

Limekilns Heritage Trust SCIO

A Scottish Charitable Incorporated Organisation

Registered with the Office of the Scottish Charity Regulator No SC047075

Annual Report for the Year to 31st January 2019

Limekilns Heritage Trust SCIO

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The trustees have pleasure in presenting their annual report together with the financial statements and the independent examiner's report for the Year to 31st January 2019. Comparative figures in the Receipts and Payments Account are for the inaugural period 6th January 2017 to 31st January 2018.

Reference & Administrative Information

Charity Name

Limekilns Heritage Trust SCIO

Charity No

SC047075

Contact address

c/o Robert Peebles, Treasurer, 3 Brucehaven Crescent, Limekilns, Dunfermline KY11 3JJ

Current Trustees

Russell Kelly (Chairman)	(re-elected 4 th April 2018)
Gavin Carter (Secretary)	(re-elected 4 th April 2018)
Robert Peebles (Treasurer)	(re-elected 4 th April 2018)
Alex Hill	(re-elected 4 th April 2018)
George Scrivener	(re-elected 4 th April 2018)
Phil Whetton	(re-elected 4 th April 2018)
David Gostick	(resigned 4 th April 2018)
Craig Lindsay	(elected 4 th April 2018)
Rona Sarafilovic	(elected 4 th April 2018)

All trustees served throughout the year and to date of signing except as stated above.

Structural Governance & Management

Status

The Trust is an incorporated organisation. It is governed by its constitution which was adopted by the steering committee on 22nd December 2016 and confirmed by OSCR on 6th January 2017 when status as a Scottish Charitable Incorporated Organisation was granted.

Recruitment and appointment of trustees

The management committee are the charity's trustees. They meet every few weeks together with certain members who can offer special help or advice. The trustees are appointed or re-appointed annually by the members at the Annual General Meeting ('AGM') held each year at a date decided by the trustees under the Trust's constitution. Membership of the Trust is open to all adult residents of the communities of Limekilns, Charlestown and Pattiesmuir in Fife and other interested parties at the discretion of the trustees. Under the constitution, the minimum number of trustees is five and the maximum ten, of whom no more than three may be co-opted by the elected trustees.

Management

The trustees are responsible for the strategic direction, governance and day-to day running of the Trust, assisted by volunteer members. There are no paid employees.

The trustees are aware that future activities may involve contact with children and disadvantaged groups. Health & Safety would also be a concern. The trustees plan to ensure that suitable policies are in place for such eventualities and that other statutory obligations such as data protection are met in full.

The trustees receive no remuneration in that role and are reimbursed expenses only to the extent that they are incurred solely for the benefit of the Trust and that neither the trustee concerned nor any associated party obtains benefit therefrom except as a member of the community in general.

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Objectives & Activities

Charitable purposes

- (a) The advancement of heritage by promoting, facilitating and/or undertaking preservation, restoration and development of historic sites within the communities of Limekilns, Charlestown and Pattiesmuir in the county of Fife such that the benefit derives to those communities and the wider public by bringing back into use and/or extending public access to those assets.
- (b) The advancement of education by teaching and informing schoolchildren, community groups, clubs and individuals of the history and structure of the community area in general and of the restored/developed assets in particular and the various skills and techniques used in their original construction and their restoration.

Activities and achievements

The Trust originated from a group concerned that Limekilns Pier was falling into ruin, might no longer be available for community use and be lost as a historic building. This steering group concentrated on investigating the practicalities of restoration, raising funds and stimulating public interest in the project. Since incorporation as a Scottish Charitable Incorporated Organisation (SCIO), efforts have been redoubled and broadened as the scale and complexity of the problem have become apparent.

The owners of the pier, Broomhall Estate, have agreed to grant the Trust a long-term lease of the structure and attaching access ground at a nominal rent. However, the lease will not be undertaken by the Trust until and unless it is satisfied that it will have the necessary resources to carry out the required restoration works.

In the course of the year, funding for the purpose having been received through an 'Awards for All' grant, professional engineers and quantity surveyors, both with expertise in this area, were commissioned and reported on the proposed restoration at a projected total cost of £620,000. Discussions on potential funding of this amount have been held with grant-awarding bodies at several meetings and with other experts in this field, notably Fife Voluntary Action who have been very helpful. Realising that to access grants we must concentrate not on the restoration itself but on the economic benefits to be derived therefrom, much effort has been put into the drafting of a comprehensive business plan to that end.

However, full restoration has of necessity become a longer-term aim and efforts have been concentrated now on preserving the existing structure and preventing further deterioration. To that extent, we are hampered by having no current formal responsibility for the pier, but discussions with Broomhall Estate are underway and we have hopes of agreement on remedial action in the near future.

