

**PORT SETON CENTRE MANAGEMENT
COMMITTEE SCIO**

SCOTTISH CHARITY No. - SCO41476

**TRUSTEES ANNUAL REPORT
FINANCIAL STATEMENT**

1ST APR 2017 TO 31ST MAR 2018



Trustees Annual Report for year ending 31st March 2016

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

Structure, Governance and Management

Constitution

The Port Seton Centre Management Committee SCIO has incorporated charitable status as SCO41476. 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.

The SCIO application was registered by the Office of Scottish Charity Regulation (OSCR) on 23rd July 2014. The Charity entered into a lease for the lettable accommodation within the Port Seton Centre on the 25th 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.

Appointment of Trustees

The Management Committee meets on the third Thursday of each month. 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. This lease is due for review in July 2019. The rental income generated from Centre Users is ploughed back into the local community through priorities identified by the Management Committee following community engagement.

Budgets have been set for 2017 – 2020 and proposals include upgrades to building fabric and equipment, grants to the local community and increased community resilience through supported Citizens Advice Service and a developing learning, training and skills support programme.

Achievements and Performance

The charging structure adopted in 2016-2017 was based on the principle of maximisation of Centre use balanced against equity and affordability of access. Most charges have been held throughout 2018 to encourage use of the premises. Free access to the large Community Hall is available on Friday evenings for local charities and voluntary organisations to hold fundraising activities.

Two community affiliations are in place with the Gala Committee and Cockenzie and Port Seton Community Council. This annual payment of £100.00 allows both community organisations use of the premises for information or fundraising events carried out in connection with their objectives.

Two gold level affiliations are in place with Cockenzie Drama and the Mothers and Toddlers. Each group paid £500 for 50 uses of accommodation throughout 2017/2018.

The charging structure for the Community Gym has been revised and a new affordable monthly membership introduced. Access to Leisure and Leisure Plus Cards are accepted in the Centre to encourage increased community use of the gym.

The Charity awarded 12 grants to local community groups totalling £7,000.00. Application forms for grants up to £500 are always available from the website and from Centre staff. In special cases awards over this amount can be granted where extensive engagement and community benefit can be demonstrated. During 2017/2018 larger grants were awarded to local uniform groups in recognition that 2018 was the Year of Young People. Brownies Boy's Brigade and Cockenzie Star all benefitted. Large grants were also given to the Gala Committee £1,000 and Headway East Lothian £500.

Financial Review

The Charity uses a Co-operative Bank Community Directplus Account. The Account was opened on 6th October 2015 and used for the lodging of all generated income after that date. This was due to continuing difficulty with the Bank of Scotland account which was closed 17th January 2017 and all funds transferred to the Co-op account. The Committee has opened an account with First Data to manage cashless payments and this is intended to reduce much of the day to day transactional administration which falls on the Centre staff.

During 2015 – 2016 the Centre staff undertook the invoicing process on behalf of the Management Committee with the invoicing and accounting package Quickbooks. Over 160 invoices were issued throughout the year. All significant invoices have been paid and currently the Charity has no significant debtors and most invoices are generally paid within 14 to 28 days of issue.

During 2015 – 2016 £47,617 was received as income and £28,263 expended. Commercial rentals represent 28% of income, 28% general room hire, 10% came from hire of the soft play area and birthday parties and 9% for use of the gym. 16% of income was Council Transfer of funds for participatory budgeting, vending income was 3% and our first grant income of £2540 was awarded by the Co-op Community Fund. The data collected from banking and lodging of funds can be analysed in different ways to improve management financial information in future years.

At £13,000, 48% of outgoings, the provision of grants to local groups and voluntary organisations was the largest expenditure. Floor covering and maintenance expenditure for the Centre accounted for 28% of spend and the remaining 24% comprised Public Liability Insurance with Zurich, administration and catering expenses and at 6%, 12% and 6% respectively.

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

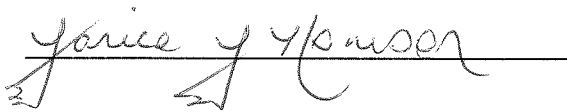
It is hoped these works can commence on site during financial year 2019/2020 ready for use in 2021. Adjustments to the budget and annual accounts now require to be made to show that funds for these works have been committed and cannot be used for any other purpose.

Risk Management

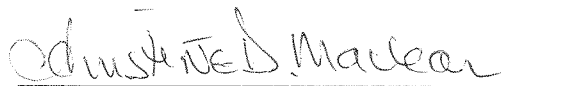
The Management Committee will continue to adopt open and transparent risk management and health and safety policies. The Management Committee are registered with the Information Commissioners Office as controllers of data under the new General Data Protection Regulations. The Trustees have accepted and 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 25th October 2018

A handwritten signature in cursive script, reading "Janice J Thomson", written over a horizontal line.

Janice J Thomson, Chair

A handwritten signature in cursive script, reading "Christine Maclean", written over a horizontal line.

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	13,089.35	43,580.95
INCOME		
Yoga & Exercise Classes	1,975.00	1,197.50
Events	-	-
Dance Classes	7,444.43	7,887.56
Gym	4,216.50	3,016.50
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>
Reserved Fund:		
Chest, Heart & Stroke Scotland	600.00	-
	<u>600.00</u>	<u>-</u>
TOTALS	<u>47,617.29</u>	<u>40,527.14</u>
EXPENDITURE		
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>
Reserved Fund:		
Chest, Heart & Stroke Scotland	-	-
	<u>-</u>	<u>-</u>
TOTALS	<u>28,263.31</u>	<u>71,018.74</u>
Surplus/(Deficit)	19,353.98	-30,491.60
Closing Balance	<u>32,443.33</u>	<u>13,089.35</u>
Cooperative Bank-Community Directplus A/C	32,443.33	12,989.35
Bank of Scotland-Treasurers A/C	-	100.00
	<u>32,443.33</u>	<u>13,089.35</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

