

Stair Community Centre

Stair Community Association



Trustees' Annual Report and Financial Statement for the Period 1st February 2019 to 31st January 2020

Reference and Administration Details

Charity Name: **Stair Community Association**
Registered charity number: **SC023898**
Charity's Principal Address: Stair Community Centre,
Trabboch, MAUCHLINE, East Ayrshire, KA5 5HT

Names of the Charity Trustees

Gordon Soane	Chair	Hannah Corbett	
Douglas Smith	Vice Chair	Hilary McQueen	
Linda Hair	Secretary	Rob Cairns	
Joe Hair	Treasurer	Shannon Holmes	(resigned 27-03-2019)
Kathryn Gulliver	Letting Secretary	Robbie Watson	(resigned 27-03-2019)
Robert Dunlop		Jennifer Veitch	(approved 27-03-2019)
Nan McTurk		Callum Bryson	(approved 27-03-2019)
Ian Watson			

Structure, Governance and Management

Governing Document

Stair Community Association is governed by its constitution. The Association was registered as a Scottish Charity in 1995 and converted to a Scottish Charitable Incorporated Organisation (SCIO) on 7th February 2013. Board (Committee) meetings are held on the first Wednesday of each month. Decisions are reached based on a simple majority of those present and entitled to vote. The quorum for a Board (Committee) meeting is five members; at a Members meeting (AGM) the quorum is fifteen members.

Trustee Recruitment and Appointment

The Trustees (the Committee) are appointed or re-appointed by the members at the Members meeting (Annual General Meeting), which is held in March of each year. The maximum number of Trustees is fifteen; the minimum number of Trustees is seven.

Objectives and Activities

Charitable Purposes

The Organisation's purposes are:

- To provide recreational facilities by the provision of a Community Centre available for use by the local community and members of the public at large.
- To advance community development by organising recreational activities at the Community Centre for the local community and members of the public at large.

Summary of Main Activities in Relation to These Objectives

The Committee of volunteers meets nine times a year (August to April) to plan and prepare the annual programme of community events at the Centre, to manage the maintenance of the building and to oversee the running of the Centre.

The Centre is available for use by community groups and for hire by individuals for private events. There are fourteen groups affiliated to the Association who use the Centre for their meetings and activities on a regular basis.

Communication and consultation with the dispersed rural community is through the Association's bi-annual newsletter; its website www.staircommunitycentre.co.uk; the What's On Ayrshire website and local press advertising of events.

Achievements and Performance

Every year, the Committee seeks to provide a varied programme of events to appeal to a wide range of interests amongst the wider community and also to attract new visitors to the Centre. Around 300 people, from a wide geographical area covering as far as Irvine, Kilmarnock, Darvel, Ayr, Sorn and Drongan, benefit by using the Centre for their regular group activities and attending events. The total foot fall for the Centre is around 4,000 visits per year. The events and activities enable the local community to meet with friends and neighbours helping to develop and maintain social networks and reducing rural isolation.

Stair Community Centre also performs a civic role within the local community, as it is used as a polling station for the Ayr, Carrick and Cumnock Constituency. The Association has

liaised closely with South Ayrshire Council's Democratic Governance office to enable the local electorate to participate in two elections in 2019: namely, the European Parliamentary Elections on Thursday, 23rd May and the UK Parliamentary General Election on Thursday, 12th December. In addition, Bill Grant, MP held a surgery at the Centre on Friday, 30th August.

Activities and Events

Regular events like the Quiz night, Stair Players amateur dramatic performances and Trabboch Fiddlers' rallies bring back a regular and loyal crowd. This year the Quiz night proved very popular with 13 teams entering and ranging in age from 30 to 80 years old.

The Stair Players entertained nearly 100 people, over two nights, with their production of *Secondary Cause of Death* by Peter Gordon. The audience thoroughly enjoyed a great evening of live theatre at their local venue.

Trabboch Fiddlers hosted their third annual rally with guest artist Alistair McCulloch and musicians from as far as Banff travelling to join the event. The concert was a great success with over 50 attending; many of whom stayed on after the concert to chat over tea and home baking.

The Association's first ever Prize Bingo night, with help from Coyllton Community Association, drew an enthusiastic crowd of 22, who had a fun-filled evening. Everyone was impressed by the generous prizes provided by local individuals and businesses.

