



# Gifford Community Association Trustees' Annual Report

Period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025



Gifford Community Association  
Scottish Charity Number SC012581  
Gifford Village Hall  
The Square  
Gifford  
EH41 4QJ

Registered Address: Park Cottage, Newlands, Gifford, EH41 4PJ  
Contact Email: [giffordhalltreasurer@btinternet.com](mailto:giffordhalltreasurer@btinternet.com)  
Website: [www.giffordvillage.org/villagehall](http://www.giffordvillage.org/villagehall)



## Charity Trustees

One Trustee, [REDACTED], resigned during the year and was not replaced. The remaining four Trustees were unchanged:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Deed of Trust requires a minimum of three Trustees.

## Objectives and Activities

The objectives of the Gifford Community Association, as outlined in its constitution, are to 'advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants of Gifford'. In practice this involves the day-to-day management and maintenance of the historic Gifford Village Hall, so that it can be used by many clubs, societies and individuals within the Gifford area. Since the GCA receives no external funding, much of its work involves fundraising to cover the ever-increasing costs of running the hall.

## Structure, Governance and Management

The documents which govern the operation of the GCA are Deed of Trust, dated 28<sup>th</sup> April 1980 and the Constitution of the Gifford Community Association, dated 15<sup>th</sup> November 2007 as amended on 19<sup>th</sup> June 2024.

The Gifford Community Association is run by a Committee of Management comprising nine elected members, all of whom are volunteers residing in Gifford or the surrounding area. All members retire from office at the AGM, but are eligible for re-election. At the AGM, the Committee elects a Chairperson (currently Mrs Elaine Austin) and Treasurer (currently Dr John Fry). The Management Committee meets approximately every six weeks and it is now usual for at least one of the Trustees to attend each meeting.

In the past year we have seen several changes to the membership of our Management Committee. At last year's AGM [REDACTED] stepped down after many years and [REDACTED] is now our secretary. At the beginning of 2025 [REDACTED], who had been a member of the committee for some ten years, also stood down and at about the same time [REDACTED] joined us and he has taken on responsibility for hall maintenance matters. [REDACTED] has taken on the onerous task of looking after the hall bookings and managing the calendar. All enquiries to the [giffordhallbookings@gmail.com](mailto:giffordhallbookings@gmail.com) email address are now handled by [REDACTED]. With a committee membership of seven they therefore, according to our constitution, have two vacancies. They can also co-opt up to three additional members and so actively encourage approaches from anyone who would like to join the committee. They also maintain a list of volunteers who would be willing to assist them on an ad hoc basis without the commitment of full committee membership.

The Trustees wish to express their grateful thanks to all these volunteers for their hard work which has allowed the hall to continue to function as a vital hub for the village, throughout the past year and into the future.



## **Trustee Recruitment and Appointment**

Throughout the period there has been no requirement to appoint new Trustees.

## **Achievements and Performance**

Last year we reported that we had secured funding from Tweed Forum towards the cost of external painting, lift repairs and a new fire detection system and this work was carried out during the year. We were also seeking funding to refurbish the clock tower, re-point the front steps and re-sand and seal the wooden floors in the hall. We have now secured a Community Intervention Capital Grant from East Lothian Council together with matched funding, again from Tweed Forum, and this allows the work on the steps, clock tower and floors to begin in July.

During the year, to raise funds for the hall, a number of well-supported social events were organised. These included floral workshops, the garden at Gifford Bank being opened through Scotland's Gardens Scheme with proceeds going to the hall and running of the tombola on the Saturday of the Gifford Flower Show. We again organised a collection at the Yester Fireworks, for which we are very grateful to Garreth and Nicola Wood. In November, as part of an event organised by the Community Council in aid of their 'Soup and a Smile' initiative, Christmas gifts, kindly donated by a Gifford resident, were sold. Along with De Burgh Wines, a very successful wine tasting evening was hosted. This was enjoyed by all and is rapidly becoming a regular event in our diary.

In terms of regular income from users of the hall, we lost the children's activity classes 'Hubstars' at the end of the 2024 session, which was a significant loss as they provided our biggest regular income. However, to counter this, yoga classes ran all through the summer holidays last year and we now have both yoga and pilates classes running on a weekly basis. Our toddler group has increased the number of sessions that it runs on Friday mornings.

