



Port Seton Centre Management Committee
Trustees Annual Report 31st March 2025

Charity Number SC041476

Port Seton Centre Management Committee (SCIO)

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDING 31ST MARCH 2025

Scottish Charity Number SC04147

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Reference and administration details

Charity Name: Port Seton Centre Management Committee.

Registered charity No: SC041476

Charity's principle address:

Port Seton Community Centre

South Seton Park

Port Seton

East Lothian

EH32 0BG

Name of charity trustees on date of approval of Trustees' Annual Report

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Port Seton Centre Management Committee (SCIO)

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDING 31ST MARCH 2025

Scottish Charity Number SC04147

The officers and trustees are appointed at the Annual General Meeting and where relevant at regular meeting where there are processes in place to apply to become a trustee.

Structure, governance and management

Type of governing document

Port Seton Centre Management Committee (SCIO) is a charitable incorporated association and the purposes and administration are set out in our constitution.

Objective and activities

Charitable purpose

The provision of educational and recreational facilities and programmes with the objective of improving the conditions of life for the people of Cockenzie and Port Seton.

To promote active citizenship and community development through volunteering and participation in the Centre's programme with the object of reducing inequality, social isolation and improving community infrastructure and resilience.

Achievements and Performance

01 April 2023/31 March 2024 Seen an increased use of the centre for a variety of activities-as well as an increase in cafe users.

Our AGM held in November 2024 brought on a number of new trustees and also the formation of a fundraising working group which quickly started to deliver a programme of fundraising events.

2024/2025 was a year of celebrations with July 2024 being the 10th Anniversary of Port Seton Centre Management Committee SCIO and August 2024 celebrating 30 years of the opening of Port Seton Centre.

The number of Functions and events being held at Port Seton Centre continued to increase with the Management Committee taking more responsibility for events.

Interest in Asset transfer or long term lease of centre where the Management Committee could have more involvement in opening hours and what is on.

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Achievements and Performance continued

Lighting up of tree at the end of North Seton Park in conjunction with the Cod Heids (a group of local individuals who ran the 2024 Edinburgh marathon) and community council. This was in replacement of a tree at the centre due to cost.

The Management Committee continued to run a variety of accessible community cinemas during the Autumn/Winter months. We also supported the intergenerational events at Port Seton Centre

The Management Committee held a successful Christmas fair at Port Seton Centre.

In December 2024 the Management Committee were able to add the Sandcastle room and the Sportshall area to the areas of Port Seton Centre they lease.

The Management Committee continued to support community projects and events by giving donations, awarding grants, purchasing resources or providing volunteers as well as developing a sensory room for use by the community at Port Seton Centre.

Youth work was supported via our small grants scheme. The Management Committee also continued to support youth work by working with the other management committees in the Preston Seton Gosford Area to set up a constituted youth organisation called PSG Youth which aims to fund youth work in the community.

The community pantry within Port Seton Centre was also supported by the Management Committee including the Management Committee being the point of contact for emergency food provisions for the Community of Cockenzie and Port Seton during the Christmas and New Year Period, while Port Seton Centre was closed.

The stability of the new Centre Head led to improved relations and systems of work with the staff and ELC.

The introduction of a new EPOS till system has made an improvement to the timing of receipt of till income and also being able to monitor the means of income.

We started the next 5 Year development plan for Port Seton Centre Management Committee.

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Challenges

Over the course of the year there continued to be challenges for the Management Committee

With East Lothian Council continuing the recruitment freeze and reducing staffing hours the reduction in centre opening hours continued. The opening hours did stabilise later in 2024 with the centre closing early 2 evenings a week. This continued to have an impact on the Management Committee due to limitations on their ability to support the community to the extent they would have liked.

We did not put up a Christmas Tree outside Port Seton Centre over the festive period for 2024 due to the limitations with the tree only being lit up during the opening hours of Port Seton Centre when the staff remembered to switch it on. The cost of providing a Christmas Tree couldn't be justified against the limited time the lights would be switched on especially as the tree would be off over Christmas.

The limitation of only one trusted keyholder being allowed in Port Seton Centre at any one time by East Lothian Council during planned centre closing times continued to be restrictive and posed a challenge as some groups were unable to run or hold meetings.

Working as a Team

The Management Committee recognises the continued hard work being carried out by all staff within the centre especially given the challenges faced by the staff team.

The management Committee would like to thank all the staff for their continued dedication and hard work. The support and resilience carried out by the staff team has shown how diverse the team can be and how valued a service they provide within the community.

The Management Committee would like to thank the Connected Communities team for their help and support.

The Management Committee would also like to thank PSG Area Partnership and VCEL for their support with funding to help us support the community of Cockenzie and Port Seton.

