Stair Community Centre

Stair Community Association

Trustees' Annual Report and Financial Statement

for the Period 1st February 2020 to 31st January 2021

Reference and Administration Details

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

Names of the Charity Trustees

Gordon Soane	Chair	Hannah Corbett	
Douglas Smith	Vice Chair	Hilary McQueen	
Linda Hair	Secretary	Rob Cairns	
Joe Hair	Treasurer	Jennifer Veitch	(resigned 22-04-2020)
Kathryn Gulliver	Letting Secretary	Callum Bryson	(resigned 22-04-2020)
Robert Dunlop		Rachel Templeton	(approved 22-04-2020)
Nan McTurk		Cameron McGregor	(approved 22-04-2020)
		Ian Watson	(resigned 09-12-2020)

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 normally 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 Stair Community Centre, to manage the maintenance of the building and to oversee the running of the Centre. Stair Community Centre, owned by Stair Community Association, is located at: Trabboch, MAUCHLINE, East Ayrshire, KA5 5HT.

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 newsletter; its website www.staircommunitycentre.co.uk; the What's On Ayrshire website and local press advertising of events.

Achievements and Performance

This year has brought both physical and financial challenging year due to the coronavirus pandemic. The committee have responded well, adapting to the challenges of not being able to meet in person, finding grants to cover the loss of income due to the closure of the Centre and implementing the COVID-19 restrictions so the Centre could re-open.

They moved to meeting virtually by video conferencing, have applied for grants for financial support and speedily implemented the COVID-19 restrictions in terms of paperwork and preparation of the centre. This has taken lots of time but meant the centre was ready to reopen for restricted use during the autumn.

The grants received helped enormously to offset the loss of income and also allowed the purchase of a video conferencing system which will enable remote attendance at centre events for those unable to physically attend in the future.

Long term the number of returning groups and future bookings is uncertain which suggests a cautious approach to investment until the situation recovers. The age and condition of the building will always require constant investment in maintenance as well as new developments to improve the facilities. Many of the projects identified in the Development Plan have now been completed, for example the new fire detection and alarm system is being installed, and the plan is due for review.

It is impressive how well the committee has managed this year, this is primarily thanks to the committee's enthusiasm and energy and the support of the local community.

Activities and Events

The year started well with two successful community events; firstly a special MAD music evening featuring Ken O'Hara in February. Secondly the regular Quiz night hosted by Geoff Brierley in early March, which really stretched the teams who came out; another really enjoyable evening.

The imposition of the first lockdown by the UK Government on 23rd March 2020, in response to the declaration of an international pandemic by World Health Organisation (WHO), meant the Centre had to be closed and the Annual General Meeting (AGM), fundraising events and group activities were all cancelled.

Over the summer, the Committee focused on interpreting the Scottish Government's COVID-19 restrictions to prepare the Centre and its facilities for safe opening, whenever it was allowed. A sub-committee was formed to investigate and keep up to date with these restrictions. This involved writing COVID-19 risk assessments, preparing suitable notices, cleaning protocols and hand sanitiser stations. Safe occupation numbers for each room and special terms and conditions for use were prepared.

The committee continued to meet virtually using zoom video conference facility. The government relaxation of legislation allowed the AGM to be finally held online in December. The previous year's activities and the financial situation were reported as well as changes to SCA's constitution which were explained and then approved. These allow for virtual as well as physical attendance at all committee meetings and AGMs. The AGM also approved the addition of a third and new kind of membership, a Supporter of Stair Community Association; for people who live outwith the catchment area, are not members of an affiliated group but do attend events and support the work of the Association. The Committee was most grateful for the support all members gave in attending this different style of annual meeting.

In September, the Scottish Government moved to a tiered system of restrictions: The Centre was allowed to open with small groups for permitted activities. This easing of restrictions enabled the Mauchline Young Farmers Club, as an educational group, to hold their speech making competition practices and for the local Quaker Meeting to use the Centre as their place of worship. Both groups complied with the government restrictions on numbers and followed the COVID-19 SCA secure terms and conditions of hire. Unfortunately later, as the numbers of cases of COVID-19 began to increase, the county was moved into tighter restrictions and both groups had to stop their meetings. The Government's decision to implement a 'stay at home' order on 26th December prevented everyone from using the Centre for the rest of the financial year.

