

**PORT SETON CENTRE MANAGEMENT  
COMMITTEE SCIO**

**SCOTTISH CHARITY No. - SCO41476**

**TRUSTEES ANNUAL REPORT**

**1<sup>ST</sup> APR 2017 TO 31<sup>ST</sup> MAR 2018**



## Trustees Annual Report for year ending 31<sup>st</sup> March 2016

The trustees have pleasure in presenting their Annual Report together with financial statements from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018.

### 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
Tom Tervit	Treasurer	
Christine Maclean	Secretary	ME Time
Sandra Bell	Committee Member	Youth Work
Angie Fraser	Committee Member	Mothers and Toddlers
Moira Gilfillan	Committee Member	do. do.
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, 53 Kemp's End, Tranent, EH33 2GZ

## **2017 – 2018 What We Achieved**

A Development Plan was prepared in 2017 identifying three main strands – Communications and Outreach, Learning, and Building Works. Everything undertaken by the Management Committee (MC) places the community at the heart of decision making, ensuring that there is real community benefit felt by the money spent.

### **Communications and Outreach**

The Management Committee have assisted many groups to set up weekly classes in the Centre. You can choose from Community Choir, Tea Dancing, Yoga, Meditation and Mindfulness, Pilates, Pickleball and Table Tennis Club.

Loneliness is a problem in many communities, ours being no exception. In a recent survey commissioned by the Community Council and supported by the MC you may be surprised to know that it was identified as being a problem for a much younger sector of the population, all looking for someone with whom to chat.

There already is a lot going on in and around Cockenzie and Port Seton – watch out for a banner giving details. To improve communications contact info for these events will be incorporated into a directory which will be held at the Centre front desk and posted on-line.

We work in conjunction with other groups in the community – e.g. the Community Council and the Gala Committee. We are pleased to be able to offer some funding to help with catering for some of the events run. We also contribute financially to the production of the Community Newsletter, and jointly finance the annual Christmas Light Switch-on event. We provided financial help to Cockenzie and Port Seton Childrens' Gala Day, and helped with the Box Meeting funding. Other activities to benefit from our input, both financial and in kind are the Stroke Club, and Tea Dance.

### **Learning**

Assist/Safetalk training was provided in the Centre by Changes from Musselburgh. This training encourages people to discuss difficult feelings with friends, family and work colleagues. This was a community initiative to raise awareness of all mental health issues, including suicide. This is a national matter though a local one too.

The MC works closely with the local Community Development Officer (CDO) to ensure funding and resources are made available to take forward projects where need has been identified – e.g. community kitchen, girls group. 2018 is the Year of Young People and we have helped local groups such as the Boys Bridge, Kids Kirk, Brownies, supported the running of a Pipes and Drums School and supported local football initiatives. The MC also contributed £2,000 to community budgeting (via Participatory Budgeting) set up by Scottish Government to give young people the chance to suggest and fund projects they wanted.

## **Building Works**

### **Gym Upgrade**

The refurbishment of this facility with up to date equipment in January 2017 has resulted in an increase in use by the community. A supervised Youth Gym remains popular with people between P7 to S5 and there is usually a waiting list to get a place. The gym is used by all age groups within the community. We consider this to have been a worthwhile investment. The gym membership is kept at a low cost. The whole purpose of the refurbishment was to provide an affordable service to all sectors of the community, and to remove barriers of cost and distance. The gym usage continues to increase evidencing that this has been a great success. Future plans for 2019 are to provide the opportunity to work with a personal trainer and this cost will be subsidised by the Management Committee.

### **Youth Activities Hall**

The carpeting in this hall was uplifted and replaced with vinyl flooring. This work was undertaken to increase the flexibility of the space, increase usage and improve the appearance of the accommodation.

### **Café**

The café continues to be a great space for Childrens' parties generating significant income of around £4,500 per annum all from affordable lets. Due to competition for access and floor space Birthday Parties may have to be moved to the upper floor upon the opening of the new Sports Hall. The café will remain available for small gatherings, meetings and, of course, the annual Christmas event takes place there too.

### **Future Plans**

In 2017, in compliance with the terms of our current lease, the Management Committee asked East Lothian Council to act as our Agents for design, procurement and supervision of the following works:

Description of Work	Estimated Cost
1. Renewal of ceiling, lighting and CCTV within the new community gym	£ 2,500.00
2. Creation of soft play area adjacent to café	£ 30,000.00
3. Structural works to first floor to form permanent Art Space	£ 10,000.00

It is hoped these works can commence on site during financial year 2019/2020 ready for use in 2021.

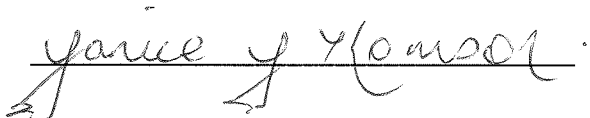
Adjustments to the budget and annual accounts now require to be made to show that funds for these works have been committed and cannot be used for any other purpose.

## Risk Management

The Management Committee will continue to adopt open and transparent risk management and health and safety policies. The Management Committee are registered with the Information Commissioners Office as controllers of data under the new General Data Protection Regulations. 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. The preparation of management accounts for Trustee information at Committee Meetings is underway. This is necessary as each year the complexity of our accounts increases due to reserved funds being held for smaller community groups.

The Trustees recognise and would like to thank the staff within the Centre for their hard work throughout the year. The staff have coped with changes to systems and management structures with good humour and excellent customer service. Centre Users regularly comment upon the warm welcome which is evident on arrival and willingness of staff to assist new users with set up. This is a service which we recognise makes Port Seton a special Community Centre and an asset for East Lothian.

