

OSCr

Office of the Scottish Charity Regulator

Independent examiner's report on the accounts

Report to the
trustees/members of

Registered charity
number

On the accounts of the
charity for the period

Charity name

Portobello Older Peoples Project

SC024513

Period start date

Day

Month

Year

to

Period end date

Day

Month

Year

01

April

2017

31

March

2018

Set out on pages

1 to 4

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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) 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. 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 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, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Name:

Date:

26 November 2018

Relevant professional
qualification(s) or body
(if any):


MA, FFA (retired)

Address:

Portobello Older Peoples Project

Receipts and Payments Account for the year ended 31 March 2018

Scottish Charity No. SC024513

	<u>2016/17</u>	<u>2017/18</u>
Receipts		
<u>Grants</u>		
The City of Edinburgh Council (grant)	13,952.00	13,952.00
The Greggs Foundation	-----	2,000.00
Henry Duncan Grant from the Corra Foundation (previously the TSB)	-----	1,808.00
Edinburgh Voluntary Organisations Council (EVOC) - The Over Fifties £500 Fund (for chairs)	-----	495.00
<u>Donations</u>		
Portobello and Joppa Parish Church	100.00	-----
Portobello Probus No. 1 Club	100.00	-----
St. Mark's Church	100.00	115.00
	50.00	50.00
Lynch family (in memory of Irene Lynch)	250.00	-----
The Rotary Club of Portobello	-----	270.00
<u>Other receipts</u>		
Members' fees	5,513.00	5,492.52
Fundraising coffee morning, 06 May 2017	-----	507.00
Members' payments towards cost of Merry Hatton outings, 10+11 May 2016	147.00	-----
Members' payments towards cost of Harry Ramsden outing, 22 June 2016	144.00	-----
Members' payments towards cost of Union Canal barge trip, 30 August 2016	125.95	-----
Members' payments towards cost of Merry Hatton outings, 22+23 November 2016	163.40	-----
Members' payments towards cost of Merry Hatton outings, 22+28 March 2017	99.50	-----
Members' payments towards cost of Craighielaw Golf Club outing, 01 Aug 2017	-----	179.00
Members' payments towards cost of James Pringle lunches, 22 + 23 Aug 2017	-----	138.50

Members' payments towards cost of Merry Hatton outings, 21+22 Nov 2017	-----	120.50
Bank interest	<u>11.87</u>	<u>5.75</u>
Total Receipts	<u>20,756.72</u>	<u>25,133.27</u>

	<u>2016/17</u>	<u>2017/18</u>
Payments		
Project Organiser Salary	9,637.20	9,720.00
HMRC Tax	-----	-----
Employer's National Insurance	-----	46.83
Employee's National Insurance	82.80	-----
Lothian Community Transport Services (bus hire)	3,819.60	3,512.70
Lothian Community Transport Services (membership fee)	12.00	-----
Lothian Community Transport Services (Midas classroom sessions)	-----	-----
Lothian Community Transport Services (on-road assessment)	-----	-----
Lothian Community Transport Services (refresher session)	-----	-----
South Edinburgh Amenities Group (bus hire)	345.10	54.40
South Edinburgh Amenities Group (registration fee)	10.00	10.00
Dove Transport	-----	111.00
Heating & Lighting (Portobello Baptist Church)	3,921.00	3,723.00
The City of Edinburgh Council (lunches)	2,937.50	2,443.00
Telephone (BT)	349.83	376.48
Baptist Insurance Co.	165.00	168.00
Petty cash	375.00	340.50
Cockatoo bar and restaurant lunches, 29 March 2016	300.00	-----
Merry Hatton lunches, 10 + 11 May 2016	254.40	-----
Merry Hatton lunches, 22 + 23 November 2016	214.65	-----
Merry Hatton lunches, 22 March 2017	-----	88.00

