

**CANONBIE & DISTRICT RESIDENTS ASSOCIATION (SCIO)**  
**FINANCIAL STATEMENTS**  
**For the year ended**  
**30th June 2017**  
**Scottish Charity No. SC045703**

# CANONBIE & DISTRICT RESIDENTS ASSOCIATION (SCIO)

1.

## ANNUAL REPORT for the year to 30th June 2017

The Trustees hereby submit their Report together with the Accounts for the year ended 30th June 2017.

**Scottish Charity Number** SC045703

**Principal Office** Byreburnfoot House,  
CANONBIE, DG14 0XB

**Trustees:**

Bill Frew	
Paul Lumb	
Diane Badham	(Resigned 15.09.16)
Denise Wright	
Howard Mattinson	
Lorraine Frew	
David Moore	
Archie Hyslop	(Resigned 15.08.17)
Carol Midwood	(Appointed 10.10.16)
	(Resigned 15.08.17)
Barbara McGimpsey	(Appointed 10.10.16)
	(Resigned 15.08.17)

### Structure, Governance and Management

The Charity is a Scottish Charitable Incorporated Organisation (SCIO), and was registered in its current form on 14<sup>th</sup> June 2015. It was previously an unincorporated community association, but changed its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on 1<sup>st</sup> July 2015.

It has a two-tier structure, managed by a Committee, or Board of Trustees, who are elected annually at an Annual General Meeting of the whole membership. The Association is governed by a Constitution that was adopted by the whole membership. A proportion of Trustees may be co-opted at any point, subject to the terms of the Constitution, and are eligible to be elected at the next Annual General Meeting.

### Appointment of trustees

The Board meets monthly, usually on the second Monday of each month. Trustees are elected annually at the AGM: a minimum of 5, maximum of 15. A proportion of Trustees may be co-opted at any time, subject to the provisions of the Constitution.

### Charitable Purposes

- The advancement of community development, including the advancement of rural regeneration
- The advancement of environmental protection or improvement
- The advancement of the arts, heritage, culture or science

### Activities

CaDRA has continued to undertake a broad range of activities in pursuit of its charitable aims, including direct management of the Community Café & Computer Class, Annual Litter Pick, employed a part time Trainee Project officer, and commissioned community consultation and engagement to develop a local Community Action Plan

## ANNUAL REPORT for the year to 30th June 2017 (Cont'd)

**Community Café**

We continue to run the Community Café in Canonbie United Parish Church Vestry on 3 afternoons per week, and open it for special events such as Spring Fling and a Local Heritage Exhibition. Following a very positive External Evaluation, we extended Café opening Hours on Mondays from 1-4pm, providing a simple lunch of home-made soup and rolls. This proved popular, and continues to date. We have also trialled Saturday afternoon opening. More recently we commissioned a Café Co-ordinator to recruit volunteers /organise Rotas & supplies.

In August this year, CUPC, who provide the Café venue, via a partnership agreement, proposed that they would assume full responsibility for the Café. Trustees welcomed this, on condition that the Café, and Computer Class are retained as an asset for the wider community. A formal Transfer Agreement was agreed, and the Community Café Assets were handed over to CUPC in November 2017.

**Computer Class**

We have continued to provide free WiFi access during Café opening hours as well as running fortnightly computer classes with a funded Tutor, and have provided of equipment for tutor and learners, funded via Community Café income. The future of the Class will be secured within the conditions of the Transfer to CUPC.

**Litter Pick**

We undertook our successful annual Litter Pick in April 2017, and were delighted to have some new volunteers participate.

**Local Heritage Project**

In Spring 2017, we had negotiated an agreement in principle with Clan Armstrong Centre, who manage the 17C Gilnockie Tower, on behalf of the owner. We had also been approached with an offer to take possession of the local Armstrong archive.

On the basis of these opportunities, we sought grant funding from a variety of sources to take forward a community Heritage Project **Canonbie Past, Present & Future**. This project focussed on Canonbie's historic significance at the heart of the **Debatable Lands** and local sites of interest in Border Reiver history. Our strategic plan was to identify and develop local assets and opportunities, to:

- Promote local history, and historic sites. This included a proposal to promote Gilnockie Tower as a Border Reiver Visitor Centre, and plans to co-operate with the new owner of a historic Cruck-framed building at Canonbie
- Develop links to other activities such as local walks
- Enhance visitor numbers and experience
- Generate further employment opportunities
- Provide volunteering and business start-up opportunities

In pursuit of this agenda, we have undertaken a range of activities including

- Engaging local Primary School children in activities linked to the project,
- A four day Exhibition of Original artworks and archive artefacts relevant to our Border Reiver history
- Displays and lecture from Border Reiver re-enactors
- Production of leaflets and other materials to promote important aspects of local history

In August 2017, we learned that the owner of the Tower had arranged to employ staff directly, and to continue a focus on Armstrong history, rather than work co-operatively with our community. Consequently, Trustees decided to recommend community withdrawal from the project.

