



Trustees' Annual Report

For the period 01 March 2024 to 28 February 2025



Trustees Annual Report

The Trustees of the Wooddean Community Project Organisation are pleased to present their Annual Report and Financial Statements for the year ended 28 February 2025.

Index

4	Charity Contact Information
4	Charity Trustees
4	Independent Examiner
5	Background
6	Objectives
7	Activities
8	Structure Governance and Management
8	Board Meetings
9	Initial Charity Trustees
9	Appointment and Retiral of Trustees
10	Achievements and Performance
14	Next Steps
14	Risks
15	Financial Review
15	Statement of the Charity's Policy on Reserves
15	Donated Facilities and Services
16	Declaration

Appendix 1

17 Financial Statements – Receipts and Payments Accounts

Appendix 2

18 Independent Examiner's Report on the Accounts

Charity Contact Information

Scottish Charity Name: Wooddean Community Project Organisation

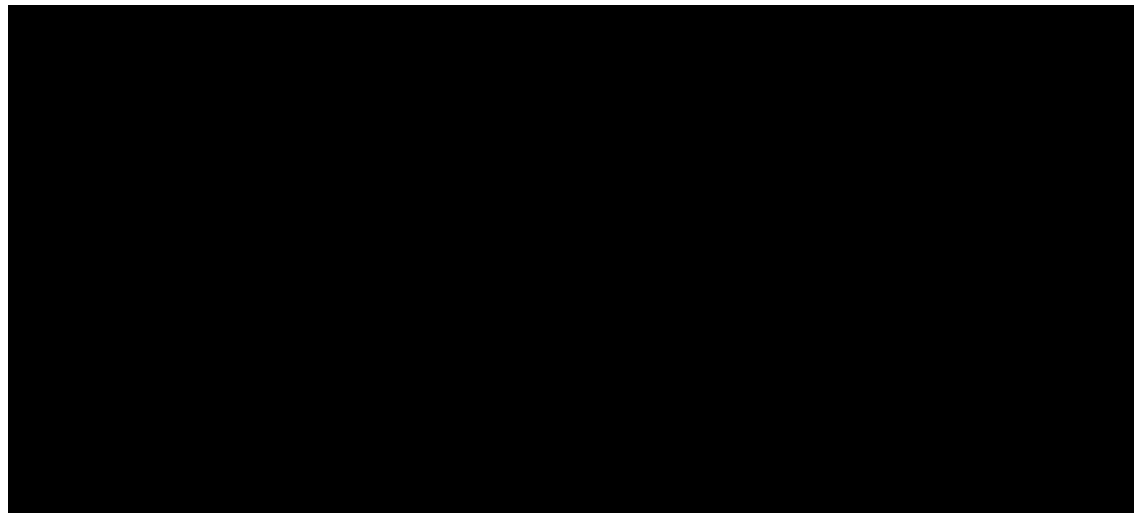
Scottish Charity Number: SC047195



Website: www.wooddean.org

Charity Trustees

Four Trustees sat on the Board of the Wooddean Community Project Organisation at the year end:



Background

The Wooddean Park Project was initiated in 2011 by Bothwell Community Council with the objective of regenerating and upgrading an important, underused green space in the heart of Bothwell, South Lanarkshire. In December 2014 the Community Council commissioned a Feasibility Study, funded by the Big Lottery and Patersons Quarries, to research what local facilities the people of Bothwell needed and what a regenerated Wooddean Park could realistically support. The proposals were presented to the community at a Public Exhibition in June 2015 and received almost universal support from everyone who attended.

On 22 February 2017 the Trustees established a Scottish Charitable Incorporated Organisation called Wooddean Community Project Organisation to take the project forward. South Lanarkshire Council developed the Feasibility Study into more detailed design proposals and prepared budget costs for the project.

The overall masterplan for Wooddean Park combines formal sport, children's play, adult recreation and an appreciation of the natural environment and its setting. The Park aims to provide year round facilities that can be used and enjoyed by all ages and will become a green hub for the local and wider communities.

The Masterplan is estimated to cost over £500,000 to deliver in full. In September 2018 Wooddean Community Project Organisation and South Lanarkshire agreed to adopt a phased approach to implementation focussed on achieving the earliest possible activity on site to boost public confidence and support for the project.

Sufficient funds had been raised by January 2020 to allow Phase 1 to be commenced that year. Work started on site in October 2020 and the first phase of our project subsequently opened successfully to the public on 1 May 2021 receiving much positive feedback and marking a major milestone in WCPO's programme of activities.