Merry Hatton lunches, 28 March 2017	----	60.50
EH15 lunches, 19 April 2017	----	109.50
Merry Hatton lunches, 21 + 22 November 2017	----	173.75
Harry Ramsden – The Three Bridges lunches, 22 June 2016	201.25	----
Re-Union Canal Boats Ltd. – barge trip soup + sandwiches, 30 August 2016	187.65	----
Craighelaw Golf Club outing – lunches, 01 August 2017	----	275.00
James Pringle lunches, 22 + 23 August 2017	----	195.00
Purchase of wheelchair (£99.95), cable cover (£23.98) + Easter eggs (£31.50)	155.43	----
Retirement gift for Winnie Beattie	25.00	----
Christmas Party expenses (incl. food) + gifts	280.40	288.28
Training for Care, 27 September 2017 training day (safe handling principles)	----	375.00
Training day (27 September 2017) – donation to British Red Cross (first aid)	----	50.00
Training day (27 September 2017) – catering	----	70.50
Total payments	<u>23,273.81</u>	<u>22,191.44</u>
Surplus/(deficit) for year	(2,517.09)	2,941.83
Brought forward from previous year	<u>9,920.82</u>	<u>7,403.73</u>
Bank balance as at 31 March 2017/31 March 2018 = carry forward	7,403.73	10,345.56

[Unpresented cheques as at 31 March 2018 (345.60+479.50+94.00) = 919.10]

[The Corra Foundation grant covers two financial years: 2017-2018 and 2018-2019; the OFFF grant relates to expenditure which was planned and has actually occurred in the 2018-2019 financial year]

All funds are unrestricted

Treasurer

Portobello Older Peoples Project

27 August 2018

PORTOBELLO OLDER PEOPLES PROJECT

SCO24513

ANNUAL GENERAL MEETING

2 p.m. Wednesday, 14th November, 2018

Venue: Baptist Church Hall

AGENDA

1.	Chairs welcome		
2.	Apologies		
3.	Note of previous meeting	Attached	
4.	Matters arising not elsewhere on agenda		
5.	Trustees report	Annual Report	
6.	Treasurers report	Annual Report	
7.	Organisers report	Annual Report	
8.	Management Committee Elections		
9.	AOCB		
10.	Date & time of next meeting: To be confirmed		

PORTOBELLO OLDER PEOPLES PROJECT - SCO24513

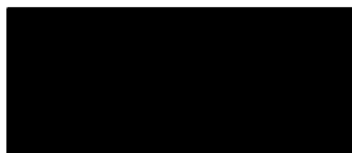
NOTE OF ANNUAL GENERAL MEETING

2 p.m. Wednesday 25th October 2017

Portobello Baptist Church Hall

Trustees/Management Committee Members

Trustees



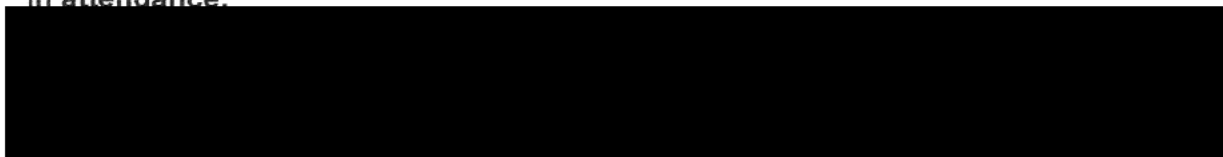
Volunteer reps



Others



In attendance:

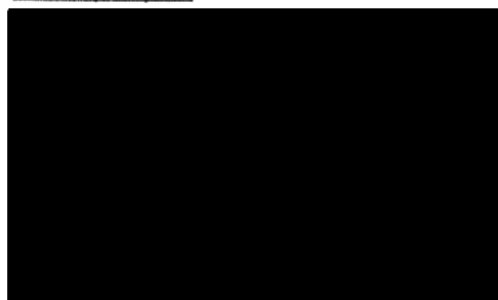


Apologies:

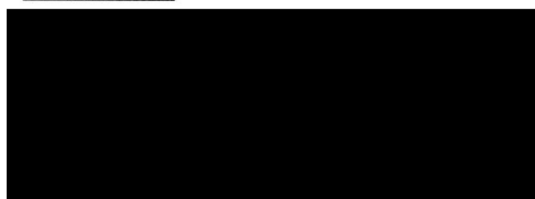
Trustees/Management team:



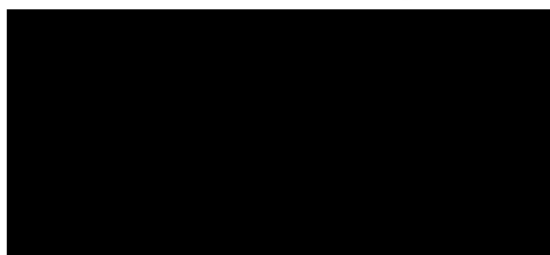
Older people:



