

# **Westmuir Community Development Trust**

## **Trustees' Annual Report incorporating the Report of the Directors.**

The trustees/directors present their report with the accounts of the Company for the year ended 31 October 2018.

### **Objectives and Review of Activities**

The Company's objects, as stated in its memorandum of association, are:-

- to provide, in the interests of social welfare, facilities for recreation and other leisure time activity available to the public at large in Westmuir and surrounding area
- to preserve, restore and improve the environment in the area
- to advance education and to promote opportunities for learning and raise awareness and interest in the local environment, culture and heritage

The desire for such an organisation was strongly expressed by the community through the surveys undertaken by the Westmuir Community Futures Steering Group. The Company was viewed as a suitable mechanism to enable the community to achieve the action priorities identified in the Community Action Plan.

The Company will provide an over-arching framework for a number of initiatives within the community. These initiatives will be taken forward by members of the Company with the involvement of one or more of the directors.

The main activities during the review period were the management and maintenance of the Community Woodland Park and the management of the village website.

#### **Westmuir Community Woodland Park.**

The path upgrade project described in last year's report completed the path network as currently envisioned. This year the work has entailed grass cutting and general routine maintenance of the Park and the car park. This work is undertaken by our band of volunteers under the guidance of Jim Miller. The Trust is very grateful to Jim and the volunteers for their input

#### **Website ([www.westmuir.org.uk](http://www.westmuir.org.uk))**

Our website provides information about the general life of the village and the events and activities that take place here. There is also an extensive historical section, with articles about some of the interesting people who made their home in the village as well as photographs of days long past in the village.

One of our leading senior citizens, Eila Webster, provides a living link to the history of the village and her monthly poems are a delightful read. A whole collection of them is available on the site.

# **Westmuir Community Development Trust**

## **Trustees' Annual Report incorporating the Report of the Directors.**

Our thanks go to the local businesses which advertise on the site and also to those villagers who have contributed material for the web-site.

We are indebted to Brian Forsyth for his very capable management of the site, including many photographs and to George Milne for his photographic input.

### **Achievements and Performance**

The Woodland Park continues to provide a welcoming environment for villagers and visitors alike to enjoy the calm and peace of the Park with its extensive flora and fauna.

Our website continues to provide a valuable source of information about the village and its life, past and present, for locals and visitors alike.

A number of villagers have started a project to raise funds to enable a defibrillator to be purchased and installed in the village. They have made a good start, sharing a joint fundraising effort with the Hall Association to raise over £300 towards the cost of the equipment.

### **Financial Review**

The Trust's General Fund is in a healthy position in relation to our routine expenditure. We have no current plans to raise any additional amounts for this Fund, though we will keep the position under review.

During the review period, the Trust undertook two fundraising efforts jointly with Westmuir Hall Association. These were a Christmas prize draw and a family quiz night held in the village hall. The Trust thanks all of those who contributed to these efforts by buying and selling tickets, donating prize items and attending the quiz night. The Trust's share of these fund-raising efforts means that the Community Woodland Park fund has a period end balance which is more than sufficient to cover the expected routine costs in the coming year. The Trust's policy with regard to this Fund is to maintain a balance sufficient to cover a year's routine expenditure. We would generally seek external funding for any major works in the Park and therefore we decided that we do not need to hold any other reserves.

The Trust is holding the funds being raised towards the purchase and installation of a defibrillator. In due course when sufficient funds have been raised, the money will be spent on acquiring and installing the equipment together with associated training costs.

### **Risk management**

The Trustees have examined the major strategic business and operational risks which the organisation faces and confirm that systems have been established to monitor and control these risks, and identify any new risks, so as to mitigate any impact that they may have on

# **Westmuir Community Development Trust**

## **Trustees' Annual Report incorporating the Report of the Directors.**

the operation of the organisation. The Trustees have identified that financial sustainability is the major financial risk for the charity. A key element in the management of the financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank and active management of trade debtors and creditors to ensure sufficient working capital is held by the company.

### **Structure, Governance and Management**

As a private company limited by guarantee, the Trust is governed by its Memorandum and Articles of Association.

Up to eight Member Directors are elected by the membership at an annual general meeting. In addition, the Directors may appoint up to four Appointed Directors. New directors are sought through personal contact with villagers and by invitation prior to the AGM.

### **Reference and Administrative Details**

The charity, named Westmuir Community Development Trust, was incorporated as a company limited by guarantee in Scotland on 5 October 2004.

