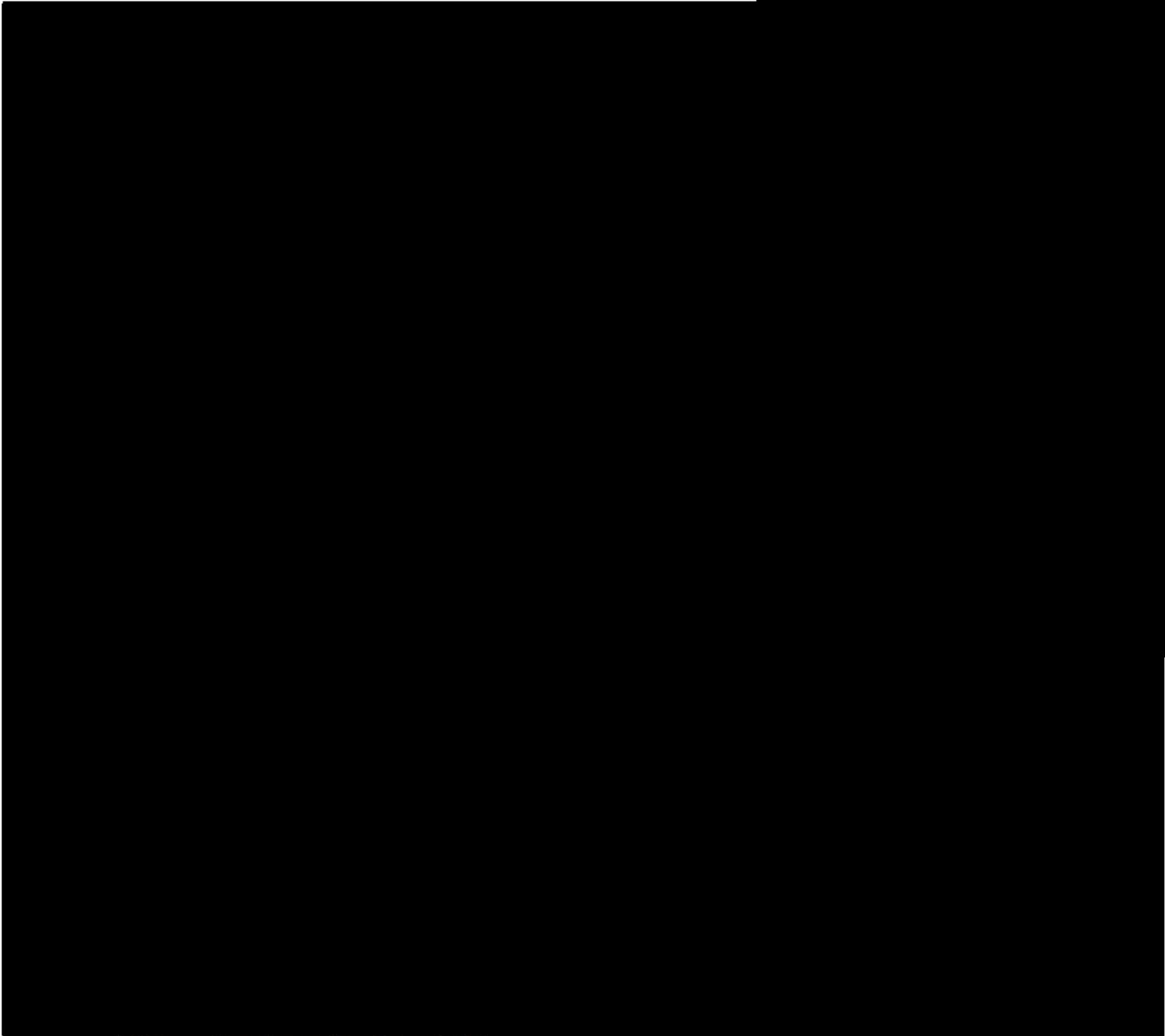
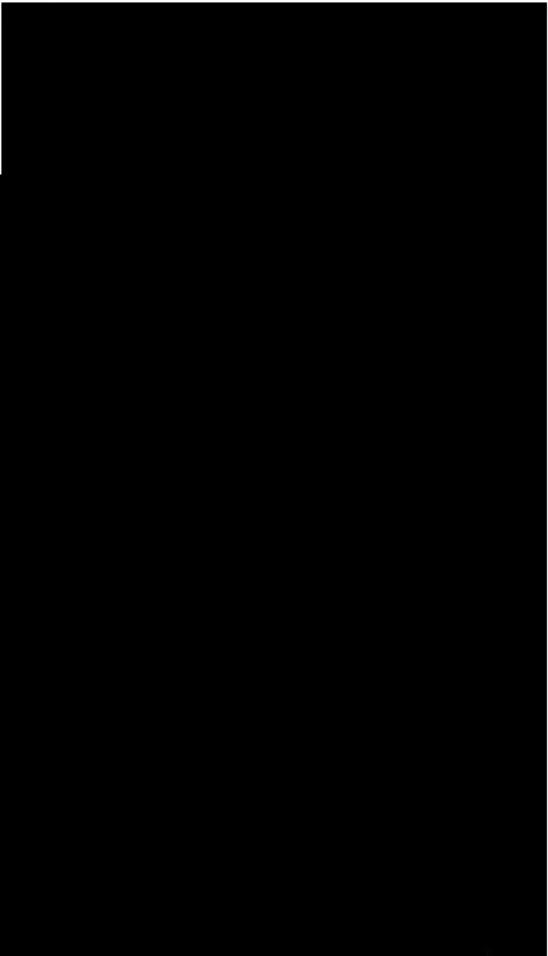





