

**APPENDIX 1**



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	02	April	2019		31	Dec.	2019

Office of the Scottish Charity Regulator

**Reference and administration details**

<b>Charity name</b>	Crail Community Partnership	
<b>Other names charity is known by</b>		
<b>Registered charity number</b>	SC049189	
<b>Charity's principal address</b>	74 Bow Butts Crail	
	Postcode KY10 3UT	

**Names of the charity trustees on date of approval of Trustees' Annual Report**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	David Jerdan	Chairman		
2	Heather Aird			
3	Helen Armitage			
4	David Brown			
5	Danny Bates			
6	Will Creswell			
7	Dennis Gowans	Secretary		
8	David Mann			
9	James McCallum			
10	Bernie McConnell			
11	Andrew Purves	Treasurer		
12	Max Taylor			
13				
14				
15				
16				
17				
18				
19				
20				

**Reference and administration details**

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
None	

**Structure, governance and management**

Type of governing document

The Partnership is set up as a Scottish Charitable Incorporated Organisation (SCIO) governed by constitution. At an Annual General Meeting, held in April each year, office-bearers and trustees are appointed to run the day-to-day business of the Partnership. Any member of the Partnership is eligible to become a charity trustee or office-bearer. Nominations are sought in advance of the Annual General Meeting at which elections are held and the results announced.

Trustee recruitment and appointment

The term of office is 3 years with 1/3<sup>rd</sup> of the Trustees retiring each year and they are eligible for re-election. Additional Trustees may be co-opted to fill vacancies or to secure needed skills.

**Objectives and activities**

Charitable purposes

The advancement of community development (including the advancement of urban/rural regeneration) principally within the community of Crail but only to the extent that it is consistent with furthering the achievement of sustainable development.

Summary of the main activities in relation to these objects

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### Achievements and performance

#### Summary of the main achievements of the charity during the financial period

The inaugural board meeting of CCP was held on 14 March 2019 and we became a registered SCIO on 3<sup>rd</sup> April 2019. We delivered the outcome of the Crail Charrette with the publication of the Local Place Plan on 20<sup>th</sup> June 2019. This plan details in the executive summary the main goals which are

- Integrating New Developments
- Extend and Connect Community Wildlife-friendly Greenspace
- Develop Active Routes
- Develop Community Facilities
- Improve Coastal walk
- Improve harbour facilities
- Improve Town Centre
- Develop opportunities for Employment and Small Businesses

The Board has met monthly throughout the year and has made considerable progress in 2019, driven by sub-committees, each chaired by a Trustee. We have worked in conjunction with Crail Community Council, Crail Preservation Society and other local organisations and would summarise achievements to date as follows.

We have progressed work in setting up a Masterplan Consent Area for the proposed development at Crail North through regular meetings with the major landowner and Fife Council planners. We presented to MSPs and the Chief Planner at Hollyrood in December and have received active support.

We have engaged with local businesses to adopt a Crail trail and a 'support your local business' campaign

We have instigated an asset transfer process to acquire Crail Community Hall from Fife Council to provide local facilities

We have instigated an asset transfer process to acquire land from Fife Council for various potential green belt/wildlife habitats

### Financial review

#### Brief statement of the charity's policy on reserves

At this stage of development ongoing obligations and liabilities are not significant. It should therefore be possible to complete an orderly wind-up of affairs within three months with a reserve of £1,000. As the Partnership develops this may alter and the position will be regularly reviewed.

#### Details of any deficit

#### Donated facilities and services (if any)

Crail Preservation Society kindly gave us support from our inception until we were established as a charity.

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### Other optional information

We have achieved funding support to reactivate the Monday club for senior citizens and to assist the Wee Crailers (pre school)

We have created and established the Crail Info website with a local business directory and diary.

We now have over 130 life members demonstrating considerable community support

We are developing plans in conjunction with Fife Coast and Countryside Trust to extend the local path network and signage

A new glass recycling facility has now been installed

The first batch of 'gull proof' bins have been installed

A public improvements plan has been initiated and as a first phase public footpaths at Crail Church, Cemetery and Victoria Gardens have been resurfaced.

Proposals are being prepared to upgrade and improve Crail Harbour

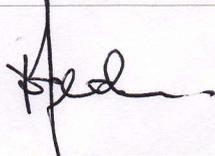
We submitted plans to the national Future Town Design Competition and to the Climate Action Fund

We have held bi monthly 'drop in' sessions to keep the public and members fully aware of our actions and to obtain views, opinions and comments.