Project Planning and fundraising for Phase 2 of the project continued through 2024. Additional funding was secured allowing a site start at the end of the financial year. The Phase 2 project is scheduled to be complete by the end of summer 2025.

The Charitable Purposes of the Wooddean Community Project Organisation, as set out in its written constitution, are as follows:

- Notes:**

1. ALL DIMENSIONS ARE TO THE CENTRE OF THE ROAD OR FENCE LINE UNLESS OTHERWISE STATED.

Legend

 - Heavy gravel
 - Long grass
 - Softwood
 - 1.8m x 0.6m x 0.1m
 - Interlocking pavers
 - Trotter boardwalk
 - Welding/brushing
 - Concrete 100mm surface
 - Gravel
 - New tree

South Lanarkshire Council
COMMUNITY & OUTDOOR RESOURCES
 Facilities, Waste & Grounds -
 Landscape Development Section
 01506 711000 Fax: 01506 711001
 www.southlanarkshire.gov.uk
 Woodhouse Park FSLS 04/11

Activities

Our constitution commits us to creating facilities for recreational or other leisure time occupation in the interests of social welfare in the Bothwell Area and/or improving community assets to provide opportunities for participation in a wide range of activities for all ages to help improve the long term physical and mental health of the community.

The work of the Trust during 2024/25 focussed on finalising Phase 2 of the park masterplan with a view to a site start at the end of the financial year. Detailed designs and costings were prepared by our partner South Lanarkshire Council to compare with available and potential budgets.

It was agreed that the budget should be set at a figure in the region of £146,000 with £96,000 coming from existing committed funds. An application was made to LT Funding Ltd (Landtrust) for a £50,000 contribution which was successful. The final budget is to be agreed when all items of work to be included in the Phase 2 contract are agreed with the contractor.

The final Phase 2 proposal includes a boardwalk decking area with interpretation signs and associated pond/ wetland improvement works, a sensory garden feature and a circulatory path network with an additional exit point from the park, together with additional tree planting, shrub and wildflower planting to enhance the park aesthetically, complimenting the natural landscape. The boardwalk will be constructed to enable safe access to the existing wetland habitat within the park providing an environmentally focused educational resource for all visitors. Interpretation panels will be provided to encourage a greater understanding of the natural environment providing an educational resource for local school children and community groups.

South Lanarkshire Council, who own Wooddean Park, will again manage the implementation of Phase 2 works on site and will have responsibility for the Park's ongoing maintenance.

Structure, Governance and Management

Wooddean Community Project Organisation was registered as a Scottish Charitable Incorporated Organisation (SCIO) on 22 February 2017. The structure of the organisation consists of the BOARD - who hold regular meetings, and generally control the activities of the organisation; for example, the Board is responsible for monitoring and controlling the financial position of the organisation.

The Board also appoints Charity Trustees to fill vacancies, and the people serving on the Board have the power to make changes to the constitution itself.

The people serving on the board are referred to in the constitution as CHARITY TRUSTEES - and they are also the MEMBERS of the organisation for the purposes of the Charities and Trustee Investment (Scotland) Act 2005.

Under the provisions of this constitution, no-one can be a member unless he/she is also a charity trustee of the organisation.

Board Meetings

Board meetings were held in person and virtually through the 2024/25 Financial Year. Three minuted Board Meetings were held on the following dates:

23 April 2024 virtual

11 July 2024 (AGM) in person

10 December 2024 virtual

Communications continued to be maintained with our partner South Lanarkshire Council on project co-ordination through meetings, email and telephone conversations.

Initial Charity Trustees

The four Trustees named above signed the charity trustee declaration forms which accompanied the application for incorporation of the organisation, and they are deemed to have been appointed by the members as charity trustees with effect from the date of incorporation of the organisation.

The maximum number of charity trustees is 9.

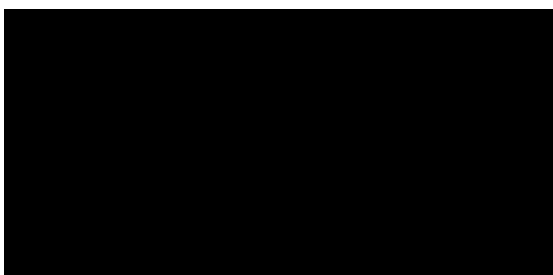
The minimum number of charity trustees is 3.