The Association hosted two Ayrshire Rural Touring Network (ARTN) events; namely, the close-up magician Billy Reid, a member of The Magic Circle and Catfish Keith, a blues singer, songwriter and bottleneck slide guitarist from the United States of America. These performances widen the variety of events available to the local community and attract new visitors to the Centre. Between 30 to 40 people attended each event, for many it was their first visit to the Centre and they were impressed with the facilities and enjoyed learning more about the heritage of the area.

The other new performer was Ken O'Hara from MAD productions, who portrayed Charles Dickens on his second American tour of 1867, performing an abridged version of *A Christmas Carol*. Ken played all 22 roles himself and the audience, of over 30 people, was totally awestruck by this unique and superb performance.

Maintenance and Upgrading of the Facilities

The Association executes a detailed programme of investment to maintain and upgrade the building, its facilities and outside space for the continued benefit of the community, affiliated groups and public users. A programme of investment has been prepared and much of this planned work has commenced as detailed below:

The refurbishment of the kitchen has been completed with the replacement of the floor covering and the installation of new blinds making the room more attractive, warmer and safer. New blinds have been put in all rooms making it easy to control the light level and making all rooms look smarter.

New LED outside lights have been installed at the front, side and back of the building to provide better lit access for all users and a reduction in electricity costs.

The roughcasting around the base of the building has been replaced to improve the protection of the walls, prior to the resurfacing of the car park.

General repairs and decorating have been carried out, internally and externally, to keep the facilities smart and the building watertight.

The Association is extremely grateful for all the grants and donations it has received in terms of both financial and of volunteer's time and energy. This support is essential for the continued smooth running of the Centre and to ensure it remains an attractive, accessible and affordable local venue for the community.

Financial Review

The income received from Donations, Fund raising income, Hall hire and Affiliations, is up £1,543 on the previous year to **£8,742**.

The basic running costs of the Centre, which is all payments except Facilities Improvement and the Refurbishment Project, are up £2,292 to **£10,284**. The major expenditures are Electricity (£3,580), Repairs and Maintenance (£2,588) and Insurance (£1,874). The deficit of £1,542 was funded from reserves.

The Association obtained 2 grants in total worth **£30,000** of which the first one for £10,000 was received from The National Lottery *Awards for All* towards the planned car park improvements.

The second grant, £20,000, was put into The Unrestricted Designated Grant fund, designated for plans, repairs and improvements to the Centre. £10,000 of this grant has been designated to the Car park appeal, with the other £10,000 for general improvements.

The reserve policy is to maintain cash reserves at a level equivalent to six months operating expenses. This is to ensure that the Centre can continue to function, especially over the summer period when many of the groups are not meeting, thus providing minimal income. The reserves dropped from £5,708 to **£2,783** which is less than the reserve policy. A grant application has been made to help cover the running costs whilst the reserves are restored.

Plans for the Future

The Committee will manage the Centre to ensure it remains a viable and well-maintained community asset that provides a safe and welcoming venue for everyone to use and enjoy. This will be provided through the programme of major and minor works identified in the Development Plan; some funded from Association funds and others requiring grant funding.

An appeal has been made for support from the community towards improving the car park provision at the Centre. £20,000 has been secured for the project, including a grant of £10,000 from the National Lotteries *Awards for All* programme, and £10,000 from the Unrestricted Designated Grant Fund. A further £5,000 is needed to reach the target amount of £25,000. The new tarmac surface will provide a safer environment for everyone visiting the Centre.

Other projects currently under discussion include:



- The installation of a fire detection and alarm system to help ensure the safety of the building and all users.
- To continue to upgrade the Centre's electrical wiring to ensure it complies with current regulations.
- To examine the possibility of extending the car park for larger attended events.
- To investigate an alternative central heating system to reduce the running costs of the current electrical heaters.

The work to find grants for future projects continues and is provided by the expertise of individual members of the Committee.

Declaration

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

Signed on behalf of the Charity's Trustees by:

Signature(s):		
Full Name(s):	Gordon Soane	Joseph Hair
Position:	Chair	Treasurer
Date:	25.03.20.	8/3/2020

Independent Examiner's Report to the Trustees of Stair Community Association

I report on the accounts of the charity for the period 1st February 2019 to 31st January 2020 which are set out on pages 7 to 12.

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) 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.

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, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 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.

