

Charity Reference SC023853

Fairburn Memorial Hall Trust
Receipt & Payments Account
For the Year to 31st October 2024

Fairburn Memorial Hall Trust (SC047920)

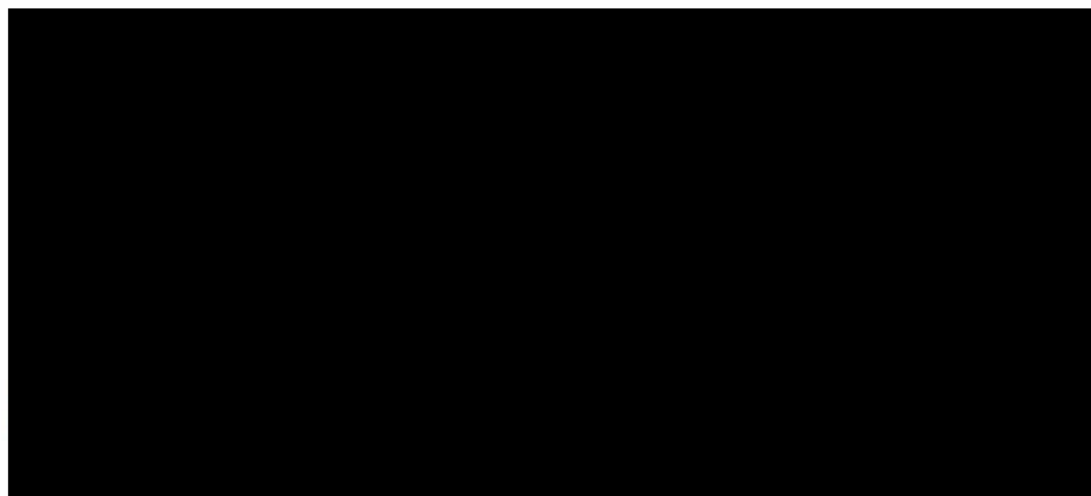
Trustee's Annual Report for the year ended 31 October 2024

Fairburn Memorial Hall Trust (SC047920)


Trustee's Annual Report for the year ended 31.10.24

Charity Name: Fairburn Memorial Hall Trust

Charity Number: SC047920



Bankers: Virgin Money
15 Academy Street
Inverness
IV1 1JN

Independent Examiner: 
of Mackay & Co
3 Fodderty Way
Dingwall
IV15 9XB

Fairburn Memorial Hall Trust (SC047920)

Trustee's Annual Report for the year ended 31 October 2024

Structure, governance and management

The charity is constituted as a Scottish Charitable Incorporated Organisation (SCIO). The charity is governed by its articles of association with daily management overseen by the hall management committee.

Members/Trustees are elected at each Annual General Meeting to serve for one year and can be re-elected to serve in subsequent years.

Objectives and activities

The hall is managed to maintain a valuable community facility for all members of the community in and around Marybank, Fairburn, Muirton, Moy, Arcan, Aultgowrie and Orrinside regardless of age, gender or religious belief, to further their education, health and recreational needs, and to enhance the quality of life throughout the local area.

The hall provides amenities for old and young, active and less active, in group activities or private functions such as funerals and weddings. It is also available for local fund raising activities for the hall itself or for the support of local people.

Over the past year Fairburn Memorial Hall has been run in line with the Constitution for the benefit of the community in Marybank, Fairburn, Muirton, Moy, Arcan, Aultgowrie and Orrinside, and the surrounding areas.

The hall board meets regularly, most months and the minutes of those meetings are available for everyone to read on request.