A local resident, supported by the Gifford Community Council, held initial discussions regarding the running of a Youth Club. Although this unfortunately didn't take off, we continue to be aware that teenagers are under-represented among our hall users.

So, in addition to the many regular bookings from local clubs and societies, including bridge and art groups, horticultural society, choir and film club, we have broadened our diary both in terms of well-being classes and one-off sessions.

We continue to seek more lucrative commercial lets. Along with our usual rug sales, other bookings have included basket-making classes, a jewellery valuation event and an upcoming medal valuation session.

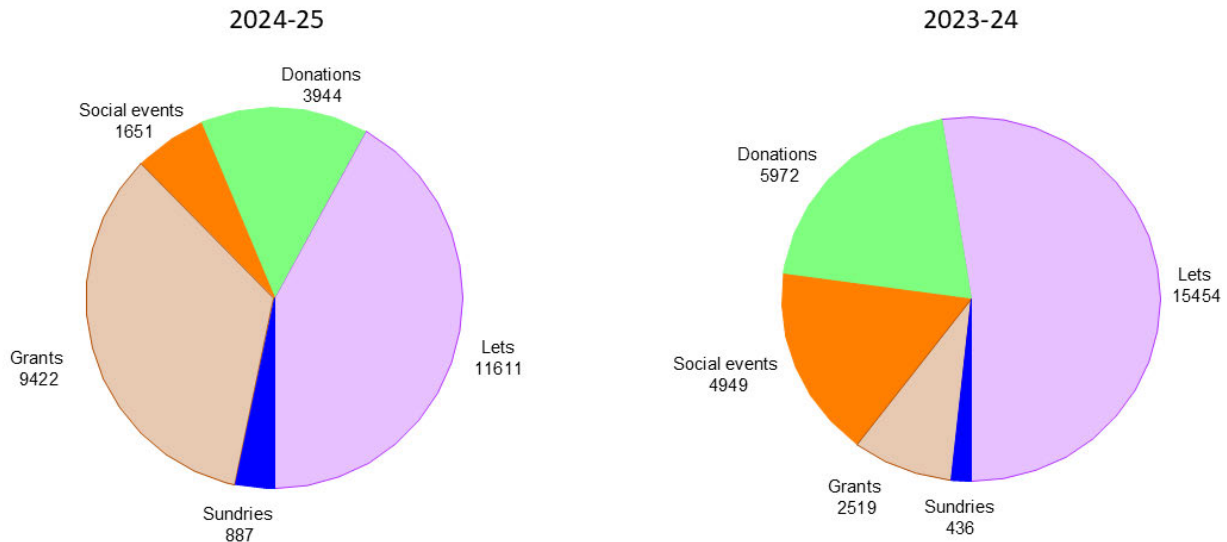
## **Financial Review**

The accounts for the financial year are in the Appendix.



## INCOME, NOTABLE FEATURES.

### INCOME



Hall lets income was substantially lower than the previous year, largely due to a “windfall let” in 2023-4 where the hall was hired to a film company for five weeks during the Summer at virtually no cost to the Association. Putting this aside, the total of hours let in 2024-5 was very similar to the previous year. In the course of 2024-5 the hall lost a major customer who decided to focus their fitness business on their own premises. This loss was largely offset by the introduction of successful health and wellbeing classes (yoga and pilates) as mooted in the previous year’s forward plan.

Donations have also reduced in comparison with 2023-4 as the latter year featured several large one-off donations that were unlikely to be repeated. However, generous sums were received from the Scotland Gardens Scheme, Yester Fireworks, Yester Community Movie Association, the Bridge Club, the Community Choir and one Trustee, as well as collecting tins in local shops and a collection at the concert closing the annual Flower Show.

Grant income shows a dramatic increase, due to the early receipt of a grant from East Lothian Council Community Intervention Fund, monies intended for renovation works in the year 2025-6. This advance accounts for almost all the apparent surplus on the year. A small grant was also received from Tweed Forum/Fallago Environment Fund representing the final payment towards the fire alarm upgrade.

