

REGISTERED CHARITY NUMBER SC1048951

**Kirklee Road Community Allotments
Association**

**Trustees Annual Report and Accounts for Year
Ending 31st December 2021**

DRAFT

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KIRKLEE ROAD COMMUNITY ALLOTMENTS ASSOCIATION TRUSTEE ANNUAL REPORT FOR YEAR ENDED 31ST DECEMBER 2021

GOVERNANCE

Kirklee Road Community Allotments Association is a Scottish Charitable Incorporated Organisation (SCIO) (Charity No. SC048951) governed by its constitution.

MEMBERSHIP AND MANAGEMENT

The charity is governed by a Board of Trustees who are responsible for overseeing its activities, ensuring compliance with its governing document and managing its finances. Trustees are appointed in accordance with the charity's constitution and meet regularly to make decisions in the best interests of the charity.

The maximum number of charity trustees is 12

No more than 2 shall be charity trustees who are co-opted under the provisions of the constitution.

The minimum number of charity trustees 3

Membership is open to individuals aged 18 or over who support the charity's aims and objectives and is managed in accordance with the provisions of the charity's constitution, specifically Clauses 11 to 25. Trustees are appointed by the Board in accordance with the constitution. The charity also benefits from the support of volunteers who assist in delivering its activities and services.

RISK MANAGEMENT

The trustees have considered the major risks to which the charity is exposed and have reviewed these regularly. Appropriate systems and procedures are in place to manage and mitigate identified risks, particularly in relation to financial controls, governance, and operational activities. The trustees are satisfied that the charity has adequate controls in place to reduce exposure to significant risks.

CURRENT TRUSTEES

- | | | |
|---------------------|-----------|----------------------|
| • John Grant – | Chair | Resigned August 2021 |
| • Norman Ross – | Secretary | |
| • John McMillan – | Treasurer | |
| • Craig Forrester – | Trustee | |
| • Alex Gordon – | Trustee | |
| • John Murray – | Trustee | |

ADDRESS

8 Angus Gardens
Uddingston
G71 6EN

KIRKLEE ROAD COMMUNITY ALLOTMENTS ASSOCIATION TRUSTEE ANNUAL REPORT FOR YEAR ENDED 31ST DECEMBER 2021

CONTACT DETAILS

kirkleeroadallotments@gmail.com

Website

www.kirkleeallotments.co.uk

CHARITABLE PURPOSES

The organisation 's purposes are:

For the benefit of the inhabitants of Bellshill and surrounding areas to provide, or assist in the provision of, facilities in the interests of social welfare for recreation and other leisure time occupation generally; but specifically, to provide or assist in the provision of allotments with the objects of improving the conditions of life for the said inhabitants generally.

To advance environmental protection and improvement, and to promote citizenship and community development by providing the local community access to allotments so that they have the opportunity to be involved in a totally inclusive and accessible activity that will have positive outcomes for the individual and the community.

RESERVES POLICY

The charity's reserves policy is to maintain an appropriate level of unrestricted funds to support the ongoing operation of the charity and to manage any unforeseen financial commitments. **The trustees consider that a reserve level of £1,000** is appropriate, as the charity does not employ staff, own any premises, or have significant ongoing financial liabilities. The trustees will continue to review the level of reserves regularly and consider future projects and activities identified through consultation with the local community, subject to the availability of appropriate funding.

At 31 December 2021, the charity held **unrestricted reserves of £2,889**, which was above the target reserve level set by the trustees.

			(31.12.21)
Closing Balance (31.01.2021)	Unrestricted £	Restricted £	Total Funds £
Bank Account	2,759	-	2,759
Cash Account	130	-	130
Total (31.12.2021)	2,889	-	2,889

KIRKLEE ROAD COMMUNITY ALLOTMENTS ASSOCIATION TRUSTEE ANNUAL REPORT FOR YEAR ENDED 31ST DECEMBER 2021

CURRENT YEAR ACTIVITIES

Although 2021 saw the gradual easing of some COVID-19 restrictions, the pandemic continued to affect the operation of the Association. The trustees remained committed to keeping the site available to members and ensuring safe access throughout the year. For many members the allotments provided an important opportunity for exercise, outdoor activity and food growing during a period when many social and leisure activities remained restricted.

The continued availability of outdoor space contributed positively to wellbeing and helped reduce the effects of isolation experienced during the pandemic. Members adapted their use of the site responsibly and continued to maintain their plots throughout the year.