Signed:



Date:

11th March 2020

Robert Fergusson CA
30 Miller Road
Ayr KA7 2AY

Stair Community Association

Receipt and Payments Account for the period 1st February 2019 to 31st January 2020

Statement of receipts and payments

		Unrestricted General funds	Restricted Grants	Total 2020	Total 2019
	Note	£	£	£	£
Receipts					
Donations	1	828	0	828	920
Grants	2	20,000	10,000	30,000	121,068
Fundraising	3	1,194	0	1,194	1,169
Charitable activities					
Hall hire	4	6,345	0	6,345	4,810
Affiliations		375	0	375	300
Total receipts		28,742	10,000	38,742	128,267
Payments					
Fundraising activities		558	0	558	208
Charitable activities					
Electricity		3,580	0	3,580	3,152
Repairs & maintenance	5	2,588	0	2,588	1,104
Caretaker/Cleaning services	6	1,188	0	1,188	1,036
Insurance		1,874	0	1,874	1,721
General expenses & G'nance	7	496	0	496	771
Facility improvements	8	8,839	0	8,839	5,318
Refurbishment Project	9	15,077	0	15,077	100,856
Total payments		34,200	0	34,200	114,166
Net receipts/(payments)		(5,458)	10,000	4,542	14,102
Cash balance at start of year		30,898	2,810	33,708	19,607
Surplus/(deficit)		(5,458)	10,000	4,542	14,102
Cash balance at end of year		25,440	12,810	38,250	33,708

Stair Community Association

Receipt and Payments Account for the period 1st February 2019 to 31st January 2020

Statement of Balances

	Unrestricted	Restricted	Total	Total
	General			
	funds	Grants	2020	2019
Note	£	£	£	£
Bank and Cash Balances				
Bank Current account	25,440	12,810	38,250	33,708
Fixed Assets				
Land and Buildings				
Stair Community Centre				
Cost (Purchased in 2015)	0	8,400	0	8,400

Signed on behalf of all the trustees

Signed

Name Gordon Soane
Position Chair

Joseph Hair
Treasurer

Date 25.03.20.

8/3/2020

Stair Community Association

Notes to the accounts for the period 1st February 2019 to 31st January 2020

Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Grants

Restricted funds

	Brought forward	Receipts	Payments	Carried forward
	£	£	£	£
EAC Participatory Budget	310	0	0	310
The Stafford Trust	2,500	0	0	2,500
Awards for All	0	10,000	0	10,000
	<u>2,810</u>	<u>10,000</u>	<u>0</u>	<u>12,810</u>

EAC Participatory Budget

Fire alarm system

The Stafford Trust

Fire detection system

Awards for All

£10,000 has been received from the The National Lottery *Awards for all* towards the £25,000 car park appeal.

UnRestricted funds

	Brought forward	Receipts	Payments	Carried forward
	£	£	£	£
Designated: The Stairway Charitable Tru:	25,190	20,000	22,533	22,657
Other: Free Reserves	5,708	8,742	11,667	2,783
	<u>30,898</u>	<u>28,742</u>	<u>34,200</u>	<u>25,440</u>

The Stairway Charitable Trust

This fund is designated towards paying for the work to plan, prepare and improve the facilities at the centre. £20,000 was received of which £10,000 has been designated for the Car Park appeal, £5,000 towards re-wiring and £5,000 towards the fire detection & Alarm system, with the remaining £2,657 not yet allocated.

Free Reserves These are the free cash reserves in the Unrestricted General funds

Related Party Transactions

Trustee Remuneration No remuneration was paid to trustees during this financial period.

Trustee Expenses No trustee received payment for expenses.

Notes to the Accounts**Additional analysis**

Receipts	Unrestricted	Restricted	Total	Total
		Grants	2020	2019
	£	£	£	£
(1) Donations				
Individuals	228	0	228	258
Trabboch Fiddlers	300	0	300	0
HMRC Charities	0	0	0	213
Teal Engineering Services	200	0	200	200
Stair Church	100	0	100	0
Stair Social Club	0	0	0	108
Stair Players	0	0	0	60
Barskimming Horse trials	0	0	0	50
SWRI	0	0	0	20
Stair Yoga Class	0	0	0	11
	828	0	828	920
(2) Grants				
SAWET	0	0	0	3,725
The Stafford Trust	0	0	0	2,500
The Robertson Trust	0	0	0	15,000
SUEZ Communitestrust	0	0	0	49,843
Awards for All	10,000	0	10,000	0
The Stairway Charitable Trust	20,000	0	20,000	50,000
	30,000	0	30,000	121,068