The priorities for 2023/24 were identified as;

1. People | Supporting each other and actively seeking new volunteers with key skills needed to strengthen the board and volunteer in key roles eg. Finance, organisational, social media, running events and grant funding applications.
 2. Heating | Heating system is not fit for purpose and is broken. Main focus been on project to fix and continue to monitor energy use and find ways to reduce it
 3. Community | Look for volunteers to run social activities for the local community
 4. Customers | Continue to provide good customer service
 5. Governance | Creation of FMH Handbook, Operations manual and capture know how.
- The committee has stabilised knowledge and know-how this year. There remains work to do to housekeep document filing management (digital and physical), digital and cyber security. Administrative burdens for existing volunteers have continued and it does challenge attracting new people. Special thanks and acknowledgement of efforts to the Treasurer Angie for getting the Public Entertainment Licence approved, happens every 3 years.
 - The committee is actively seeking more people to join as volunteer members - not only for Trustees essential to make the hall committee (Board of Trustees) quorum (3 minimum) - members too.

Getting involved as a member or a charity trustee is a great way to put your professional skills to use, to support your local community. It can also be a great way to meet people and can also be a great way to learn and develop new skills. The AGM is open to all members of the community.

Volunteers can also come from outside the catchment area. In line with the constitution the committee may at any time appoint a non-member of the organisation to be a charity trustee on the basis that he/she has specialist experience and/or skills which could be of assistance to the board.

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- Following the free support from Business Energy Scotland to help with reducing energy usage at the hall, the report reaffirmed what was suspected that the heating system is no longer working and will need to be replaced. A heating sub-committee was set up, and much thanks and appreciation to Anne Briffett who has taken a lead on this project, supported by the vice-chair and the hall committee. One of the funding streams applied for was conditional on another that was removed, so changes to the approach have been needed. The existing system is going to be tested that upgrades will make a difference, plus insulation is going to be added this winter. This project is ongoing and welcomes volunteers to help deliver this critical project..
- It was with much gratitude the hall received a donation in memory of [REDACTED] It was agreed with [REDACTED] that the donation would be used to help purchase Christmas lights for the hall in her memory.
- With so few volunteers coming forward the capacity to lead on the running of community events has been limited due to the need to focus on the main priorities and role of the committee (to keep the hall open for use).

Thanks to Marcia for leading on the Strathconon Cycle Ride, unfortunately it was cancelled this year due to the weather. Volunteers to help run it going forward being asked.

Thanks to Secretary Teresa for leading on the return of the Marybank Christmas Fair on 1 December 2024. The hall will again be open for the community to join together on the evening of the 1 of January (6-10pm).

- Thank you to people in the community who have helped out at events, used the hall. Particularly David and Evie who have both taken on tasks to help with the running of the hall and reduce expenditure.
- The Treasurer, supported by the Chair, has also taken on the main booking activities, including communications with the bookers. Currently the role profiles do not reflect this. A review of the roles should be undertaken with the new committee.

Bookings

The hall continues to enjoy active use, with an increase in party bookings and several pop up workshop classes this year. The main hall is in use most evenings during the week. Various local groups are regularly using the hall. Bowling, Badminton, Ginger Yoga, Scottish Country Dancing, Hielan Toe. The outreach post office continues its service on Tuesday afternoons. Space is available on some days and the community room could with a little TLC be attractive for use more.

Achievements and performance

With a reduced number of committee members this year the Board has been stretched to its limit. The key achievements this year have been as follows:

1. Creation of FMH handbook, operation manual and a welcome pack for new volunteers.
2. Gaining forecast of energy costs and use. Heating sub-committee is doing an excellent job to keep adapting to challenges faced in changing funding streams, lack of response from suppliers and time constraints.
3. Administration and running of the hall. Entertainment licence, keysafe and CCTV installed.
4. The organisation of a Christmas Fair fundraiser, purchase of new Christmas decorations and lights.

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Acknowledgements to hall staff and contractors

Thank you to our self-employed contractors. Cleaner, Nettie and caretaker, Conrad for their services to ensure the hall runs smoothly and is clean for our users.

Thanks to David Smith for the grass cutting at the hall and for arranging a Christmas tree. Thanks to Evie Jack for organising the purchase of new Christmas decorations and lights.

Board or Trustee membership

Numbers continue to decline. The board continues to actively seek new members with skills that can strengthen the board and take on key roles, as well as those that can help deliver ideas and support the team. The current team continues to work well together, to continue the running of the hall.