Maintenance and Upgrading of the Facilities

The usual programme of maintenance, cleaning and upgrading was seriously curtailed by the restrictions, although the premises were regularly checked.

The installation of a new fire detection and alarm system began in January 2021. The new system complies with the latest regulations and will ensure the safety of the users and the building. Detectors are fitted in rooms, lofts and under-croft and the alarm will also be able to notify locally located committee members by phone. Trials of CCTV cameras are proving successful with two cameras positioned in the building which can be viewed remotely.

The Association is grateful for the time and energy of all the volunteers and supporters of the Centre. This support is crucial for the operation of the Centre and to ensure long term it remains an attractive, accessible and affordable local venue for the whole of the community.

Financial Review

Due to the impact of the pandemic the income received from Donations, Fund raising income, Hall hire and Affiliations is down from £8,742 on the previous year to **£2,507**.

The pandemic also resulted in a reduction in the basic running costs of the Centre, which is all payments except Facilities Improvement and the Refurbishment Project, are down from £10,284 to **£6,729**. The major expenditures are Insurance (£1,914), Electricity (£1,881), Repairs and Maintenance (£1,240), caretaker and cleaning (£1,140).

The consequence of the pandemic is that prior to grant funding, a deficit was incurred.

Stair Community Association obtained 6 grants in total **£13,101**.

1. The Robertson Trust (£4,500) £1,500 per year, for each of 3 years Electricity costs.
2. EAC COVID-19 Community Support Grant (£500) to prepare the centre for re-opening and be COVID-19 safe.
3. The National Lottery Community Fund Video Conferencing (£5,101) to set the centre up for video conferencing to allow users groups to join while in remote locations.
4. Julia and Hans Rausing Trust (£1,900) towards running costs during COVID-19
5. EAC COMMUNITY GRANTS running cost grant (£1,100)
6. EAC SAC NAC Ayrshire Leader, Enabling Rural Communities, for video projection equipment. Supplied free of charge.

Reserves are the funds which can be freely spent on any of the charitable purposes. The reserves exclude restricted funds, thus the Unrestricted funds are £25,588. Excluding designated funds, gives the Available Reserves of **£3,001**. The reserve policy is to maintain Available 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.

Fortunately, the receipt of grant funding to assist with running costs has ensured the Available Reserves have remained in line with the policy. With COVID-19 restrictions still

in place it is expected that further grants will be required in the year before the insurance is due for renewal in October 2021.

Plans for the Future

The Committee continues to plan investment into the buildings and surroundings of the centre. The aim is to ensure the Centre continues to provide a welcoming and safe venue for the existing groups and to attract more new private bookings and group activities.

The programme of works, currently planned and identified in the Development Plan includes:

- Plans to complete the upgrading of the Centre's electrical wiring in two phases.
- The resurfacing of the carpark, including some preparatory drainage.
- To investigate an increase in the car park capacity for larger attendance events.
- Provide funding for roof repairs both immediate and long-term, to ensure the watertightness of the building. A programme of planned replacement will allow time for the grant applications and spread costs and work over a longer period.

The coming session will be challenging in many ways for the Association as well as for existing groups. Even if COVID-19 restrictions are no longer in place, some users may be hesitant about coming back initially, hopefully the preparations and precautions which are already in place will reassure everyone that the centre is safe as possible.

Retaining the centre as an attractive, accessible and affordable local venue for the whole of the community relies on the time, energy and skills of all the committee, volunteers and it's supporters.

The Association also recognises all the previous committees and supporters who have contributed to making Stair Community Centre the vibrant community asset it is now.

Declaration

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

Signed on behalf of the Charity's Trustees by:

Signature(s):	[redacted]	[redacted]
Full Name(s):	Gordon Soane	Joseph Hair
Position:	Chair	Treasurer
Date:	28 April 2021	21/4/2021

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

I report on the accounts of the charity for the period 1st February 2020 to 31st January 2021 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:** 23rd April 2021

Robert Fergusson CA
30 Miller Road
Ayr KA7 2AY

Stair Community Association

Receipt and Payments Account for the period 1st February 2020 to 31st January 2021

