



Trustees Annual Report for year ending 31st March 2015

The trustees have pleasure in presenting their Annual Report together with financial statements from 1st April 2014 to 31st August 2014 and 1st September 2015 to 31st March 2016.

Reference and Administrative Information

| Charity Name | Charity No. | Address |
|--|-------------|---|
| Port Seton Centre Management Committee SCIO | SCO41476 | South Seton Park, Port Seton, EH32 0BG |

Current Committee Members

| Current 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 | Committee Member | Youth Work |
| Sheila Chambers | Committee Member | Community Council |
| Angie Fraser | Committee Member | Community Member |
| Katy King | Committee Member | Community Council |
| Marlene Love | Committee Member | In Bloom |
| Stacey McDonald | Committee Member | ELGA - East Lothian Gymnastics |
| Mary Vevers | Committee 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 23rd July 2014. The SCIO has a two-tier structure, however, as this is the first year of operation, as yet, there are no 2nd 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 12th May 2010 as an unincorporated association. The move from unincorporated to incorporated charity status was undertaken to enable the new SCIO to hold heritable property rights.

Appointment of Trustees

The Management Committee, which normally meets on the third Thursday of each month, are the charity's trustees. Membership of the management Committee is open to all groups who utilise the Centre and adjacent sports facilities. Trustees are elected at the Annual General Meeting which is held in the autumn, usually October. There must be a minimum of 5 and can be up to a maximum of 15 Charity Trustees. At meetings 5 Trustees would represent a quorum.

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. The lease was signed on the 25th July 2014. The income generated from Centre Users is used to benefit the Centre and the local community. A new grant application process has been introduced and clearer priorities have been identified for funding support either to local or county-wide service providers. The Charity can also undertake building refurbishment and improvements to fittings and equipment within the Centre.

Achievements and Performance

The Management Committee reviewed the charging structure for the accommodation and installed an invoicing and accounting package to enable the issuing of invoices to Centre Users. The new charging structure was based on the principles of maximisation of Centre use balanced against equity of access. All accommodation and service charges were reduced from those previously levied by East Lothian Council. The charging structure for the Community Gym was retained at the same level and the Access to Leisure and Leisure Plus Cards are accepted in our effort to encourage maintenance of capacity within the local community. The Charity awarded grants to local community groups eg. The Gala and In Bloom. An affiliation system was introduced to ameliorate the changes to rental levels with the Gala and the Community Council identified as the two organisations which are truly village wide in service provision.

Financial Review

This report covers two financial periods. From 1st April to 31st August the former Advisory Committee funds were wound up and the sum of £9,775.43 was transferred on the 1st September 2014 to the new SCIO. The current Committee have to acknowledge the hard work and commitment given by the Advisory Committee from 1994 to 2014. Over £25,000 had been donated to community groups throughout that period and the current Committee would like to thank the previous Charity Trustees for their community focus and determination.

With effect from 1st September the new SCIO was able to charge Centre users for their use of the premises and by 31st March 2015 income of £17,762 had been generated. Casual or extended letting of the accommodation accounted for £13,000 or 75% of the income and the remaining £4,300 or 25% of income was generated from Birthday Parties, use of the Community Gym and other play activities.

Throughout the period from 23rd July 2014 to 31st March 2015 work has been ongoing with the Bank of Scotland to change the name of the existing bank account and alter the signatories to the current office bearers. Disappointingly, after fourteen months this is still not finalised. Lodging income in the account in Musselburgh is time-consuming and we acknowledge the on-going support from Marlene Love for cheque processing.

At the Committee meeting of 19th March 2015 the Committee approved the proposal to open a new business directplus community account with the Cooperative Bank. Confirmation our application has been successful was received on 6th October. The main

reason for choosing the directplus account is the facility to pay-in cash/cheques at the local Post Office.

Reserves Policy

The Indicative Budget which was approved by Committee on 19th March 2014 designated funds towards the new Sports Hall sinking fund. Planning for the new Sports Hall is at a very early stage but the Committee wish to have reserves in place to meet any resultant costs which may arise in relation to access, decoration and services realignment. Currently our intention is to set aside £7,500 p.a. for reserves. The Committee will take advice from our Chartered Accountant, STRIVE, the Co-operative Bank and the Bank of Scotland to secure the best interest rates for these reserves.

Plans for Future Period

The Management Committee submitted a three year development plan and indicative budget to the Council on 19th March 2015. Works intended for this period include:-

Improve communications in Cockenzie and Port Seton and co-operation between groups such as Cockenzie House, John Bellany Day Centre and the Community Council.

Develop programme of activities for local populations improving opportunities, health outcomes and reducing isolation.

Encourage uptake of tertiary educational opportunities building local capacity.

Adopt open and transparent risk and health and safety policy .

Set appropriate budgets for sound governance and work with staff to re-energise the facility.

Plans for 2015-17 also have to acknowledge the major change in local services through integration of Health and Social Care. The push for personalisation, self-directed support and self-management should place new and alternative demands on all community centres in East Lothian. The construction of a new Sports Hall will also assist through rationalisation of current space within the existing Community Centre.

Signed Monday 26th October 2015

Janice J. Thomson
Chair

Helen C. Bathgate
Treasurer