



Linlithgow Community Development Trust

Report of the Directors and Unaudited Financial Statements

For the year ended 31 March 2018

Registered Number: SC427879

Scotland

Linlithgow Community Development Trust

For the year ended 31 March 2018



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Linlithgow Community Development Trust

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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 2017 to 31 March 2018 were as follows:

Director's Name	Dates	Director's Name	Dates
MN Ball		CA Hogg	To 22/03/18
N Barnes	From 04/01/18	CM Horne	
T Conn		GR Kerr	From 24/08/17
CJ Cook		T Kerr	
FD Falconer (Chair)		JD Norton	
PJT Geoghegan (Secretary)	To 05/10/17	KA Orr	From 16/11/17
J Gilfeather	To 27/08/17	RA Priestly	To 02/02/18
		JB Whittington (Secretary)	From 05/10/17

The Directors present their report and Statement of Financial Activity for the period from 1 April 2017 to 31 March 2018.

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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 for the AGM on 6th December 2018 is attached as Appendix 1.

Key events in the period include:

- Achieving our target for £25,000 of fundraising for the proposed cycle track. Planning permission has been obtained since the year end.
- Following extensive consultation, establishing of a community and business development hub, The EH49 Hub.
- Organising “Community Cake” learning events for local businesses and volunteer groups.
- Initial steps towards a renewable energy project.

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.

1) FINANCIAL REVIEW

The financial position at the end of the current financial year is set out in the Balance Sheet as at 31 March 2018 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

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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

Fraser Falconer

F Falconer

Chair

Date 20/12/2018

Linlithgow Community Development Trust

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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 2017 to 31 March 2018.

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 2018, 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 2018 an Independent Examination has been carried out by Seonaid Anderson MA CA CTA and her certificate is included on Page 10

Ander Tax Ltd

Ander Tax Limited

21 West Port
Linlithgow
EH49 7AY

20/12/2018

Date

Linlithgow Community Development Trust

For the year ended 31 March 2018



STATEMENT OF FINANCIAL ACTIVITIES

INCOME AND EXPENDITURE ACCOUNT

	Unrestricted Funds	Restricted Funds	Total Funds to 31 Mar 2018	Total Funds to 31 Mar 2017
	£	£	£	£
Income and endowments from:				
West Lothian Council Grants			-	54,912
Strengthening Communities Grant	-	49,849	49,849	20,151
Other Grants	-	1,100	1,100	2,107
Donations, Legacies and Stakeholder contributions	405	16,522	16,927	129
Fundraising	-	4,714	4,714	-
Hub Events and co-working	-	548	548	-
	405	72,733	73,138	77,299
Investment Income			-	1
Total Income	405	72,733	73,138	77,300
Expenditure				
Donations	100	-	100	-
Accountancy Fees	300	-	300	325
Consultancy fees	-	7,200	7,200	-
Project expenses	-	1,377	1,377	55,793
Strengthening the community	131	49,849	49,980	20,151
Room Hire & event expenses	446	1,140	1,586	-
Registered office expenses	25	-	25	25
Website & advertising	203	-	203	20
Office Expenses	224	-	224	-
Development Trust Associations	75	-	75	25
Fundraising expenses	184	-	184	-
Insurance	336	-	336	330
Bank charges	25	-	25	-
Sundry Expenses	110	2	112	68
Total Expenditure	2,159	59,568	61,727	76,769
Net Income (deficit)	(1,754)	13,165	11,411	531
Total funds brought forward	2,364	-	2,364	1,833
	(1,754)	-	-	-
Funds carried forward	610	13,165	13,775	2,364

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BALANCE SHEET

	Notes	2018 £	2017 £
Current assets			
Debtors			-
Cash at bank and in hand		18,546	13,013
		18,546	13,013
Creditors: amounts falling due within one year	5	(4,771)	(10,649)
Net current assets		13,775	2,364
Total assets less current liabilities		13,775	2,364
Reserves b/fwd		2,364	1,833
Surplus/deficit for the year		(11,411)	531
Unrestricted reserves c/fwd		13,775	2,364
The funds of the charity:			
Unrestricted income funds		610	2,364
Restricted income funds	3	13,165	-
Total Charity funds		13,775	2,364