Statement of receipts and payments

		Unrestricted	Restricted		Total	Total
		General funds	Car Park Appeal	Grants	2021	2020
	Note	£		£	£	£
Receipts						
Donations	1	54	560	0	614	828
Grants	2	0	0	13,101	13,101	30,000
Fundraising	3	291	0	0	291	1,194
Charitable activities						
Hall hire	4	1,527	0	0	1,527	6,345
Affiliations		75	0	0	75	375
Total receipts		**1,947**	**560**	**13,101**	**15,608**	**38,742**
Payments						
Fundraising activities		40	0	0	40	558
Charitable activities						
Electricity		0	0	1,881	1,881	3,580
Repairs & maintenance	5	778	0	462	1,240	2,588
Caretaker/Cleaning services	6	640	0	500	1,140	1,188
Insurance		14	0	1,900	1,914	1,874
General expenses & G'nance	7	257	0	257	514	496
Facility improvements	8	70	0	7,911	7,981	8,839
Refurbishment Project	9	0	0	0	0	15,077
Total payments		**1,799**	**0**	**12,911**	**14,710**	**34,200**
Net receipts/(payments)		148	560	190	898	4,542
Cash balance at start of year		25,440	0	12,810	38,250	33,708
Surplus/(deficit)		148	560	190	898	4,542
Cash balance at end of year		**25,588**	**560**	**13,000**	**39,148**	**38,250**

Stair Community Association

Receipt and Payments Account for the period 1st February 2020 to 31st January 2021

Statement of Balances

	Unrestricted		Restricted		Total	Total
	General funds £	Designated grant £	Car Park Appeal £	Grants £	**2021** £	**2020** £
Bank and Cash Balances						
Bank Current account	3,001	22,587	560	13,000	39,148	38,250
Fixed Assets						
Land and Buildings						
Stair Community Centre Rateable Value (Purchased in 2015)	22,750	0	0	0	22,750	8,400

Signed on behalf of all the trustees

Signed	[redacted]	[redacted]
Name	Gordon Soane	Joseph Hair
Position	Chair	Treasurer
Date	28 April 2021	21/4/2021

Stair Community Association

Notes to the accounts for the period 1st February 2020 to 31st January 2021

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	310	0
The Stafford Trust	2,500	0	2,500	0
Awards for All	10,000	0	0	10,000
The Robertson Trust	0	4,500	1,500	3,000
EAC COVID-19 preparation	0	500	500	0
TNL Community fund	0	5,101	5,101	0
EAC Community Running costs grant	0	1,100	1,100	0
Julia and Hans Rausing Trust	0	1,900	1,900	0
Car Park Appeal	0	560	0	560
	12,810	13,661	12,911	13,560

EAC Participatory Budget	Fire alarm system
The Stafford Trust	Fire detection system
Awards for All	£10,000 The National Lottery *Awards for All* towards the £25,000 car park appeal.
The Robertson Trust	£1,500 per year for 3 years, all in advance for help with electricity costs
EAC Covid-19 preparation	Assistance with cost to make the centre COVID-19 compliant ready for reopening
TNL Community fund	The National Lottery Community Fund Video Conferencing facility
EAC Community Running costs grant	EAC help to business with running costs due to restrictions on income due to COVID-19
Julia and Hans Rausing Trust	Running costs, recognition of hardship of charities with COVID-19 income problems
Car Park Appeal	All funds raised will be used to repair, maintain and improve the car parking facilities at Stair Community Centre

UnRestricted funds		Brought forward	Receipts	Payments	Carried forward
		£	£	£	£
Designated:	The Stairway Charitable Trust	22,657	0	70	22,587
Other:	Available Reserves	2,783	1,947	1,729	3,001
		25,440	1,947	1,799	25,588

The Stairway Charitable Trust

This fund is designated towards paying for the work to plan, prepare and improve the facilities at the centre. £10,000 has been designated for the Car Park appeal, £5,000 towards re-wiring and £5,000 towards the fire detection & Alarm system, £2,165 for a roof re-slate, with the remaining £422 not yet allocated.