# WHITECRAIG

VILLAGE HUB SCIO

Registered Scottish Charity: SC051014



Annual Report and Accounts  
Signed on behalf of Trustees

2024-25 Print Name 

Signature ... 



WHITECRAIG VILLAGE HUB SCIO  
ANNUAL GENERAL MEETING 2024-25  
9<sup>TH</sup> OCTOBER 2025

AGENDA

Welcome and Introductions

1. Chairperson's Report
2. Community Development Officer's Report
3. Treasurer's Report: Presentation of Audited Accounts
4. Approval of the Minutes of the 2024 AGM
5. Any other Competent Business

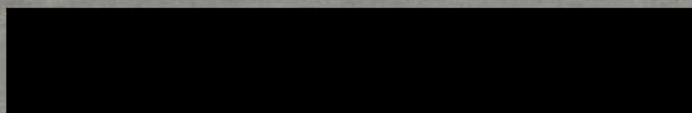
## CHAIRPERSON'S REPORT

It's great to see so many initiatives grow in the hub and get used by the local community. Now the village is growing this will hopefully bring new faces to the hub and new groups and activities for everyone to enjoy.

Huge thanks to the staff, committee and volunteers that continuously give their time and ideas to help the hub throughout the year.

It's great to welcome [REDACTED] in her new role as Community Development Assistant and to welcome [REDACTED] back to the team after a period of absence.

We are all sad to hear [REDACTED] is retiring at the end of this year but we all wish her the best and hope you enjoy your retirement. Huge thanks for everything you have done for the hub and everyone in Whitecraig.





## COMMUNITY DEVELOPMENT OFFICER'S REPORT

It has been another good year for working in partnership with other local organisations. The Hub has been used by the Community Council, the Gala Committee and Zac Fitness, making use of the Trusted Keyholder arrangement.

There have been some really positive results this year from the strong working relationship between Whitecraig Primary School and the Hub. It's been great to see parents and their children cooking together on Tuesday afternoons. Also great to see families from the new housing development and the existing community, getting to know one another and building good connections through local parent groups.

The cross generational links in the village have been strengthened by events like the Scots Night, the Family Games Night, the Xmas Fair and the sterling work done by our P7 volunteer helpers at Bite & Blether. The Hub has the potential to bring the community together and at events like these, it does so very successfully.