There were no new trustees appointed during the 2024-25 Financial Year.

Appointment and Retiral of Trustees

The Board may at any time appoint any person to be a charity trustee - by way of a resolution passed by majority vote at a board meeting.

As required by our constitution, at the AGM on 11 July 2024 the Trustees approved the retiral of [REDACTED] as Trustees and each of the office bearers ceased to hold office at the conclusion of the AGM. At the following Board meeting [REDACTED] and [REDACTED] were reappointed as Trustees and the office bearers were reappointed as follows:



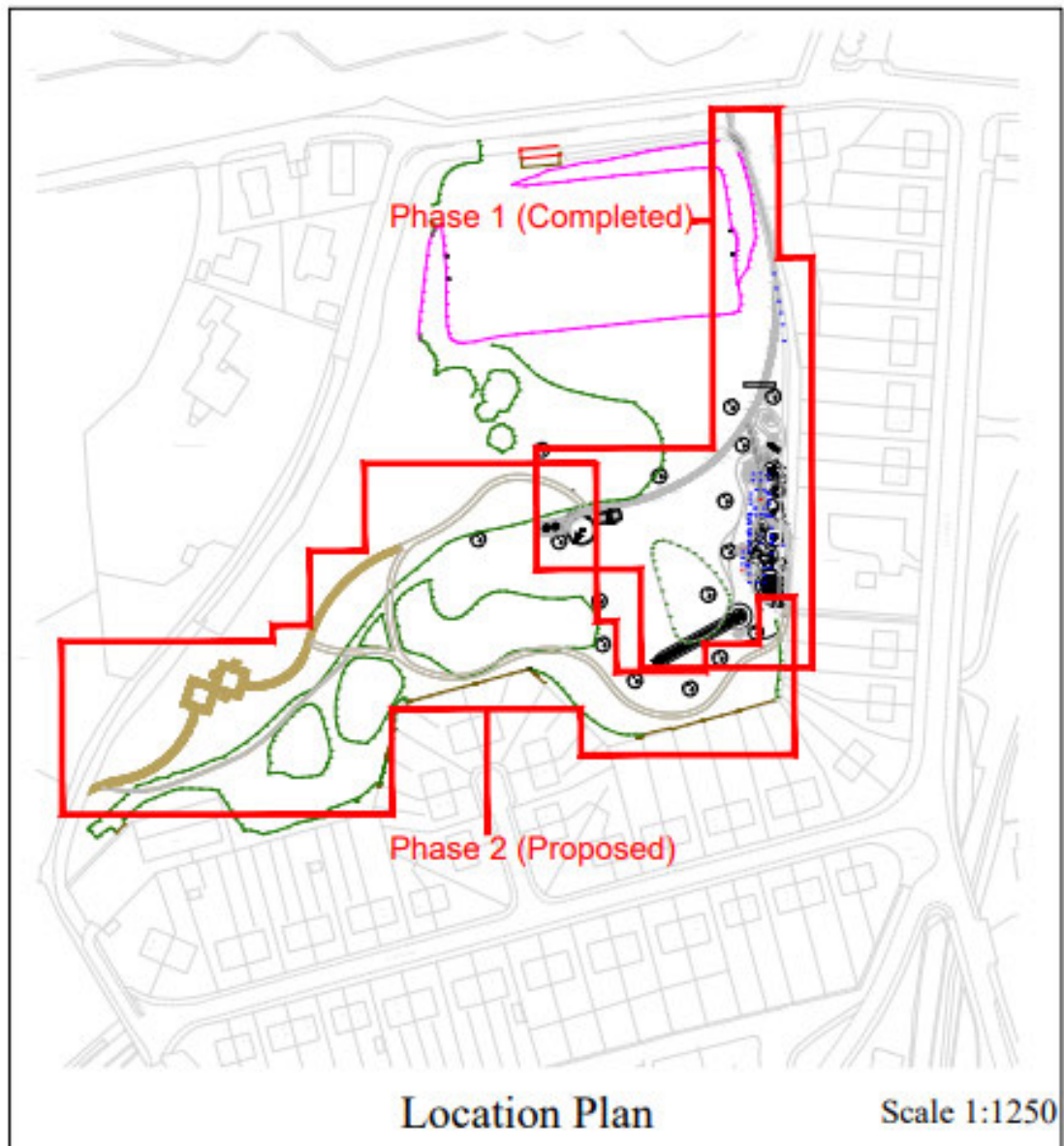
The next AGM is scheduled to take place on 01 July 2025. As required by our constitution, at that meeting one third of the charity trustees will retire from office with re-elections anticipated to take place at the immediately following Board Meeting.