Education and publicity objectives have been addressed through attendance at an 'Open House' event at Limekilns Church in April, at the local Gala Day in the summer, 'Meet the Funders' events, and through talks given to Dunfermline Rotary Club, Limekilns Primary School and others. In addition, information boards are installed at the entrance to the village and at the pier itself. The Trust's website is well established and provides good pictorial and historical information as well as providing a link to our online donating page on VirginMoneyGiving. The Trustees were also happy to cooperate in the placing of a beacon on the pier and the associated commemoration of the end of World War One.

Our main fundraising event in the year was the Limekilns New Year's Day Dip. One hundred and forty-five registered 'dippers' entered the waters of the Forth for a brief but very chilly start to the New Year. Registration fees of £10 per head, a raffle, catering concessions and sundry donations brought in welcome net receipts of almost £1,918.

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Activities and achievements (cont'd)

Local support remains strong. The membership has increased by twenty-six in the year and donations are holding up well. The Trustees are aware, however that no visible action has taken place in saving the pier structure and that remains a priority for the immediate future.

Financial review

As mentioned above and in last year's review, we were delighted to receive an 'Awards for All' grant of £7,256.00. This provided our main source of income for the year and we are extremely grateful to The Big Lottery Fund (now The National Lottery Community Fund) for their support of our project 'Saving Limekilns Pier for the Community'. This sum was granted to enable us to carry out an engineering survey, an associated report on quantities and cost and other expenditure related to the project and as such are restricted funds as defined below in Accounts Note 2, and disposable only on related expenditure. Accordingly, it has been allocated to a restricted 'Awards for All' Grant Reserve. All expenditure incurred in the year, a total of £4,330.28, qualifies under this restriction and has been charged to this reserve, leaving a net residue of £2,925.72 (2018: £nil).

Most other income, from our main fundraising event, the New Year's Day Dip, from direct donations by members and other concerned parties and from collecting cans in two village pubs and a shop, were received on the basis of funding our pier project. We are very grateful to for the generous support of all concerned, much of it Gift Aided. These amounts totalling £3,384.24 are again restricted but on a wider basis than above and have been credited to the Pier Restoration Reserve, bringing the year-end balance to £9,643.01 (2018: £6,258.77).

The only unrestricted income arises from members' joining fees. The £130.00 received increases the balance on our General Reserve to £215.00 (2018: £85.00).

The surplus for the year of £6,439.96 (2018: £6,343.77) brought the total reserves at the year end to £12,783.73 (2018: £6,343.77), allocated as above.

Reserves Policy

The trustees consider that the total reserves now held are at a satisfactory level and will be sufficient to fund their anticipated activities for some time, all targeted toward the general aim of pier restoration and funded from those restricted reserves.

Plans for Future Periods

The trustees intend to continue with their aim of restoring Limekilns Pier, applying for further grant funding based on professional engineering and surveying reports modified as deemed necessary to meet changing circumstances and opportunities. Thereafter they intend to take on a long-term lease of the pier and develop it to maximise the benefit to the community and the public at large, always considering the need to recognise its historic identity. Education will also be a major objective: several sessions have already taken place and initiatives are underway to further that end. Fundraising efforts will continue to maintain sufficient reserves to continue these efforts. Beyond that, the Trust may be able to consider other restoration or similar projects but would need to consider how to raise the necessary funds for their promotion.

Approved by the trustees on 22nd May 2019 and signed on their behalf by

Russell Kelly, Trustee

Robert Peebles BSc CA, Trustee

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Independent Examiner's report to the trustees of Limekilns Heritage Trust SCIO

I report on the accounts of the charity for the year ended 31 January 2019 that are set out on pages 5 to 8.

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 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 report

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 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:
 - a) to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
 - b) to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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.

David Marriott MA (Hons) ACMA CGMA

33 Bavelaw Gardens

Balerno

Midlothian

22nd May 2019

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Receipts and Payments Account

		Year to	Period
		31/01/2019	06/01/17- 31/01/2018
Receipts	Note	£	£
Joining fees: £5 per individual		130.00	85.00
Initial funds from steering group	4	-	1,075.00
Donations	5	1,258.53	3,126.46
Gift aid on donations	6	160.00	525.00
Fundraising: New Year's Day Dip		<u>£</u>	<u>£</u>
registration fees		1,450.00	1,470.00
raffle		383.00	522.00
catering concessions		116.00	200.00
donations		<u>16.71</u>	<u>120.87</u>
Grant: Awards for All		<u>7,256.00</u>	<u>-</u>
Total receipts		<u>10,770.24</u>	<u>7,124.33</u>
Payments			
Pier report: Engineer		1,800.00	-
Quantity surveyor		1,656.00	-
Insurance	7	547.81	25.00
Web site expenses	4	225.28	369.11
Virgin Money Giving expenses		23.19	252.45
Fundraising expenses		48.00	84.00
Publicity		<u>30.00</u>	<u>50.00</u>
Total payments		<u>4,330.28</u>	<u>780.56</u>
Surplus for the year		<u>6,439.96</u>	<u>6,343.77</u>

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Statement of Balances

		As at <u>31/01/2019</u>	As at <u>31/01/2018</u>
Bank and cash	<u>Note</u>	<u>£</u>	<u>£</u>
Opening balance		6,343.77	-
Surplus as above		<u>6,439.96</u>	<u>6,343.77</u>
Closing balance		<u><u>12,783.73</u></u>	<u><u>6,343.77</u></u>
Represented by:			
Balance at Clydesdale Bank		12,783.73	6,343.77
Cash		<u>-</u>	<u>-</u>
Total bank and cash		<u><u>12,783.73</u></u>	<u><u>6,343.77</u></u>
Reserves	2		
General Reserve (unrestricted)		215.00	85.00
Pier Restoration Reserve (restricted)		9,643.01	6,258.77
'Awards for All' Grant Reserve (restricted)		<u>2,925.72</u>	<u>-</u>
Total reserves		<u><u>12,783.73</u></u>	<u><u>6,343.77</u></u>
Assets and Liabilities			
Debtors	8	<u><u>31.25</u></u>	<u><u>607.00</u></u>

In the opinion of the trustees, the Trust has no other material assets or liabilities at the year end.

Approved by the trustees and signed on their behalf on 22nd May 2019

Russell Kelly, Trustee

Robert Peebles BSc CA, Trustee

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Notes to the Accounts

1 Basis of accounting

These accounts have been 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).

2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The only such funds received are the joining fees of the members. Twenty six members joined during the year, increasing this General Reserve by £130.00.

Restricted funds may only be used for specific purposes if specified by the donor or if funds are raised expressly for particular purposes. Donations, gift aid thereon and fundraising receipts totalling £3,384.24 have been received on the basis of saving Limekilns Pier and associated publicity and education and have been credited to the Pier Restoration Reserve.

The 'Awards for All' grant of £7,256.00 received in the year is similarly for 'Saving Limekilns Pier for the Community' but on a slightly more restricted basis and a new reserve is created to account for these funds. Payments made in the year amounting to £4,330.28 all qualify under the relevant criteria and have been charged to this reserve, a net addition of £2,925.72.

3 Related Party Transactions

The Trust's insurance policy includes Trustee Indemnity Insurance for all its trustees. No other remuneration was paid to the trustees or to any connected persons during the period. Expenses incurred by the Trust which were met by trustees personally for logistical reasons were reimbursed without gain to the individual and with the approval of the trustees. The total amount involved was £255.28: £225.28 for web site expenses and £30.00 for publicity.

4 Initial funds from steering group

On the date of incorporation, 6th January 2017, the steering group held funds of £1,075.00, most of which had been raised only five days earlier. They transferred this to the Trust in full together with all rights to the existing web site on the basis that the Trust would meet outstanding liabilities on the expenses of setting up the web site to the extent of £154.63.

5 Donations

In the course of the period, the Trust received very generous donations from individuals totalling £915.00. Collecting cans in two local pubs and a shop, a raffle at a pub quiz night and a Garden Club contribution brought in a further £343.53. The above amounts to a total of £1,258.53. We would like to express our deep gratitude to those individuals and organisations who supported us in this manner. Further small donations totalling £16.71 received at our New Year's Day Dip on 1st January are accounted for under that event.

6 Gift Aid on donations

The Trust entered into an arrangement with Virgin Money Giving to collect on our behalf certain gift-aided donations made to us via their website. They charge 2% of the original net donation, optionally payable by the donor, plus a card processing fee of approximately 1.45%. They make the appropriate Gift Aid claim to HMRC on our behalf and remit the full amount of this direct to our bank account. Gift Aid on other qualifying donations will be claimed direct from HMRC by us.

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Notes to the Accounts (cont'd)

7 Insurance

A comprehensive insurance policy including public liability and trustee liability cover is in place with a renewal date of 1st January. The total cost for the year 2019 will be £560.25, 00, payable in ten monthly instalments commencing February.

8 Period end assets and liabilities

As noted at 6. above, Virgin Money Giving processes online donations and the corresponding Gift Aid on our behalf. In January we received a total of £125.00 less card fees but had not received the attaching Gift Aid by the year end of 31st January. The amount due to the Trust of £31.25 (2018: £607.00) has been treated as a debtor at the year end.