Volunteers:



No	Item
1.	Chairs welcome Stewart welcomed everyone and opened the meeting by playing a song and a bit of a quiz about things that happened 25 years ago when the club started. He reflected on the length of time the club had been running and the impact it has on the many people that it has supported over the years.
2.	Apologies were as noted above.
3.	Minutes of AGM held in 2016 Rose noted that the minutes of the AGM held on the 25 th October 2016 had been amended to record that John Tulloch had attended. There were no other changes noted and the minutes of the meeting was accepted.



4.	<p>Matters Arising</p> <p>There were no matters arising from the previous minutes.</p>
5.	<p>Trustees report</p> <p>Stewart highlighted that the Trustees Annual Report had been circulated prior to the meeting. He noted how lucky we are to have a strong community in Portobello and how this is reflected in what happens at POPP. He said that as we celebrate our 25th birthday, we can think about how many people have been touched by the work of the club. This includes the older people who attend, the volunteers who help and others who are impacted in other ways.</p> <p>He gave his thanks to those who volunteer and to [REDACTED] the Trustees and Committee Members saying that it is the many small (and some bigger) tasks undertaken by them that come together to make POPP what it is today.</p> <p>He also noted that the work to become a Scottish Charitable Incorporated Organisation (SCIO for short continues) and will be completed in the coming months.</p>
6.	<p>Treasurer Report</p> <p>[REDACTED] gave the Treasurers Report in [REDACTED] absence. She noted that the accounts for 2016/17 are complete and ready to be sent to be independently examined before submission to OSCR (Office of the Scottish Charity Regulator). A summary of the accounts has been circulated with the Trustees Annual Report. Copies of the full accounts are available from [REDACTED] on request.</p> <p>[REDACTED] highlighted that expenditure was in excess of income to the tune of £2,517. This had been anticipated and was for the following reasons:</p> <ul style="list-style-type: none"> • The hall rental nearly doubled in the year (+£1,921). This has been a planned incremental increase which has now reached the level that had been agreed. • The cost of lunches from the council (+£1,326) had gone up significantly. This is off-set by an increase in the subscriptions • Donations were also down and no charity grant had been secured. This was a planned position by the management committee to allow [REDACTED] to take time to learn about applying for charity grants and establish processes for doing so. The Trustees acknowledge that they were only in a position to take this decision due to the healthy surplus as a result of [REDACTED] success in securing grants in the 2 years before she retired. <p>[REDACTED] also acknowledged [REDACTED] hard work in this area. They have been working on this together for the last two years and the benefits are beginning to be evident. They have successfully secured just under £4,000 in the current financial year. The aim is to secure up to £4,000 each year from fundraising, donations and grants in order maintain a break even position.</p> <p>Rose noted that we had just received confirmation from the Council that their grant has been extended for a further year and now ends on 31st March 2019.</p>

7.

██████████ highlighted that she is just at the end of her second year in post as the organiser and she is still learning and anticipates she will continue to learn for a long time to come! As ██████████ has already said, the work to become a SCIO continues, with the revised Constitution now signed off by the Trustees.

We continue to work hard to ensure that POPP remains a welcoming and friendly place for people to come together and enjoy the company of others. None of this could be achieved without our fantastic team of volunteers and she repeated her personal thanks to them all for their dedication and hard work. [REDACTED] also gave thanks to [REDACTED] the Trustees and Members of the Management Committee for their help and support in ensuring the club runs smoothly.

8.

Stewart noted that all the Trustees have indicated that they wish to continue on the committee. The following therefore remain in post:

In addition, [REDACTED] remains as Tuesday Volunteer Representative and [REDACTED] as Wednesday Volunteer Representative. [REDACTED] continues to attend the committee meetings and acts as the Organiser and Secretary.

Stewart also noted that once the SCIO application was completed and the new charity is fully established it is planned to seek at least 2 more Trustees and also 'user' representatives from each day.

9.

Stewart noted that we would have a more formal celebration of the 25th birthday at the Christmas Party on the 20th of December.