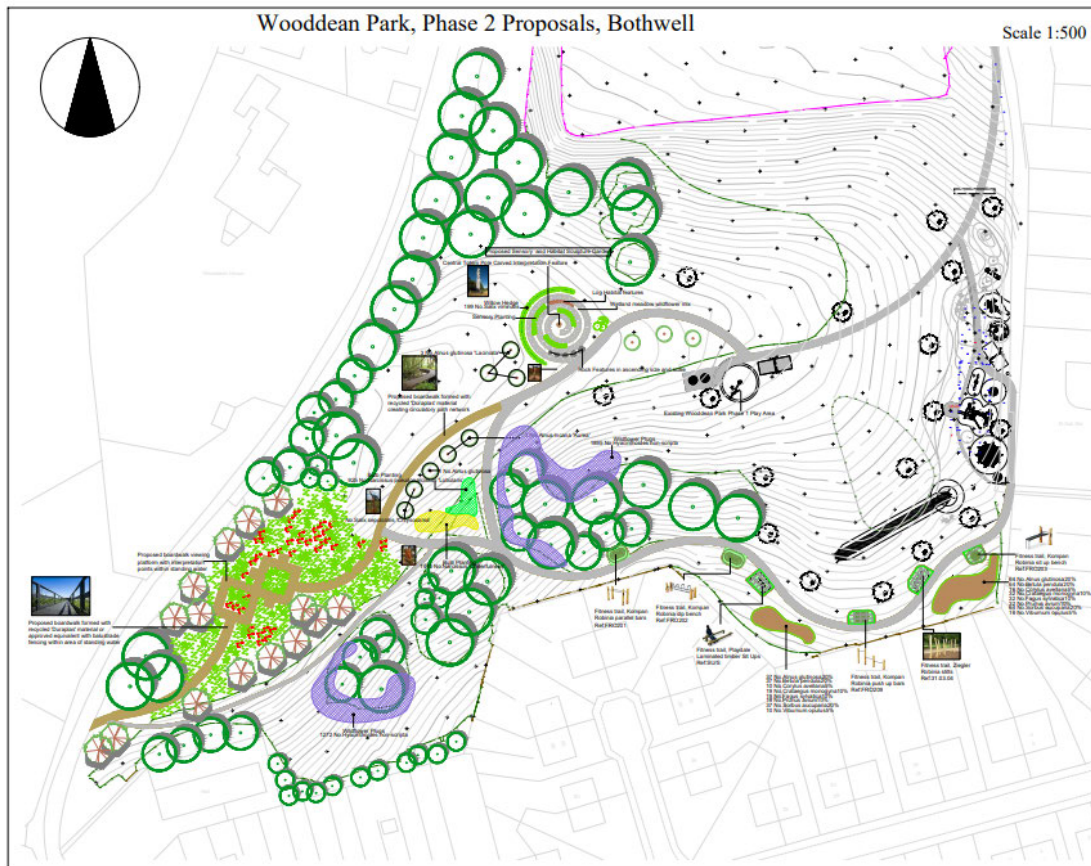
Following submission of our 2025 TAR, OSCR required WCPO to introduce a process to ensure that trustees understood their role in the charity, including their legal responsibilities. A draft Trustee Induction Process was prepared in February 2025 and will be tabled for approval at the 1 July 2025 Board Meeting.

Achievements and Performance

- The Trustees have held two virtual and one in-person Board Meetings and several informal discussions during the year.
- Liaison with South Lanarkshire Council has focussed on finalising the detailed design, cost budget and contract value of the Phase 2 project.
- No fundraising events took place in the 2024/25 financial year but an award of £50,000 was secured from Landtrust.
- Liaison has taken place with Bothwell Futures who continue to pursue acquisition of the Wooddean Park football field through Community Asset Transfer with a view to redeveloping the facility.
- February – November 2024 application to Landtrust for £50,000 project funding through a process of Pre-Proposal, Initial Funding Offer, Full Funding Application and Formal Offer of Funding, which was secured on 27 November.
- May 2024 – Phase 2 Revised Draft Design prepared by SLC and reviewed by WCPO Board. Project Budget set at circa £146,000 to include Boardwalk, path network and landscaping. Affordability of the sensory garden and fitness trail elements to be reviewed following tender returns.
- June 2024 - £50,000 cheque received from Tunnocks in respect of their earlier funding offer.
- July 2024 – new public letters of support secured for Landtrust Phase 2 Funding Application.
- August 2024 – Tunnocks Board approved Phase 2 design proposals.
- August 2024 - Tenders invited for Phase 2 works. Tenders returned by 13 September.
- Sensory Garden included and Fitness Trail excluded from final scope to meet project budget.
- November 2024 - prepared and submitted to OSCR our seventh Trustees Annual Report, Independently Verified Accounts and Annual Return.
- February 2025 – Preparation of draft Trustee Induction Process.