Grants and funding

The hall received a further grant from the Lochluichart Wind Farm Community Fund to be used to support the local community.

The committee asked EDF Renewables Colliemoille Community Fund if it could repurpose the underspend of the 2023 grant it had received for running community focus for local children and adults. It was agreed that the £1,720 could be repurposed, though it has not been spent yet and may need to be returned.

Issues and challenges

The number of Trustees and board members has been steadily declining over several years. This continues to put a huge pressure on individuals volunteering and is unsustainable.

The costs associated with running the hall continue has steadied. The cost of energy is in the main being used as expected.

Financial Review

The income of the hall remains healthy.

Reserves remain healthy and their use is subject to their conditions of use and eligibility.

*At the time of the AGM the 23/24 accounts an independent audit has not been completed. We are expecting it in the coming weeks. Audited accounts will be submitted by the OSCR deadline of 31 July. Any additional substantive information will be shared at a board meeting, open to all to read, and added as a post-meeting note to the AGM minutes.

Priorities for 2025

- People | Attracting volunteers to the Board to at minimum remain quorate. Review of roles and tasks. Continue to update the handbook and user guide to help with hand-overs and sharing volunteering tasks. Look at digital and cyber security needs as well as records file management.
- Heating and energy usage | Continue to progress the project to completion.

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- Community engagement | Look for volunteers to help others with taking on roles. Consideration of potential paid roles in the future. It will be vital to work with others to engage with the community and keep them informed. It is important when seeking to apply for funding.



Independent Examiner's Report for the year ended 31 October 2024

I report on the accounts of the charity for the year ended 31st October 2024 which are set out on pages 7 to 11.

Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006 (as amended). The 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.


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 to prepare accounts which accord with 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.


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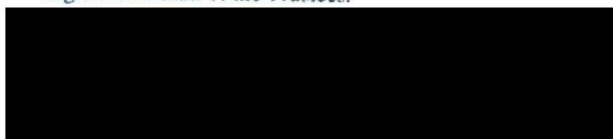
Receipts and Payments Account for the year to 31 October 2024

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2024	Total 2023
Receipts					
Grants	-	5,227	-	5,227	5,075
Receipts from fund raising activities	-	-	-	-	1,417
Income from investments other than land and buildings	290	-	-	290	164
Income from other than land and buildings	2,263	-	-	2,263	977
Rent from land and buildings	8,591	-	-	8,591	9,383
Totals	11,144	5,227	-	16,371	17,016
Payments					
Expenses for fundraising	-	-	-	-	-
Governance costs - Independent examination	880	-	-	880	396
Payments directly related to charitable activities	9,410	5,227	-	14,637	18,848
Totals	10,289	5,227	-	15,517	19,244
Purchases relating to asset and investment movements					
Purchase of fixed assets	-	-	-	-	-
Fees relating to projects for improvements to assets	-	-	-	-	-
Totals	-	-	-	-	-
Total payments	10,289	5,227	-	15,517	19,244
Transfers between funds					
Surplus/Deficit	855	(0)	-	854	(2,228)

Fairburn Memorial Hall Trust
Statement of Balances as at 31 October 2024

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2024	Total 2023
Cash Funds					
Cash and bank balance at start of year	4,321	22,015		26,336	28,563
Surplus/deficit on receipts and payments account	855	(0)		854	(2,047)
Cash and bank balances at end of year	5,176	22,015	-	27,190	26,516
Assets					
Hall - at insurance valuation	1,350,000	-		1,350,000	1,350,000
Contents - at insurance valuation	30,000	-		30,000	30,000
Debtors - hall lets	-	-		-	-
Liabilities					
Uncashed cheques	-	-		-	-
Repay unused parts of restricted funds	-	-		-	-
Contingent Liabilities					
Deposits to be returned if no damage to hall	-	-		-	-

Signed on Behalf of the Trustees.