**Strengthening Communities Fund**

**2016-17:** having been awarded funding for a Project Worker, via Scottish Government's Strengthening Communities Fund, we were initially unable to recruit a suitable applicant. The project was therefore reconfigured, and in October 2016 we employed a part-time Trainee Project worker, who worked together with an independent external company, *Creetown Initiative*, commissioned to undertake community consultation on our behalf, to engage local organisations, and to develop a 'Community Action Plan'.

## ANNUAL REPORT for the year to 30th June 2017 (Cont'd)

**2017-18:** In April 2017 confirmation of a second year of this funding enabled us to recruit a fulltime Project Co-ordinator. The co-ordinator has successfully undertaken a range of tasks on CaDRA's behalf, including report writing, grant applications, planning and curating the 4 day Heritage Exhibition, as well as direct work with Canonbie Primary School, and within our community.

### Community Action Plan

*Creetown Initiative* consultants supported us to set up local office premises, and undertook a range of community activities, including a community questionnaire and one-to-one interviews with a range of individuals and organisational representatives, to seek local views, identify local priorities, and inform a local Community Action Plan

Key priorities were:

To consult local people on their concerns and aspirations,

To identify, and consider how best to respond to major challenges we will face as a community in future (eg Health and Social care needs), and

To develop a Community Action Plan to address local aspirations

Following on from the consultation and review activity, a **Community Action Plan for Canonbie** has now been prepared and published.

This identifies and prioritises issues, and highlights options and recommendations, in order to take forward key elements of the CAP.

The finalised Community Action plan concludes that ***“existing local groups and organisations currently function disassociated from each other, some with histories of disagreements and rivalries.”***

We recognise and agree with Creetown's view that.. ***“co-operation and local partnerships really do benefit the wider community.”***

Consequently we have engaged with local Ward Manager, Stuart Hamilton, who has agreed to Chair a meeting of local organisations and individuals to seek support for, and initiate a new Local Development Group.

### Reserves Policy

CaDRA is a small local charity. However, we operate some projects that are valued by local people who both contribute to, and benefit from them. A period of formal notice to partners is also an explicit requirement of partnership agreements.

We therefore need to ensure that we can meet these commitments in case of unforeseen circumstances, such as a sudden loss of income, and have sufficient funds to:

- (i) Fulfil the terms of any agreements, or partnership obligations in winding up these projects
- (ii) Provide reasonable period of time/ opportunities to secure a successor arrangement or organisation, able to continue the project/ service.

**Policy** : Following agreement reached in November 2016, our Trustees therefore agreed, that for all current/ active projects, we set aside ring-fenced reserves equivalent to a minimum of 3 months running Costs .

We will ensure that the level set is appropriate, and based on our projections for income and expenditure, current liabilities and an estimate of likely needs and risks over the next few years.

**Regular Review:** The policy will be reviewed regularly to take account of different needs and circumstances, at least annually. We will also review progress against the policy.

Our policy requires us to maintain three months' running expenditure. If reserves fall below this level we will:

**CANONBIE & DISTRICT RESIDENTS ASSOCIATION (SCIO)**  
**ANNUAL REPORT for the year to 30th June 2017 (Cont'd)**

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- Immediately review the scale and nature of our charitable activity
- Take any necessary steps to reduce our outgoings
- Notify members and initiate an Extraordinary General Meeting

**Reporting on Reserves** Our Trustees' Annual Report will notify donors, funders and other stakeholders how much we hold in reserve, and why.

### **Financial Review**

Our main sources of income were

- (i) Grants and Awards from external funding bodies, principally the Strengthening Communities Fund and Dumfries & Galloway Council
- (ii) Trading surplus from the Community Café
- (iii) Fundraising by or on behalf of the Association

Details of the activities and achievements associated with this funding is detailed earlier in this report. During the year under review the Association achieved a small surplus on unrestricted funds of £617 and the total funds balance at 30th June 2017 was £14,811, of which £9,453 was restricted for use for specific purposes. Details of the movement in restricted funds can be found in Note 4 of the Accounts.

### **Future Plans**

All of our current Trustees have confirmed that they do not wish to stand for re-election. Consequently we have taken advice on how best to proceed and the unanimous view of the trustees is that the Association be wound up. After taking advice from OSCR and Dumfries & Galloway Council it was decided to delay the winding up until the local heritage project is completed.

Approved by the Trustees and signed on their behalf,



**W Frew (Chairman)**

23rd March 2018.

