

**CRATHES PUBLIC HALL TRUST
[SCIO] SCOTTISH CHARITY NO
SC043007**

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS FOR 2016/17
(1st APRIL 2016 TO 31st MARCH 2017)**

**TRUSTEES' ANNUAL REPORT FOR 2016
(1st APRIL 2016 TO 31st MARCH 2017)**

The board of charity trustees has pleasure in presenting the 2016/17 annual report, together with the financial statements and the independent examiner's report.

REFERENCE & ADMINISTRATIVE INFORMATION

Charity Name

Crathes Public Hall Trust [SCIO]

Charity No

SC043007

Address

C/o Moira Hamilton
West Burnside of Coy
Crathes
Banchory
AB31 5JJ

Board of Charity Trustees during the report period

Hamish Taylor	Convener to 11/01/17	Left Board on 11/01/17
Moira Hamilton	Treasurer to 11/01/17	Convener from 11/01/17
Wynne Morrish	Trust Secretary	
Nicola Chambury	Development Officer to 01/09/16	Left Board on 01/09/16
June Barclay	Treasurer from 11/01/17	
Vinny Burnett		
Cynthia Hutcheon		
Bert McIntosh		
Ewan Reid		
Barbara Sherry		
Kathy Henwood	Joined Board on 21/04/15	Left Board on 01/10/16
Gary Charlish	Joined Board on 19/10/16	
Beatrice Charnley	Joined Board on 01/11/16	
Jen McHattie	Joined Board on 01/11/16	
Ellen Charlish	Joined Board on 01/11/16	

STRUCTURE, GOVERNANCE, & MANAGEMENT

Constitution

Crathes Public Hall Trust [SCIO] is a Scottish Charitable Incorporated Organisation. It is governed by its constitution which was adopted in March 2012. The trust was granted charitable status by OSCR on 13th March 2012.

Structure

The hall, land, and associated assets are owned by the trust on behalf of the community.

The trust is a membership organisation, with membership open to any individual aged 16 or over who resides within the area bounded by the River Dee on the south, the Hill of Fare on the north, and extending to approximately five kilometres east and four kilometres west of the hall.

Governance

Members have the right to attend any general meetings and have important powers under the constitution. In particular, the members elect charity trustees from the membership to serve on a board, which is accountable to

the members for its actions.

The board holds regular meetings to direct and oversee the business of the trust. For example, the board is responsible for monitoring and controlling the financial position of the trust.

Appointment of Trustees

Under the constitution, there must be a minimum of five and not more than twelve trustees.

Trustees are elected at the Annual General Meeting by and from the members in attendance. At least six members must be in attendance to form a quorum. If a vacancy occurs between Annual General Meetings the board may co-opt a member to fill the vacancy.

Management

The board will appoint from the trustees officers with specific duties for the day-to-day management of the trust. These include as a minimum a Convener, a Secretary, and a Treasurer.

The board also appoints trustees to act as focal points for specified tasks, for example maintenance.

To support the work of the trust in specialist areas, the board may also co-opt people with specific skills from amongst the membership to work with trustees.

Because the Trust currently needs to redevelop its ageing assets, the board has co-opted a Redevelopment Project Supervisor.

OBJECTIVES & ACTIVITIES

Charitable purposes

The purposes of Crathes Public Hall Trust [SCIO] are to manage and maintain a community hall for the benefit of the inhabitants of the village of Crathes and its environs without distinction of age, gender, sexual orientation or political, religious and other opinions, in order to improve the conditions of life within the community:

- by providing facilities for recreational, cultural, and community-centred activities, and
- by sponsoring community events within the hall to advance education, citizenship and community development.

Activities

To fulfil the charitable purposes and raise funds to cover the operating costs of the trust the hall is available for hire to local groups and members of the local community. The hall may also be hired by other registered charities for their fund-raising events, by members of the community for private not-for-profit events such as birthday parties, and by small travelling theatre groups

for trust-sponsored plays etc.

