



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	April	2024	To	31	March	2025

Reference and administration details

Charity name	Coastal Communities Museum Trust
Other names charity is known by	CCMT
Registered charity number	SC043666
Charity's principal address	

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			
2			
3			
4			
5			
6			
7			
8			
9			
1			
1			
1			

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

Structure, governance and management

Type of governing document	Constitution – as approved by OSCR in December 2012
Trustee recruitment and appointment	Nine Trustees can be co-opted by the Board of Trustees for approval by the Membership at the AGM. East Lothian Council (ELC) can appoint three representatives as Trustees. Currently one is to be a Councillor for the North Berwick Coastal Ward and the other two are chosen by the Membership for approval by ELC. They act as the Members' formal representatives on the Board. There is also a representative on the Board from each of Gullane & Area Community Council and North Berwick Community Council.

Objectives and activities

Charitable purposes	The CCM's purposes and objects are for the benefit of the public in Scotland and elsewhere to advance education and the arts, heritage, culture and science.
Summary of the main activities in relation to these objects	Between April 2024 and March 2025 the exhibition "Land, Sea People, Stories" opened to the public in April 2024 until October 2024. It continued to showcase local history, geology and wildlife. In the period we continued to improve our website. The volunteers worked from the closure of the exhibition in October 2024 to end March 2025 in intensive preparation for the 2025 exhibition which opened in April 2025, again entitled "Land, Sea, People, Stories." We held a series of talks for Members from October 2024 to March 2025 which were well attended.

APPENDIX 1

Achievements and performance

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

Income £ 14,336 (previous period £21,114) This came from grants which were obtained from East Lothian Council (unrestricted). Other income included donations.

Expenditure £ 9,320 (previous period £19,980) This was spent predominately on exhibition activities with spends on marketing, insurance and administration. We also continued to upgrade display cases. The year-end balance was £ 5,016 with cash balance at the end of the year £21,785

We had an average attendance of 50– 60 local people at our Winter talks.

We have around 50 active volunteers, who work front of house to open the Museum to the public, on marketing and developing activities and events for visitors, fundraising, researching exhibitions and to provide administrative support. The Trustees take on management tasks including future planning and liaison with our service provision partner, East Lothian Council.

Financial review

Brief statement of the charity's policy on reserves

We aim to hold roughly one year's operating expenditure in our current account. We have no other reserves.

Details of any deficit

None

Donated facilities and services (if any)

None

APPENDIX 1

Other optional information

We share our East Lothian Council building with North Berwick library and the Coastal Communities Museum has had to comply with the East Lothian Council's Buildings policy. In depth Risk Assessments have been needed along with detailed Standard Operating Procedures to work towards completing the exhibition and to then update those to allow the museum to open to the public in April 2024.

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<div></div>	
Full name(s)		
Position (e.g. Chair)	Vice Chair	Secretary
Date		

OSCr

Office of the Scottish Charity Regulator

Independent examiner's report on the accounts

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Report to the
trustees/members ofCharity name
Coastal Communities Museum TrustRegistered charity
number

SC 043666

Set out on pages

1 to 10

Period start date				Period end date		
Day	Month	Year		Day	Month	Year
01	April	2024	to	31	March	2025

(remember to include the page
numbers of additional sheets)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 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.

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 conclusion to be reached.

Signed
NameDate: 15th July 2025Relevant professional
qualification(s) or body
(if any)

Address

*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.

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2024		31	March	2025

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	7,515	-			7,515	6,783
Legacies	-	-			-	-
Grants	5,625				5,625	12,733
Receipts from fundraising activities	130	-			130	184
Gross trading receipts	-	-			-	-
Income from investments other than land and buildings	-	-			-	-
Rents from land & buildings	-	-			-	-
Gross receipts from other charitable activities	-	-			-	-
Gift Aid claim	1,066				1,066	1,414
A1 Sub total	14,336	-	-		14,336	21,114
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-	-	-	-	-	-
Proceeds from sale of investments	-	-	-	-	-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	14,336	-	-	-	14,336	21,114
A3 Payments						
Expenses for fundraising activities	-				-	-
Gross trading payments	-				-	-
Investment management costs	-				-	-
Payments relating directly to charitable activities	9,200				9,200	9,493
Grants and donations	-				-	-
Governance costs:	-				-	-
Audit / independent examination	-				-	-
Preparation of annual accounts	-				-	-
Legal costs	120				120	72
Other	-				-	-
A3 Sub total	9,320	-	-	-	9,320	9,565
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	-		-	-	-	10,415
Purchase of investments	-	-	-	-	-	-
A4 Sub total	-	-	-	-	-	10,415
Total payments	9,320	-	-	-	9,320	19,980
Net receipts / (payments)	5,016	-	-	-	5,016	1,134
A5 Transfers to / (from) funds						
Surplus / (deficit) for year	5,016	-	-	-	5,016	1,134

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	15,731	1,038			16,769	15,635
	Surplus / (deficit) shown on receipts and payments account	5,016	-			5,016	1,134
						-	
						-	
	Cash and bank balances at end of year	20,747	1,038	-	-	21,785	16,769
	(Agree balances with receipts and payments account(s))		#VALUE!	-	-	-	#REF!