For the year ended 31 March 2018 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 *20/12/2018*

Fraser Falconer

F Falconer – chair

Linlithgow Community Development Trust

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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	2018	2017
	£	£
The surplus is stated after charging grants of		<u>(77,170)</u>

3) Restricted Funds

	Big Bike Revival £	Cycle Circuit £	EH49 Hub £	Strengthen Community £	Total £
Brought Forward	-	-	-	-	
Income	1,100	20,460	1,324	49,849	72,733
Expenses	(1,100)	(7,295)	(1,324)	(49,849)	(59,568)
Carry Forward	<u>-</u>	<u>13,165</u>	<u>-</u>	<u>-</u>	<u>13,165</u>

4) Interest receivable and similar income	2018	2017
	£	£
Interest receivable		<u>1</u>

5) Creditors: amounts falling due within one year	2018	2017
	£	£
Other creditors:		<u>10,649</u>

Included within Other creditors at 31 March 2017 was 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.

6) 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.

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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 2017 to 31 March 2018 which is set out on pages 3 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.

Seonaid Anderson

Mrs Seonaid Anderson MA (Hons) CA CTA

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

20/12/2018

Date

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Linlithgow Community Development Trust

Appendix 1

Chair's Annual Report for the period ending 6th December 2018

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

In February this year we were very grateful to receive approval for year three of Scottish Government **Strengthening Communities Grant** funding. This funding currently pays for our staff, Pamela, Susan and Joyce

Last year we commissioned a study to find out how LCDT could help across the voluntary community sector. The combined survey with focus groups and stakeholder conversations 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 were fed into the the EH49 project (below).

The development of a community and business 'hub' has been something discussed in Linlithgow for many years. With funded support, and the outcomes of the community engagement survey in mind, we felt it was an ideal time to pursue this venture, and so we launched the **EH49 Hub** project. The aim is to enable collaboration, increased efficiency, sharing of resources and ideas, and mutual support throughout the town. For businesses, we ran a successful co-working pilot at the Star and Garter café and carried out a number of learning events in managing finance, GDPR, social media and marketing. These paid events enabled us to organise free events named **Community Cake** gatherings for local voluntary organisations. In addition, we have supported several local organisations one to one with information and guidance on funding, volunteering and other concerns. We also held an event in June celebrating volunteers and volunteering work in the town.

The newest part of the EH49 Hub project is the creation of mylinlithgow.com. Using funds granted from Tesco Bags of Help we are launching a community website. This site will house up to date information on local events, volunteering opportunities and community groups. It is a fully scalable website with the aim that in future we can add tourism and businesses. We have been very fortunate to recently be awarded a Community Jobs Scotland employment post, once filled, this employee will be tasked with maintaining the mylinlithgow site.

In February, LCDT agreed to initiate a renewable energy project Linlith-go-solar. The pilot, in collaboration with Linlithgow Rugby Club, will see solar panels being placed on the Rugby club roof, energy generated being sold to the club, and surplus funds being put back into the community. To fund this project we decided to launch a community bond offer, enabling local people to invest both in renewable energy, and in building local resilience

This year saw important developments for the Kettilstoun Mains Outdoor Sports and Leisure project, focussing on the Cycle Circuit as phase 1. After several months of collaborate work with the Council and others, we overcame many challenges to obtain planning permission for a whole site

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development. The other key change was to rename it as the **West Lothian Cycle Circuit** which represents the objective of this being a project for communities across West Lothian.

The aspiration is still current to employ a Cycling Development Officer to help the schools, the more excluded groups and individuals from across the County. The discussions with stakeholders about the detailed remit of this post are still taking place. This will be at the heart of the development of volunteering, training and work opportunities that the project will make happen. Another Big Bike Revival took place in the town and LCDT took the lead in delivering this fun day for all.

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. Last year we set ourselves a target to raise £25,000 by the end of 2017 and this was achieved. The cycling community have shown fabulous support including their social media #Rollerchallenge, plus endorsements from Scottish Cycling, and individual Commonwealth, Olympic and Paralympian past and present cyclists. We were delighted when Sportscotland has committed £100,000 toward the provision of the cycle circuit

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, Susan and Joyce 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 20/12/2018

Fraser Falconer

Chair

Linlithgow Community Development Trust