurer	Cockenzie Drama
Christine Maclean	Secretary	Me-time
Sandra Bell	Member	Youth Work
Angie Fraser	Member	Community Council
Marlene Love	Member	In Bloom
Stacey McDonald	Member	ELGA (East Lothian Gymnastics)
Mary Vevers	Member	Cockenzie Drama

## **Accountant**

Stuart J. Flockhart CA, 45 Restalrig Avenue, Edinburgh, EH7 6PN

## **Structure, Governance and Management**

### **Constitution**

The Port Seton Centre Management Committee SCIO has incorporated charitable status as SCO41476. The SCIO application was registered by the Office of Scottish Charity Regulation (OSCR) on 23<sup>rd</sup> July 2014. The SCIO has a two-tier structure, however, as yet, there are no 2<sup>nd</sup> tier members. The current Trustees are the members of the charity.

The organisation functioned as a voluntary organisation from 1994 to 2010. The Port Seton Centre Advisory Committee was established on 12<sup>th</sup> May 2010 as an unincorporated association. The move from unincorporated to incorporated charity status was undertaken to enable the new SCIO to hold rights in heritable property.

### **Appointment of Trustees**

The Management Committee meets on a regular basis to discuss business. Each member of the Management Committee is a Charity Trustee. Membership of the management Committee is open to all groups who utilise the Centre and adjacent sports facilities. It is also open to other local groups where there is advantage for closer co-production. Trustees are elected at the Annual General Meeting which is held in the autumn. There must be a minimum of 5 and can be up to a maximum of 15 Charity Trustees. Meetings require 5 Trustees present to be quorate.

## **Objectives and Activities**

### **Charitable Purposes**

The association's purposes are: 'The provision of educational and recreational facilities and the organisation of educational and recreational programmes with the object of improving the conditions of life for the people of Cockenzie and Port Seton and; 'To advance community development and active citizenship through volunteering with the object of increasing the involvement of individuals and voluntary organisations in community activity and improving community infrastructure, effectiveness and resilience'.

### **Activities**

The Port Seton Management Committee entered into a ten year lease with East Lothian Council for the first floor lettable accommodation within the Centre on the 25<sup>th</sup> July 2014. The rental income generated from Centre Users is ploughed back into the local community through priorities identified by the Management Committee through community engagement. Budgets have been set for 2018 - 21. Projects include learning opportunities for the community, programmes to reduce social isolation in the community, and adjustments to the Centre whilst the Sports Hall is being constructed. The charging structure continues to aim to maximise usage of the building balanced against equity and affordability of access. Free use of the Main Hall one Friday a month continues to be offered to local groups for fundraising activities. Some organisations have made use of this but many others could also avail themselves of this offer.

### **Achievements and Performance**

Community affiliations are in place for frequent use groups. This has seen a significant reduction in cost to them and enabled their groups to continue to thrive.

### **GYM**

Following a complete refurbishment of the community gym, membership has increased overall. A highly successful Youth Gym runs on Monday evenings offering supervised gym sessions from P7 - S5. There is now a waiting list of young people wanting to join. Generally the gym is well used by different groups of men and women of all ages and ability, and is proving a valuable asset to the community. The purpose of the gym is to improve fitness and well-being in the community at an affordable cost, and remove barriers of cost and distance. This is well evidenced by the increased usage of 50%.

## CAFE

The Cafe also received considerable input with the Management Committee financing the purchase of a barista style coffee machine to enable more choice to customers. Furniture was replaced with modern, bright colours, bringing a more welcoming atmosphere to this area. There has been an increase of 18% in income. This has been a direct benefit of the committee being able to direct money to where its most needed, during a time of severe financial constraint within many councils. The cafe provides a great space for childrens' parties, generating an income of £4,500 this past year. The space is also available for meetings, coffee mornings, etc.

## COMMUNITY GRANTS

8 grants averaging £500 each were awarded to community groups. All community groups are invited to apply for funding, either on-line or by picking up an application form from the centre reception. This is not exclusively for groups using the building, however, must demonstrate a community benefit.

## Financial Review

Quickbooks continues to be used for invoicing on a monthly basis and is working well.

Currently the Charity has no significant debtors and most invoices are generally paid within 14 to 28 days of issue.

During 2016 - 2017 £40,500 was received as income and £71,000 expended. Commercial rentals represent 38% of income, general room bookings 38%; 11% came from hire of the soft play area and birthday parties and 10% for use of the gym, vending machine income represents 3%. The data collected from banking and lodging of funds can be analysed in different ways to improve management financial information in future years.


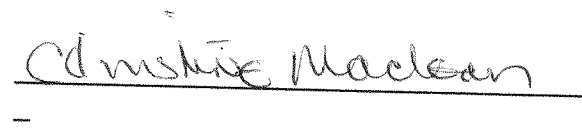
The provision of grants to local groups and voluntary organisations was less this year, due to less grant requests. Equipment and furnishings for the Centre accounted for 65% of spend and the remaining comprised Public Liability Insurance with Zurich, administration and expenses and Youth Work respectively, accounting for the remaining 35%.

### Plans for Future Period

The Management Committee submitted a three year development plan and indicative budget to the Council on 19<sup>th</sup> March 2015, and remains committed to improving communications between local groups, developing programmes of activities for local populations improving health outcomes and reducing isolation and encouraging uptake of educational opportunities that will contribute to improving the health and wellbeing of all sectors of the community.

The Management Committee will continue to adopt open and transparent risk management and health and safety policies. The Trustees have accepted and approved a scheme of delegated authority and standing orders to allow both Centre Head and Community Development Officer limited spending authority.

Signed:

Janice J Thomson, Chair

Christine Maclean, Secretary

24<sup>th</sup> Oct 2017