Port Seton Centre Management Committee (SCIO)

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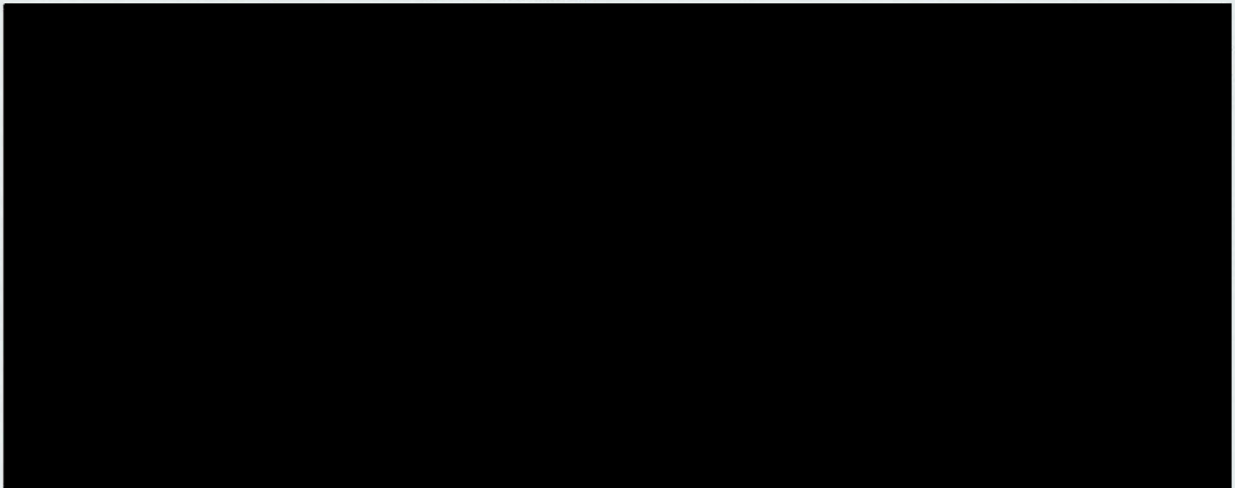
Risk Management

The Management Committee will continue to adopt open and transparent risk management and health and safety policies. The Management Committee is registered with the Information Commissioners Office as a controller of data under the General Data Protection Regulations. The introduction of an EPOS Till system has increased transparency and should improve the complexity of the accounts. Quickbooks online is being used for finances and invoicing.

Declaration

Trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees



Charity No SCO 41476

Port Seton Centre Management Committee (SCIO)

ACCOUNTS AND REPORT

FOR THE YEAR ENDED 31 MARCH 2025

GLASS ACCOUNTANCY
1 DUDDINGSTON YARDS
EDINBURGH
EH15 3NT

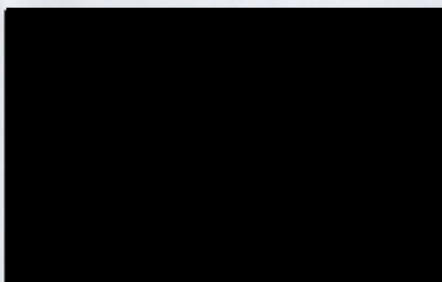
Statement of Financial Activities for the year ended 31 March 2025

Receipts	Notes	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		Funds	Funds	2025	Funds	Funds	2024
		£	£	£	£	£	£
Room, Hall Hire, Soft Play & Gym Income		28,300		28,300	20,735		20,735
Grant Funding East Lothian Council		8,245	6,901	15,146			-
Grant Funding Other		-	1,000	1,000			-
Event Income		2,696	-	2,696			-
East Lothian Lottery		289	-	289	241		241
Affiliation Fees		2,950	-	2,950			-
Donations		2,410	-	2,410	3,092		3,092
Donation - Chalmers Church for Pantry		-	-	-			-
ELC Payment for Resources		753	-	753	4,581		4,581
Grant - Local Giving		-	-	-	2,363		2,363
Youth Work Funding		-	-	-	5,000		5,000
Accounting Write Offs		-	-	-			-
Refunds		-	-	-	88		88
Total Receipts		45,642	7,901	53,543	36,099	-	36,099
Payments							
<u>Fundraising & Publicity Costs</u>							
Advertising		168	-	168	1,366		1,366
		168	-	168	1,366	-	1,366
<u>Payments for Charitable Activities</u>							
Vending Machine Costs		1,324		1,324	156		156
Café costs					1,079		1,079
Gym costs		1,174		1,174	1,056		1,056
Reserved Stroke Group		-	131	131	544		544
ASN Early Years		7,536		7,536	-		-
Events & Projects		2,828	384	3,213	4,363		4,363
Donaldsons Ditties		-	500	500			-
Jubilee Project		-		-	-		-
Soft Play Refurbishment		-		-	-		-
Fundraising Expense		1,797		1,797			-
Youth Work & Staffing Costs		3,543		3,543	18,341		18,341
CAB Outreach Clinics		-		-			-
Festive Provisions		29	1,066	1,094			-
Xmas Tree, Lights etc.		2,803		2,803			-
Total Payments for Charitable Activities		21,035	2,081	23,116	25,539	-	25,539
<u>Grants and Donations Relating to Charitable Activities</u>							
		1,734	-	1,734	8,208		8,208
<u>Governance Costs</u>							
Insurance		1,748	-	1,748	1,730		1,730
Accountancy Fees		1,665	-	1,665	1,163		1,163
Professional fees		-	2,698	2,698	1,445		1,445
Card Processing Fees		56	-	56			-
Cleaning and Maintenance		60	-	60	680		680
Minor Equipment & Repairs		2,008	449	2,456	2,906		2,906
Major Equipment & Repairs		-	-	-			-
Printing, Stationery & Postage		234	-	234	848		848
Secretarial Services		210	-	210	280		280
Software Expenses		-	-	-	34		34
Subscriptions & License		1,927	-	1,927	1,293		1,293
Gifts		-	-	-	67		67
Christmas Provisions		646	-	646			-
Training expenses		-	-	-	891		891
Travel & Subsistence		616	-	616			-
Total Governance Costs		9,172	3,146	12,319	11,337	-	11,337
Total Payments		32,109	5,227	37,337	46,450	-	46,450
Surplus / (deficit) for year		13,533	2,674	16,206	10,351	-	10,351
Balances brought forward		21	3,695	3,716	10,372	3,695	14,067
Balances carried forward		13,554	6,369	19,922	21	3,695	3,716

