CRIEFF COMMUNITY TRUST

(a company limited by guarantee)

DIRECTORS' AND TRUSTEES' ANNUAL REPORT

AND

FINANCIAL STATEMENTS

For the year ended 31 March 2020

Charity number SC044348

Company registration number SC445952

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity and Company Name:	Crieff Community Trust
Scottish Charity number:	SC044348
Company registration number:	SC445952
Registered Office and Principal Address:	Can Do Crieff Lodge Street Crieff PH7 4DW

Current Directors and Trustees (as at 31 March 2020 and date of appointment for those appointed after 1 April 2019)

Ailsa Campbell (Chair)
Ann Ross
James Anderson
Ian Christie
Claire Sanville
Peter Littwin
Daniel Grandfield
Jane White (appointed 30 September 2019)
Paula Brown (appointed 19 March 2020)

Independent Examiner	Noel Paterson FCCA
Bankers	Clydesdale Bank High Street Crieff

DIRECTORS' ANNUAL REPORT FOR THE PERIOD ENDED 31ST MARCH 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Directors present their report and financial statements for the year ended 31 March 2020. The Directors, who are also Trustees for the purpose of charity law, are set out on page 2.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 25 March 2013 and registered as a charity on 23 October 2013.

The company was established under a Memorandum of Association, and is governed under its Articles of Association. As a company limited by guarantee, Crieff Community Trust does not issue shares. Members are required to contribute an amount not exceeding £1 in the event of the company being dissolved while they are members or within 1 year of their membership ceasing.

Recruitment and appointment of Directors and Trustees

Member Directors may be elected by Members at the Annual General Meeting. The Board may appoint additional Member Directors at any time, up to a maximum of 12 Member Directors. The Board may also appoint up to 3 Co-opted Directors, who need not be Company Members.

Organisational Structure

The company is controlled by the Board of Directors. The Board normally meets monthly, with a quorum of 5 Directors required for business decisions. The activities of the company are carried out through Action Groups consisting of volunteer members. The Board is accountable for ensuring that these activities are well managed and are consistent with the company's objects.

OBJECTIVES AND ACTIVITIES

The objectives of Crieff Community Trust are:

(a) To advance citizenship and / or community development, including regeneration within Crieff and the promotion of volunteering

(b) To advance the arts, heritage and culture for the benefit of the community

(c) To advance public participation in sport, for example through the provision of improved facilities available to the community

(d) To provide, or assist in providing, recreational facilities, and/or organising recreational activities, which will be available to members of the Community and public at large with the object of improving the conditions of life of the Community

Main Activities and Achievements

The main activities of the Trust are derived and prioritised through consulting the Crieff community on a regular basis.

In 2019–20 the Trust employed two members of staff through grant funding.

A Project Development Officer (PDO) supported by the Scottish Government's Strengthening Communities Fund which became the Investing in Communities Fund in October 2019. This post is key in addressing themes identified as priorities for the Crieff community which include regeneration of derelict buildings in the town centre through empowerment of community groups to develop skills and implement future regeneration projects.

A Community Development Officer (CDO) supported by Rural Perth and Kinross LEADER Programme 2014-2020 and the Big Lottery Fund. This role includes the management and development of our coworking space, Can Do Crieff, building volunteer capacity and progressing the new updated Crieff Community Action Plan.

The main activities carried out in 2019–20 by Crieff Community Trust are:

Former Drummond Arms Hotel

For the past nine years, members of CCT have worked tirelessly to navigate countless obstacles to take ownership of the once much-loved town centre hotel. A listed building where Bonnie Prince Charlie's army held court before the Battle of Culloden, it has been empty and neglected since 2002 and on the national Buildings At Risk Register. It has fallen into major disrepair becoming unsafe and causing numerous call outs by the Police and Fire Brigade.

The community identified the Drummond Arms as being the top priority for the town in the Crieff Community Action Plan which in 2014 enabled the Trust to acquire a Community Right to Buy on the building. This process gave the Trust an opportunity to purchase the property in October 2019.

Since then CCT has never given up to find a solution to the Drummond Arms, carrying out feasibility studies, acquiring funding and developing partnerships. It's been a long and difficult process and a huge learning curve. The process has tested our tenacity, resilience and stamina.

In August 2019, the Trust set up a trading subsidiary, Drummond Arms Regeneration Limited, to take ownership, carry out immediate works to make the building safe, carry out site condition surveys and to manage further feasibility on what might be possible in the building.

At this time, CCT was fortunate to receive £600,000 in financial support from Perth & Kinross Council's Town Centre Fund which has contributed greatly to the efforts to make the building safe while a solution to the future of the site is determined.