I would like to thank the Hub staff team, Trustees and other volunteers who are dedicated to the work and help out in so many ways. It has been great to have [REDACTED] join the team this year in a new role as a Community Development Assistant. The core Hub staff team included: [REDACTED]

[REDACTED] Also, this year, I would like to thank the wider East Lothian Council Musselburgh team who have helped out with staff cover.

On a personal note, I will be retiring from my post as Community Development Officer in December this year. It has been great to work in the Whitecraig Community and I will miss my job and all the people I have gotten to know during this time. It was a huge privilege to be here at the opening of the Hub which is a wonderful facility. I hope that the Hub will continue to grow and thrive in the years to come.



## POP-UP SHOP

The Hub has continued its membership of the Cyrenians Fare Share Scheme and receives a weekly delivery (100kg) of surplus supermarket food. Fare Share costs increased this year which resulted in a small increase from £2.00 to £2.50 for 5 items of food/toiletries. Additionally there are now items of food/toiletries available for 50p each up to a maximum of £7 per family.



The Pop-Up-Shop is popular, with around 25 people using it each week and most staying behind at the Hub for tea/coffee and chat at the Warm Space which runs simultaneously. Any food which is leftover and cannot be frozen is donated to Musselburgh East Community Learning Centre pantry. When the building is open in the evening for Youth Clubs, the Pop-Up Shop is available until 7pm.

## EMERGENCY FOOD PANTRY

Established in January 2021, the emergency Food Pantry has continued and is advertised locally to address food poverty in the area. Tinned and dried foods, toiletries and baby items are available plus frozen ready-made meals. This is available whenever the Hub is open.



## FAMILY MEAL PACKS

Family meal packs were provided over a period of 5 weeks in March 2025.

Each week, families received a different recipe plus all ingredients needed to cook a healthy family meal for 4 people. The meal packs cost £3 per week, and families were able to book these in advance and collect from the Hub. A total of 8 families collected meal packs each week.



## ZAC FITNESS

Provides a popular adults fitness class twice a week at the Hub, on Mondays and Wednesdays thanks to our Chairperson [REDACTED] who is the tutor. Numbers have fluctuated this term which is disappointing but feedback continues to be excellent from the core group of local residents who attend.

## EASTER HOLIDAY PROGRAMME

The Easter Holiday Programme for Primary School children provided a variety of workshops including: LCA Group Drama, Lego Build, Rocket making (STEM) session and an afternoon of family play for all ages. Children were offered healthy snacks as part of all activities. Two afternoons of Family Play were also provided where families could use the hall and play equipment at the Hub to have fun together.

## SUMMER HOLIDAY PROGRAMME

A programme of activities for Primary School pupils was provided over the first 4 weeks of July, at a very low cost of £2 per session, this included a healthy packed lunch for each child. Activities included: Lego, Dance, Drama and 2 weeks of Playscheme provided by ELC Youth Work staff. A Build-a-Band activity was provided for pupils P7 – S3 at Wallyford Community Centre with places available for Whitecraig children. A total of 34 children took part in the programme over the 4 weeks. Families provided helpful feedback on sessions via an on-line survey and this has been used to plan the 2025 summer programme.

## EAST LOTHIAN PLAY ASSOCIATION (ELPA)

ELPA continues to support positive play opportunities in Whitecraig, in collaboration with East Lothian Council. This year they provided a Pop-Up Play session in the park on 2<sup>nd</sup> August.

They also supported a fantastic play session in cardboard construction skills at the Hub: Unboxed during the school half-term holiday in February.

### BITE & BLETHER (60+)

The weekly lunch time group, Bite & Blether has continued to meet. Over the course of the year, approximately 16 people have attended and enjoyed their light lunch and some company. In partnership with Whitecraig Primary School, the group continues to be supported by P7 pupils who attend on a weekly basis and help serve people their lunch and join in activities after lunch. It has been a huge success, bringing together generations who enjoy learning and having fun together. This year the group were invited to Whitecraig PS Panto rehearsal which they thoroughly enjoyed. They also enjoyed a summer trip on the Seagull Trust barge at Ratho. Thank you to volunteer Trustees [REDACTED] for supporting the group this year.