**Charity Recognition Number** SC 036051

**Company Registration Number** 274218

#### **Registered Office**

18 Netherton Place  
Westmuir  
Kirriemuir  
Angus  
DD8 5LD

#### **Directors and trustees**

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Mr Ian Cobb  
Lord Colyton  
Mr Brian Forsyth  
Mrs Lynda Grant  
Mr Andrew McParland  
Mr Jim Miller  
Mr Gary Sinclair  
Ms Ann Warren

# **Westmuir Community Development Trust**

## **Trustees' Annual Report incorporating the Report of the Directors.**

### **Secretary**

Mr Ian Cobb

### **Bankers**

Bank of Scotland  
72 West High Street  
Forfar DD8 1BJ

## **The Directors**

As noted above, eight directors served during the review period. Of these, seven were member directors, and one, Lord Colyton, was an appointed director.

Brian Forsyth, Andrew McParland and Gary Sinclair were re-elected at the AGM of 28<sup>th</sup> March 2017. Lynda Grant was elected at the AGM of 28<sup>th</sup> March 2017. Ian Cobb, Jim Miller and Ann Warren were re-elected at the AGM of 20<sup>th</sup> March 2018. Lord Colyton was re-appointed as a director by the Board of Directors on 20<sup>th</sup> March 2018.

Under the provisions of Article 45(b), Brian Forsyth, Andrew McParland and Gary Sinclair retire at this Annual General Meeting and, being eligible, Andrew McParland and Gary Sinclair offer themselves for re-appointment. Under the provisions of Articles 48 and 50, the Directors intend to re-appoint Lord Colyton as a director.

## **Trustees responsibilities in relation to the financial statements**

The Charity Trustees (who are also directors of the company for the purposes of company law) are responsible for preparing a Trustees Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed subject to any material departure disclosed and explained in the Financial Statements;

## **Westmuir Community Development Trust**

### **Trustees' Annual Report incorporating the Report of the Directors.**

prepare the financial statements under the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the Financial Statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **External Scrutiny**

Guidance from the Office of the Scottish Charity Regulator (OSCR) indicates that the Trust is required to have an independent examination by a member of a professional accounting body. The independent examiner's report is attached to this report.

### **Small Company Legislation**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 applicable to small companies.



Jim Miller, Director  
13<sup>th</sup> November 2018

## **Independent Examiner's Report to the members of Westmuir Community Development Trust**

I report on the accounts of the charity for the year ended 31 October 2018 which are set out on pages 7 to 10.

### **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) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) 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 (as amended). 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 (as amended), and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations (as amended) 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.



Yvonne A Downie BAcc(Hons) CA CTA  
Irvine Adamson & Co  
Chartered Accountants and Chartered Tax Advisers  
23 Bank Street  
Kirriemuir  
Angus  
DD8 4BE

7/1/2019



# Westmuir Community Development Trust

## Statement of Financial Activities for the period 1 November 2017 to 31 October 2018 (including Income and Expenditure account)

	Notes	Restricted Funds					Total	Prior Year	
		Unrestricted Funds	General	Community Woodland Park	Computer	Defibrillator			
Income and Endowments from:									
	1								
Donations and legacies		49					49	1,524	
Other trading activities		60	376			311	747	566	
Other income		9					9	9	
Total		118	376		0	311	805	2,099	
Expenditure on:									
Raising Funds	2		20				20	20	
Charitable activities:	3		317				317	1,825	
Woodland Park	4	96					96	66	
Web site	5	30			100		130	132	
Other									
Total		126	337		100	0	563	2,043	
Net income/(expenditure)		-8	39		-100	311	242	56	
Transfer between funds							0	0	
Net movement in funds		-8	39		-100	311	242	56	
Reconciliation of funds:									
Total funds brought forward		488	733		200	0	1,421	1,365	
Total funds carried forward		480	772		100	311	1,663	1,421	

# Westmuir Community Development Trust

## Balance Sheet as at 31<sup>st</sup> October 2018

	Notes	£	Prior year £
<b>Fixed assets:</b>			
Tangible assets	6	100	200
<b>Total fixed assets</b>		<b>100</b>	<b>200</b>
<b>Current assets:</b>			
Debtors	7	0	375
Cash at bank and in hand		1,563	846
<b>Total current assets</b>		<b>1,563</b>	<b>1,221</b>
<b>Total net assets</b>		<b>1,663</b>	<b>1,421</b>

### The funds of the charity:

Restricted fund – Woodland Park	772	733
Restricted fund – Computer	100	200
Restricted fund – Defibrillator	311	0
Unrestricted General Fund	480	488
<b>Total charity funds</b>	<b>1,663</b>	<b>1,421</b>

### Trustees' statements required by Sections 475(2) and (3) for the year ended 31 October 2018

In approving these financial statements as trustees of the company we hereby confirm:-

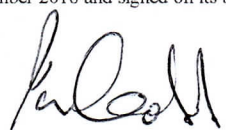
- (a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31 October 2018;
- (c) that we acknowledge our responsibilities for:
  - (1) ensuring that the company keeps accounting records which comply with Section 386; and
  - (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the year then ended in accordance with the requirements of Section 394 and 395 and which otherwise comply with the provisions of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005.