Available 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 General Funds**	**Restricted Car Park Appeal**	**Grants**	**Total** **2021**	***Total*** ***2020***
(1) Donations	£	£	£	£	*£*
Individuals	10	560	0	570	*228*
Trabboch Fiddlers	0	0	0	0	*300*
Teal Engineering Services	0	0	0	0	*200*
Stair Church	0	0	0	0	*100*
Monthly Mindfulness	44	0	0	44	*0*
	54	560	0	**614**	**828**
(2) Grants					
EAC Covid-19 support	0		500	500	*0*
TNL Video Conferencing	0		5,101	5,101	*0*
The Robertson Trust	0		4,500	4,500	*0*
EAC business running cost	0		1,100	1,100	*0*
Julia and Hans Rausing Trust	0		1,900	1,900	*0*
TNL Awards for All	0		0	0	*10,000*
The Stairway Charitable Trust	0		0	0	*20,000*
	0		13,101	**13,101**	***30,000***

	Unrestricted	Restricted Grants	Total 2021	*Total 2020*
(3) Fundraising activities	£	£	£	*£*
Quiz Night (March 2020) ~ Tables	159	0	159	156
Raffle	0	0	0	154
Ken O'Hara Classic cover music	62	0	62	0
Raffle	54	0	54	0
Billy Reid Magician Raffle	0	0	0	51
CTT Charity Give as you live	16	0	16	24
Stair Players Drama Club Raffle	0	0	0	272
Catfish Keith concert Raffle	0	0	0	48
Trabboch Fiddlers Rally	0	0	0	130
Prize Bingo ~Tables	0	0	0	110
Prize Bingo ~Raffle	0	0	0	96
Christmas Carol play ~Tickets	0	0	0	83
Raffle	0	0	0	70
	291	0	**291**	***1,194***
(4) Hall Hire				
Yoga Class	180	0	180	*1,260*
Mauchline YFC	270	0	270	*720*
JMM Pilates	20	0	20	*480*
Trabboch Fiddlers	135	0	135	*435*
Crosshill Bowlers	165	0	165	*420*
Monthly Mindfulness	60	0	60	*345*
Stair Craft Club	120	0	120	*330*
Stair Players	150	0	150	*255*
Milestone rock band	30	0	30	*240*
Glasgow Mindfullness	0	0	0	*230*
Stair Parish Church	0	0	0	*120*
Stair WRI	15	0	15	*105*
DRU Yoga	0	0	0	*100*
Ayrshire Quakers	234	0	234	*0*
River Garden Auchinchruive	0	0	0	*75*
Ayrshire Association YFC	100	0	100	*60*
Association of Scottish Smallholders	0	0	0	*60*
Ayr Gaiety PAR	0	0	0	*50*
Coylton & Stair Society Farmers	30	0	30	*30*
Dog shows AGMs	0	0	0	*20*
Bill Grant surgery	0	0	0	*10*
South Ayrshire Council	0	0	0	*500*
East Ayrshire Council	0	0	0	*500*
Private	18	0	18	*0*
	1,527	0	**1,527**	***6,345***

	Unrestricted	Restricted Grants	Total 2021	*Total 2020*
Payments	£	£	£	*£*
(5) Repairs & maintenance				
Fire extinguisher Service/maintenance	0	234	234	270
Lift Service contract/repair	0	228	228	336
Wall edging roughcast repair	0	0	0	1,640
other	778	0	778	*342*
	778	462	**1,240**	***2,588***
(6) Caretaking & cleaning				
Caretaking & cleaning	558	242	800	*1,010*
Janitorial products	82	258	340	*118*
A1 Windows window cleaning	0	0	0	*60*
	640	500	**1,140**	***1,188***
(7) General expenses & G'nance & Internet and phone				
Governance	0	0	0	0
General expenses:				
Internet & phone	0	241	241	300
PPL&PRS music licence	159	0	159	138
Others	98	16	114	*58*
	257	257	**514**	***496***

(8) Facility improvements (excluding Refurbishment project)	Unrestricted General Funds	Designated Grant	Restricted Grants	Total 2021	*Total 2020*
Stageing	0	0	0	0	*2,596*
Doors into Office and Store	0	0	0	0	*340*
External Lighting and Defibrillator	0	0	0	0	*959*
Hose	0	0	0	0	*29*
Roller blinds all room (except bowlers)	0	0	0	0	*1,585*
LED lighting tubes	0	0	0	0	*55*
Kitchen flooring	0	0	0	0	*3,275*
Fire Detection (first phase)	0	70	2,810	2,880	*0*
VideoCentric Video Controller	0	0	5,101	5,101	*0*
	0	70	7,911	**7,981**	**8,839**
(9) Refurbishment project					
Architect	0	0	0	0	*735*
Principal Designer	0	0	0	0	*594*
Builder	0	0	0	0	*13,748*
	0	0	0	**0**	**15,077**