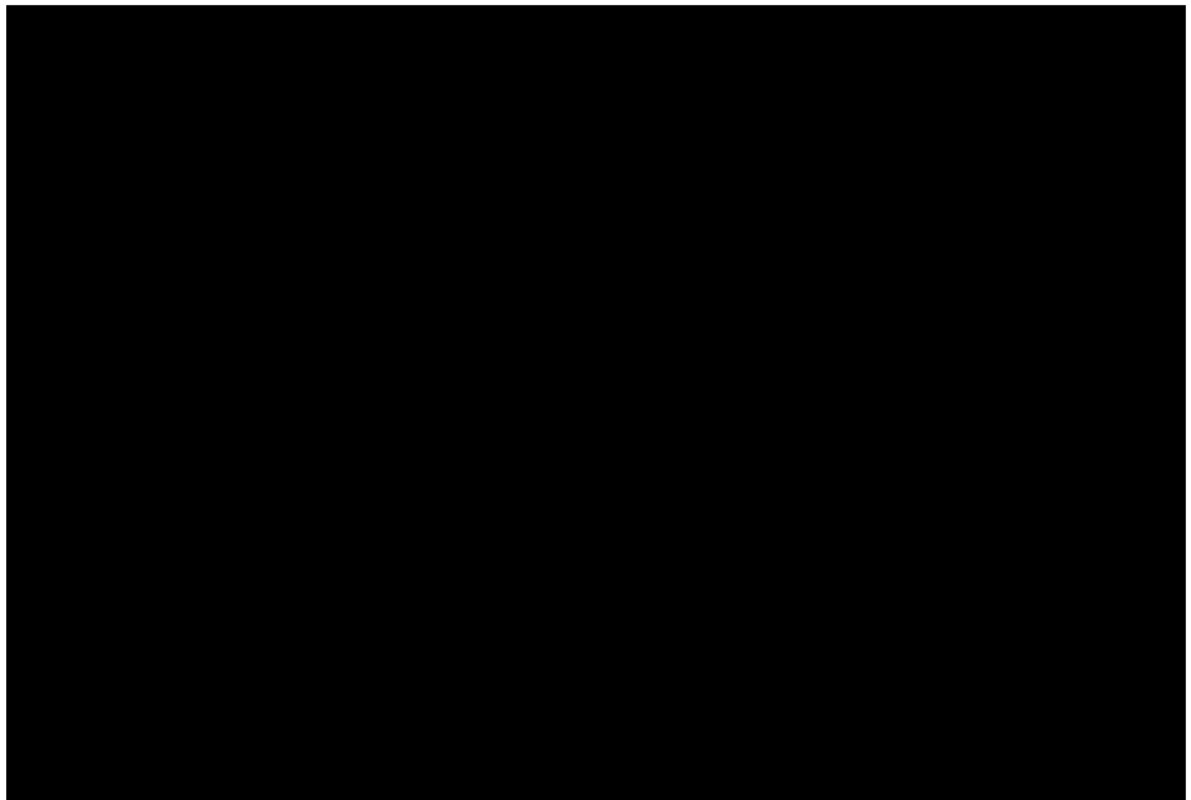
As there was no more business [REDACTED] thanked everyone for attending and closed the meeting.

10.

Date & time of next AGM - October 2018 – date to be confirmed



PORTOBELLO OLDER PEOPLES PROJECT
TRUSTEES ANNUAL REPORT
April 2017 to March 2018



Charity contact information

Portobello Older Peoples Project

Scottish Charity Number: SC024513

[REDACTED]

3F1

50 Kings Road

EDINBURGH

EH15 1DX

Nominated Contact:

[REDACTED] - Project Organiser

[REDACTED]

[REDACTED]

Management Team

[REDACTED]

A message from our chair:

'Energy' is the first word that springs to mind when reading this report. Because of the input from all of our volunteers and from our organiser [REDACTED] White, a variety of activities has been provided to all of those who attend. 'Isolation' is a word often used these days and the energy of the volunteers not only reduces isolation but increases interaction, conversation, appreciation and perhaps even the energy of our older people. They themselves contributed so much to our community in their younger days, expending their energy for others, and now the combination of their experience and wisdom with an input of energy creates a joyful, fun-filled environment.

'Thank you' is the other word that springs to mind. Without the skills and talents of our volunteers, the support of those who give us money, the input from family, friends and carers and the input from our older people, none of this would happen. Because of others' generosity we at Portobello Older Peoples Project can do our bit to strengthen our community.