	Unrestricted	Restricted	Total	Total
		Grants	2020	2019
(3) Fundraising activities	£	£	£	£
Quiz Night (March 2019) ~ Tables	156	0	156	84
Raffle	154	0	154	93
Billy Reid Magician Raffle	51	0	51	0
CTT Charity Give as you live	24	0	24	30
Stair Players Drama Club Raffle	272	0	272	228
Catfish Keith concert Raffle	48	0	48	0
Trabboch Fiddlers Rally	130	0	130	255
Gaberlunzie Raffle	0	0	0	292
Prize Bingo ~Tables	110	0	110	0
Prize Bingo ~Raffle	96	0	96	0
Christmas Carol play ~Tickets	83	0	83	0
~Raffle	70	0	70	0
The Little girl who danced to every mood Raffle	0	0	0	31
Nov/Dec Basket Whist ~ Tables	0	0	0	85
Raffle	0	0	0	71
	1,194	0	1,194	1,169
(4) Hall Hire				
Yoga Class	1,260	0	1,260	840
Mauchline YFC	720	0	720	930
JMM Pilates	480	0	480	160
Trabboch Fiddlers	435	0	435	375
Crosshill Bowlers	420	0	420	405
Monthly Mindfulness	345	0	345	15
Stair Craft Club	330	0	330	405
Stair Players	255	0	255	195
Milestone rock band	240	0	240	285
Glasgow Mindfulness	230	0	230	0
Stair Parish Church	120	0	120	120
Stair WRI	105	0	105	105
DRU Yoga	100	0	100	0
River Garden Auchinchruive	75	0	75	0
Ayrshire Association YFC	60	0	60	60
Association of Scottish Smallholders	60	0	60	125
Ayr Gaiety PAR	50	0	50	270
Coylton & Stair Society Farmers	30	0	30	30
Dog shows AGMs	20	0	20	20
Bill Grant surgery	10	0	10	0
Stair Art Class	0	0	0	105
Qi Gong	0	0	0	50
Stair Social Club	0	0	0	45
Ayr YFC	0	0	0	40
Lomond Residents	0	0	0	20
Norwegian Elkhound Association	0	0	0	10
South Ayrshire Council	500	0	500	0
East Ayrshire Council	500	0	500	0
Private	0	0	0	200
	6,345	0	6,345	4,810

	Unrestricted		Restricted	Total	Total
			Grants	2020	2019
Payments	£		£	£	£
(5) Repairs & maintenance					
Fire extinguisher Service/maintenance	270		0	270	0
Lift Service contract/repair	336		0	336	0
Wall edging roughcast repair	1,640		0	1,640	0
Fridge	0		0	0	337
Slate repairs	0		0	0	329
Septic tank outflow repair	0		0	0	355
other	342		0	342	83
	2,588		0	2,588	1,104
(6) Caretaking & cleaning					
Caretaking & cleaning	1,010		0	1,010	925
Janitorial products	118		0	118	41
A1 Windows window cleaning	60		0	60	70
	1,188		0	1,188	1,036
(7) General expenses & G'nance					
Governance	0		0	0	0
General expenses:					
Internet & phone	300		0	300	0
PPL&PRS music licence	138		0	138	0
Others	58		0	58	771
	496		0	496	771
(8) Facility improvements (excluding Refurbishment project)	Unrestricted	Restricted	Total	Total	
	General	Designated	Grants	2020	2019
	Funds	Grant			
Stageing	0	2,596	0	2,596	0
Doors into Office and Store	340	0	0	340	0
External Lighting and Defibrillator	959	0	0	959	0
Hose	29	0	0	29	0
Roller blinds all room (except bowlers)	0	1,585	0	1,585	0
LED lighting tubes	55	0	0	55	0
Kitchen flooring	0	3,275	0	3,275	0
Heating Control	0	0	0	0	603
Lower Valley gutter	0	0	0	0	4,000
Electric Heaters and power points	0	0	0	0	674
other	0	0	0	0	41
	1,383	7,456	0	8,839	5,318
(9) Refurbishment project					
Architect	0	735	0	735	837
Principal Designer	0	594	0	594	1,386
Builder	0	13,748	0	13,748	94,403
Asbestos survey	0	0	0	0	477
Electrical Heating control and sundry	0	0	0	0	3,753
	0	15,077	0	15,077	100,856