The Local Authority and Community Council have access to the hall for meetings, and it is also used for public meetings such as consultations on planning proposals.

The hall is available for use by local schools and for community-centred events such as the monthly coffee morning (the "Crathes Fly") and the annual Hogmanay Ceilidh.

In conjunction with the Local Authority the trust provides a public waste recycling facility.

We also make the hall car park freely available to walkers and cyclists using the Deeside Way footpath.

Recognising the shortcomings of a building over eighty years old and its inability to meet the needs of the 21st century (energy efficiency, maintainability, user expectation), in 2011 the trustees agreed a strategy for the long term redevelopment of the hall. This involved the identification of logical and prioritised improvement phases and an initial budget estimate for the overall project. This "Hall Redevelopment Project" was targeted for completion by 2018, but has been delayed by lack of resources.

Achievements & Performance

We have fulfilled our charitable purpose in support of the local community. We have covered our costs, maintained an operating reserve, and made a small profit to support our redevelopment plans.

Operational activities - number of events :

- 60 Culture (e.g. Theatre, Morris Men, Band practice.)
- 147 Sports and Recreation (e.g. Boxercise, Cyclists winter training, Table Tennis.)
- 30 Community (e.g. Fly, Hogmanay, Council meetings, primary school use)
- 86 Childrens Activities (Crafty Critters, Balance Bikes, Footstars)
- 32 Private (e.g. Childrens and adult parties, girl guide event, kayakers,)

Crafty Critters, Balance Bikes (both for under 5s) and Table Tennis are all new activities in the year. The table tennis has gone from strength to strength attracting a wide age group and has attracted funding for a table tennis table from the local Wind Farm. Each month there are usually 2 or 3 parties at the weekends. The Girl Guides use the hall for crafts, cookery and wet weather alternatives when they are camping for a week in the summer at Crathes Castle. Each year the North of Scotland Caravan Club use the hall for their AGM and social. An unusual booking in 2016 was the overnight use by Stirling University Kayak Club as a stopover on their way down the Dee.

Redevelopment activities:

Phase One of the Hall Redevelopment Project, completed in 2013, uncovered further problems with the current building, and this has informed the planning

for Phase Two.

Preliminary work for Phase Two has given us a better understanding of the likely costs, but the current financial climate in the area is slowing down fundraising. Our original target completion dates are no longer realistic.

PLANS FOR FUTURE PERIODS

Operations

The Trust will continue with the current operational programme.

To be able to respond operationally to the potential increase in demand from the building of up to forty-five homes within a short walk of the hall, and at least another five across the community, we will need to proceed with our Hall Redevelopment Project as soon as possible. This will be our major challenge over the coming years, in the meantime maintenance expenditure is likely to increase.

Hall Redevelopment Project

The Hall:

Phase Two outline programme has been identified as

- Preventing rain penetration through the outer walls
- Improving heating, ventilation, and heat conservation
- Improving insulation and acoustics
- Replacing a substandard bar and store area with a "green room" and storage cupboards
- Upgrading and enlarging the kitchen
- Replacing electrical wiring and upgrading the installation.

We are currently prioritising work which must be done to maintain the hall in a "satisfactory" state, whilst a detailed feasibility study of all the options for the overall project will start as soon as money is available.

The Car Park:

We finalised plans with Aberdeenshire Council to allow the use of some parking spaces for a formal "Park-and-Ride" facility within the hall car park. This will involve no transfer of any of our assets to the council. As well as improving access to the car park the Council will provide a new notice board for the hall. This work was to be implemented in Q1 2017 but has not yet been done.

FINANCIAL REVIEW

Funding – unrestricted income

The main source of unrestricted income is the fees from hall hires. These are pitched so that the Trust can cover the operating costs of the hall and make a small profit for operational reserves, and when possible to supplement the budget for capital projects, etc.