Fairburn Memorial Hall Trust

Notes to the Accounts

Grants	2024	2024	2024	2023
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£	£	£	£
Highland Council	-	-	-	-
Foundation Scotland Grant	-	-	-	-
Lochiuichart Wind Farm	-	5,227	5,227	5,075
SSE grant	-	-	-	-
Totals	-	5,227	5,227	5,075

Payments relating to charitable activities	2024	2024	2024	2023
	Unrestricted Funds	Restricted Funds	Total	Total
	£	£	£	£
Booking Clerk Wages	-	-	-	1,727
Caretaker Wages	488	1,669	2,156	3,390
Cleaner Wages	846	-	846	1,755
Hallmaster	-	-	-	239
Bank charges	-	-	-	16
Cleaning	47	-	47	185
Computer Software/Repairs	334	-	334	96
Cycle event expenses	300	-	300	-
Fundraising Costs	-	-	-	113
Heat & Light	2,122	3,558	5,680	5,600
Hygiene	234	-	234	234
Insurance	1,722	-	1,722	1,631
Misc	1,450	-	1,450	204
Marybank playpark	-	-	-	-
Playpark repairs	-	-	-	-
Professional Fees	880	-	880	396
Repairs & Maintenance	1,552	-	1,552	846
Refund of deposits	-	-	-	300
Stationery	-	-	-	-
Supplies	-	-	-	2,400
Tools & Equipment	-	-	-	-
Waste collection	318	-	318	112
Totals	10,292	5,227	15,518	19,244

Breakdown of restricted funds

	2024	2024	2024
	Foundation Scotland	Pedal 4 Scotland	Lochluichart Wind Farm
	£	£	£
Receipts			
Grants	-	-	5,227
Payments			
Charitable activities	-	-	-

Fairburn Memorial Hall Trust

Notes to the Accounts

Purchases relating to assets

Purchase of fixed assets	-	-	-
Fees relating to projects for improvements to	-	-	-
Sub-total	-	-	-

Total payments	-	-	-
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Surplus/Deficit before transfers	-	-	5,227
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Transfer	-	-	-
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Surplus/Deficit	-	-	5,227
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Breakdown of restricted funds

	2024 SSE playpark grant £	2024 Total Funds £	2023 Total period £
Receipts			
Grants	-	5,227	5,075
Payments			
Charitable activities	-	-	-
Purchases relating to assets			
Purchase of fixed assets	-	-	-
Fees relating to projects for improvements to	-	-	-
Sub-total	-	-	-
Total payments	-	-	-
Surplus/Deficit before transfers	-	5,227	5,075
Transfer	-	-	-
Surplus/Deficit	-	5,227	5,075

Fairburn Memorial Hall Trust

Notes to the Accounts

1. Fundraising	Income	Expenditure	Profit realised
Summer Activity	-	-	-
Strathconon Cycle Ride	-	-	-
Spring/Christmas Fayre	-	-	-
Totals	<u>-</u>	<u>-</u>	<u>-</u>
2. Creditors	<u>-</u>		
3. Debtors not included in hall lets	<u>-</u>		
4. Closing bank balance			
Current Account	6,886		
Deposit Account	<u>20,305</u>		
	<u>27,191</u>		
5. Fees	General		
Independent examiner	432		
	<u>432</u>		
6. Tools & Equipment	Assets		
Samsung Galaxy Tablet	149		
Halogen heaters	66		
Soup pans	<u>46</u>		
	<u>261</u>		
7. Wind Farm Benefit Grant			
Unused funds b/f from 2023		35,933	
Grants awarded to 31/10/23		<u>5,227</u>	
		<u>41,160</u>	
Caretaker salary	1,669		
Heat and light	<u>3,558</u>		
	<u>5,227</u>		
Transfer to general funds			
Unused funds c/f		<u>35,934</u>	
8. Heating and lighting			
Payments made		5,680	
Feed in Tariff (FiT)	427		
Renewable Heat Initiative (RHI)	<u>1,206</u>		
	<u>1,633</u>		
		<u>4,047</u>	