Statement Of Balances as at 31 March 2025

	Notes	2025 £	2024 £
BANK AND CASH IN HAND			
Opening balances		3,716	14,067
Surplus / (deficit) for the year		16,206	- 10,351
		<u>19,922</u>	<u>3,716</u>
Consisting of -			
Balance at Bank		19,770	3,734
Petty Cash		152	
		<u>19,922</u>	<u>3,734</u>
RESERVES			
General Fund		13,554	21
Restricted Funds		6,369	3,695
		<u>19,922</u>	<u>3,716</u>
LIABILITIES			
Amounts due to be paid		<u>900</u>	<u>1,890</u>

Approved by the trustees and signed on their behalf



Notes to the Accounts for the year ended 31 March 2025

1) ACCOUNTING POLICIES

(a) Basis of Preparation of Financial Statements

The Financial Statements are prepared on an Receipts and Payments basis to comply with the Charities Accounts (Scotland) Regulations 2006. In preparing the Financial Statements the Charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in February 2005, and accounting standards applicable to the Companies Act 1985 & 2006.

2) UNRESTRICTED FUNDS

Incoming Resources	45,642
Resources Expended	32,109
Net resources for the year	13,533
Balances brought forward	21
Balances carried forward	13,554

This fund represents the accumulated surplus to date.

3) GRANTS RELATING TO CHARITABLE ACTIVITIES

The following Donations / Grants etc. were paid:

	2025	2024
Over 60's Group		955
Defibrillator Costs		
Emma Ritchi ASN Room at School		
Over 80's Group		
Cockenzie & Port Seton in Bloom		
Port Seton Pantry from Chalmers Church		
Resilience Support		
Port Seton Pantry	400	500
Winter Jackets		
John Bellany Day Centre	130	
Cockenzie and Port Seton Community Flag Pole	1,000	500
Boatie Blest Group		3,000
Cockenzie and Port Seton Gala		750
Heavy Sound		500
Box Meeting Event		250
Community Choir		300
Resource Centre		402
Centre Youth Group		78
Youth Café		500
Walking Football Group		191
Library		282
Centre Activity (Board Games)	204	
	<u>1,530</u>	<u>8,208</u>

Notes to the Accounts for the year ended 31 March 2025 continued

4) RESTRICTED FUNDS

Various funds are being held on behalf of organisations below:

	Balance at Start of Year	Incoming Monies	Outgoing Monies	Balance at End of Year
AP Festive Provision	-	1,000	1,000	-
Pantry/Festive Thrift	-	500	66	434
Hargreaves Intergenerational Event	-	500	315	185
AP Walking Football	-	3,976	2,696	1,280
AP Food & Fitness / Youth Gym	-	1,925	520	1,405
Donaldsons Ditties	500	-	500	-
Port Seton Stroke Group	3,195	-	131	3,064
	3,695	7,901	5,227	6,369

All monies held at the year end have been returned or expended in the new year.

5) LIABILITIES

An estimate of the liabilities at the balance sheet date are as follows:

	2025	2024
Accountants Fee 2022&2023		900
Accountants Fee 2025	960	
	960	900

6) ACCOUNTING SOFTWARE ADJUSTMENTS

During the course of examining the accounting records held on quickbooks we found some shortcomings in the automatic processing of the till transactions that led to duplicate entries for income received. These have been fully reconciled and corrected and Glass Accountancy has given some additional training to the team.

There was a reconciling balance of £59 that has been adjusted in these accounts.

A quarterly review process will take place through the next financial year to ensure no issues with the accounting entries.

Independent Examiner's Report to the Trustees of Port Seton Centre Management Committee (SCIO)
Charity No SC0 41476

I report on the accounts of the charity for the year ended 31 March 2025 which are enclosed.

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. 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 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 respects the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulation, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations
- 2 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

Glass Accountancy
1 Duddingston Yards
Edinburgh
EH15 3NT

29th October 2025