



Linlithgow Community Development Trust

Report of the Directors and Unaudited Financial Statements

For the year ended 31 March 2017

Registered Number: SC427879

Scotland

Linlithgow Community Development Trust

For the year ended 31 March 2017



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Linlithgow Community Development Trust

For the year ended 31 March 2017



DIRECTORS' REPORT

Reference and Administration

Charity name	Linlithgow Community Development Trust
Scottish Charity Number	SC045971
Company Number	SC427879
Registered Office	21 West Port, Linlithgow, EH49 7AY

The legal form of the Trust is a Company Limited by Guarantee. Companies House has approved the exemption from the requirement to use the term limited in its name. Charitable Status was granted by OSCR on 8 September 2015.

Trustees

The individual Directors are the trustees of the Charity for the purposes of charity law and throughout this report are collectively referred to as The Directors.

Directors

The directors who served the company in the period from 1 April 2016 to 31 March 2017 were as follows:

Director's Name	Dates	Director's Name	Dates
MN Ball		CA Hogg	From 03/11/16
T Conn		CM Horne	
CJ Cook		T Kerr	
FD Falconer (Chair)		J Molloy	To 19/05/16
IM Fyfe	To 20/03/17	JD Norton	
PJT Geoghegan (Secretary)		RA Priestly	
J Gilfeather		FR Wood	To 13/07/16

The Directors present their report and Statement of Financial Activity for the period from 1 April 2016 to 31 March 2017.

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Principal Objectives and Activities

Linlithgow Community Development Trust “the Trust” has been formed to benefit the community of Linlithgow and Linlithgow Bridge with the aim of building a resilient, enterprising and sustainable community capable of dealing with ongoing change.

The Charitable Purposes identified are

- i) the advancement of citizenship or community development;
- ii) the advancement of the arts, heritage, culture or science,
- iii) The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended,
- iv) The advancement of environmental protection or improvement

Achievements Performance and Prospects for the Future

The directors continue to monitor the performance of the company against the objectives above. Members of the public are encouraged to join via our website <http://trust-linlithgow.org.uk>, advertising in local papers and at local events.

The Chairman issues his own more detailed annual report on the achievements, performance and prospects for the future. This is circulated to all members with notification of the Annual General Meeting and is available to members of the public on request. A copy of the Chairman’s Report is attached as Appendix 1.

Key events in the period include:

- Appointment of two Development Workers
- Successful completion of the **Low Port Gardens improvement** project
- Commitment of £312k from West Lothian Council for Phase 1 of Kettilstoun Mains Outdoor Sports and Leisure Project, the **West Lothian Cycle Circuit**, on condition of LCDT securing remaining funds
- Commitment in principle for a Long-Term Lease of the Kettilstoun Site and Draft Heads of Terms
- Establishment of broad Stakeholders Group for the West Lothian Cycle Circuit
- **Community Group consultation** study to find out how LCDT could help across the voluntary community sector, engaging with over 50 local community groups.
- Establishment of **Space4: Community and Business** Steering Group, with a mission to connect local community and business people to create social benefit.
- Creation of an initial Space4 virtual network of community groups and businesses, with regular opportunities for interaction, collaboration and knowledge sharing.
- Development of a business plan and feasibility analysis for a physical Space4 co-working space.

Board Selection

The Board seeks to maintain a balance of different skills and experience, and representation from as wide a selection of the community as possible.

New volunteers are welcomed as Directors throughout the year.

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FINANCIAL REVIEW

The financial position at the end of the current financial year is set out in the Balance Sheet as at 31 March 2017 and the Notes thereto.

Details of income and expenditure during the period are set out in the Income and Expenditure Account with its Notes, showing that the amount of funds raised from grants is the trust's principal income. The Board continues to closely monitor costs to enable the charity to continue to operate successfully in achieving its Objectives

Statement Of Directors Responsibilities With Regard To Financial Statements

The Charities Accounts (Scotland) Regulations 2006 as amended requires the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit for the trust for that year.

In preparing those financial statements, Directors are required to make suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; and prepare the financial statements on the basis that the trust is a going concern unless it is inappropriate to presume that the trust will continue.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the trust and enable them to ensure that the financial statements comply with the Charities Accounts (Scotland) Regulations 2006 as amended.

They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Basis of Preparation

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Charities SORP (FRS102), the Charities Accounts (Scotland) Regulations 2006 as amended and the Charity and Trustee Investment (Scotland) Act 2005.

Signed on behalf of the Board of Directors

F Falconer

Chair

Date

Linlithgow Community Development Trust

For the year ended 31 March 2017



ACCOUNTANT'S REPORT

This Report is to the Directors on the preparation of the unaudited statutory accounts of Linlithgow Community Development Trust for the period from 1 April 2016 to 31 March 2017.

