

**Sustaining Dunbar
Company limited by guarantee**

Directors' report and financial statements

for the year ended 30 November 2014

**Company Registration Number SC351910
Charity Number SC040106**

**Sustaining Dunbar
Company limited by guarantee**

Company information

| | | |
|----------------------|--|---|
| Directors | Brian Grindley Andrew Turner Jacqueline Bell Hannah Grindley Rodrigo Barnes Mikael Lytzau Forup | Terminated 11 th June 2014 Terminated 11 th June 2014 Appointed 10 th September 2014 |
| Company number | SC351910 Company Limited by guarantee | |
| Charity Registration | Scottish Charity SC040106 | |
| Registered office | Station Yard Station Road Dunbar East Lothian EH42 1JX | |
| Accountants | Ian J Brown & Company 10b High Street Dunbar East Lothian EH42 1EL | |
| Business address | Station Yard Station Road Dunbar East Lothian EH42 1JX | |
| Bankers | Cooperative Bank 1 Balloon Street Manchester M60 4EP | |

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Sustaining Dunbar
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Directors' report
for the year ended 30 November 2014

The members of the Board of Directors (“the Trustees”) are pleased to present their annual report and the financial statements for the year ended 30 November 2014..

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 reassign and are eligible for re-election. The council may at any time decide to appoint a member of the company as a trustee to fill a casual vacancy and also appoint a chairman and Vice-chairman from along 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, Renew 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 provision 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 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.

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**Directors' report
for the year ended 30 November 2014**

.....continued

Objectives, Review of Activities and Achievements (continued)

Review of Activities and Achievements

Our fifteen year 'Local Resilience Action Plan' (2010-2025) continues to provide a guiding framework for Sustaining Dunbar's activities and priorities. A revised and updated version has recently been issued.

As last year, much of our work has continued to be funded by our three year grant from the Scottish Government's Climate Challenge Fund, which runs until March 2015. This has enabled us to continue running our Household Canny Challenge project which assists households to reduce their carbon emissions. As part of this, we have worked with local schools (Dunbar Primary, Innerwick, East Linton and Dunbar Grammar) and their pupil led 'Junior Climate Challenge Fund Steering Groups' to support their Eco-Schools (Green Flag) work, to deliver aspects of the Curriculum for Excellence and to encourage households to participate.

Assistance and support to households and community groups has included:

Transport: making it easier to walk, cycle and use public transport rather than private cars through basic bike maintenance classes, Dr Bike safety checks, cycle training for adults, a bike buddy scheme and work with East Lothian Council, Rural East Lothian Bus Users Forum, East Lothian Community Rail Partnership and others to improve public transport and plan improved cycling infrastructure.

Energy advice: our home energy audit service provides expert, impartial and personalised advice and support and works closely with the 'BeGreen' drop-in energy advice shop

Local food: assistance to households to reduce food waste and install worm composting boxes and support for household, school and neighbourhood food growing projects –notably Belhaven Community Garden, the vennel garden off Dunbar High Street, fruit tree planting at Wingate and the Dunbar Grammar School Chicken Coop.

We have continued to work with East Lothian Council and East Lothian Partnership to ensure that East Lothian becomes as resilient as possible to cope with future challenges. This included supporting community councils and neighbourhood groups to prepare their own resilience action plans.

Richard Lochhead MSP (Cabinet Secretary for Rural Affairs) launched Dunbar as Scotland's first official 'Zero Waste Town' pilot project in August. A project manager has been recruited and is now taking this project forward.

We have organized various awareness raising events, including film shows and discussion evenings, local food meals, a 'Bikefest' cycling festival and a 'Gathering-In' community event to raise awareness and stimulate 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 'Our Locality' web platform providing over one hundred

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**Directors' report
for the year ended 30 November 2014**

.....continued

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 and North Light Arts and actively supported other community organisations across Scotland through the Scottish Communities Climate Action Network and by contributing to events organised by Community Woodlands Association, Transition Network and others.

Our main volunteer run project has continued to be Belhaven Community Garden and orchard in the grounds of NHS Belhaven Hospital. This year we have been able to extend the orchard and growing area and install wheelchair accessible paths. An active beekeeping support group and learning circle has been established and now has several active hives around Dunbar and East Linton.

We have supported a local stakeholder group in East Linton who are investigating the potential for purchasing the former East Linton Saleground for use as a community hub and centre for community enterprise.

We continue to investigate options for community energy projects and are researching the potential for community owned solar photovoltaics at different scales. We are also working in partnership with Community Energy Scotland to explore the future role that hydrogen may play in providing energy storage in the future local energy economy.

Financial Review

The results for the year are summarised in the Statement of Financial Activities (SOFA) on page 5. Net incoming resources for the year amounted to £12,400 (2013 (£15,186)).

Total incoming resources amounted to £215,693, and included £213,233 from project grants and £2426 from consultancy and events.