CANONBIE & DISTRICT RESIDENTS ASSOCIATION (SCIO)

I report on the Accounts of the charity for the year ended 30th June 2017 which are set out on pages 6 to 7.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the Accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The Charity Trustees consider that the audit requirement of Regulation 10(1)(d) of the Accounts Regulations does not apply. It is my responsibility to examine the Accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the Charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given in the Accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare Accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.



Kevin D. Crawford,  
Chartered Accountant.

Address: JRW,  
19 Buccleuch Street,  
HAWICK, TD9 OHL.

26<sup>th</sup> March 2018.

**Canonbie & District Residents Association (SCIO)**

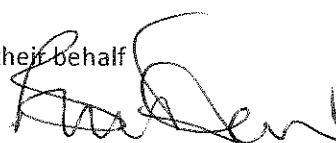
Year ended 30th June 2017

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**Receipts and Payments Account**

	Unrestricted Funds	Restricted Funds	2017 Total Funds	2016 Total Funds
<b>Receipts</b>				
Donations	97	-	97	5,240
SCF Grants	-	46,659	46,659	1,195
Heritage Events      Note 1	-	7,471	7,471	-
Trading Receipts from Community Café	5,183	-	5,183	6,876
Other	302	-	302	1,232
<b>Total</b>	<b>5,582</b>	<b>54,130</b>	<b>59,712</b>	<b>14,543</b>
<b>Payments</b>				
Trading Expenses	2,323	1,176	3,499	1,044
Donations	35	-	35	1,111
Charitable Activities	500	44	544	5,955
Staff Costs      Note 2	-	9,072	9,072	-
Consultancy Fees	-	28,400	28,400	-
Admin Costs      Note 3	498	5,033	5,531	-
Office Furniture & Equipment	-	2,019	2,019	-
Heritage Event costs	-	878	878	-
Other	269	497	766	590
<b>Total</b>	<b>3,625</b>	<b>47,119</b>	<b>50,744</b>	<b>8,700</b>
<b>Surplus for year before transfers</b>	<b>1,957</b>	<b>7,011</b>	<b>8,968</b>	<b>5,843</b>
Transfers between funds	(130)	130	-	-
<b>Surplus for year after transfers</b>	<b>1,827</b>	<b>7,141</b>	<b>8,968</b>	<b>5,843</b>
<b>Statement of Balances</b>				
Bank balance at start of year	4,687	1,156	5,843	-
Surplus for year	1,827	7,141	8,968	5,843
<b>Bank balance at end of year</b>	<b>6,514</b>	<b>8,297</b>	<b>14,811</b>	<b>5,843</b>

Approved by the Trustees on 23rd March 2018 and signed on their behalf



**W Frew, Chairman**

Canonbie & District Residents Association (SCIO)

Year ended 30th June 2017

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Notes to Accounts

	Unrestricted 2017	Restricted 2017	Total 2017	Total 2016	
<b>1 Heritage Events</b>					
Grant from Dumfries & Galloway Council	0	7125	7,125	-	
Income from events	0	346	346	-	
	-	7,471	7,471	-	
<b>2 Staff Costs</b>					
Wages & NIC	0	7586	7,586	-	
Training Courses	0	258	258	-	
Travel Expenses	0	321	321	-	
Recruitment advertising	0	907	907	-	
	-	9,072	9,072	-	
<b>3 Admin Costs</b>					
Stationery	357	1267	1,624	-	
Telephone		184	184	-	
Advertising	46		46	-	
Book-keeping		445	445	-	
Insurance		502	502	-	
Room Hire	95	2635	2,730	-	
	498	5,033	5,531	-	
<b>4 Movement in Funds</b>	<b>Balance at Start of Year</b>	<b>Receipts</b>	<b>Payments</b>	<b>Transfers</b>	<b>Balance at End of Year</b>
<b>Unrestricted</b>	4,687	5,582	(3,625)	(130)	6,514
<b>Restricted</b>					
Putting You First	1,106	0	(1,220)	114	0
Area Committee	50	0	(66)	16	0
Strengthening Communities Fund	0	46,659	(44,955)	0	1,704
Local Heritage Project	0	7,471	(878)	0	6,593
	1,156	54,130	(47,119)	130	8,297
<b>Total Funds</b>	5,843	59,712	(50,744)	0	14,811

**5 Trustee Remuneration and Expenses**

No remuneration or expenses were paid to trustees during the year to 30th June 2017

**6 Transactions With Trustees**

The charity rented serviced accommodation (to include heating, lighting, telephone and broadband costs) from a Trustee, Paul Lumb, during the year ended 30th June 2017. There was no outstanding balance at the financial year end.