- Continued operation of the allotment site throughout a second year affected by COVID-19.
- Successful first full year of community polytunnel use.
- Full occupancy and cultivation of all 21 allotment plots.
- Successful leadership transition from John Grant to Janet Smith and subsequently to John Murray.
- Continued delivery of environmental, recreational and wellbeing benefits.
- Maintenance of community growing facilities for future use.

PLANS FOR FUTURE PERIODS

The trustees will continue to develop and improve the Association for the benefit of its members and the wider community. Priorities for the coming year include:

- Maintaining and enhancing the allotment site and associated facilities.
- Strengthening governance arrangements.
- Improving administration and regulatory compliance.
- Encouraging member participation and community engagement.
- Supporting community participation in allotment gardening and food growing.
- Continuing to operate a fair, transparent and equitable membership and plot allocation process.
- Promoting environmental sustainability, biodiversity and healthy lifestyles.
- Developing partnerships with local organisations, community groups and funding bodies.
- Maintaining the long-term sustainability of the Association and its charitable activities.

KIRKLEE ROAD COMMUNITY ALLOTMENTS ASSOCIATION TRUSTEE ANNUAL REPORT FOR YEAR ENDED 31ST DECEMBER 2021

PLANS FOR FUTURE PERIODS

The trustees will continue to develop and improve the Association for the benefit of its members and the wider community. Priorities for the coming year include:

- Maintaining and enhancing the allotment site and associated facilities.
- Supporting community participation in allotment gardening and food growing.
- Encouraging volunteering and wider community engagement.
- Continuing to operate a fair, transparent and equitable membership and plot allocation process.
- Promoting environmental sustainability, biodiversity and healthy lifestyles.
- Strengthening governance, financial management and administrative procedures.
- Developing partnerships with local organisations, community groups and funding bodies.
- Ensuring the long-term sustainability of the Association and its charitable activities.

FINANCIAL REVIEW

The charity's financial position remained stable during the year ended 31 December 2021. Total income for the year was **£1,893, from charitable activities**. Expenditure on charitable activities amounted to **£2,139**, resulting in a **deficit of (£246)** for the year. At the year end, the charity held total funds of **£2,889**, compared with **£3,135** at 31 December 2020.

The trustees are satisfied that available reserves provide a reasonable level of financial stability and will be used to meet future operating costs and support the continued delivery of the charity's charitable purposes.

The trustees named in this report all served during the year. The Trustees' Annual Report was approved by the Board of Trustees on 17 Sep 2022 and signed on its behalf by:

Signed:

John McMillan
Yoti eSigned

Name: •John McMillan

Treasurer

Date 17 Sep 2026 (UTC)

INDEPENDENT EXAMINER'S REPORT FOR KIRKLEE ROAD COMMUNITY ALLOTMENTS ASSOCIATION FOR YEAR ENDING 31ST DECEMBER 2021

(Independent Report on the Accounts)

I report on the accounts of the charity for the year to **31st December 2021**, which are set out on the pages of this report.

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 Charities Accounts (Scotland) Regulations 2006 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 the seeking of explanations from you as 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, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave 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.

Signed:

Lisa Scott

Yoti eSigned 

Lisa Scott

Professional Qualification : MAAT AATQB

Address: Voluntary Action North Lanarkshire

Dalziel Building
7 Scott Street
Motherwell
ML1 1PN

Date:

17 Sep 2026 (UTC)

KIRKLEE ROAD COMMUNITY ALLOTMENTS ASSOCIATION RECEIPTS AND PAYMENTS ACCOUNTS AND STATEMENT OF BALANCES AS AT 31ST DECEMBER 2021

RECEIPTS AND PAYMENTS ACCOUNTS AS AT 31ST DECEMBER 2021

			(31.12.21)	(31.12.20)
Receipts	notes	Unrestricted £	Total Funds £	Total Funds £
Donations	(4).	-	-	1,281
Income from Charitable Activities	(5).	1,893	1,893	120
Total Receipts		1,893	1,893	1,401
Payments				
Charitable Activities	(6).	2,139	2,139	501
Total Payments		2,139	2,139	501
Surplus/(Deficit) for Year		(246)	(246)	900