Signed Thursday 25<sup>th</sup> October 2018



Janice J Thomson, Chair



Christine Maclean, Secretary

Port Seton Centre Management Committee  
ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2018

	Year Ended 31/03/18	Year Ended 31/03/17
Opening Balance	13,065.35	43,580.95
<b>INCOME</b>		
Yoga & Exercise Classes	1,975.00	1,797.40
Events	-	-
Dance Classes	7,444.43	7,887.59
Gym	4,216.60	3,010.50
Room Hire	11,149.79	10,505.25
Birthday Parties/Soft Play	4,637.75	4,518.00
Body Conditioning	-	900.00
Radio Club	201.25	1,076.25
Grass Pitches	-	-
ELGA	3,850.00	5,825.00
East Lothian Council	-	1,650.00
- Kitcher Grant	1,000.00	-
- Election	660.00	-
- PB Money	8,000.00	-
Vending Machine	1,107.98	1,113.49
Chair Hire	-	76.50
Aprom Fruit salves	37.50	630.30
Motations	2,065.60	1,925.00
Miscellaneous	2.00	100.00
CAF/Co-op Grant-Gym Refurbishment	2,640.18	-
Interest Received	-	16.59
	<u>47,017.29</u>	<u>40,627.14</u>
Reserve Fund:		
Chest, Heart & Stroke Scotland	600.00	-
	<u>600.00</u>	<u>-</u>
<b>TOTALS</b>	<b><u>47,617.29</u></b>	<b><u>40,627.14</u></b>
<b>EXPENDITURE</b>		
Stationery & Resources	4,439.89	3,818.71
Grants, Donations & Subscriptions	13,439.00	8,713.04
Travel	-	25.00
Advertising	400.00	-
Hospitality	-	71.40
Capital Expenditure- Repairs & Replacements	7,953.22	23,766.98
Capital-Coffee Machine	-	3,354.00
Capital-Gym Equipment	-	29,565.81
MC Development	-	-
Miscellaneous	-	-
Insurance	1,771.20	1,403.62
Accountancy	256.00	290.00
	<u>28,263.51</u>	<u>71,018.74</u>
Reserve Fund:		
Chest, Heart & Stroke Scotland	-	-
	<u>-</u>	<u>-</u>
<b>TOTALS</b>	<b><u>28,263.51</u></b>	<b><u>71,018.74</u></b>
Surplus/(Deficit)	19,353.98	-30,401.90
Closing Balance	<u>32,443.33</u>	<u>13,089.36</u>
Cooperative Bank-Community Directplus A/C	32,443.33	12,889.36
Bank of Scotland-Treasurers A/C	-	100.00
	<u>32,443.33</u>	<u>13,089.36</u>

Trener, East Lothian: 6th October 2018

The foregoing accounts have been prepared from information supplied by the Committee

STUART J LOCKHART  
ACCOUNTANT

Janice Howson  
CHAIR

Christine Maclean  
SECRETARY


Port Seton Centre Management Committee  
ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2018


	Year Ended 31/03/18	Year Ended 31/03/17
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Room Hire	11,149.79	10,505.25
Birthday Parties/Soft Play	4,637.75	4,519.00
Body Conditioning	-	990.00
Radio Club	281.25	1,076.25
Grass Pitches	-	-
ELGA	3,850.00	5,825.00
East Lothian Council	-	1,650.00
- Kitchen Grant	1,000.00	-
- Election	660.00	-
- PB Money	6,000.00	-
Vending Machine	1,157.39	1,113.49
Chair Hire	-	75.00
Autism Initiatives	37.50	630.00
Affiliations	2,065.50	1,925.00
Miscellaneous	2.00	100.00
CAF/Co-op Grant-Gym Refurbishment	2,540.18	-
Interest Received	-	16.59
	<u>47,017.29</u>	<u>40,527.14</u>
<b>Reserved Fund:</b>		
Chest, Heart & Stroke Scotland	600.00	-
	<u>600.00</u>	<u>-</u>
<b>TOTALS</b>	<u><b>47,617.29</b></u>	<u><b>40,527.14</b></u>
<b>EXPENDITURE</b>		
Stationery & Resources	4,449.89	3,818.71
Grants, Donations & Subscriptions	13,439.00	8,713.04
Travel	-	25.00
Advertising	400.00	-
Hospitality	-	71.40
Capital Expenditure- Repairs & Replacements	7,953.22	23,766.96
Capital-Coffee Machine	-	3,354.00
Capital-Gym Equipment	-	29,665.81
MC Development	-	-
Miscellaneous	-	-
Insurance	1,771.20	1,403.82
Accountancy	250.00	200.00
	<u>28,263.31</u>	<u>71,018.74</u>
<b>Reserved Fund:</b>		
Chest, Heart & Stroke Scotland	-	-
	<u>-</u>	<u>-</u>
<b>TOTALS</b>	<u><b>28,263.31</b></u>	<u><b>71,018.74</b></u>
<b>Surplus/(Deficit)</b>	<b>19,353.98</b>	<b>-30,491.60</b>
<b>Closing Balance</b>	<u><b>32,443.33</b></u>	<u><b>13,089.35</b></u>
Cooperative Bank-Community Directplus A/C	32,443.33	12,989.35
Bank of Scotland-Treasurers A/C	-	100.00
	<u><b>32,443.33</b></u>	<u><b>13,089.35</b></u>

Tranent, East Lothian: 6th October 2018

The foregoing accounts have been prepared from information supplied by the Committee.

  
STUART J LOCKHART  
ACCOUNTANT

  
Janice Howson  
CHAIR

  
Christine Maclean  
SECRETARY