### YOUTH SCOTLAND HI 5 AWARD FOR WHITECRAIG PRIMARY SCHOOL BITE & BLETHER PUPILS

This year, P7 pupils who volunteered at Bite & Blether, achieved Youth Scotland Hi 5 Awards which was a fantastic achievement. Their skills and qualities were acknowledged in this Award which will also help them in their future studies and employment paths.



### BOOKBUG

Book Bug was provided at the Hub for 6 weeks from 29th September but due to staffing shortages, it was not possible to provide further sessions this year. It is hoped that Book Bug can resume in the next financial year. A total of 6 families attended Book Bug






## FAMILY PLAY

Family Play sessions continued to be provided each week on a termly basis throughout 2024 and 2025. Numbers have continued to fluctuate with sessions attracting between 2 and 10 families. In an effort to attract more consistent attendance, Hub staff have tried different days/times and provided children's lunch boxes and toasties for parents. This has not yet made a consistent difference to attendance and the continuation of Family Play sessions will be reviewed on an on-going basis.



## TUESDAY CHAT SOCIAL GROUP

The friendly Monday social group has continued to meet on a weekly basis and has now moved to a Tuesday afternoon. It has grown in number with approximately 8 regular attenders and has now become a self-sustaining, independent group at the Hub.

## TUESDAY CAFÉ

Hub staff  continued to provide a community café on a Tuesday morning in the Hub lounge. This is a popular morning where the local community can come for a tea/coffee and a bacon roll. It attracts a variety of ages and is a good opportunity to find out what's happening locally and socialise with neighbours and friends. Over the course of the year, the café was visited by Library Services every fortnight who provide a Pop-Up Library of adult and children's books plus other services including: Click & Collect Book Service, Hearing Aid Batteries and Recycling Bin Covers.

## PARENT & CHILD GROUPS WITH WHITECRAIG PRIMARY SCHOOL

This year, Hub staff and committee members have worked closely with Whitecraig Primary School staff to provide some parent and parent/child groups on Tuesday afternoons. Thank you to  VPS Pupil & Family Support Worker, who co-facilitated and advertised groups within the school community. Over the course of the year,  (CDO) facilitated 2 parent/child cooking groups, a Raising Teens with Confidence Course and a Confidence Building course for parents. These were well attended and evaluated very positively.



## YOUTH CLUBS

[REDACTED]

In an effort to avoid waiting lists, a third Youth Club was introduced in August 2024 resulting in 3 clubs: P1 – P2, P2 -P3 and P4 – P7. This arrangement worked well until Xmas but due to staff leaving and difficulties recruiting new staff, this had to revert back to two Clubs in January: P1 – P3 and P4 – P7. In October, [REDACTED], joined the Thursday Club as a volunteer and has fitted in well with the Youth Work team. Children enjoy a variety of activities and are involved in decisions about the programme. In December, both clubs united for a visit from the Animal Man.

Following on from the success of last two years, a Xmas Market went ahead on 25th November. The event included a Santa's Grotto, Xmas Craft table sale, refreshments and a tombola organised by Whitecraig Parent Council. The overall total funds raised on the night for were £735 with the tombola being the most profitable raising £233 for Whitecraig Parent Council. Thanks to the efforts of the committee, Trustees, staff and helpers from various Hub groups worked very hard to organise this – a great team effort!

## FAMILY GAMES NIGHT

This was a really enjoyable evening in early October, with parents, grandparents and children coming along to play family bingo and take part in a cross-generational music quiz. Families enjoyed a bowl of macaroni as part of the evening. We hope to repeat these evenings at intervals throughout the year.

