

APPENDIX 1

OSCR

Scottish Charity Regulator

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	04	2024	To	31	03	2025

Reference and administration details

Charity name	Bridgeton Citizens Advice SCIO
Other names charity is known by	Bridgeton Citizens Advice Bureau
Registered charity number	SC049586
Charity's principal address	30 Main Street
	Bridgeton
	Glasgow
	Postcode G40 1HA

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		Chair		
2		Treasurer		
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20				

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
	1/4/24 to 23/9/24
	1/4/24 to 30/6/24

Structure, governance and management

Type of governing document

SCIO Constitution

The structure of the Bureau consists of:- the Members - who have the right to attend members' meetings (including any annual general meeting) and have important powers under the Constitution; in particular, the Members appoint people to serve on the Committee and take decisions on changes to the Constitution itself; and the Committee- who hold regular meetings and generally control the activities of the Bureau; for example, the Committee is responsible for monitoring and controlling the financial position of the Bureau.

Trustee recruitment and appointment

At each AGM the Members may elect any Member who is willing to act as such as a Trustee. A Trustee so appointed shall hold office only until the next following AGM. The Committee may co-opt any individual whom the Trustees reasonably consider appropriate as a Trustee provided that individual is willing to act as such. A co-opted Trustee shall vacate office at the end of the next AGM following their appointment but shall be eligible for co-option for a further period expiring at the next following AGM. A Trustee who retires at an AGM may, if willing to act, be re-appointed. If he is not reappointed, he shall retain office until the AGM appoints someone in his place, or if it does not do so, until the end of the AGM. If not re-appointed at such AGM, he shall vacate office at the conclusion thereof. 51 Notwithstanding the other provisions of this Constitution, the Committee shall at all times comprise a majority of Trustees who: 51.1 are not remunerated for providing services to, or on behalf of, the Bureau; and 51.2 do not benefit from any remuneration for the provision of such services by a Connected Person. 52 No person may be appointed as a Trustee:- 52.1 unless he has attained the age of 18 years; 52.2 unless at the date of his appointment to such office he is a Member, declaring that a Trustee co-opted by the Committee under Clause 49 need not be a Member at the date of his appointment; 52.3 in circumstances such that, had he already been a Trustee, he would have been disqualified from acting under the provisions of Clause 59. 53 The names of all persons elected or co-opted as Trustees shall be noted in the Minutes of the relevant AGM or Committee meeting (as the case may be).

Objectives and activities

Charitable purposes

The Bureau is established for charitable objects and purposes only and, in particular, the Bureau is established for the purpose of benefiting the community in the Operating Area and elsewhere by:- a. the advancement of education- by providing clients with information, clarification and understanding of legislation and their legal rights and responsibilities; b. the relief of poverty- by assessing clients' entitlement to welfare benefits and assisting clients in pursuing their proper entitlement and, by doing so, ensuring that they do not suffer unduly from poverty or lack of available financial support; c. the advancement of human rights- by ensuring that people do not suffer through ignorance of their human rights and through education attempting to obtain redress and ameliorate or eliminate injustice; d. the advancement of health- by providing a comprehensive advice service which deals with all aspects of clients' problems and alleviates the stress and anxiety caused by unsolved problems; and e. the advancement of community development- by recruiting, training and developing local citizens to be volunteer advisers in the Bureau who in turn assist members of the public in their community and in doing so contribute to the development of their community. Where the purposes and objectives of the Bureau are being promoted out-with the Operating Area, the Bureau may work with organisations with similar aims but shall at all times adhere to the agreed principles for the operation of a Citizens Advice Bureau as set out from time to time by the Scottish Association of Citizens Advice Bureaux 8 The Bureau may do anything which is calculated to further its Principal Objects or as may be incidental or conducive to furthering its Principal Objects or any of them including, but not limited to, any of the following:- a. providing clients with information, advice and practical assistance, as is requested by individuals who consult the Bureau, where available and appropriate; b. obtaining, collecting and receiving money and funds by way of contributions, donations, legacies, grants and any other lawful method, and accepting and receiving gifts of property of any description (whether subject to any special conditions or trusts or not); c. procuring to be written, printed, published, issued and circulated gratuitously or otherwise any reports or periodicals, books, pamphlets, leaflets, or any other documents; d. arranging and providing for or joining in arranging and providing for the holding of exhibitions, meetings, lectures and classes; e. promoting, encouraging or undertaking organised research and experimental work and disseminating the results of such research; f. affiliating to any institution having Charitable Purposes only and acquiring and undertaking all or any part of the assets, liabilities and engagements of any such institution which the Bureau may lawfully acquire; and g. entering into such leases of property on such terms and conditions as may be approved by the Committee.

Summary of the main activities in relation to these objects

Bridgeton CAB SCIO has not carried out any activities during the period owing originally to COVID pandemic and a delay in transferring assets and liabilities from the unincorporated Bridgeton Citizens Advice Bureau.

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Achievements and performance

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

Bridgeton CAB SCIO has not carried any activities out during the period as the transfer from the unincorporated charity has not taken place.

The SCIO has had no income and no expenditure

Financial review

Brief statement of the charity's policy on reserves

Bridgeton Citizens Advice Bureau SCIO has had no income or expenditure for the period noted

Details of any deficit

Bridgeton Citizens Advice Bureau SCIO has had no income or expenditure for the period noted.

Donated facilities and services (if any)

Bridgeton Citizens Advice Bureau SCIO has had no income or expenditure for the period noted.

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Other optional information

Bridgeton Citizens Advice Bureau SCIO has had no income or expenditure for the period noted.

Bridgeton Citizens Advice Bureau SCIO has the office tenancy in its name as part of the ongoing transfer. It has a bank account, but no funds have been transferred to the Bridgeton CAB SCIO account during this period.

The payroll for staff has moved over in February 2025 to the Bridgeton Citizens Advice Bureau SCIO but the payment of salaries has still come from the main account for Bridgeton CAB and has been reported there.

The final pension liability has caused some delay to our transition but has yet to be finalised.

There are no accounts to assess during this period.

Declaration

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

Signed on behalf of the charity's trustees

Signature(s) <i>OSCR will accept digital or typed signatures</i>		
Full name(s)		
Position (e.g. Chair)	Chair	
Date	23/12/25	