[REDACTED]

Objectives and activities

Portobello Older Peoples Project (POPP) is a lunch and social club that gives the older people who attend the opportunity to have the company of others and enjoy a hot meal. It runs on a Tuesday and Wednesday each week and supports 10 older people each day. A varied programme of activities is provided, including outings, games, discussions, entertainers & speakers. The aims are to reduce loneliness and social isolation, increase social connectivity and improve health and wellbeing.

Structure, governance and management

Constitution

The constitution sets out the purpose, structure and management processes for the charity. POPP is a registered charity with OSCR and, in its current form, is an unincorporated, single tier charity. However, the trustees are working to change this to establish the charity as a Scottish Incorporated Charity (SCIO). This work will be complete in the next financial year.

Trustee recruitment and appointment

Appointment of trustees is in accordance with the processes outlined in the constitution. There have been no new trustees appointed in this financial year.

What have we been up to this year?

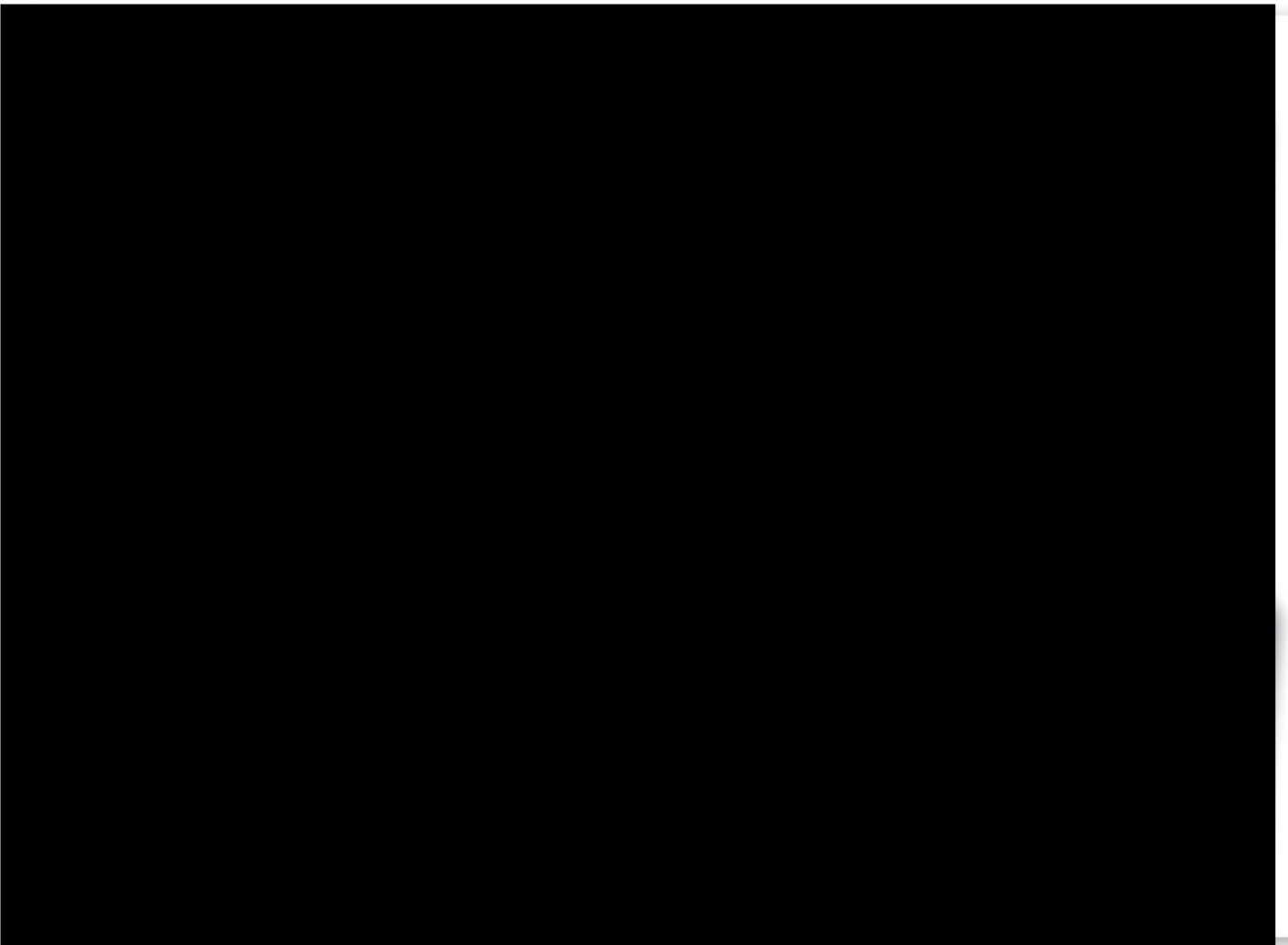
The club ran for 46 weeks in the year (there was one day cancelled due to the impact of the 'Beast from the East')! Both groups came together 7 times during the year. Entertainment included music from 'A Fine Pair' from the charity Music in Hospitals and Care. They helped us celebrate Burns day and were indeed 'A Fine Pair' who had everyone tapping their toes and singing along from start to finish. Lunch out to EH15 at Easter and our summer outing to Craigiellaw golf club were also enjoyed by the groups together. We also celebrated the 25th birthday of the club at the Christmas party. Each group had a further 4 trip out for shopping, lunch and a memorable trip across town on the trams. The usual bus runs, games days, reminiscence sessions, craft days and singalongs made up the rest of the programme.