An options appraisal is being carried out by a professional design team to determine possible options for future sustainable development of the building. Condition surveys have determined that in a conservation context the building is salvageable. The stone superstructure remains in good condition, the roof is repairable with a caveat of around two years, but unfortunately all internal elements must be stripped out. The extent of dry and wet rot plus extensive asbestos and floor collapses mean internally the building is unsafe, inaccessible and costly to remove.

The options appraisal continues to look at how the large conservation deficit (difference between the cost of the development and the value after completion) can be obtained from heritage funders and also seeks to ascertain the best end-use establishing if the building is indeed economically salvageable.

CCT is extremely grateful for the support of Perth & Kinross Council, our generous funders, the local community, our dedicated staff team and a host of professionals who have given expert advice and assistance throughout.

Co-working in Crieff

Our coworking space, known as Can Do Crieff has now been open for over a year, providing flexible, affordable and professional desk spaces and meeting room to our members. We now have 17 members, who include business owners, entrepreneurs, self employed people and remote workers, who use the shared office space, rather than commuting long distances, working from home or spending large sums on renting private office space. It is a supportive environment for new businesses and encourages people to use other businesses in our town centre.

Crieff Community Action Plan

The previous plan covered 2013–18. Following discussions with a number of groups and individuals, we are now working on a new plan that, whilst following on from the first plan, will take a very different form.

We are keen to ensure that the new Action Plan is a useful resource for as many organisations in the town as possible – a plan that helps local groups set their priorities,

plan their work, connect with other local groups and, perhaps most importantly, secure funding.

The new CCAP will include:

1. A web based database of existing data, consultations, reports and plans that relate to Crieff and our community. Bringing this information together in one place will make it more accessible to groups who work in Crieff. It will also help us identify any gaps.
2. A list of statutory and voluntary organisations that are active in Crieff and the surrounding area, their current activities and future plans. This will help us all make new connections, build relationships and co-ordinate activities. Where appropriate, this information would be made available online.

We have formed a group of representatives from various local organisations to help us gather this information. Members of this group cover many different sectors including young people, heritage, environment and the arts. Members of the group have been asked to gather information from their own organisation and other organisations they have relationships with to ensure that their sector(s) are well represented in the CCAP. This collaborative approach will ensure that the plan becomes an invaluable tool for the whole community.

Participatory Budgeting

Funded by the Scottish Government's Community Choices Fund 2018–19 CCT distributed £42,000 to 19 groups via the participatory budgeting process, Cash for Crieff. The successful grantees completed their projects in March 2020 covering a wide range of valuable community activities benefiting people from all walks of life through various existing groups in the community.

An impact evaluation of the social capital of the participatory budgeting process was carried out by Assist Social Capital. This evaluation showed that most grantees were better connected to other groups, felt more informed about what else was going on in the community and felt their voice was heard as a result of Cash for Crieff.

Community Woodland & Paths

During the year The Trust has continued working to improve the community-owned Turretbank Wood, although activities in February and March have been curtailed due to the Covid-19 restrictions.

Earlier funding awarded by Foundation Scotland in 2018 allowed CCT to commission a Maintenance Report into the health of trees greater than 150mm trunk diameter. This report identified some 40 trees requiring maintenance with different priorities. Those prioritised for attention within 1 month and 6 months were completed and included in our Annual Report for 2019. The maintenance activities for the remaining 20 trees identified as Priority 4 were recommended to be actioned within a year or when funds were available. An anonymous donation of £5220 concluded our fundraising efforts for this Priority 4 work and allowed the Trust to award the maintenance work to TD Trees and Land Services Ltd in November

2019. The work was completed in January 2020 together with the provision of increased access in the areas of blackthorn in the meadow.

In December 2019 The Trust was awarded £250 from the Coop's Community Donations Programme to install a bench in Turretbank Wood. This will be carried out once the Covid-19 restrictions are lifted.

In addition, during the year the Trust has been working to develop and maintain the path network. Thanks must go to the Volunteer Paths Group for their hard work and support. Working with the new Countryside Ranger, the Paths Group has been busy removing leaf mould and clearing drainage ditches to maintain the popular paths around Crieff. In addition a training session to ensure volunteers had the requisite skills when using strimmers, leaf blowers and flails was held by the Countryside Ranger on 3 September 2019.

The Trust is also working with the Community Greenspace Team at Perth and Kinross Council to develop the designated core path between Trowan and Comrie. The Trust also continues to investigate the best way to form an all abilities link from Turretbank Wood to the rest of Lady Mary's Walk as the existing route is quite unsuitable for many, and is prone to flooding. The Trust's battle against the non-native species Himalayan Balsam at Turretbank Wood entered its third year. The Trust would again like to thank all those who helped to remove Himalayan Balsam in this latest campaign, including the school children and their teachers for their assistance and hard work as part of their Civics Programme. There were 18 sessions programmed to start in June 2019, each 2 hours long across 6 days. It appears that after 3 years, the hard work may be paying off as 2 of the scheduled days had to be cancelled due to the lack of Himalayan Balsam. The Trust awaits the 2020 summer blitz with interest.