- February 2025 – Contractor appointed, being the same firm that implemented the Phase 1 works.
- Pre-start meeting took place w/c 17 February and work on site is scheduled to commence on 31 March.

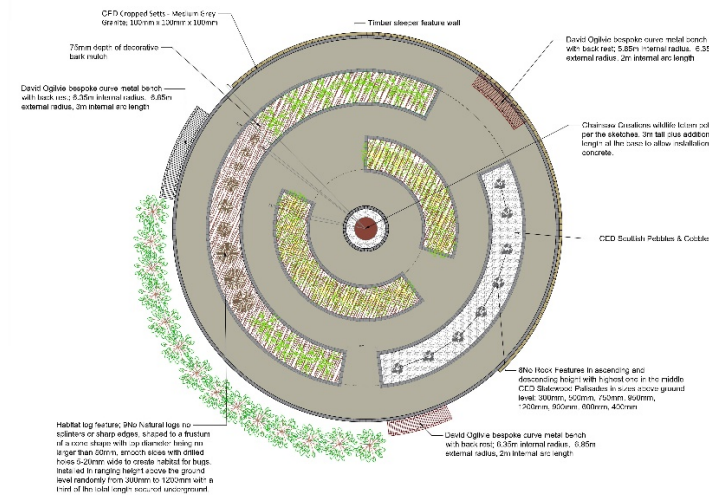




Wooddean Park, Phase 2 Proposals, Bothwell

Focal Point Feature Details

Scale: 1:50



PROPOSED Timber sleeper feature wall and resin bound seating area Detail

SCALE 1:20

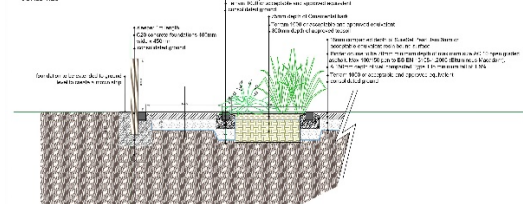


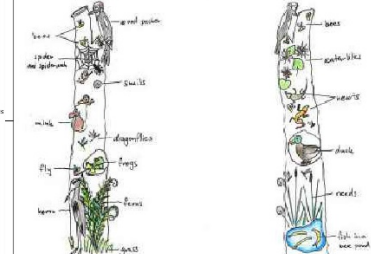
Illustration of timber sleeper wall foundations relating to above ground height

SCALE 1:20

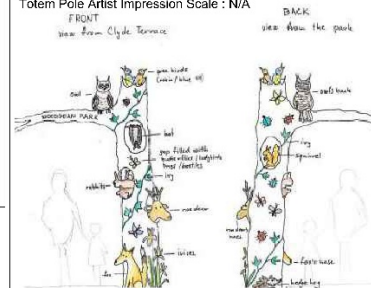


Focal Point Feature Totem Pole Artist Impression

Scale: N/A



Proposed Clyde Terrace Entrance Feature Linking To Focal Point Totem Pole Artist Impression Scale: N/A





Boardwalk over Wetland Area during construction



Sensory Garden during construction

Next Steps

The focus for 2025 will be to successfully complete Phase 2 of the Wooddean Park project within budget and deliver the next phase of this significant regeneration project to the local community providing much needed new outdoor facilities in the heart of Bothwell Village.

A possible final phase, to improve the existing football field, is currently the subject of a possible Community Asset Transfer from South Lanarkshire Council to another local group. Until clarity is reached on this initiative the good work of the Charity will continue.

Risks

The Trust maintains a positive bank balance. In the short term, other than the unlikely possibility of the Phase 2 works exceeding the budget and available or committed funds, the Trust does not consider that there is any significant financial risk in relation other ongoing costs and administrative expenses.