In order to assist you to fulfil your duties under Companies Act 2006, we have prepared for your approval the accounts of Linlithgow Community Development Trust for the year ended 31 March 2017, which comprise the Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising firm of the Institute of Chartered Accountants of Scotland, we are subject to its ethical and other professional requirements which are detailed at <http://www.icas.org.uk/accountspreparationguidance>.

This report is made solely to the Board of Directors of Linlithgow Community Development Trust, as a body, in accordance with the terms of our engagement. Our work has been undertaken solely to prepare for your approval the accounts of Linlithgow Community Development Trust and state those matters that we have agreed to state to the Board of Directors of Linlithgow Community Development Trust, as a body, in this report in accordance with the requirements of the Institute of Chartered Accountants of Scotland as detailed in <http://www.icas.org.uk/accountspreparationguidance>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Linlithgow Community Development Trust and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Linlithgow Community Development Trust has kept adequate accounting records to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and loss of Linlithgow Community Development Trust. You consider that Linlithgow Community Development Trust is exempt from statutory audit requirement this year.

We have therefore reviewed, but not audited the accounts of Linlithgow Community Development Trust. For this reason, we do not express any opinion on the statutory accounts.

As the company was a charity by 31 March 2017 an Independent Examination has been carried out by Seonaid Anderson MA CA CTA and her certificate is included on Page 10

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21 West Port
Linlithgow
EH49 7AY

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Date

Linlithgow Community Development Trust

For the year ended 31 March 2017



STATEMENT OF FINANCIAL ACTIVITIES

INCOME AND EXPENDITURE ACCOUNT

	Year to 31 Mar 2017			8 months to 31 Mar 2016
	£	£	£	£
Income and endowments from:				
West Lothian Council Grants	54,912		12,602	
Strengthening Communities Grant	20,151			
Other Grants	2,107			
Donations, Legacies and Stakeholder contributions	129		6,458	
		77,299		19,060
Investment Income				
Deposit Account interest	1		-	
		1		-
Total Income		77,300		19,060
Accountancy Fees	325		350	
Consultancy fees	-		15,761	
Project expenses	55,793		-	
Strengthening the community expenditure	20,151		-	
Registered office expenses	25		25	
Website & advertising	20		236	
Stationery & postage	-		32	
Development Trust Associations	25		185	
Fundraising expenses	-		200	
Insurance	330		329	
Travel Expenses	-		-	
Sundry Expenses	68		109	
		(76,769)		(17,227)
Net Income		531		1,833
Total unrestricted funds brought forward		1,833		0
Unrestricted Funds carried forward		2,364		1,833

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BALANCE SHEET

	Notes	2017 £	2016 £
Current assets			
Debtors		-	8,561
Cash at bank and in hand		13,013	3,096
		13,013	11,657
Creditors: amounts falling due within one year	4	(10,649)	(9,824)
Net current assets		2,364	1,833
Total assets less current liabilities		2,364	1,833
Unrestricted reserves b/fwd		1,833	-
Surplus for the year		531	1,833
Unrestricted reserves c/fwd		2,364	1,833

For the year ended 31 March 2017 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

Directors' Responsibilities:

- 1) The members have not required the company to obtain an audit of its accounts for the period in question in accordance with Section 476.
- 2) The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the special provisions applicable to of Part 15 of the Companies Act 2006 for smaller companies and section 44 of the Charities and Trustee Investment (Scotland) Act 2005.

Signed on behalf of the Board of Directors on

F Falconer – chair



NOTES TO THE FINANCIAL STATEMENTS

1) Accounting Policies

Basis of Accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2015) and the Charities SORP (FRS 102), the Charities Accounts (Scotland) Regulations 2006 as amended and the Charity and Trustee Investment (Scotland) Act 2005.

Grants

Government grants received are recognised in the income statement once there is reasonable assurance that the grant will be received and that all conditions attaching to the grant will be complied with.

2) Surplus for the year	2017	2016
	£	£
The surplus is stated after charging grants of	<u>(77,170)</u>	<u>(12,602)</u>
3) Interest receivable and similar income	2017	2016
	£	£
Interest receivable	<u>1</u>	<u>-</u>
4) Creditors: amounts falling due within one year	2016	2016
	£	£
Other creditors:	<u>10,649</u>	<u>9,824</u>

Included within Other creditors is a balance of £9,849 representing a grant from the Scottish Government to participate in their Strengthening the Communities programme. The income from this grant will be recognised in the income statement when the performance-related conditions have been met.

5) Company limited by guarantee

The company is limited by guarantee and therefore has no shares. Each member undertakes that if the Trust is wound up within one year after they cease to be a member, they will contribute to the assets of the Trust up to a maximum of £1.