Organisation Development

In addition to the activities carried out for the benefit of Crieff in the past year, CCT Trustees have, with the help of their staff, continued to work on organisational development, governance and creating and implementing policies to strengthen the Trust so it is a solid resilient organisation for Crieff for years to come.

The Trustees participated in a series of strategic and organisational workshops with DTAS and Community Enterprise to review CCT's vision, values, strategy and priorities.

The Trustees also reviewed and changed CCT's Articles of Association to comply with the Land Reform Act which were formally accepted at the AGM in August 2019 and published on the CCT website.

FINANCIAL REVIEW

Summary

In its seventh year of operation, the Trust has covered its operating costs and maintained its unrestricted reserves through a successful fundraising bag pack at the local Co-op. In addition a donation of £5,220 for the maintenance of Turretbank Wood was received from an anonymous donor. In its second year of operation, the Can Do Crieff coworking space continues to increase its revenue. Rent for Can Do Crieff is fifty percent funded by LEADER. The second and final tranche of Big Lottery Medium Grant fund was received in April. The Investing in Communities Fund (formally known as the Strengthening Communities Programme) continue to fund a Project Development Officer. Unrestricted reserves at the end of the financial year are £11,482.

Trustee Remuneration and expenses

No trustees received any remuneration.

Policy on reserves

We aim to maintain reserves equivalent to 1 year's unrestricted expenditure. This policy will be reviewed annually, and revised if our circumstances and assessment of financial risk change significantly.

Statement of Directors' Responsibilities

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the directors should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statement on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities and Trustees Investment (Scotland) Act 2005. The Directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Directors and Trustees and signed on their behalf:

Ailsa Campbell, Director Date 19/08/20

Independent Examiner's Report to the Trustees of Crieff Community Trust

I report on the accounts of the charity for the year ended 31 March 2020 which are set out on pages 10 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) 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) (a) to (c) of the 2006 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 2006 Accounts 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 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
    - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have 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.

Noel Paterson FCCA
61 Burrell Street
Crieff PH7 4DG

Date: 19/08/20

CRIEFF COMMUNITY TRUST

Statement of Financial Activities

Including Income and Expenditure Account

Statement of Financial Activities		01-Apr-19 to 31-Mar-20			31-Mar-19
	Note	Unrestricted Funds	Restricted Income funds	Total This Year	Total last year
Income and Endowments from:	2				
Donations and Legacies		249	38,870	39,119	165,128
Other Trading Activities		9,187		9,187	1,251
Total		9,436	38,870	48,306	166,379
Expenditure on:	3				
Raising Funds			1,010	1,010	1,624
Charitable Activities		123	82,846	82,969	130,769
Total		123	83,856	83,979	132,393
Net income/(expenditure)		9,313	-44,986	-35,673	33,986
Net movement in funds	6	9,313	-44,986	-35,673	33,986
Total Funds brought forward		2,169	57,252	59,421	25,435
Total Funds carried forward		11,482	12,266	23,748	59,421

The statement of financial activities includes all gains and losses in the year. All Incoming resources and resources expended derive from continuing activities.

CRIEFF COMMUNITY TRUST

Company No: SC445952

Balance Sheet as at 31 March 2020

	Note	Unrestricted Funds	Restricted Income funds	Total This Year	Total last year
Fixed Assets					
Tangible Assets	7	871	1,584	2,455	3,352
Investment In Subsidiary (Drummond Arms Regeneration Ltd)			1	1	
Total Fixed Assets		871	1,585	2,456	3,352
Current Assets					
Debtors	4	3,249	4,354	7,603	44,308
Cash at Bank and In hand		5,439	10,886	16,325	47,919
Total Current Assets		8,688	15,240	23,928	92,227
Current Liabilities					
Creditors: Amounts falling Due within 1 year	5		2,636	2,636	36,158
Net Assets		9,559	14,190	23,748	59,421
Funds of the Charity					
Unrestricted Funds	6	11,482		11,482	2,169
Restricted Income Funds	6		12,266	12,266	57,252
Total Charity Funds		11,482	12,266	23,748	59,421

The Directors confirm that:

- For the year ended 31st March 2020, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.
- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- 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 provisions applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Approved by the Directors and Trustees, and signed on their behalf:

Ailsa Campbell, Director Date 19/08/20

Claire Sanville, Director Date 19/08/20

Notes to the Accounts

1. Accounting policies

Basis of accounting

These accounts have been prepared on the basis of historic cost, in accordance with Charities SORP (FRS 102) that applies the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Charities Accounts (Scotland) Amendment Regulations 2014.