## SCOTS NIGHT WITH WHITECRAIG PRIMARY SCHOOL

A fantastic family Scots Night was held at the Hub on 13<sup>th</sup> March. Children recited songs and poems. Everyone joined in the Ceilidh dancing and there was a Scots Quiz. All ages took part. Thank you to Hub Trustee [REDACTED] who made lovely soup for all to enjoy. Chairperson [REDACTED] led a Proclaimers dance routine which was great fun. Thank you to all school staff for helping to organise this.



## WHITECRAIG VILLAGE HUB SCIO TRUSTEES, SCO 51014

The SCIO had 5 volunteer Trustees during the reporting period:

A massive thank you to these Trustees who find time in their busy lives to support Hub activities, and local decision making about the activities on offer. Thanks also to other local volunteers who attend committee meetings and support Hub activities.

## EAST LOTHIAN COUNCIL TRUSTED KEYHOLDERS

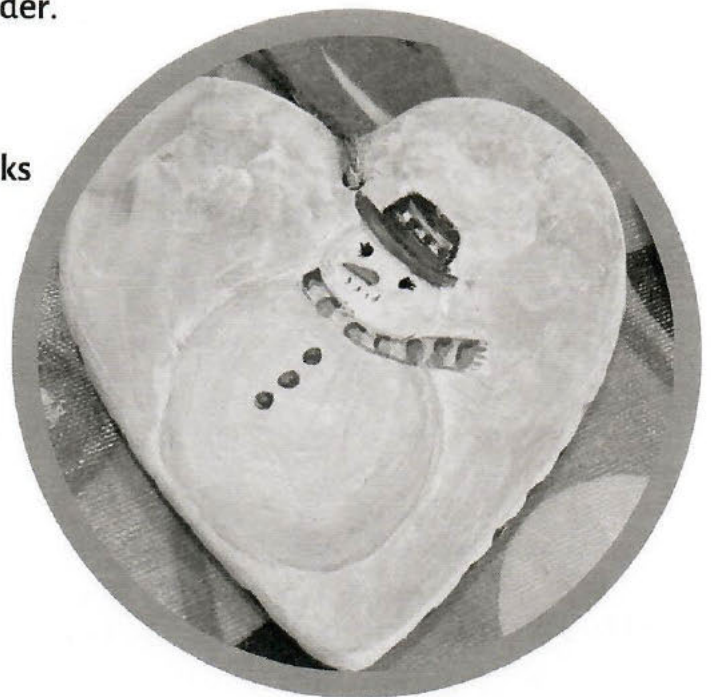
In 2022, East Lothian Council introduced this policy which enables committee members and a small number of community representatives to undertake training enabling them to become Trusted Keyholders for the facility. This means that the Hub can be accessed at times when it would usually be closed without the requirement for council staff to be present.

The Hub has three Trusted Keyholders at present. This has made it possible for the Gala Committee, Zac Attack Fitness and Deantown Bowling Club to make use of the Hub in the evening and at weekends.

This year, [REDACTED] from Whitecraig Community Council undertook training and has become a further Trusted Keyholder.

## EAST LOTHIAN WORKS CRAFT GROUPS

This year [REDACTED] EL Works Multiply Project, facilitated two craft groups on Tuesday mornings at the Hub, a knitting and crochet group and a 5 week Xmas Craft group. A small group of around 4 people attended both groups, enjoying the company and the opportunity to share skills.





## SOCIAL SECURITY SCOTLAND INFORMATION HUBS

As part of an East Lothian-wide initiative to support communities to access financial advice and support, a series of 3 Information Hubs were delivered at the Hub by Social Security Scotland. Members of the community had the opportunity to drop-in for advice or benefit checks on the following dates: 25<sup>th</sup> July, 29<sup>th</sup> August and 19<sup>th</sup> September. As no-one attended these sessions, they have been discontinued. The Hub can provide confidential meeting space for anyone who needs this support and would find it convenient to meet locally.

