

**Stair Community Centre**

**Stair Community Association**



**Trustees' Annual Report and Financial Statement**  
**for the Period 1<sup>st</sup> February 2024 to 31<sup>st</sup> January 2025**

**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	Elizabeth Gelling	
Linda Hair	Secretary	Jennifer Middleton	(Approved 27-03-2024)
Joseph Hair	Treasurer	Morven Guthrie	(Approved 27-03-2024)
Kathryn Gulliver	Booking Secretary	Harry Bell	(Approved 27-03-2024)
Robert Dunlop		Lauren Young	(Resigned 27-03-2024)
Rob Cairns		David Howat	(Resigned 27-03-2024)
Hannah Corbett		Nan McTurk	(Resigned 27-03-2024)
Hilary McQueen			

## **Structure, Governance and Management**

### **Governing Document**

Stair Community Association (SCA) was registered as a Scottish Charity in 1995 and converted to a Scottish Charitable Incorporated Organisation (SCIO) on 7<sup>th</sup> February 2013. The Association is governed by its constitution. SCA 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 SCA Trustees (the Committee) are appointed or re-appointed by the members at the Members meeting (Annual General Meeting), which is usually 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 eighteen groups affiliated to the Association who use the Centre for their meetings and activities on a regular basis.

Communication with the dispersed rural community is through two newsletters; its website at: [www.staircommunitycentre.co.uk](http://www.staircommunitycentre.co.uk); Facebook; posters at the Centre and a WhatsApp volunteer group chat. Consultation takes place through an online or paper-based survey and from feedback from users at events and through the website.

## **Achievements and Performance**

### **Activities and Events**

The Centre has continued to provide a wide programme of activities and facilities for the groups and individuals within the dispersed Stair Community. Five new groups have affiliated to the Association, bringing the number of affiliated groups to eighteen. The new groups bring links to different interest groups within the community and widen the awareness of the Centre and its facilities.

The monthly coffee and cakes gatherings, with their home baking, swap shop table and children's activities have become real community building events. Many regular users come to catch up with each other and new visitors are warmly welcomed into the community at Stair.

The committee organised a Family Fun Day in April with an extensive range of activities and attractions from bouncy castle, games and quizzes to stalls and light refreshments. The event attracted over fifty adults and forty children and provided opportunities to get to know other families in the area and to see what the Centre can offer for family events.

The Afternoon Tea in January, gave the forty-seven guests who attended a relaxed atmosphere to enjoy the home baking with friends. All the food, its preparation and serving for this, was provided by volunteers, as a well organised and possible annual event.

The annual Quiz Night run by the local quizmaster continues to attract an enthusiastic audience and creates an enjoyable evening at the Centre for those who take part.

Stair Players, the local amateur dramatics group, presented over two well attended evenings, two one act comedies called *Sharks in the Custard* and *Searching for Dr Branovic* which were enjoyed by everyone. The Centre's stage facilities and lighting again contributed to making this a professional production.

The Gaiety Theatre on Tour, continues to bring live professional theatre into the community through its use of the Centre. This year they brought two productions. In February it was *Ae Fond Kiss* a modern interpretation of Jean Armour's story and in September *Five go to Glasgow*. The community values the opportunity to attend these local cultural events.

The community was also able to enjoy two concerts from Loudoun Musical Society, latterly in the Stair Church, providing great entertainment and opportunity to meet with friends and neighbours.

This year both East Ayrshire Council and South Ayrshire Council separately used the Centre as a Polling Station. The staff are always complimentary about the facilities at the Centre, and for some residents, especially those new to the area, they are also impressed.

One of the largest attended events of the year was the book launch of the locally related *Boswell's Galloping Farmers*. Many of the attendees had links with the farming and military aspects of this publication resulting in a highly enjoyable presentation and lots of informal conversations afterwards.

There was an interesting afternoon talk given by the curator of the Cumnock Heritage Centre who gave an insight into many of the historical artefacts and vintage vehicles stored there.

The number of rooms and facilities available continues to attract private bookings for family parties and other events. Car parking, easy heating control and ever improving facilities help to impress users and visitors.

The spring litter picking week saw rubbish collected from the roadsides by a group of dedicated volunteers and is also supported by East Ayrshire Council. This annual event

helps to contribute to a cleaner, litter free local environment and it encourages the community to get involved.

### **Maintenance and Upgrading of the Facilities**

The Planned Preventative Maintenance report (PPM) produced by the building surveyor funded by Ayrshire, Rural and Islands Ambitions ARIA funds, guides the maintenance programme, along with the regulatory servicing and testing.