We also had our first volunteers training day in September 2017. This was attended by 15 volunteers and was a great success not only in terms of the learning but also the opportunity to get together and chat over lunch. We hope to make this a regular event.

Our link with the local and wider community continue with, for example, the Living Memory Association, St Johns Primary School, Portobello Library and Tribe Porty Youth Theatre. This year we took part in a special intergenerational event with the Youth Theatre. This brought together younger

and older people for an afternoon of entertainment, tea and cake. The young people chatted to and collected stories from the older people and a short film was made of the event. You can arrange to watch it by asking [REDACTED] or by following this link: [REDACTED]

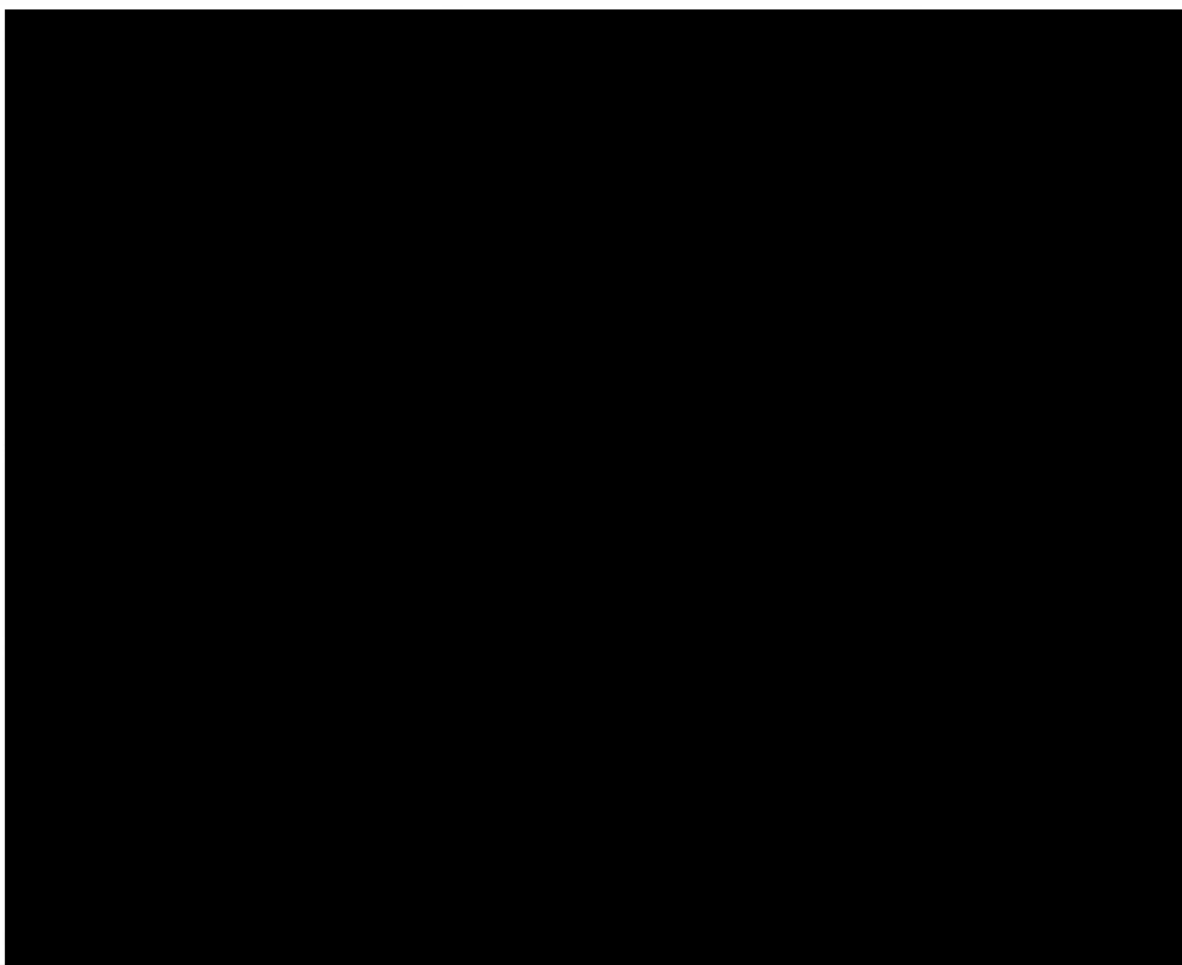


Here's what people tell us about the club:

'I felt lonely before starting at the club. It gives me something to look forward to every week. I enjoy the company and the chat.'

'It's great to have time when I am not on high alert and when I know that my husband is safe and enjoying himself when he isn't with me.'

Coming to the club means I'm spending time with other people. That's important when you live on your own.'



Financial review

Accounts Summary for year ending 31 March 2018

Income		Expenditure	
Council grant	£13,952	Salaries	£9,720
Charity Grants	£4,303	Transport	£3,688
Donations	£435	Hall Rental	£3,723
Fundraising	£507	Catering	£2,443
Members fees	£5,493	Outings & Programme Activities	£1,191
Members contributions to outings	£438	Training	£495
Interest	£6	Miscellaneous	£932
Total	£25,134	Total	£22,192
		Surplus/(deficit) for year	£2,942
		Bank balance on 31 st March 2018	£10,346

A copy of the full accounts are available on request – please contact Rose on 07472646262

Charity Grants, donations and fundraising:

Charity Grants	
Greggs Foundation	£2,000
Corra Foundation (£904 for 2017/18 & £904 for 2018/19)	£1,808
EVOC The Over Fifties Fund	£495
Sub total	£4,303