The movement in funds over the year is summarised in the notes to the accounts. There are total funds of £41,564 carried forward of which £1948 represents the value of tangible fixed assets.

Assets and Liabilities

No costs 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.

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**Directors' report
for the year ended 30 November 2014**

.....continued

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

Directors

2nd June 2015

Sustaining Dunbar
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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 2014, which are set out on pages 8 to 11

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.

Ian J Brown & Company
Chartered Accountants

2nd June 2015

10b High Street
Dunbar
East Lothian
EH42 1EL

**Sustaining Dunbar
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**Statement of Financial Activities
For the Year Ended 30 November 2014**

| | Note | Unrestricted Funds | Restricted Funds | Total 2014 | Total 2013 |
|--|----------|-----------------------|---------------------|----------------|----------------|
| Incoming Resources from Charitable Activities | | | | | |
| Project grants | 1 | - | 213,233 | 213,233 | 202,446 |
| Income from courses and events | 2 | 2,426 | - | 2,426 | 2,673 |
| Incoming Resources from generated funds | | | | | |
| Voluntary income: Membership & other income | 3 | - | - | - | 29 |
| Investment income: Bank Interest | | <u>34</u> | <u>-</u> | <u>34</u> | <u>22</u> |
| | | <u>2,460</u> | <u>213,233</u> | <u>215,693</u> | <u>205,170</u> |
| Resources Expended | | | | | |
| Charitable Activities | 4 | <u>-</u> | <u>203,293</u> | <u>203,293</u> | <u>189,984</u> |
| Total Resources Expended | | <u>-</u> | <u>203,293</u> | <u>203,293</u> | <u>189,984</u> |
| Net Incoming resources before transfers | | | | | |
| Net Income for year | | 2,460 | 9,940 | 12,400 | 15,186 |
| Transfers between funds | | | | | |
| | | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Movement In Funds | | | | | |
| | | 2,460 | 9,940 | 12,400 | 15,186 |
| Funds Brought Forward | | | | | |
| | | <u>-</u> | <u>29,164</u> | <u>29,164</u> | <u>13,978</u> |
| Funds Carried Forward | | | | | |
| | 8 | <u>2,460</u> | <u>39,104</u> | <u>41,564</u> | <u>29,164</u> |

The notes on pages 9 to 12 form an integral part of these financial statements.

**Sustaining Dunbar
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**Balance sheet
as at 30 November 2014**

| | Notes | 2014 | | 2013 | |
|---|-------|---------------|---------------|---------------|---------------|
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 5 | | 1,948 | | 2,686 |
| Current assets | | | | | |
| Debtors | | - | | - | |
| Cash at bank and in hand | | 40,466 | | 27,288 | |
| | | <u>40,466</u> | | <u>27,288</u> | |
| Creditors: amounts falling due within one year | 6 | (850) | | (810) | |
| Net current assets | | | <u>39,616</u> | | <u>26,478</u> |
| Total assets less current liabilities | | | <u>41,564</u> | | <u>29,164</u> |
| Net assets | | | <u>41,564</u> | | <u>29,164</u> |
| Reserves | | | | | |
| Profit and loss account | 8 | | 41,564 | | 29,164 |
| Members' funds | | | <u>41,564</u> | | <u>29,164</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 9 to 12 form an integral part of these financial statements.

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Balance sheet (continued)

**Directors' statements required by Sections 475(2) and (3)
for the year ended 30 November 2014**

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 2014 ; and
- (c) that we acknowledge our responsibilities for:
 - (1) ensuring that the company keep accounting records which comply with section 3876 ; 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 that 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 2nd June 2015 and signed on its behalf by

Director

Registration number SC351910

The notes on pages 9 to 12 form an integral part of these financial statements

Sustaining Dunbar
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Notes to the financial statements
for the year ended 30 November 2014

| | Unrestricted Funds | Restricted Funds | Total 2014 | Total 2013 |
|--|-------------------------------|-----------------------------|-----------------------|-----------------------|
| | £ | £ | £ | £ |
| 1. Project Grants | | | | |
| Climate Challenge Funds | - | 139,345 | 139,345 | 161,088 |
| Zero Waste Town Grant | - | 50,926 | 50,926 | - |
| Scottish Natural Heritage | - | 2,080 | 2,080 | - |
| Transition Scotland Support | - | 1,707 | 1,707 | - |
| CSGN | - | 425 | 425 | 2,412 |
| Lothian Health Foundation | - | 8,750 | 8,750 | 26,250 |
| Big Lottery | - | 10,000 | 10,000 | 10,000 |
| Cycling Scotland | - | - | - | 2,430 |
| Fairtrade Grant | - | - | - | 266 |
| | <u>-</u> | <u>213,233</u> | <u>213,233</u> | <u>202,446</u> |
| | | | | |
| 2. Consultancy, Events and Other Income | | | | |
| Phone Affinity | 144 | - | 144 | 69 |
| Oki Cashback | 200 | - | 200 | - |
| Map Advert | 725 | - | 725 | - |
| Repayments | 862 | - | 862 | 250 |
| Chicken Coop | 495 | - | 495 | 768 |
| Consultancy | - | - | - | 86 |
| Sales | - | - | - | 1,500 |
| | <u>2,426</u> | <u>-</u> | <u>2,426</u> | <u>2,673</u> |
| | | | | |
| 3. Voluntary Income Donations | | | | |
| Donations | <u>-</u> | <u>-</u> | <u>-</u> | <u>29</u> |