The PPM report identifies priority tasks and progress has been made towards the completion of some of these tasks, including installation of extra loft ventilation and piping, cleaning of the perimeter walls of the car park and resolving the leaks in the kitchen and furniture store.

The biggest challenge for the maintenance team is getting quotes from professionals and then appropriate funding. The team deals with immediate tasks or breakages and organise the regulatory servicing of equipment.

### **Financial Review**

The Centre is still being affected by rising costs. The basic income received from Donations, Fund Raising income, Hall hire and Affiliations is up from £9,559 in the previous year to **£10,395**.

Costs: The Maintenance costs of £5,572 include one-off expenditure of £3,480 relating to the Condition Survey, the PPM report and plan. This leaves the basic running cost of Maintenance of £2,092.

The basic running costs of the Centre, which is all payments except Facilities Improvement (and Maintenance one-off spend) are up from £9,374 to **£13,143**. The major expenditures continue to be Electricity (£6,656), Insurance (£2,841) and Maintenance (£5,572).

At the end of the financial year, the Unrestricted Funds were **£29,127**; of which **£24,330** were Designated Funds set aside for specific purposes (currently essential repairs and internal upgrade), leaving a balance of **£4,797** as Available Reserves.

The reserve policy is to maintain Available Reserves at a level equivalent to six months operating expenses (£6,571). This is to ensure the Centre can continue to function, especially over the summer period when the majority of the groups are not meeting, thus providing minimal income. The Available Reserves fail to meet the policy by £1,774 and action will have to be taken to address this shortfall of funds.

The electricity bill increased by £2,125, from £4,531 to £6,656. Only four months were at the new contract prices, so the 2025-2026 full year will be charged at full price approximately £10,293. This represents a £3,637 increase over this past year.

The Association will continue to seek grant funding to offset the running costs and to support the repair and refurbishment projects for the Centre's building from the PPM report.

## Plans for the Future

The Association will continue to organise an annual programme of events to include as many of the different sections of the community as possible. These activities provide crucial opportunities for the dispersed local population to gather, socialise and learn; thereby building links and support at a time when this is really needed in rural areas.

This year will bring financial challenges as costs continue to rise. The monitoring of running costs and planning of investments and grant applications will continue to be important.

The volunteer maintenance team will deal with minor works, whilst the PPM report will guide the longer term upgrading and development of the Centre. Most of these projects will require grant funding.

An updated Development Plan will steer the selection and funding of projects to upgrade and maintain the facilities.

The Centre is only able to operate as well as it does due to the efforts and time of the many volunteers. The Association really values these contributions. Running the Centre provides many varied opportunities for volunteers within the community, and the committee endeavours to encourage others to contribute to keeping the Centre an accessible, attractive, and affordable local asset for the benefit of all the community.

## 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:

19 March 2025

19 March 2025

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

I report on the accounts of the charity for the period 1st February 2024 to 31st January 2025 which are set out on pages 7 to 13.

**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**

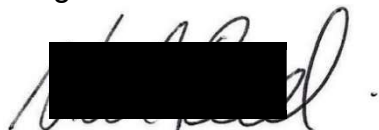
In the course of my examination, no matter has come to my attention:

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:**

21 March 2025

Neil Reid FCCA  
Dains  
Accountants  
30 Miller Road  
Ayr KA7 2AY

# Stair Community Association

Receipt and Payments Account for the period 1st February 2024 to 31st January 2025

## Statement of receipts and payments

		Unrestricted	Restricted	Total	Total
	Note	funds £	Grants £	2025 £	2024 £
<b>Receipts</b>					
Donations	1	682	0	682	2,020
Grants	2	15,000	3,378	18,378	15,453
Fundraising	3	2,938	0	2,938	2,353
Charitable activities					
Hall hire	4	6,300	0	6,300	4,886
Affiliations		475	0	475	300
<b>Total receipts</b>		<b>25,395</b>	<b>3,378</b>	<b>28,773</b>	<b>25,012</b>
<b>Payments</b>					
Fundraising activities		531	0	531	403
Charitable activities					
Community Events		424	425	849	0
Electricity		6,656	0	6,656	4,531
Insurance		2,841	0	2,841	2,633
Repairs & maintenance	5	1,666	3,906	5,572	677
General expenses & G'nance	6	439	0	439	477
Caretaker/Cleaning services	7	583	0	583	653
Facility improvements	8	6,614	1,071	7,685	10,004
<b>Total payments</b>		<b>19,754</b>	<b>5,402</b>	<b>25,156</b>	<b>19,378</b>
<b>Net receipts/(payments)</b>		<b>5,641</b>	<b>(2,024)</b>	<b>3,617</b>	<b>5,634</b>
<b>Cash balance at start of year</b>		<b>23,486</b>	<b>2,024</b>	<b>25,510</b>	<b>19,876</b>
Surplus/(deficit)		5,641	(2,024)	3,617	5,634
<b>Cash balance at end of year</b>		<b>29,127</b>	<b>0</b>	<b>29,127</b>	<b>25,510</b>