Donations	
St Marks Church	£115
████████████████████	£50
Rotary Club of Portobello	£270
Sub total	£435
Fundraising	
Coffee morning	£507
Sub total	£507
Grand total	£5,245

Policy on reserves

The Trustees aim to maintain general reserves at the level to run the club for at least 4 months. Total reserves in this year stands at £9,426, however this includes £1,404 designated reserves which are made up of £904 of the charity grant from Corra which is carried over into 2018/19 and £495 from EVOC for the purchase of chairs. The expenditure against this didn't go through until 2018/19.

A message from our Project Organiser:

It's hard to believe that we are at the end of another busy year. The club continuing to provide everyone who attend with an enjoyable day. We've had a successful year in securing charity grants and donations and you can see more details on this in the financial report on page 7. One grant (from the Corra Foundation) gave me the opportunity to attend a training course with Evaluation Support Scotland. This has given me the skills and knowledge to develop more robust evaluation plans for the project and in turn, demonstrate the difference we make to the people who attend the club. This will help when we are applying for grants in the future.

There have been the usual changes in membership during the year with 2 people sadly passing away and 5 leaving. These places were quickly filled with 2 people coming back after a short break and 5 new people starting.

My report would not be complete without giving **A GREAT BIG THANK YOU** to our volunteer helpers and drivers. Without them, we would not be able to do what we do. They ensure a warm welcome, a relaxed atmosphere and generally make sure everything runs smoothly. My thanks also goes to the Management Committee, particularly [REDACTED]. Also, to [REDACTED] who continues to help me in applying for charity grants. They all work very hard behind the scenes to support the club and provide me with ongoing support. **THANKS AGAIN TO YOU ALL.**

[REDACTED]