Financial Review

The Trust received a donation of £50,000 within the financial year. A further £50,000 has been secured for the Phase 2 project but that cash will not be received until the project is complete. Overheads and expenditure were managed carefully and the Trust maintained a positive bank balance of £46,568 at the year end.

Statement of the Charity's Policy on Reserves

The reserves of the Charity are effectively the bank balance. No reserves are restricted, and none are invested in fixed assets, therefore the total sum constitutes free reserves. The Charity has a nominal level of committed regular outgoing administrative expenditure and such cashflows are protected. The Charity does not yet have a policy or target for reserves but may establish one in the future.

Donated Facilities and Services

All facilities, time and expertise provided by the Trustees are provided free of charge and the services of the Independent Examiner have similarly been provided at no cost to the Charity for which we are grateful.

Declaration

Signed on behalf of the charity trustees:

Print name

Designation

Date

Appendix 1

2024/25 Financial Statements – Receipts and Payments Accounts

Appendix 2

Independent Examiner's Report on the Accounts

Wooddean Community Project Organisation

SC047195



Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	03	2024		28	02	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	50,000				50,000	-
Legacies	-				-	-
Grants	-				-	-
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	-				-	-
Other (loan)	-				-	-
A1 Sub total	50,000	-	-	-	50,000	-
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-				-	
Proceeds from sale of investments	-				-	
A2 Sub total	-	-	-	-	-	-
Total receipts	50,000	-	-	-	50,000	-
A3 Payments						
Expenses for fundraising activities	-				-	-
Gross trading payments	-				-	-
Investment management costs	-				-	-
Payments relating directly to charitable activities	6,043				6,043	247
Grants and donations	-				-	-
Governance costs:	-				-	-
Audit / independent examination	-				-	-
Preparation of annual accounts	-				-	-
Legal costs	-				-	-
Loan repayment to Trustee	-				-	-
A3 Sub total	6,043	-	-	-	6,043	247
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	-				-	
Purchase of investments	-				-	
A4 Sub total	-	-	-	-	-	-
Total payments	6,043	-	-	-	6,043	247
Net receipts / (payments)	43,957	-	-	-	43,957	(247)
A5 Transfers to / (from) funds						
Surplus / (deficit) for year	43,957	-	-	-	43,957	(247)

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	2,611	-	-	-	2,611	2,858
	Surplus / (deficit) shown on receipts and payments account	43,957	-	-	-	43,957	(247)
		-	-	-	-	-	-
		-	-	-	-	-	-
	Cash and bank balances at end of year	46,568	-	-	-	46,568	2,611
	(Agree balances with receipts and payments account(s))						

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

Categories	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
B3 Other assets	Banners	WCPO	100	100	100
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
		Total	100	100	100

Categories	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
B4 Liabilities			-	-
			-	-
			-	-
			-	-
			-	-
		Total	-	-

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

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

Signature

Print Name

Date of approval

Section C Notes to the Accounts

C1 Nature and purpose of funds
(may be stated on analysis of funds worksheets)

1. To provide, in the interests of social welfare, facilities for recreational or other leisure time occupation with a view to advancing community development and improving conditions of life for those in Bothwell and surrounding areas.
2. To support the provision of recreational facilities and activities in Bothwell and in particular the Wooddean Park area for the benefit of the public at large.
3. To create and/or improve community assets to provide opportunities for participation in a wide range of activities for all ages to help improve the long term physical and mental health of the community.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)