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**Notes to the financial statements
for the year ended 30 November 2014**

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| | 2014 | 2013 |
|----------------------------------|-----------------------|-----------------------|
| | £ | £ |
| 4. Resources Expended | | |
| Staff Costs | 100,033 | 108,573 |
| Project and Garden Costs | 10,656 | 16,231 |
| Training, Development and Travel | 3,682 | 3,678 |
| Volunteer Action Fund | - | 5,995 |
| Publicity and Events | 10,471 | 3,372 |
| Insurance | 2,002 | 2,218 |
| Office and Consumables | 16,585 | 11,867 |
| IT Support | 4,306 | 4,823 |
| Legal and Professional | 595 | 390 |
| Accountancy | 1203 | 640 |
| Depreciation | <u>738</u> | <u>1,032</u> |
| Total | 150,271 | 158,819 |
| | | |
| Fairtrade Town | 41 | 83 |
| Zero Waste Town | 19,987 | 4,977 |
| Community Kitchen | - | 441 |
| Chicken Coop | 326 | 178 |
| CSGN Grants | - | 2,430 |
| Cycling Scotland | 2,420 | 92 |
| Postcode Lottery VAT Repayment | 300 | - |
| Big Lottery | 10,000 | - |
| Transition Scotland Support | 412 | - |
| Community Energy | 502 | - |
| Scottish Natural Heritage | 2096 | - |
| Big Lottery SFL Project | <u>1087</u> | <u>-</u> |
| | 187,442 | 167,020 |
| | | |
| Lothian Health Foundation Grant | 15,829 | 19,179 |
| DCK Comic Relief | - | 3,301 |
| Other | <u>22</u> | <u>484</u> |
| | <u>203,293</u> | <u>189,984</u> |

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**Notes to the financial statements
for the year ended 30 November 2014**

.....continued

| | 2014 | 2013 |
|---|---------------|---------------|
| | £ | £ |
| Details of staff costs | | |
| Gross Salaries | 44,653 | 60,197 |
| Social Security Costs | - | - |
| Total Employed Costs | <u>44,653</u> | <u>60,197</u> |
| | | |
| Contracted Workers | <u>55,380</u> | <u>48,376</u> |
| Total employed staff costs | 100,033 | 108,573 |
| | | |
| Number of Staff (including contractual workers) | <u>12</u> | <u>8</u> |

No remuneration was paid to directors (trustees) during the year. Trustees expenses of £0 (2013 £0) were reimbursed.

| | Plant and machinery | Fixtures, fittings and equipment | Total |
|--|--------------------------------|---|--------------|
| | £ | £ | £ |
| 5. Tangible fixed assets | | | |
| Cost | | | |
| At 1 December 2013 | 5,809 | 3,820 | 9,629 |
| At 30 November 2014 | <u>5,809</u> | <u>3,820</u> | <u>9,629</u> |
| Depreciation | | | |
| At 1 December 2013 | 3,944 | 2,999 | 6,943 |
| Charge for the year | 466 | 272 | 738 |
| At 30 November 2014 | <u>4,410</u> | <u>3,271</u> | <u>7,681</u> |
| Net book values | | | |
| At 30 November 2014 | <u>1,399</u> | <u>549</u> | <u>1,948</u> |
| At 30 November 2013 | <u>1,865</u> | <u>821</u> | <u>2,686</u> |
| | | | |
| 6. Creditors: amounts falling due within one year | | 2014 | 2013 |
| | | £ | £ |
| Accruals and deferred income | | <u>850</u> | <u>810</u> |

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Notes to the financial statements for the year ended 30 November 2014

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7. Analysis of Net Assets Representing Funds

| | Restricted Funds | Unrestricted Funds | | Total Funds |
|--|-----------------------------|---------------------------|---------------------|------------------------|
| | | Fixed Assets | General | |
| Fund balances at 30 th November 2013 are represented by: | £ | £ | £ | £ |
| Tangible fixed assets | 1,948 | - | - | 1,948 |
| Debtors | - | - | - | - |
| Stock | - | - | - | - |
| Cash at bank and in hand | 38,006 | - | 2,460 | 40,466 |
| Creditors due in one year | 850 | - | - | 850 |
| Creditors due in more than one year | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Assets | <u><u>39,104</u></u> | <u><u>-</u></u> | <u><u>2,460</u></u> | <u><u>41,564</u></u> |

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