STATEMENT OF BALANCES AT 31ST DECEMBER 2021

		(31.12.21)	(31.12.20)
Funds Reconciliation	Unrestricted £	Total Funds £	Total Funds £
Opening Balance(01.01.2020)	3,135	3,135	2,235
Surplus/(Deficit) for the year	(246)	(246)	900
Balance CF (31.12.2021)	2,889	2,889	3,135

		(31.12.21)	(31.12.20)
Closing Balance (31.01.2021)	Unrestricted £	Total Funds £	Total Funds £
Bank Account	2,759	2,759	2,951
Cash Account	130	130	185
Total (31.12.2021)	2,889	2,889	3,135

The trustees named in the Trustee Annual Report all served during the year. The Accounts was approved by the Board of Trustees on _____ and signed on its behalf by:

Signed: John McMillan
 John McMillan

Treasurer

Date: 17 Sep 2026 (UTC)

NOTES TO ACCOUNTS

1. BASIS OF PREPARATION

These Receipts and Payments Accounts have been prepared on the receipts and payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The accounts summarise all monies actually received and paid during the financial year and do not include non-cash items such as depreciation, accrued income or liabilities.

2. NATURE AND PURPOSE OF FUNDS

Unrestricted Funds

Unrestricted funds are available for use at the discretion of the charity trustees in furtherance of the charity's objectives.

Restricted Funds

Restricted funds are subject to specific conditions imposed by donors or grant providers and may only be used for the purposes specified.

3. RELATED PARTY TRANSACTIONS

The charity had no related party transaction during the financial year requiring disclosure.

No remuneration, profit, or other personal benefit was received by the trustee.

No charity trustee received any remuneration from the charity during the year.

4 DONATIONS

	Unrestricted £	Restricted £	2021 Total Funds £	2020 Total Funds £
Donations	-	-	-	1,281
Donation from Voluntary Group	-	-	-	-
Total	-	-	-	1,281

5 INCOME FROM CHARITABLE

	Unrestricted £	Restricted £	2021 Total Funds £	2020 Total Funds £
Plot Fee	1,893	-	1,893	120
Produce sales	-	-	-	-
Total	1,893	-	1,893	120

6 CHARITABLE PAYMENTS

	Unrestricted £	Restricted £	2021 Total Funds £	2020 Total Funds £
Site Maintenance	1,668	-	1,668	186
Fuel	60	-	60	-
Postage	14	-	14	-
Compost etc	71	-	71	26
Equipment	38	-	38	-
Insurance	259	-	259	259
Other	30	-	30	30
Total	2,139	-	2,139	501

7.ASSETS HELD

At 31 December 2021, the charity held a polytunnel and gardening equipment that were transferred to Kirklee Road Community Allotments Association SCIO as part of the formal transfer of assets from the former Kirklee Voluntary Group following its dissolution.

The transferred assets became the property and responsibility of the SCIO and are used in the delivery of the charity's activities and in furtherance of its charitable purposes. They support the operation and maintenance of the allotment site and provide facilities for the benefit of the charity's members and the wider community. The charity does not own any land, buildings, vehicles, investments or other significant assets.

8 LEASE

The allotment lease commenced on 1 September 2017 and ended on 31 August 2025. The lease was originally held by Kirklee Voluntary Group. Following the dissolution of the voluntary group in 2019, all assets and liabilities were transferred to Kirklee Road Community Allotments Association SCIO. The Council honoured the existing lease arrangements, allowing the SCIO to continue occupying and operating the allotment site for the remainder of the original lease term.

Lease term: 1 September 2017 to 31 August 2025

Annual lease amount: £300.00

Total amount for the full term: £2,400.00

9. OTHER

The charity was established in 2019 following the dissolution of Kirklee Voluntary Group, which had operated since 2017. At the date of dissolution, the voluntary group had no outstanding liabilities other than the existing allotment lease, which was transferred to Kirklee Road Community Allotments Association SCIO. The remaining assets of the voluntary group were also transferred to the SCIO and are held and used in furtherance of its charitable purposes.

Following the transfer of the assets, a bank account was not immediately opened in the name of the charity. Consequently, during the financial year the charity continued to operate using the existing bank account previously held by the dissolved voluntary group. The trustees confirm that the account was used solely for the charity's activities and that all funds held in the account belonged to the charity.

The trustees are in the process of establishing a bank account in the name of Kirklee Road Community Allotments Association, after which all banking transactions will be conducted through the charity's own account.