X

C3b Trustee remuneration - details

Authority under which paid	£
	-
	-
	-
	-
	-

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

C4b Trustee expenses - details

	Number of trustees	£
		-
		-
		-
		-
		-

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
			-
			-
			-
			-
			-

C6 Other information

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
	WCPO Admin & General	Nisa Community Grant	Bothwell Funding Group			
Receipts						
Donations	50,000	-	-	-	50,000	-
Legacies	-	-	-	-	-	-
Grants	-	-	-	-	-	-
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	-	-	-	-	-	-
Other (Loan)	-	-	-	-	-	-
Sub total	50,000	-	-	-	50,000	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-	-	-	-	-	-
Proceeds from sale of investments	-	-	-	-	-	-
Sub total	-	-	-	-	-	-
Total receipts	50,000	-	-	-	50,000	-
Payments						
Expenses for fundraising activities	-	-	-	-	-	-
Gross trading payments	-	-	-	-	-	-
Investment management costs	-	-	-	-	-	-
Payments relating directly to charitable activities	6,043	-	-	-	6,043	247
Grants and donations	-	-	-	-	-	-
Governance costs:	-	-	-	-	-	-
Audit / independent examination	-	-	-	-	-	-
Preparation of annual accounts	-	-	-	-	-	-
Legal costs	-	-	-	-	-	-
Repayment of Loan to Trustee	-	-	-	-	-	-
Sub total	6,043	-	-	-	6,043	247
Payments relating to asset and investment movements						
Purchases of fixed assets	-	-	-	-	-	-
Purchase of investments	-	-	-	-	-	-
Sub total	-	-	-	-	-	-
Total payments	6,043	-	-	-	6,043	247
Net receipts / (payments)	43,957	-	-	-	43,957	-
Transfers to / (from) funds	-	-	-	-	-	-
Surplus / (deficit) for year	43,957	-	-	-	43,957	-

Nature and purpose of funds

In June 20024, WCPO Tunnocks Bakeries donated £50,000 of unrestricted funds. Outlays comprise of monthly website hosting charges, and a £5750 contribution (paid in January 2025) required for Landtrust required for the administration of a grant paid directly to South Lanarkshire Council.

Wooddean Community Project Organisation

SC047195

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					.	
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						
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					.	
Proceeds from sale of investments					.	
Sub total						
Total receipts						
Payments						
Expenses for fundraising activities					.	
Gross trading payments					.	
Investment management costs					.	
Payments relating directly to charitable activities					.	
Grants and donations					.	
Governance costs:					.	
Audit / independent examination					.	
Preparation of annual accounts					.	
Legal costs					.	
Sub total						
Payments relating to asset and investment movements						
Purchases of fixed assets					.	
Purchase of investments					.	
Sub total						
Total payments						
Net receipts / (payments)						
Transfers to / (from) funds						
Surplus / (deficit) for year						
Nature and purpose of funds						

MAKE A LIST

DATE	ITEM	Payment	Income	Total (£)	Column1	Column2	Column3	Column4
15/03/2024	1 & 1 Internet	12.00			2611.17 opening		E	
18/03/2024	1 & 1 Internet	10.80		2,588.37			E	
15/04/2024	1 & 1 Internet	12.00					E	
16/04/2024	1 & 1 Internet	10.80		2,565.57	#72		E	
15/05/2024	1 & 1 Internet	12.00					E	
15/05/2024	1 & 1 Internet	10.80		2,542.77	statement 1 June 23		E	
13/06/2024	1 & 1 Internet	12.00					E	
14/06/2024	1 & 1 Internet	10.80		2,519.97	statement 30 June 23		E	
20/06/2024			50,000.00					
16/07/2024	1 & 1 Internet	11.12					E	
17/07/2024	1 & 1 Internet	10.80		52,477.85	statement 1 aug 23		E	
14/08/2024	1 & 1 Internet	12.00					E	
14/08/2024	1 & 1 Internet	10.80		52,455.05	statement 1 sep 23		E	
13/09/2023	1 & 1 Internet	12.00					E	
16/09/2022	1 & 1 Internet	10.80		52,432.25	statement 29 sep		E	
16/10/2024	1 & 1 Internet	12.00					E	
16/10/2024	1 & 1 Internet	10.80		52,409.45	statement 1 nov		E	
13/11/2024	1 & 1 Internet	12.00					E	
14/11/2024	1 & 1 Internet	10.80		52,386.65	statement 1 dec		E	
16/12/2024	1 & 1 Internet	12.00					E	
17/12/2024	1 & 1 Internet	10.80		52,363.85	statement 31 dec		E	
15/01/2024	1 & 1 Internet	12.00					E	
15/01/2024	1 & 1 Internet	10.80				0	E	
29/01/2025	cheque 16 (landtrust)	3,750.00		46,591.05				
13/02/2025	1 & 1 Internet	12.00					E	
14/02/2025	1 & 1 Internet	10.80		46,568.25	statement 1 mar		E	
		6,042.92		50000	2611.17	opening from 1 mar opening from #70 calculated 46,568.25 closing balance		

Appendix 2

Independent Examiner's Report on the Accounts

I report on the accounts of the charity Wooddean Community Project Organisation for the year ended 28 February 2025, which are set out in Appendix 1.

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 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 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.

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.

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
 - 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.