Linlithgow Community Development Trust

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Independent Examiners' Report to the Board of Linlithgow Community Development Trust

I report on the accounts of LCDT for the period from 1 April 2016 to 31 March 2017 which is set out on pages 7 to 9.

Respective responsibilities of the Council 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 (2005 Act) and the Charities Accounts (Scotland) Regulations 2006 as amended. The trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 206 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 examiners' statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations as amended. 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 by the accounts.

Independent examiners' statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- i. To keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- ii. To prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met, or
- iii. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs Seonaid Anderson MA (Hons) CA CTA

Chartered Accountant, 21 West Port, Linlithgow, EH49 7AY

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Date

Linlithgow Community Development Trust

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Linlithgow Community Development Trust

Appendix 1

Chair's Annual Report – 1st April 2016 to 31st March 2017

Welcome to the Chair's Annual Report. The trust has had a very busy year, with lots of exciting developments to update you on.

Our successful application for a Scottish Government Strengthening Communities Grant, meant in Autumn 2016 we appointed two Development Workers on a consultancy basis, Pamela Barnes and Rebecca Holmes. The addition of these appointments has enabled us to progress a greater number of initiatives throughout the year.

November 2016 saw the completion of the **Low Port Gardens improvement** project. The area, known by Low Port Primary families as 'The Rose Garden', was repaved with the addition of an accessible ramp. The boundary wall was also rebuilt ensuring youngsters waiting for their siblings are more easily kept away from busy traffic. Thanks go to Dougie Baird for his time and skill in managing this project.

This year we were very grateful to receive approval for year two of Scottish Government **Strengthening Communities** Grant funding, covering the costs of continued Development Workers' support. In February 2018, we will put in an application for one final year of funding to take us through to March 2019.

This year saw important developments for the Kettilstoun Mains Outdoor Sports and Leisure project, focussing on the **Cycle Circuit** as phase 1. West Lothian Council has given its full support committing £312,000 and engaging Council officers in assisting with all aspect of the project.

We're delighted to have wide membership on our stakeholders group, including disabled groups, Health Improvement Team, Linlithgow Academy and Active Schools' coordinator. This has helped develop the vision for the West Lothian Cycle Circuit as an inclusive facility for people to improve health, well-being, confidence, active lifestyles and sports performance. Importantly the project will employ a Cycling Development Officer to help the schools of the town, and more excluded groups, benefit from the facility. This year we've begun discussions with stakeholders about the remit of this post. This will be at the heart of the development of volunteering, training and work opportunities that the project will make happen.

There is no doubt these are financially challenging times, with Scottish Government cuts affecting availability of grant funding. However, LCDT remain fully committed to bringing the project to fruition. We set ourselves a target to raise £25,000 by the end of 2017. Achieving this is a critical milestone for progressing with Detailed Planning and large grant funding applications. The cycling community have shown fabulous support including their social media #Rollerchallenge, plus endorsements from Scottish Cycling, Olympic and Paralympian cyclists. With over £11,200 raised so far, we're delighted to be half way to reaching our community fundraising target.

In February, we commissioned a study to find out how LCDT could help across the voluntary community sector. We combined an online survey with focus groups and stakeholder conversations and came away with an excellent picture of what is needed, and how LCDT can help. It also enabled us to get to know a lot of the groups, to see first-hand what a wonderful impact they have on the community. Many of the recommendations from this report have been fed into the scope of the Space4 project (below).

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The development of a community and business ‘hub’ has been something discussed in Linlithgow for many years. With Development Workers available to help us, and the outcomes of the community engagement survey in mind, we felt now was an ideal time to pursue this venture. And so we launched **Space4: Community and Business**.

The Space4 mission is to ‘connect local community and business people in order to bolster each and create social change. We want to blur the lines between business and community, focussing instead on encouraging people to work smarter, together, supporting each other to achieve.’

In the initial stages Space4 is a network of community groups and businesses, with regular opportunities for interaction, collaboration and knowledge sharing. We are holding monthly pop-up coworking days for workers and bi-monthly **Community Cake** gatherings for voluntary organisations. The aim is to enable collaboration, increased efficiency, sharing of resources and ideas, and mutual support.

The second phase of the Space4 project, for which we are currently pursuing funding, is to create a physical ‘hub’ in the centre of the town. This space will house a co-working venue, meeting rooms, business/charity start-up support, learning events and much more. We’re very excited to see this project take off and look forward to the developments within the next year.

I will end by saying many thanks to my fellow Directors who have put much time and effort into making all of the above a reality. I know they, like me, are excited for the year ahead. On behalf of them, I’d also like to recognise the enthusiasm and enterprise of Pamela and Rebecca who have been of tremendous support to the Trust. A final, thanks then goes to you to the individuals and organisations in the town that continue to support our work.

Fraser Falconer

18th September 2017

Chair

Linlithgow Community Development Trust