## COUNCILLOR SURGERIES

Thank you to Councillors [REDACTED] who hold regular surgeries at the Hub on Thursday mornings. Councillors can be contacted and appointments booked in advance or they are available on a drop-in basis during their surgeries. Contact information and Surgery times are advertised at the Hub. Thanks also to Deputy Provost [REDACTED] who attends Trustee meetings and continues to support the Hub and local initiatives.

## COMMUNITY NOTICEBOARD FUNDING

A partnership of local community groups, including Whitecraig Village Hub Trustees, decided to apply to Musselburgh Area Partnership for funds to install 2 community noticeboards at either end of the village. This was to increase accessibility of information to all residents, acknowledging that not everyone uses social media. A grant of £2,300 was awarded and the noticeboards were installed in August 2025.



## MUSSELBURGH TOOL LIBRARY

MTL remained closed since early March 2020. Tools were donated to DadsWork Charity and the remaining funds were returned to Musselburgh Area Partnership.

## TREASURER'S REPORT

There was an overall reduction in income in 2024-25 compared to the previous year, mainly as a result of the Playgroup closure. This is mirrored by a similar reduction in expenditure, mainly in relation to Playgroup staff wages.

In line with the cost of living crisis, our expenditure in areas of food provision, such as Bite & Blether and Fareshare membership, have increased. After careful consideration we decided to a small increase in charges for both services to allow us to continue providing these valuable and well used services to the local community.

We would like to thank East Lothian Council and One Council Partnership for grant funding received this year, and Changeworks and members of the community for donations towards our activities.

The funds received from One Council Partnership this year were intended for Playgroup. However, following the closure of Playgroup we were granted permission to use this for related services, allowing us to continue with Stay and Play and Family Play activities within the community.

Income:	£19,377.88
Expenditure:	£17,027.26
Surplus:	£2,350.62
Closing Balance:	£50,707.70



# ANNUAL ACCOUNTS 2024 - 2025

	YEAR TO 31-Mar-25	YEAR TO 31-Mar-24
<b>INCOME</b>		
Playgroup	580.07	3,596.00
Playgroup - Fundraising	-	920.95
Playgroup - Grants	3,000.00	4,000.00
Stay n' Play	206.00	203.20
Youth Club	616.80	617.98
Specialist Youth Work	-	1,500.00
Bite & Blether	943.16	876.90
Cooking Group	3,156.35	2,896.30
Support from Start	-	1,000.00
Summer Programme	738.00	-
Musselburgh East Summer Programme Grant	1,500.00	-
Fundraising Xmas	293.00	406.80
Holiday Hunger-Grant	6,600.00	6,600.00
HUB Groups Income	1,494.50	1,343.29
Donations	250.00	200.00
<b>TOTALS</b>	<b><u>19,377.88</u></b>	<b><u>24,161.42</u></b>
<b>EXPENDITURE</b>		
Centre	299.22	286.79
Playgroup (includes Wages)	3,987.41	10,337.34
Stay n' Play (including Wages)	2,267.53	2,081.77
Youth Club	879.94	525.99
Baby Group	-	184.94
Bite & Blether	1,172.89	700.77
Cooking Group	3,948.87	4,423.07
Support from Start	-	861.75
Christmas Fayre	179.28	258.58
VCEL-Fitness Class Creche (includes Wages)	-	180.00
Bookbug	186.08	201.66
Holiday Hunger	3,295.66	340.14
HUB Groups Expenses	123.49	-
Accounting Fee	280.00	270.00
Miscellaneous	69.22	201.86
Project 21	-	250.00
Specialist Youth Work	337.67	228.95
<b>TOTALS</b>	<b><u>17,027.26</u></b>	<b><u>21,333.61</u></b>
<b>Surplus/(Deficit) for the Year</b>	<b><u>2,350.62</u></b>	<b><u>2,827.81</u></b>
Surplus b/f	48,357.08	45,529.27
<b>Surplus c/f</b>	<b><u>50,707.70</u></b>	<b><u>48,357.08</u></b>
<b>COMPRISING :</b>		
Balance in Bank Current A/C	50,494.18	48,187.11
Balance in Cash A/C	-	-
Balance in Petty Cash	213.52	169.97
<b>Surplus c/f</b>	<b><u>50,707.70</u></b>	<b><u>48,357.08</u></b>

The foregoing accounts have been prepared by me from books and records supplied by the Committee, and show a true and fair view of their financial affairs.