The financial statements were approved by the trustees and authorised for issue on 13 November 2018 and signed on its behalf by



Jim Miller, Director



Ian Cobb, Secretary and Director

Registration number SC274218

The notes on pages 9 to 10 form an integral part of these financial statements.



# Westmuir Community Development Trust

## Notes to the Accounts

	Unrestricted Funds		Restricted Funds		
	General	Community Woodland Park	Computer	Defibrillator	
1	Donations	£49		£0	
	Fund-raising		£376		£311
	Advertising on our web-site	£60			
	SSE wayleave payment	£9			
		£118	£376	£0	£311
2	Lottery Licence		£20		
3	Woodland Park insurance		£292		
	Woodland Park annual rental		£25		
			£317		
4	Web site hosting fee	£96			
5	AGM costs	£17			
	Companies House annual fee	£13			
	Depreciation			£100	
		£30		£100	
6	<b>Tangible Fixed Assets</b>	<b>Plant &amp; Machinery</b>	<b>Equipment</b>		
	<b>Asset cost or valuation</b>				
	Balance brought forward	£845	£400		
	Additions	£0	£0		
	<b>Balance carried forward</b>	<b>£845</b>	<b>£400</b>		
	<b>Accumulated depreciation</b>				
	Balance brought forward	£845	£200		
	Charge for year	£0	£100		
	<b>Balance carried forward</b>	<b>£845</b>	<b>£300</b>		
	<b>Net Book Value</b>				
	Balance brought forward	£0	£200		
	<b>Balance carried forward</b>	<b>£0</b>	<b>£100</b>		
7	<b>Debtors</b>	<b>As at 31/10/2018</b>	<b>Prior Year</b>		
	Balance of grant receivable from				
	Paths for All charity	£0	£375		

## Accounting Policies

### Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and the Companies Act 2006.

### Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

### Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

### Assets Policy

Tangible fixed assets are included at cost or valuation. Assets below £200 are not capitalised. Plant and Machinery assets are depreciated on a straight-line basis over five years. Equipment Assets are depreciated on a straight-line basis over four years.

### Donated equipment

The donated computer was valued based on the market value of an equivalent computer which would provide the same benefit to the Trust.

### Fund Accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Restricted funds are donations that the donor has specified are to be solely used for particular areas of the company's work or for specific purchases.

### Outline Summary of fund movements

	Unrestricted Funds	Restricted Funds			Total Funds
	General	Community Woodland Park	Computer	Defibrillator	
Fund balances brought forward	488	733	200	0	1421
Income	118	376	0	311	805
Expenditure	126	337	100	0	563
Transfers					0
Fund balances carried forward	480	772	100	311	1663

### Purpose of the Funds

The General Fund is for the routine management and administration of the Trust and for the costs of pursuing its objects when no specific fund has been established.

The Community Woodland Fund is for the management, maintenance and improvement of the Westmuir Community Woodland Park

The Computer Fund relates to the laptop computer donated to the Trust by OSCR.

The Defibrillator Fund represents monies being raised for the purchase of a defibrillator for the village.

### Other disclosures

The charity is a company limited by guarantee, registered in Scotland. The address of the registered office is 18 Netherton Place, Westmuir, Kirriemuir, Angus, DD8 5LD.

The financial statements have been prepared in sterling, which is the functional currency of the entity.

The Trust has no employees and has thus incurred no staff costs.

No director/trustee has been paid any remuneration or received any other benefits from an employment with the Trust.

No director/trustee expenses have been incurred.

The Trust has benefited from the contribution of unpaid volunteers.

In April 2010, the Company became the sole trustee of Westmuir Village Hall. The management, maintenance and insurance of the Hall remains with the Westmuir Hall Association, a Scottish registered charity.

Under clause 6 of the Company's Memorandum of Association, every member of the Company undertakes to contribute such amounts as may be required, not exceeding £1, to the Company's assets if it should be wound up while he/she is a member of the Company or within one year after he/she ceases to be a member, for payment of the Company's debts and liabilities contracted before he/she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves. At 31<sup>st</sup> October 2018 there were 100 full members.