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments	Nil			
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets	No balance sheet accounted for.				
	Full list of moveable assets exists.				
	Approved by Board on 8 Oct 2024				
	Updated on a regular basis.				
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Nil accounted for 10 cheques totalling			
	£2240.92 uncashed at 31/03/2025			
		Total	-	-

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

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

Signature

Print Name

Date of
approval

			12 August 2025
			12 August 2025

Coastal Communities Museum Trust

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Additional analysis (1)**Analysis of receipts and payments****1 Donations**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Various	7,515				7,515	6,783
					-	
					-	
					-	
Total	7,515	-	-	-	7,515	6,783
	-	#VALUE!	-	-	-	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £			Total current period to nearest £	Total last period to nearest £
East Lothian Council	5,625	-			5,625	7,500
St Andrew Blackadder Church	-	-			-	100
NB Coastal Area Partnership					-	
North Berwick Trust						5,133
Total	5,625	-			5,625	12,733
	-	-			-	-

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Exhibition costs	4,854				4,854	4,086
Marketing and website	3,409				3,409	4,470
Insurance	937				937	937
					-	
					-	
					-	
					-	
					-	
					-	
Total	9,200	-	-	-	9,200	9,493
	-	-	-	-	-	-

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Additional analysis (2)**5 Breakdown of unrestricted funds**

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	7,515				7,515	6,783
Legacies	-				-	-
Grants	5,625				5,625	7,500
Receipts from fundraising activities	130				130	184
Gift Aid claim	1,066				1,066	1,414
buildings	-				-	-
Rents from land & buildings	-				-	-
Gross receipts from other charitable activities	-				-	-
Sub total	14,336	-	-	-	14,336	15,881
Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-				-	-
Proceeds from sale of investments	-				-	-
Sub total	-	-	-	-	-	-
Total receipts	14,336	-	-	-	14,336	15,881
Payments						
Expenses for fundraising activities	-				-	-
Gross trading payments	-				-	-
Investment management costs	-				-	-
Payments relating directly to charitable activities	9,200				9,200	9,393
Grants and donations	-				-	-
Governance costs:	-				-	-
Audit / independent examination	-				-	-
Preparation of annual accounts	-				-	-
Legal costs	120				120	72
Other	-				-	-
Sub total	9,320	-	-	-	9,320	9,465
Payments relating to asset and investment movements						
Purchases of fixed assets	-				-	5,282
Purchase of investments	-				-	-
Sub total	-	-	-	-	-	5,282
Total payments	9,320	-	-	-	9,320	14,747
					cross ref error	
Net receipts / (payments)	5,016	-	-	-	5,016	1,134
Transfers to / (from) funds	-				-	
Surplus / (deficit) for year	5,016	-	-	-	5,016	1,134

Nature and purpose of funds

For the benefit of the public in Scotland and elsewhere to advance education and the arts, heritage and science through the collection, recording and preservation of the history of the coastal communities of the North Berwick Coastal Ward.

Coastal Communities Museum Trust

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Additional analysis (3)**6 Breakdown of restricted funds**

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
Receipts						
Donations					-	
Legacies					-	
Grants					-	5,233
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	-	-	-	-	-	5,233
Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-	-	-	-	-	-
Proceeds from sale of investments	-	-	-	-	-	-
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	5,233
Payments						
Expenses for fundraising activities	-				-	-
Gross trading payments	-				-	-
Investment management costs	-				-	-
Payments relating directly to charitable activities	-				-	100
Grants and donations	-				-	-
Governance costs:	-				-	-
Audit / independent examination	-				-	-
Preparation of annual accounts	-				-	-
Legal costs	-				-	-
	-				-	-
	-				-	-
Sub total	-	-	-	-	-	100
Payments relating to asset and investment movements						
Purchases of fixed assets	-				-	5,133
Purchase of investments	-				-	-
Sub total	-	-	-	-	-	5,133
Total payments	-	-	-	-	-	5,233
Net receipts / (payments)	-	-	-	-	-	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	-

Nature and purpose of funds

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