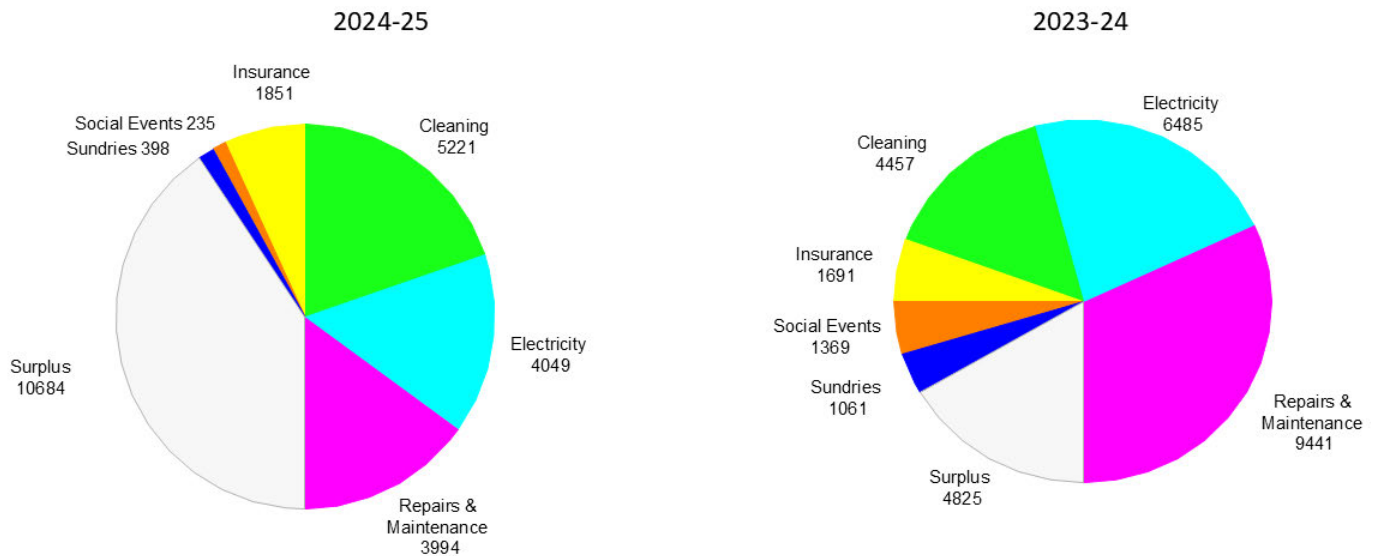
Social events yielded a lower income than previously. This was because the Burns supper, while previously a lucrative event, proved too onerous for the Management Committee to organise in addition to their other duties. The funds raised this year were from just two events, a sing along film and a popular wine tasting.

## EXPENDITURE, NOTABLE FEATURES

Electricity charges were again much reduced, thanks to the continued operation of the contract with EDF that the Committee re-negotiated the previous financial year. However, the renewal terms offered were not competitive with others available and we switched to Octopus as supplier in February 2025.



## DISPOSITION



Repairs & maintenance costs reduced substantially but still encompassed some unexpected items. For example, the lift needed further repair, and a boiler required replacement. In addition, a deposit was paid for floor renovation work to be carried out in 2025-6.

Social events show a much-reduced cost, reflecting the diminished activity this year.

## OUTLOOK

Overall, the past year has been one of continued progress as the Management Committee strove to raise the income and, in particular, to secure grants to fund previously-identified major renovations to be carried out in 2025-6. The successful application to East Lothian Council Community Intervention Fund (ELCCIF) has already been mentioned. Matching funding was secured from Tweed Forum/Fallago Environment Fund. However, the ELCCIF monies have been received and are already allocated. The apparently large surplus on the year needs to be corrected for this commitment. The resultant picture is of adequate, but not generous, cover for daily operations, a situation which, barring the unforeseen, the Committee is confident it can maintain.

## POLICY ON RESERVES

It should be recognised that the current account is for day-to-day running of the hall. Good practice would dictate that there is also a reserve to cover major, urgent, unforeseen events. The Association has no formal policy on what that sum might be, but a figure of £15-20,000 would seem prudent. There is no such reserve at present.