Incoming resources

Incoming resources are included in the Statement of Financial Activities when the Trust becomes entitled to the resources and the amount can be quantified with reasonable accuracy.

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation requiring theTrust to pay out resources.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions by the donor on their expenditure.

Tangible fixed assets

Tangible fixed assets are included at cost and are depreciated by equal annual instalments over their estimated useful lives, which are:

Fixtures and fittings	10 years
Computer equipment	4 years

The value for capitalisation of assets is £1,000

VAT

The Trust is not registered for VAT and accordingly costs are stated inclusive of applicable VAT.

Taxation

The Trust is recognised as a charity by HM Revenue and Customs and is exempt from Corporation Tax. No provision for taxation has been made in the accounts.

Pension costs

The Trust participates in the National Employment Savings Trust pension scheme.

2. Analysis of Income and Endowments

	2020			2019
	Unrestricted	Restricted	Total	
	£	£	£	£
Donations and Legacies				
Sundry	10		10	93
Clydesdale Bank	150		150	
Campbells' Bakery	89		89	
Grant from COOP for Bench		250	250	
Grants:				
SCP		32,260	32,260	
Grant for Turretbank Wood		5,220	5,220	
Scottish Community Alliance				397
Foundation Scotland				1,500
Strengthening Communities Programme				31,640
Community Choices Fund				55,190
Big Lottery Medium Grant				62,350
LEADER		1,140	1,140	13,958
Total	249	38,870	39,119	165,128
Income from other trading activities				
Fundraising	1,111		1,111	766
Can Do Crieff	8,076		8,076	485
Total	9,187		9,187	1,251
TOTAL	9,436	38,870	48,306	166,379

3. Analysis of Expenditure

		2020			2019
		Unrestricted	Restricted	Total	
		£	£	£	£
Expenditure on raising funds					
Website Design and Hosting			87	87	1,536
Advertising and Marketing			924	924	88
	Total		1,010	1,010	1,624
Expenditure on Charitable Activities					
Salaries			52,713	52,713	40,270
Cash For Crieff					42,082
Can Do Crieff refurbishment					18,599
Office Costs			1,206	1,206	
Fixtures, Fittings, Furniture					2,666
IT Equipment					1,695
Rent and Room Hire			10,800	10,800	7,748
Legal Fees					972
Professional Fees			8,000	8,000	8,096
Turretbank Wood Improvement			5,220	5,220	3,780
Training and Conferences			905	905	503
Public Liability Insurance			1,028	1,028	624
Job Advertisements					230
DTAS Membership			90	90	90
Travel Expenses			182	182	104
Printing and Stationery			90	90	
Advertising					2,557
Drummond Arms Costs			1,376	1,376	
Depreciation		123	775	897	110
Other			458	458	643
	Total	123	82,846	82,969	130,769
	TOTAL	123	83,856	83,979	132,393

4. Debtors

		2020			2019
		Unrestricted Funds	Restricted Funds	Total	
		£	£	£	£
Receivables from Grants			4,354	4,354	44,308
Trade Debtors		3,249		3,249	
	Total	3,249	4,354	7,603	44,308

5. Creditors

		2020			2019
		Unrestricted Funds	Restricted Funds	Total	
		£	£	£	£
Accruals for grants payable					34,279
Accruals and deferred income					186
Taxation and Social Security			2,415	2,415	1,451
Share Capital Unpaid (DARL)			1	1	
Other Creditors			220	220	242
	Total		2,636	2,636	36,158

6. Movement of Funds

	At 1st April 2019	Incoming Resources	Outgoing Resources	Transfers between funds	At 31st March 2020
Restricted Funds	£	£	£	£	£
Big Lottery Medium Grant for Community led activity	33,222		29,108		4,114
Strengthening Communities Programme	2,413	32,261	33,764		910
Community Choices Fund	9,339		9,225		114
LEADER	7,656		5,400		2,256
Scottish Community Alliance	24				24
PKC Funding and Small grants	4,598	6,610	6,360		4,848
Restricted Funds Total	57,252	38,871	83,857		12,266
Unrestricted Funds					
Grants and Donations		1,360			1,360
Trading	2,169	8,076	123		10,122
Unrestricted Funds Total	2,169	9,436	123		11,482
TOTAL FUNDS	59,421	48,306	83,979		23,748

7. Tangible Fixed Assets

		Fixture, Fittings and Equipment
Tangible Assets	**Cost or Valuation**	
	At beginning of the year	3,584
	Additions	
	Disposals	
	Revaluations	
	Transfers	
	At end of the year	3,584
	Depreciation and Impairments	
	At beginning of the year	232
	Disposals	
	Depreciation	712
	Impairment	185
	Transfers	
	At end of the year	1,129
	Net book value at beginning of the year	3,352
	Net book value at end of the year	2,455