

Polbeth Community Hub

SC048906



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2024		31	12	2024

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	8,131				8,131	8,418
Legacies					-	
Grants	12,000	32,514			44,514	150,935
Receipts from fundraising activities	3,410				3,410	
Gross trading receipts	38,249				38,249	33,600
Income from investments other than land and buildings					-	26
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	2,814
					-	
A1 Sub total	61,791	32,514	-	-	94,305	195,793
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	61,791	32,514	-	-	94,305	195,793
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments	10,574				10,574	
Investment management costs					-	
Payments relating directly to charitable activities	103,538	21,620			125,157	195,140
Grants and donations					-	
Governance costs:					-	
Audit / independent examination	130				130	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	114,242	21,620	-	-	135,862	195,140
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	114,242	21,620	-	-	135,862	195,140
Net receipts / (payments)	(52,451)	10,895	-	-	(41,557)	653
A5 Transfers to / (from) funds						
					-	-
Surplus / (deficit) for year	(52,451)	10,895	-	-	(41,557)	653

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	80,967				80,967	80,314
	Surplus / (deficit) shown on receipts and payments account	(52,451)	10,895			(41,557)	653
						-	
						-	
	Cash and bank balances at end of year	28,516	10,895	-	-	39,410	80,967

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees
on behalf of all the trustees

Signature*

Print Name

Date of approval

Margaret Wood

Mags Wood

17 September 2025

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

	Type of activity or project supported	Individual / institution	Number of grants made	£
C2 Grants				
			Total	-

C3a Trustee remuneration	If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	X
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	Authority under which paid	£
C3b Trustee remuneration - details		

C4a Trustee expenses	If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	X
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		Number of trustees	£
C4b Trustee expenses - details			

	Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
C5 Transactions with trustees and connected persons				

C6 Other information

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Polbeth Community Hub

SC048906

Additional analysis (1)**Analysis of receipts and payments****1 Donations**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Donations	8,131				8,131	
					-	
					-	
					-	
Total	8,131	-	-	-	8,131	-
	-	-	-	-	-	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £			Total current period to nearest £	Total last period to nearest £
WCHCDT		2,500			2,500	-
WLC Third Sector		21,789			21,789	
Robertson Trust	12,000				12,000	
WLC Summer		5,000			5,000	
Food Network		3,225			3,225	
					-	
Total	12,000	32,514			44,514	150,935
	-	-	-	-	-	-

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Fundraising events	3,410				3,410	
					-	
					-	
					-	
					-	
					-	
					-	
Total	3,410	-	-	-	3,410	195,793
	-	-	-	-	-	-

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Cost of Sales	10,574				10,574	
Expenses - charitable activity	103,538	21,620			125,158	
Independent Examination	130				130	
					-	
					-	
					-	
					-	
					-	
					-	
Total	114,242	21,620	-	-	135,862	195,140
	-	-	-	-	-	-

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	01	24	To	31	12	24

Reference and administration details

Charity name

Polbeth Community Hub

Other names charity is known by

Registered charity number

SC 048906

Charity's principal address

Village Hall

Polbeth

Postcode

EH55 8SD

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	Robert Hardie	Chair		
2	Margaret Wood	Secretary		
3	Marissa Lindsay	Treasurer		
4	Moira Mushet			
5	Terry Daly			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
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

Structure, governance and management

Type of governing document

SCIO constitution

Trustee recruitment and appointment

At each AGM, the Ordinary Members may elect any member to be a charity trustee. The maximum number of charity trustees is 10 out of that number:
 1.1 no more than 8 shall be Member Trustees; and
 1.2 no more than 2 shall be Co-opted Trustees.
 Trustee may decide at any time to elect a trustee in line with the governing document. Polbeth Community HUB has also development a new recruitment policy for trustee to ensure they recruit the correct skill set for the organisation. All Trustee will serve on a voluntary basis.

Objectives and activities

Charitable purposes

To benefit principally the community of Polbeth, West Lothian which comprises the Polbeth Community Council area ("the Community") with the following objects:

The provision of recreational facilities, or the organisation of recreational activities within the object of improving the conditions of life for the persons who the facilities or activities are primarily intended.