## CONCLUSION

In conclusion, the year shows substantial success in locating grants to fund major renovations, while the day-to-day operation of the hall is adequately funded and the venue continues to be a safe, warm, welcoming environment for its many users.



## **Future Plans**

Major renovations the Committee has identified, and for which funding has been secured, include the refurbishment of the clock tower, re-pointing the stone of the front steps and re-sanding and sealing the wooden floors.

To improve security at the hall and better control access by hall users, the Committee wish to install a WiFi enabled electronic door lock.

It was noted during the annual exhibition by the Gifford Art Group that many of the spotlights had failed. Since like-for-like replacements are no longer available, the Committee will be replacing the system in the coming year.

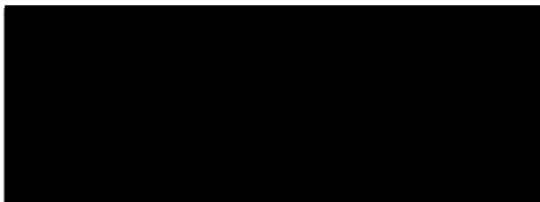
## **Declaration**

Signed on behalf of the charity Trustees:



Trustee

Dated:





## APPENDIX TO TRUSTEES' REPORT

### Gifford Community Association SC012581 2024/2025 Accounts for Year Ending 31 March 2025

#### Statement of Receipts and Payments

Receipts	2024-5	2023-4
	£	£
Hall Lets	11,611.50	15,454.23
Donations	3,944.63	5,972.16
Grants	9,422.75	2,519.30
Social events	1,651.17	4,949.05
Sundries	887.54	436.46

Total receipts	27,517.59	29,331.20
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Total Payments	16,832.89	24,505.65
Surplus/(Deficit)	10,684.70	4,825.55

Payments	2024-5	2023-4
	£	£
Hall Cleaners	5,221.50	4,457.25
Electricity	4,049.05	6,485.24
Insurance	1,851.47	1,691.03
Fixtures & fittings	695.97	369.92
Hall Repairs and Maintenance	3,994.68	9,441.04
Licences	386.09	331.22
Social Events	235.54	1,369.30
Sundries	398.59	360.65
Total Payments	16,832.89	24,505.65

#### Statement of Balances as at 31 March 2025

Funds Reconciliation  
Cash at Bank year start  
Surplus/(Deficit) for year  
Ledger

	2024-5	2023-4
£	18,969.50	£ 14,143.95
£	10,684.70	£ 4,825.55
£	29,654.20	£ 18,969.50

#### Bank and Cash Balances

Bank Current Account  
Cheques Outstanding  
Account Reconciliation

£	29,654.20	£ 18,969.50
£	-	£ -
£	29,654.20	£ 18,969.50

END

## **Independent Examiner's Report For the Year Ended 31 March 2025**

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

I report on the financial statements of the charity for the year ended 31 March 2025, which are set out on the attached page.

#### **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) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity's trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section (44)(1)(c) of the 2005 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 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 connection with my examination, no matter has come to my attention:-

- i. 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 Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have not been met, or
- ii. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Gifford  
EH41 4QW  
9 May 2025



**Gifford Community Association SC012581**  
**2024/2025 Accounts for Year Ending 31 March 2025**

**Statement of Receipts and Payments**

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**Statement of Balances as at 31 March 2025**

Funds Reconciliation	2024-5	2023-4
Cash at Bank year start	£ 18,969.50	£ 14,143.95
Surplus/(Deficit) for year	£ 10,684.70	£ 4,825.55
Ledger	£ 29,654.20	£ 18,969.50

Bank and Cash Balances	2024-5	2023-4
Bank Current Account	£ 29,654.20	£ 18,969.50
Cheques Outstanding	£ -	£ -
Account Reconciliation	£ 29,654.20	£ 18,969.50

Signed by John Fry  
GCA Treasurer

Signed by Sandra Banks  
Independent Examiner

These accounts were approved by the trustees and signed on their behalf by:-

[Redacted Signature]