# Stair Community Association

Receipt and Payments Account for the period 1st February 2024 to 31st January 2025

## Statement of Balances

	Unrestricted		Restricted	Total	Total
	Available Reserves	Designated Fund	Grants	2025	2024
	£	£	£	£	£
<b>Bank and Cash Balances</b>					
Bank Current account	4,797	24,330	0	29,127	25,510
<b>Fixed Assets</b>					
Land and Buildings					
Stair Community Centre					
(Purchased in 2015)	22,750	0	0	22,750	22,750

Signed on behalf of all the trustees




Name Gordon Soane  
Position Chair

Name Joseph Hair  
Position Treasurer

Date 19 March 2025

19 March 2025



# Stair Community Association

## Notes to the accounts for the period 1st February 2024 to 31st January 2025

### 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
	£	£	£	£
ARIA Community Asset Maintenance	1,953	1,953	3,906	0
The National Lottery Awards for All	71	0	71	0
EAC Scrubber Dryer	0	1,000	1,000	0
EAC Funday support	0	425	425	0
	2,024	3,378	5,402	0

ARIA Community Asset Maintenance	The Ayrshire Rural and Islands Ambition (ARIA) Community Asset Maintenance CAM Fund to produce a Property Survey/Register and costings 5yr Survey. £3,906 awarded, £1,953 is the second and final claim.
The National Lottery Awards for All	The National Lottery (TNL) Community Fund Scotland, Awards for All, supported Noise Reduction equipment for Kitchen & YF rooms.
EAC Scrubber Dryer	East Ayrshire Council REF: GC 8008 (AA) To purchase a scrubber dryer to assist with the cleaning of the floors within the building.
EAC Funday support	East Ayrshire Council REF: GC 8015 Support for funding a Family Fun Day on Saturday 13 April 2024 at Stair Community Centre.

<b>UnRestricted funds</b>		Brought forward	Receipts	Payments	Carried forward
		£	£	£	£
Designated:	The Stairway Charitable Trust	15,324	15,000	5,994	24,330
Other:	Available Reserves (General)	8,162	10,395	13,760	4,797
		<u>23,486</u>	<u>25,395</u>	<u>19,754</u>	<u>29,127</u>

#### The Stairway Charitable Trust

This fund is designated towards paying for the work to plan, prepare and improve the facilities at the centre. £24,330 has been designated , of which £18,000 towards re-wiring, £4,139 curtains, £1,550 window repairs with the remaining £641, not yet allocated.

#### Available

Reserves These are the free cash reserves (General) in the Unrestricted 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**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>General</b>			
	<b>Funds</b>			
		<b>Grants</b>	<b>2025</b>	<b>2024</b>
	£	£	£	£
<b>(1) Donations</b>				
HMRC Charities GiftAid refund	0	0	0	523
Mauchline YFC	153	0	153	0
Loudon Musical Society	73	0	73	0
Ayrshire Association YFC	60	0	60	40
Eglinton Hunt	50	0	50	0
Coylton&Stair Farmers	30	0	30	20
Book Launch Gallipoli	13	0	13	0
Monthly Meditation	7	0	7	0
pail	248	0	248	0
Individuals	48	0	48	1,437
	<b>682</b>	<b>0</b>	<b>682</b>	<b>2,020</b>
<b>(2) Grants</b>				
EAC Cost of Living Community				
Support	0	0	0	4,500
EAC Funday	0	425	425	0
EAC Scrubber Dryer	0	1,000	1,000	0
ARIA CAM 5yrSurvey	0	1,953	1,953	1,953
wardsFor All Sound Reduction	0	0	0	9,000
The Stairway Charitable Trust	15,000	0	15,000	0
	<b>15,000</b>	<b>3,378</b>	<b>18,378</b>	<b>15,453</b>