The advancement of community development (including the advancement of urban*/ rural* regeneration) principally within the Community; But only to the extent that the above purposes are consistent with furthering the achievement of sustainable development

Summary of the main activities in relation to these objects

Polbeth Community Hub operates a community shop to offer access to affordable food for locals.

We have an early years programme which includes activities like toddlers, messy play and baby groups all aimed at offering low cost access for parents and carers, and activities that develop skills for young children and babies.

We offer activities for adults including gentle exercise, book groups, crafting groups, gardening and singing for health. We offer donation based counselling for people living in West Lothian alongside our wellbeing activities.

We partner with external services to bring them to the community including: The Advice Shop, Access2Employment, Social Security Scotland.

We offer space for local third sector groups and for our local schools to meet pupils. We offer volunteering opportunities to allow locals and young people to upskill and move into positive destinations.

Our space is available to hire for low cost.

APPENDIX 1

Achievements and performance

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

2024 has been a year of stabilisation and forward planning for Polbeth Community Hub. Following significant changes in leadership and staffing during 2022–23, the organisation has now entered a new phase. The Hub has developed new projects through increased engagement with local people.

Clear processes have been introduced for finance, reporting, and compliance. Outstanding grant claims and reports were submitted, bringing in funds previously at risk. The Hub has also refreshed its strategic approach, placing more emphasis on sustainability through a balance of grant funding, social enterprise activity and community-led volunteering.

The charity has continued to build strong relationships with West Lothian Council, local schools and third sector partners.

The Community Shop remains a core part of our work. Using FareShare and Neighbourly surplus food schemes, we provide affordable food while reducing waste and contributing to environmental goals. In 2024, the shop supported an average of 242 people per month, offering both financial relief and community connection.

The move to a larger dedicated space within the Hub has allowed us to diversify stock, introduce small household items, and better support families.

Family and early years activity has grown. Weekly Bookbug sessions, now delivered both at the Hub and in local nurseries, have become a popular, free resource for families. Toddler group continues to thrive with parent volunteers taking the lead with support from staff and pupil volunteers from West Calder High School. Baby group and messy play sessions also continue to attract strong attendance.

The Hub has listened closely to parents and carers through community engagement and will keep expanding activities for children and families where there is demand.

Our catering kitchen has been well-used during the year. Pupils from West Calder High School continue to use the space for practical assessments, providing meals for Hub users and catering for events. Adult community cooking classes have also run, supporting skills development, healthier eating, and confidence. The kitchen has also been hired by groups and individuals, contributing to Hub income.

The Counselling Service developed significantly during 2024. The Hub now hosts a team of student counsellors on supervised placements, supported by our Counselling & Wellbeing Manager. Referral pathways, policies and training have been updated. By the end of the year, we had an active caseload of clients receiving support. To complement this, a programme of wellbeing groups was launched, including Singing for Health, Women's Wellbeing, Crafting for Health, Walking Group, Book Group and Gentle Exercise. These activities provide preventative support, reduce isolation, and offer positive routes into counselling where needed.

Financial review

Brief statement of the charity's policy on reserves

Trustees aim to maintain a level of unrestricted reserves to ensure the charity is able to meet its ongoing obligations, manage unforeseen financial pressures and support the delivery of its charitable objectives.

Details of any deficit

The accounts have been prepared on a receipts and payments basis for the year ending the 31st December 2024 with the prior year being restated.

2024 reflects reduced income (£94,305) as exceptional items claimed in 2023 under new management fell away, while expenditure reduced to £135,862 but still outstripped income, creating a deficit of £41,557.

This deficit is the real underlying funding gap that must be addressed to ensure long-term sustainability. It was necessary to identify this to establish a clear financial baseline. Bridging this shortfall is now central to our strategy and work is underway to diversify income, pursue new grant funding and strengthen trading activities.

Donated facilities and services (if any)

APPENDIX 1

Other optional information

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>	M Wood	
Full name(s)	Margaret Wood	
Position (e.g. Chair)	Secretary	
Date	17/09/2025	

Independent Examiner's Report to the Trustees of Polbeth Community Hub

I report on the accounts of the charity for the year ended 31 December 2024.

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) (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

During my examination, no matter has come to my attention:

- 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 the 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.

Name: Ali Cussuick

Address: 88 Burnside Cres, Dykehead, Shotts, ML7 4JH

Date: 2 Sept 2025