Signed on behalf of Trustees

Print Name

Signature ....

16th September 2025

Independent Examiner

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Minutes of the Annual General Meeting of  
Whitecraig Village Hub SCIO 51014

Held on Wednesday 9<sup>th</sup> October 2024 at 7pm

**Annual General Meeting**

**1 CHAIRPERSON'S REPORT**

Chairperson, [REDACTED] highlighted aspects of the report contained within the Annual Report, circulated at the meeting. [REDACTED] thanked staff, volunteers and the committee for all their hard work and support throughout the year. She also acknowledged the disappointment of Playgroup having to close after many years of providing a very valuable service to the community. Trustees are committed to continuing to provide family groups at the Hub in the future.

**2. COMMUNITY DEVELOPMENT OFFICER'S REPORT**

[REDACTED] CDO, provided a presentation which highlighted the following points from her report:

- East Lothian Council's Trusted Keyholder Scheme has enabled local groups to use the Hub in the evening and weekends, without the reliance of council staff. This is an opportunity for the community to make more use of the Hub.
- There were 3 very successful community events this year: Xmas Market, Family Games Night, Pre-Loved Children's Clothing Sale
- Activities for Primary School Children: Youth Clubs, Easter & Summer programmes, Volunteering Opportunity for P7s at Bite & Blether. A very well attended Feb Family Play Week. It was suggested that parents have the opportunity for a cuppa during play sessions.
- Despite the closure of Playgroup, activities for pre-schoolers have continued including Family Play and Book Bug. It was also positive that Playgroup was wound up without the need to use the charity's reserve funding.
- Tuesday Café & Warm Space, managed by CDA [REDACTED] continue to provide a positive place for the local community to meet, socialise and enjoy low-cost refreshments.
- The Pop-Up shop is well used and although costs have increased, continues to be self-funding. A discussion followed about how to ensure that people feel comfortable using the shop and how to avoid the issue of stigma. This is especially an issue for people new to the community. [REDACTED] asked about the Meal Packs. [REDACTED] will look into the viability of providing this again, possibly as a one-off.
- Operate both hatches. Serve people from the hatch in the hall who just want food and keep the coffee/tea in the lounge. New advertising emphasising that the shop produce is for



everyone in the community – advertise evening opening. Advertise the availability of emergency food at any time when the Hub is open.

- Youth Clubs have had fewer cancellations after changing the day of the week from a Tuesday to a Wednesday. The younger Club has operated a waiting list for most of the year – this has resulted in the introduction of an additional P1/2 Club in September 2024.

#### **Treasurer's Report**

The accounts were included in the Annual Report which was circulated. They have been independently examined by [REDACTED]. Everyone thanked [REDACTED] for her support with this task. The accounts were approved by [REDACTED]

The Hub ended the year with a surplus of £2,827.81

The Hub's closing balance was £48,357.08

[REDACTED] enquired about the Musselburgh Tool Library balance of funding. [REDACTED] has attended a recent Musselburgh Area Partnership meeting to request that tools and funds be given to DadsWork charity to support their Men's Shed work. The partnership agreed to the tools but requested that the funds be returned to the MAP budget. The issue of funds is still under consideration.

[REDACTED]

#### **Any other competent Business**

Everyone agreed it would be helpful if there was an opportunity to leave feedback at the Hub – Jane will investigate on-line options and introduce a suggestion box, placed in the lounge area.

Everyone is looking forward to the Xmas Craft Fair on Monday 25<sup>th</sup> November.

[REDACTED]  
Community Development Officer,  
Connected Communities  
East Lothian Council 10.10.24