



**Port Seton Centre
Management Committee SCIO**

Scottish Charity No. - SCO41476

Trustees Annual Report

**1st April 2016
to
31st March 2017**



Trustees Annual Report for year ending 31st March 2017

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

Reference and Administrative Information

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

Current Committee Members

<i>Trustees</i>	<i>Position</i>	<i>Representative Group</i>
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, Stroke Group
Angie Fraser	Member	Baby & Toddlers
Marlene Love	Member	In Bloom
Stacey McDonald	Member	ELGA (East Lothian Gymnastics Academy)
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 23rd July 2014. The SCIO has a two-tier structure, however, 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 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 25th 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 - 55. 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 it's most needed, during a time of severe financial constraint within many Local Authorities. The Cafe provides a great space for children's 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. Grants are not exclusively for groups using the building, any local group may make application, they must however 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.

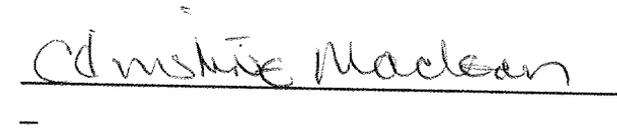
The provision of grants to local groups and voluntary organisations was down this year, due to fewer grant requests. Equipment and furnishings for the Centre accounted for 65% of spend and the remaining comprised Public Liability Insurance with Zurich, administration and expenses and Youth Work respectively, 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 19th 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

24th Oct 2017