	Unrestricted	Restricted Grants	Total 2025	Total 2024
<b>(3) Fundraising activities</b>	£	£	£	£
Gaiety Catch the Killer Raffle	0	0	0	62
Gaiety Ayr Fort Players Raffle	68	0	68	0
Quiz Night (March 2024) ~ Tables	121	0	121	186
~ Raffle	113	0	113	169
Ukulele ~ Tickets	0	0	0	168
Ukulele ~ Raffle	0	0	0	49
Stair Players ~ Raffle	215	0	215	275
Loudon Musical Society	58	0	58	0
Fun day	302	0	302	0
Afternoon Tea@Stair	460	0	460	322
Coffee and cake events	1,568	0	1,568	1,073
CTT Charity Give as you live	33	0	33	49
	<b>2,938</b>	<b>0</b>	<b>2,938</b>	<b>2,353</b>
<b>(4) Hall Hire</b>				
Ayrshire Quakers	990	0	990	774
Mauchline YFC	918	0	918	864
Crosshill Bowlers	504	0	504	486
Trabboch Fiddlers	414	0	414	504
Stair Players Drama	360	0	360	306
Crafternoon	306	0	306	0
SixMilewide band	252	0	252	0
Yoga Class	198	0	198	306
Church Guild	162	0	162	216
Stair Social Club	144	0	144	108
Milestone rock band	144	0	144	162
Monthly Meditation	126	0	126	0
Stair WRI	108	0	108	162
Women of the Coalfield	90	0	90	0
Drumley Midnight Riders	72	0	72	0
Cycle Ayrshire	54	0	54	72
Ayrshire Association YFC	54	0	54	54
Ayr Renegade Community Coastal				
Rowing Club (CCRC)	36	0	36	26
The Ayr Gaiety	208	0	208	104
Ayrshire Federation Historical Society	26	0	26	0
Dog shows AGMs Drongan, Cumnock	26	0	26	26
Spark of Genius	0	0	0	78
Stair Book Club	0	0	0	18
East Ayrshire Council	500	0	500	0
South Ayrshire Council	500	0	500	0
Private	108	0	108	620
	<b>6,300</b>	<b>0</b>	<b>6,300</b>	<b>4,886</b>

	<b>General Designated</b>			<b><u>2025</u></b>	<b><u>2024</u></b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>£</b>	<b>£</b>
<b>Payments</b>	<b>£</b>	<b>£</b>	<b>£</b>		
<b>(5) Repairs &amp; maintenance</b>					
Fire Extinguisher Service/maintain	321	0	0	321	371
Building Survey, design consultant	0	0	3,480	3,480	0
Window Repair YF DH	0	1,019	426	1,445	0
slate replacement	242	0	0	242	0
1 Gopac table+spare leg	0	0	0	0	188
Defibrillator Pads	0	0	0	0	66
Polymer paint for car park lines	0	0	0	0	46
other, toilet	84	0	0	84	6
	<b>647</b>	<b>1,019</b>	<b>3,906</b>	<b>5,572</b>	<b>677</b>
<b>(6) General expenses &amp; Governance &amp; Internet and phone</b>					
Governance	0		0	0	0
General expenses:					
Internet & phone	358		0	358	326
PPL&PRS music licence	81		0	81	83
Others	0		0	0	68
	<b>439</b>		<b>0</b>	<b>439</b>	<b>477</b>
<b>(7) Caretaking &amp; cleaning</b>					
Caretaking & cleaning	517		0	517	595
Janitorial products	66		0	66	58
	<b>583</b>		<b>0</b>	<b>583</b>	<b>653</b>
<b>(8) Facility improvements</b>					
	<b>Unrestricted</b>		<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>General</b>	<b>Designated</b>	<b>Funds</b>		
	<b>Funds</b>	<b>Funds</b>		<b><u>2025</u></b>	<b><u>2024</u></b>
Scrubber dryer	0	44	1,000	1,044	0
Partitions half: Drill Hall, Church, Kitchen	4,139	0	0	4,139	0
Sound reduction for YF&Kitchen	0	55	71	126	9,244
Roof Vents:	0	2,376	0	2,376	0
2 Gopac tables	0	0	0	0	340
Loft Wiring material	0	0	0	0	214
CCTV for fire sensors	0	0	0	0	206
	<b>4,139</b>	<b>2,475</b>	<b>1,071</b>	<b>7,685</b>	<b>10,004</b>