Funding – restricted income and grants

Restricted funds and grants are raised as required and may only be used for the purposes specified

Restricted income, all for the Hall Redevelopment Project, amounted to some £4 534 in 2015/2016 and this has been carried over for the hall redevelopment project along with this year's fundraising.

Bank Balance

Our cash in bank has increased to 15,952.21.

£2 000 will be ring fenced for the operational reserve; A total of **5817.50** is restricted to the Hall Redevelopment Project.

We wish to record our thanks for the continued donations in kind by McIntosh Plant Hire (Aberdeen) Ltd.

Reserves Policy

The Trust maintains operating reserves sufficient to meet operational commitments for any contractual period, and to cover any unexpected essential expenditure. The board deems this to be three months average operating expenditure, which equates to approximately £2,000

Financial Statements

The accounts cover the period 1st April 2016 to 31st March 2017 and are prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The Financial Statements are given below, and the report by the independent examiner is attached at the end of this narrative.

STATEMENT OF RECEIPTS AND PAYMENTS FOR 2016 (01/04/2016 to 31/03/2017)

Receipts	Note	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
Fees from cultural activities		1784.50		1784.50	1 594.00
Fees from recreational activities		3358.46		3358.46	3 185.50
Fees from private hires		4097.50		4097.50	4 078.50
Fees from council/school hires		1014.00		1014.00	884.00
Bank interest					-
Donations			53.58	53.58	50.00
Grants	1		350.00	350.00	2 722.00
Fundraising	2		1283.50	1283.50	1 764.99
Other					-
Total Receipts				11941.54	14 278.99

Payments	Note	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
Costs for hall events		1977.20		1977.20	1 109.60
Hire deposit returns		679.50		679.50	650.00
Utilities		3426.37		3426.37	3 177.49
Maintenance and cleaning		2026.84		2026.84	1 837.83
Consumables		719.08		719.08	311.46
Insurance				Under Utilities	657.24
NEAT membership					60.00
Certification and Licences		100.20		100.20	149.99
Hall Redevelopment Project					47.60
Other		306.73		306.73	20.00
Total Payments				9235.92	8 021.21

Net Receipts/Payments	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
	1018.54	1687.08	2705.62	6 257.78

STATEMENT OF BALANCES FOR 2016 (01/04/2016 to 31/03/2017)

	2016	2015
Bank balance at start of period	13 246.59	6 988.81
Net Receipts/Payments	2705.62	6 257.78
Bank balance at end of period	15952.21	13 246.59

**NOTES TO THE ACCOUNTS FOR 2016 (01/04/2016 to 31/03/2017),
WHICH ARE AN INTEGRAL PART OF THE STATEMENTS**

1 Restricted Grants for 2016

Purpose of Grant	Provider	Amount
Table tennis table	Mid Hill wind farm	350.00
Total amount from Grants		350.00

2 Restricted Fundraising for 2016

Fundraising Purpose	Activity	Amount Raised
Hall Redevelopment	Dog show, coffee mornings	1283.50
Total amount from Fundraising		1283.50

3 Payments to Trustees

No trustee received any remuneration, all are Volunteers

No person connected to any trustee received any remuneration

No trustee received any expenses (Bills paid for hall operations were reimbursed)

Trustees act voluntarily as hall caretaker on a monthly rota basis

**Accepted by the AGM for 2016 and approved by the Board of Trustees of
Crathes Public Hall Trust [SCIO], and signed on their behalf**

June Barclay (Treasurer) Date

Moira Hamilton (Convener) Date

Crathes Public Hall Trust [SCIO] Financial Statements 2016: Independent Examiner's Report for the year ended 31st March 2017

Independent Examiner's Report to the Trustees of Crathes Public Hall Trust [SCIO]

I report on the financial statements of the charity for the year ended 31 March 2017, which are set out on pages 7 and 8 of the trustees' annual report.

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 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations").

The charity's trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply.

It is my responsibility to examine the accounts as required under section 44(1)(c) of the 2005 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 2006 Regulations. 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 Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 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 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

Name:

Qualification:

Address: