

**Sustaining Dunbar  
Company limited by guarantee**

**Directors' report and financial statements**

**for the year ended 30 November 2012**

**Company Registration number SC351910**

**Charity number SC040106**

**Sustaining Dunbar**  
**Company limited by guarantee**

**Company information**

|                             |   |  |
|-----------------------------|---|--|
| <b>Directors</b>            | Janet Barnes<br>Brian Grindley<br>Andrew Turner<br>Jacqueline Bell<br>Hannah Grindley<br>Rodrigo Barnes<br>Eleanor Coner<br>Elizabeth McLean<br>Derek McLean<br>Jo McNamara<br>Diedre Davison<br><br>Dr Kilvert Croft | appointed 18th April 2012<br>appointed 3rd October 2012<br>appointed 8th October 2012<br>appointed 7th January 2013<br>terminated 18th April 2012<br>terminated 18th April 2012<br>terminated 3rd July 2012<br>appointed 18th April 2012,<br>terminated 3rd July 2012<br>appointed 20th April 2012,<br>terminated 3rd October 2012 |
| <b>Company number</b>       | SC351910<br>Company limited by guarantee  |  |
| <b>Charity registration</b> | Scottish Charity<br>SC040106  |  |
| <b>Registered office</b>    | 16 Westport<br>Dunbar<br>East Lothian<br>EH42 1BU   |  |
| <b>Accountants</b>          | Ian J Brown & Company<br>10b High Street<br>Dunbar<br>East Lothian<br>EH42 1EL  |  |
| <b>Business address</b>     | 16 West Port<br>Dunbar<br>East Lothian<br>EH42 1BU  |  |
| <b>Bankers</b>              | Cooperative Bank<br>1 Balloon Street<br>Manchester<br>M60 4EP   |  |

**Sustaining Dunbar  
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**Sustaining Dunbar  
Company limited by guarantee**

**Directors' report  
for the year ended 30 November 2012**

The members of the Board of Directors ("the Trustees") are pleased to present their annual report and the financial statements for the year ended 30th November 2012.

**Structure, Governance and Management**

Sustaining Dunbar ("the Trust") is a company limited by guarantee, with the liability of members limited to £1 each. The company is governed by the terms of its Memorandum and Articles of Association and is a registered Scottish Charity.

Members of the Board of Directors ("the Trustees") are elected from the membership at the AGM. At each AGM one third of the trustees resign and are eligible for re-election. The Council may, at any time, appoint a member of the company as a trustee to fill a casual vacancy and also appoint a Chairman and Vice-Chairman from among their number. The maximum number of directors shall be 10; out of that number, no more than 7 shall be Member Directors and no more than 3 shall be Co-opted Directors. The minimum number of Directors shall be no less than three, of whom a majority must be Member Directors.

The names of those who were trustees during the year are shown on the information page together with other reference and administrative information.

**Objectives, Review of Activities and Achievements**

**Objectives and Aims**

The principal objects of the Trust, as stated in the memorandum of Association are:

- (1) To advance education and, in particular, to promote opportunities for learning for the benefit of the general public
- (2) To advance environmental protection and improvement in the Community through the provision, maintenance and/or improvement of public open space and other public amenities and other environmental and regeneration projects (but subject to appropriate safeguards to ensure that the public benefits so arising clearly outweigh any private thereby conferred on private landowners)
- (3) To relieve those in need by the promotion of trade and industry within the Community for the benefit of the general public
- (4) To encourage, stimulate and support volunteering, principally in the Community
- (5) To advance citizenship and/or community development (including the promotion of civic responsibility and the promotion of the voluntary sector)

But such that the company shall do so following principles of sustainable development.

Sustaining Dunbar is a Community Development Trust and a member of the Transition Network. Its aim is to bring people together to plan and start creating a positive, sustainable and locally resilient future for the Dunbar and East Linton locality as we move away from reliance on fossil fuels and reduce our carbon and ecological footprints.

**Sustaining Dunbar  
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**Directors' report  
for the year ended 30 November 2012**

..... continued

**Objectives, Review of Activities and Achievements (continued)**

**Review of Activities and Achievements**

Our Scottish Government 'Climate Challenge' funded, '2025' project has published a fifteen year community vision and 'Local Resilience Action Plan' for delivering a low-carbon future for Dunbar and District. A revised version was issued in February 2012 and this is providing a guiding framework for Sustaining Dunbar's activities and priorities.

Sustaining Dunbar has continued to work with East Lothian Council and the East Lothian Community Planning Partnership (ELCPP) to seek to ensure alignment of our activities with their Single Outcome Agreement to seek to ensure that East Lothian becomes as resilient as possible to cope with the challenges that will arise as we move to a low carbon future. Much of our activity is organised by groups of volunteers with an interest in particular topics and projects. In the past year, these groups have progressed a range of projects. Notable among these are:

- " Belhaven Community Garden in the grounds of NHS Belhaven Hospital,
- " The development of a new social enterprise and trading subsidiary, Dunbar Community Kitchen, to provide training opportunities, particularly for young people, and run the cafe in the new Bleachingfield Centre
- " The preparation and submission of a planning application by our trading subsidiary Dunbar Community Energy Company for a community owned wind turbine on Blackcastle Hill which would generate an income to fund for local projects in line with our Local Resilience Action Plan
- " The achievement of Fairtrade Town status for Dunbar

We have continued to support new social enterprises, including Dunbar Community Bakery and Sparewheels Carshare CIC and have worked closely with The Ridge, a new social enterprise working to create training opportunities in rural skills for young people.

We have organized various awareness raising events, including film shows and discussion evenings, a 'fifty mile', local food meal and a 'Bikefest' cycling festival. These have raised awareness and stimulated discussion about the challenges and opportunities that will arise as we move to a low-carbon future. We have continued to support the use of our 'OurLocality' web platform providing over on hundred websites for local organizations and projects, strengthening local links and networks and contributing to our goal of building local resilience. We have also supported events organised by others, including Dunbar Community Woodland Group, Dunbar Arts Trust and North Light Arts.

We have continued our home energy audit service providing expert, impartial and personalised home energy advice across the community. Average energy savings of about 18% have been achieved by those audited. We have continued to work closely with the 'BeGreen' drop-in energy advice shop and to advise on allocation of grants for energy efficiency measures from the community benefit fund provided by Community Windpower Limited from their Aikengall Windfarm.

**Sustaining Dunbar  
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**Directors' report  
for the year ended 30 November 2012**

..... continued

We continue to provide support and advice for households to assist them to walk and cycle more and to use public transport rather than private cars. We have run travel advice sessions, 'learn to look after you bike' classes, Dr. Bike safety checks, set up a 'bike buddy' scheme to encourage new cyclists and worked with schools to run 'bikeability' training for primary and secondary pupils. We have also supported the Rural East Lothian Bus Users group's work to improve local bus services.

We continue to assist households to reduce food waste and to install worm composting boxes and now also provide advice and support for household and neighbourhood food growing projects.

We have worked with pupils and teachers in local schools to establish pupil led 'Junior Climate Challenge Fund Steering Groups' to manage the process of achieving 'green flag' status, to deliver aspects of the Curriculum for Excellence and to encourage households to participate in our 'Household Canny Challenge' project which assists households to reduce their carbon emissions.

**Financial Review**

The results for the year are summarised in the Statement of Financial Activities (SOFA) on page 8. Net incoming resources for the year amounted to £6933 (2011 (£24,939)).

Total incoming resources amounted to £189,608 and included £187,667 from project grants and £1,878 from consultancy and events.

The movement in funds over the year is summarised in the notes to the accounts. There are total funds of £13,978 carried forward of which £3,718 represents the value of tangible fixed assets.

**Assets and Liabilities**

Total costs of £460 (2011 - £1,913) were added to tangible fixed assets during the year.

**Reserves Policy**

The directors aim to maintain free reserves of the charity at a reasonable level to provide working capital for salary and overhead costs.

**Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

By order of the Board

Director  
30th July 2013

**Sustaining Dunbar  
Company limited by guarantee**

**Chartered Accountants' report to the Board of Directors on the  
unaudited accounts of Sustaining Dunbar**

I report on the accounts of Sustaining Dunbar for the year ended 30 November 2011, which are set out on pages 8 to 13.

**Respective responsibilities of trustees and examiner**

The 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. They consider that the audit requirement of Regulation 10(1) (a) to (c) of the 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 Charities Accounts (Scotland) Regulations 2006. 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, and

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.

**John D Campbell  
Ian J Brown & Company  
Chartered Accountants**

**10b High Street  
Dunbar**

**30th July 2013**

**Sustaining Dunbar  
Company limited by guarantee**

**Statement of Financial Activities  
For the Year Ended 30 November 2012**

|  | Note | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2012  | Total<br>2011  |
|--|------|-----------------------|---------------------|----------------|----------------|
| <b>Incoming resources from charitable activities</b> |      |                       |                     |                |                |
| Project grants                                       | 1    | -                     | 197,417             | 197,417        | 223,091        |
| Income from courses and events                       | 2    | 1,926                 | -                   | 1,926          | 8,703          |
| <b>Incoming resources from generated funds</b>       |      |                       |                     |                |                |
| Voluntary income: Membership & other income          | 3    | 50                    | -                   | 50             | -              |
| Investment income: Bank Interest                     |      | 13                    | -                   | 13             | 33             |
|  |      | <u>1,989</u>          | <u>197,417</u>      | <u>199,406</u> | <u>231,827</u> |
| <b>Resources Expended</b>                            |      |                       |                     |                |                |
| <b>Charitable activities</b>                         | 4    | <u>1,989</u>          | <u>190,484</u>      | <u>192,473</u> | <u>256,766</u> |
| <b>Total resources expended</b>                      |      | <u>1,989</u>          | <u>190,484</u>      | <u>192,473</u> | <u>256,766</u> |
| <b>Net incoming resources before transfers</b>       |      |                       |                     |                |                |
| Net income for year                                  |      | -                     | 6,933               | 6,933          | -24,939        |
| <b>Transfers between funds</b>                       |      | <u>-</u>              | <u>-</u>            | <u>-</u>       | <u>-</u>       |
| <b>Net movement in Funds</b>                         |      | -                     | 6,933               | 6,933          | -24,939        |
| <b>Funds brought forward</b>                         |      | -                     | 7,045               | 7,045          | 31,983         |
| <b>Funds carried forward</b>                         | 8    | <u>-</u>              | <u>13,978</u>       | <u>13,978</u>  | <u>7,045</u>   |

**The notes on pages 8 to 11 form an integral part of these financial statements.**



**Sustaining Dunbar  
Company limited by guarantee**

**Balance sheet  
as at 30 November 2012**

|   |   | 2012          |               | 2011         |  |
|---|---|---------------|---------------|--------------|--|
| Notes   | £ | £             | £             | £            |  |
| <b>Fixed assets</b>                                   |   |               |               |              |  |
| Tangible assets                                       | 5 |               | 3,718         | 4,699        |  |
| <b>Current assets</b>                                 |   |               |               |              |  |
| Cash at bank and in hand                              |   | 11,210        |               | 3,296        |  |
|   |   | <u>11,210</u> |               | <u>3,296</u> |  |
| <b>Creditors: amounts falling due within one year</b> | 6 | (950)         |               | (950)        |  |
| <b>Net current assets</b>                             |   |               | <u>10,260</u> | <u>2,346</u> |  |
| <b>Total assets less current liabilities</b>          |   |               | 13,978        | 7,045        |  |
| <b>Net assets</b>                                     |   |               | <u>13,978</u> | <u>7,045</u> |  |
| <b>Reserves</b>                                       |   |               |               |              |  |
| Restricted Fund                                       | 8 |               | <u>13,978</u> | <u>7,045</u> |  |
| <b>Members' funds</b>                                 |   |               | <u>13,978</u> | <u>7,045</u> |  |

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this Balance Sheet.

**The notes on pages 8 to 11 form an integral part of these financial statements.**

**Sustaining Dunbar  
Company limited by guarantee**

**Balance sheet (continued)**

**Directors' statements required by Sections 475(2) and (3)  
for the year ended 30 November 2012**

In approving these financial statements as directors of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006 ;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 30 November 2012 ; and
- (c) that we acknowledge our responsibilities for:
  - (1) ensuring that the company keeps accounting records which comply with Section 386 ; and
  - (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 393 and which otherwise comply with the provisions of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies .

The financial statements were approved by the Board on 30 July 2013 and signed on its behalf by

**Director**

**Registration number SC351910**

**The notes on pages 8 to 11 form an integral part of these financial statements.**

**Sustaining Dunbar  
Company limited by guarantee**

**Notes to the financial statements  
for the year ended 30 November 2012**

|  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2012<br>£ | Total<br>2011<br>£ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| <b>1. Project Grants</b>                       |                            |                          |                    |                    |
| Voluntary Action Fund                          | -                          | 8,139                    | 8,139              | -                  |
| Climate Challenge Fund                         | -                          | 163,041                  | 163,041            | 163,588            |
| Community Windpower Ltd                        | -                          | -                        | -                  | 48,592             |
| Leader CNS                                     | -                          | 4,150                    | 4,150              | 5,051              |
| East Lothian Council                           | -                          | 250                      | 250                | 85                 |
| Paths for All                                  | -                          | -                        | -                  | 925                |
| Awards for All                                 | -                          | 10,000                   | 10,000             |                    |
| Forward Scotland - Susitout                    | -                          | -                        | -                  | 1,500              |
| Comic Relief Grant                             | -                          | 9,750                    | 9,750              | -                  |
| Cycling Scotland - What's Stopping You         | -                          | -                        | -                  | 3,350              |
| Postcode Lottery                               | -                          | 1,842                    | 1,842              | -                  |
| Fairtrade Grant                                | -                          | 245                      | 245                | -                  |
|  | <u>-</u>                   | <u>197,417</u>           | <u>197,417</u>     | <u>223,091</u>     |
| <b>2. Consultancy, Events and Other Income</b> |                            |                          |                    |                    |
| Consultancy                                    | 1,753                      | -                        | 1,753              | 8,669              |
| Phone Affinity                                 | 48                         | -                        | 48                 | -                  |
| Chicken Coop                                   | 30                         | -                        | 30                 | -                  |
| Sales  | 95                         | -                        | 95                 | 34                 |
|  | <u>1,926</u>               | <u>-</u>                 | <u>1,926</u>       | <u>8,703</u>       |
| <b>3. Voluntary Income Donations</b>           |                            |                          |                    |                    |
| Donations                                      | 50                         | -                        | 50                 | -                  |
| Membership                                     | -                          | -                        | -                  | -                  |
|  | <u>50</u>                  | <u>-</u>                 | <u>50</u>          | <u>-</u>           |

**Sustaining Dunbar  
Company limited by guarantee**

**Notes to the financial statements  
for the year ended 30 November 2012**

..... continued

**4. Resources Expended**

|  |                |                |
|--|----------------|----------------|
| Staff costs                                  | 80,945         | 110,675        |
| Project costs                                | 35,969         | 16,117         |
| Training, Development and Travel             | 4,435          | 3,287          |
| Volunteer cost                               | -              | 59             |
| Publicity and events                         | 9,199          | 22,368         |
| Insurance                                    | 2,521          | 2,621          |
| Maintenance costs                            | -              | 1,791          |
| Office and Consumables                       | 12,849         | 13,590         |
| Software costs                               | 5,453          | 3,591          |
| Legal and Professional                       | 7,799          | -              |
| Accountancy                                  | 950            | 950            |
| Depreciation                                 | 1,441          | 1,020          |
| <b>Total</b>                                 | <u>161,513</u> | <u>176,069</u> |
| <br>   |                |                |
| Community Mapping                            | -              | 2,646          |
| Community Bakery                             | -              | -3,610         |
| Transport Project overheads                  | 4,018          | -              |
| Community Kitchen                            | 14,273         | -              |
| Our Locaility                                | -              | 6,912          |
| Futureproof                                  | 322            | -              |
| Compost kits                                 | 3,405          | -              |
| Investing in Ideas                           | -              | 8,700          |
| Cycling Scotland                             | 2,875          | 399            |
| Consultancy, events and<br>other expenditure | 412            | 4,171          |
|  | <u>186,818</u> | <u>195,287</u> |
| <br>   |                |                |
| BeGreen Grants Given                         |                |                |
| Energy efficiency grants                     | -              | 33,671         |
| Dragons Den                                  | -              | 4,123          |
| Communities gants                            | -              | 3,976          |
| Carbon neutral Stenton                       | -              | 11,034         |
| Other  | 5,655          | 8,674          |
|  | <u>192,473</u> | <u>256,765</u> |

**Sustaining Dunbar  
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**Notes to the financial statements  
for the year ended 30 November 2012**

..... continued

|   |                      |                       |
|---|----------------------|-----------------------|
| Details of staff costs                          |                      |                       |
| Gross salaries                                  | 53,710               | 85,676                |
| Social security costs                           | -                    | -                     |
| Total employed costs                            | <u>53,710</u>        | <u>85,676</u>         |
| Contracted workers                              | 27,027               | 24,999                |
| Total employed staff costs                      | <u><u>80,737</u></u> | <u><u>110,675</u></u> |
| Number of staff (including contractual workers) | <u>8</u>             | <u>8</u>              |

No remuneration was paid to directors (trustees) during theyear. Trustees expenses of £0 (2011 £0) were reimbursed.

|  |            |            |
|--|------------|------------|
| Independent Examiner's Fee<br>for Independent Examination and accountancy services | <u>950</u> | <u>950</u> |
|--|------------|------------|

**5. Tangible fixed assets**

|                        | <b>Fixtures,<br/>Plant and fittings<br/>machinery equipment</b> |                     | <b>Total</b>        |
|------------------------|---|---------------------|---------------------|
|                        | <b>£</b>  | <b>£</b>            | <b>£</b>            |
| <b>Cost</b>            |   |                     |                     |
| At 1 December 2011     | 5,809   | 3,360               | 9,169               |
| Additions              | -   | 460                 | 460                 |
| At 30 November 2012    | <u>5,809</u>  | <u>3,820</u>        | <u>9,629</u>        |
| <b>Depreciation</b>    |   |                     |                     |
| At 1 December 2011     | 2,494   | 1,976               | 4,470               |
| Charge for the year    | 828   | 613                 | 1,441               |
| At 30 November 2012    | <u>3,322</u>  | <u>2,589</u>        | <u>5,911</u>        |
| <b>Net book values</b> |   |                     |                     |
| At 30 November 2012    | <u><u>2,487</u></u>   | <u><u>1,231</u></u> | <u><u>3,718</u></u> |
| At 30 November 2011    | <u><u>3,315</u></u>   | <u><u>1,384</u></u> | <u><u>4,699</u></u> |

**6. Creditors: amounts falling due  
within one year**

|                              |             |             |
|------------------------------|-------------|-------------|
|                              | <b>2012</b> | <b>2011</b> |
|                              | <b>£</b>    | <b>£</b>    |
| Accruals and deferred income | <u>950</u>  | <u>950</u>  |

**Sustaining Dunbar  
Company limited by guarantee**

**Notes to the financial statements  
for the year ended 30 November 2012**

..... continued

**7. Analysis of Net Assets Representing Funds**

|  | <b>Unrestricted Funds</b>   |                         |                | <b>Total<br/>Funds</b> |
|--|-----------------------------|-------------------------|----------------|------------------------|
|  | <b>Restricted<br/>Funds</b> | <b>Fixed<br/>Assets</b> | <b>General</b> |                        |
| Fund balances at 30th November 2012<br>are represented by: | <b>£</b>                    | <b>£</b>                | <b>£</b>       | <b>£</b>               |
| Tangible fixed assets                                      | 3,718                       | -                       | -              | 3,718                  |
| Debtors  | -                           | -                       | -              | -                      |
| Stock  | -                           | -                       | -              | -                      |
| Cash at bank and in hand                                   | 11,210                      | -                       | -              | 11,210                 |
| Creditors due in one year                                  | (950)                       | -                       | -              | (950)                  |
| Creditors due in more than one year                        | -                           | -                       | -              | -                      |
| <b>Net Assets</b>  | <b>13,978</b>               | <b>-</b>                | <b>-</b>       | <b>13,978</b>          |