



**PORT SETON CENTRE MANAGEMENT
COMMITTEE SCIO**

SCOTTISH CHARITY No. - SCO41476

TRUSTEES ANNUAL REPORT

1ST APR 2015 TO 31ST MAR 2016



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 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 (Ret'd)
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 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 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. 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 2016 – 2018 and include upgrading to building fabric, furnishings and equipment and grants to the local community.

Achievements and Performance

The charging structure adopted in 2015-2016 was based on the principle of maximisation of Centre use balanced against equity and affordability of access. Free access to the Hall is available on Friday evenings for local charities and voluntary organisations to hold fundraising activities. In the first year eight organisations held events on Fundraising Fridays including the Community Council, Cockenzie Drama, East Lothian Gymnastics Academy and Cockenzie and Port Seton Amateur Radio Club.

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.

Three gold level affiliations are in place with KICC, Cockenzie Drama and the Mothers and Toddlers. Each group paid £500 for 50 uses of accommodation throughout 2015/2016.

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. All accommodation and service charges have been held at the reduced level introduced in 2014 - 2015.

The Charity awarded 12 grants to local community groups totalling £7,000.00. Application forms for grants up to £400 are always available from the Centre staff. In special cases awards over this amount can be granted where extensive engagement and community benefit can be demonstrated. During 2015/2016 larger grants were awarded to Cockenzie Star £2,500, the Gala Committee £1,000 and East Lothian Foodbank £500.

In November 2015 East Lothian Council used the Port Seton Centre as a community venue for Scottish Book Week. Ann Cleeves, the Scottish crime-writer, gave a talk about her **Shetland series and Newcastle detective 'Vera'**. As part of the co-production for this event the Management Committee waived the fee for the Community Hall and provided cheese and wine for the evening. This event brought in many new faces to the Centre from around the county, Edinburgh and beyond.

In the first year of income generation items were purchased which would benefit all Centre users. The Café has benefitted from the purchase of a modern coffee machine. The Community Hall has been fitted with new vertical blinds.

Requests were made for a Defibrillator to be installed in the Centre. An Automated External Defibrillator (AED) has now been installed in the ground floor corridor adjacent to the sports changing rooms. Defibrillator training equipment has been provided and further tuition is planned for each of the football coaches who volunteer for Cockenzie Star.

Financial Review

The Charity now 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. The Charity received £500.00 from the BOS in compensation for slow administration of our account. The sum was gifted directly to East Lothian Foodbank.

During 2015 – 2016 the Management Committee continued with the invoicing and accounting package Quickbooks. Over 160 invoices were issued throughout the year. All significant invoices have been paid and the Committee acknowledge the support of the Council debt collection services requested in Sept 2015. Currently the Charity has no significant debtors and most invoices are generally paid within 14 to 28 days of issue.

During 2015 – 2016 £36,200 was received as income and £17,000 expended. Commercial rentals represent 22% of income, 62% general room bookings, £3,600 or 10% came from hire of the soft play area and birthday parties and £2,400 or 6% for use of the gym. The data collected from banking and lodging of funds can be analysed in different ways to improve management financial information in future years.

At £8,100 or 48% of outgoings the provision of grants to local groups and voluntary organisations was the largest expenditure. Equipment and furnishings for the Centre accounted for 36% of spend and the remaining 16% comprised Public Liability Insurance with Zurich, administration and expenses and Youth Work at 6%, 6% and 4% respectively.

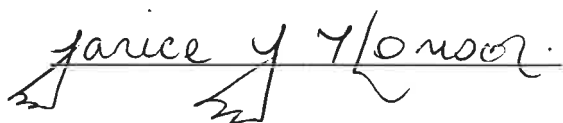
Plans for Future Period

The Management Committee submitted a three year development plan and indicative budget to the Council on 19th March 2015. Works intended for the period 2015 to 2018 include improving communications between local groups, developing programmes of activities for local populations improving health outcomes and reducing isolation and encouraging uptake of tertiary educational opportunities thereby building local capacity.

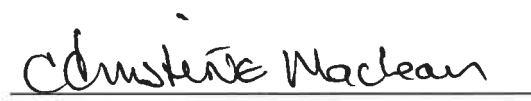
The Management Committee will continue to adopt open and transparent risk management and health and safety policies. The Trustees have accepted and approved a scheme of delegated authority and standing orders to allow both Centre Head and Community Development Officer limited spending authority.

The Trustees 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 10th November 2016

Handwritten signature of Janice J Thomson in cursive script, written over a horizontal line.

Janice J Thomson, Chair

Handwritten signature of Christine Maclean in cursive script, written over a horizontal line.

Christine Maclean, Secretary