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	David Jerdan	
Position (e.g. Chair)	Chair	
Date	3 <sup>rd</sup> March 2020	

## Crail Community Partnership

SC049189



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	02	April	2019		31	December	2019

## Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
<b>A1 Receipts</b>						
Donations	50				50	
Crail Common Good Fund	5,424				5,424	
Membership Fees/Crail Info	1,044				1,044	
Crail Preservation Society	11,326				11,326	
Crail Food Festival		3,000			3,000	
Grants		4,640			4,640	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
<b>A1 Sub total</b>	<b>17,844</b>	<b>7,640</b>	<b>-</b>	<b>-</b>	<b>25,484</b>	<b>-</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>17,844</b>	<b>7,640</b>	<b>-</b>	<b>-</b>	<b>25,484</b>	<b>-</b>
<b>A3 Payments</b>						
7N Architects	7,964				7,964	
Legal Fees	750				750	
Other Charrette Costs	758				758	
Hall Hires	204				204	
DTAS Course	100				100	
Insurance	117				117	
Prof Fees - Community Hall		748			748	
Other	432				432	
					-	
					-	
					-	
<b>A3 Sub total</b>	<b>10,325</b>	<b>748</b>	<b>-</b>	<b>-</b>	<b>11,073</b>	<b>-</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>10,325</b>	<b>748</b>	<b>-</b>	<b>-</b>	<b>11,073</b>	<b>-</b>
<b>Net receipts / (payments)</b>	<b>7,519</b>	<b>6,892</b>	<b>-</b>	<b>-</b>	<b>14,411</b>	<b>-</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>7,519</b>	<b>6,892</b>	<b>-</b>	<b>-</b>	<b>14,411</b>	<b>-</b>

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
<b>B1 Cash funds</b>	Cash and bank balances at start of year	-				-	
	Surplus / (deficit) shown on receipts and payments account	7,519	6,892			14,411	
						-	
	Cash and bank balances at end of year	7,519	6,892	-	-	14,411	-
(Agree balances with receipts and payments account(s))							

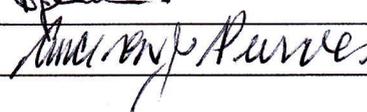
B2 Investments	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
		<b>Total</b>	-	-

B3 Other assets	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
		<b>Total</b>	-	-	-

B4 Liabilities	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
		<b>Total</b>	-	-

B5 Contingent liabilities	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	to nearest £
		<b>Total</b>	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	DAVID JORDAN	03/03/20
	ANDREW PURVES	3/3/2020

**Section C Notes to the Accounts**

**C1 Nature and purpose of funds** (may be stated on analysis of funds worksheets)

The donation of £3,000 received from Crail Food Festival is to be used to assist in meeting costs of survey and design plans in respect of the Community Hall particularly in relation to the possible transfer of ownership from Fife Council to Crail Community Partnership. As at 31st December 2019 fees of £747.60 had been paid from this donation leaving a balance of £2,252.40. This balance of £2,252.40 and the grants of £4,640 make up the restricted funds of £6,892 as at 31st December 2019. The remaining funds held of £7,519 are available to meet normal expenditure incurred by Crail Community Partnership.

**C2 Grants**

Type of activity or project supported	Individual / institution	Number of grants made	£
Monday Meetings (elderly residents)	Fife Council	1	670
Monday Meetings (elderly residents)	Lottery	1	3,300
Wee Crailers (under 5 years )	Fife Council	1	670
		<b>Total</b>	<b>4,640</b>

**C3a Trustee remuneration**

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	X
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Authority under which paid

**C3b Trustee remuneration - details**

	£

**C4a Trustee expenses**

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	X
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**C4b Trustee expenses - details**

	Number of trustees	£

**C5 Transactions with trustees and connected persons**

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

**C6 Other information**

APPENDIX 3



		<b>Independent examiner's report on the accounts</b> v2							
<b>Report to the trustees/members of</b>		Crail Community Partnership							
<b>Registered charity number</b>		SC049189							
<b>On the accounts of the charity for the period</b>		Period start date				Period end date			
		Day	Month	Year		Day	Month	Year	
		02	April	2019	to	31	December	2019	
<b>Set out on pages</b>		(remember to include the page numbers of additional sheets)							
<b>Respective responsibilities of trustees and examiner</b>		The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) 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.							
<b>Basis of independent examiner's statement</b>		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 accounts.							
<b>Independent examiner's statement</b>		In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]							
		1. which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> <li>• to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>• to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> 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.							
<b>Signed:</b>						<b>Date:</b>	3 FEB 2020		
<b>Name:</b>		Peter Salkeld							
<b>Relevant professional qualification(s) or body (if any):</b>									
<b>Address:</b>		24 Tolbooth Wynd							
		Crail							
		KY10 3UA							

\*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

## APPENDIX 3

### Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose

The Crail Charrette process commenced in 2018. However it was May 2019 before Crail Community Partnership was formally constituted and bank account opened. Therefore Crail Preservation Society agreed to act as agent for Crail Community Partnership in the intervening period and the Income and Expenditure detailed below was passed through its bank account.

#### Income

Donations	£ 2,236
Grants	3,000
Common Good Fund	18,096
Scottish Government	25,000

Total income £48,332

#### Expenditure

7N Architects	£32,294
Oharrette costs	1,727
Legal Fees	2,640
Hall Fees	345

Total expend £37,006

Surplus £11,326

Funds were transferred by Crail Preservation Society to Crail Community Partnership in May 2019. As I did not carry out the examination of the 2019 Annual Accounts for Crail Preservation Society I cannot verify the income and expenditure detailed above but I can confirm that Crail Community Partnership received payment of the net balance from Crail Preservation Society.