

Trustees Annual Report

for

Toll Community Centre, Burntisland SCIO

for the period

to 31st March 2024



Scottish Charity No: SC016430



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Reference & Administrative Information

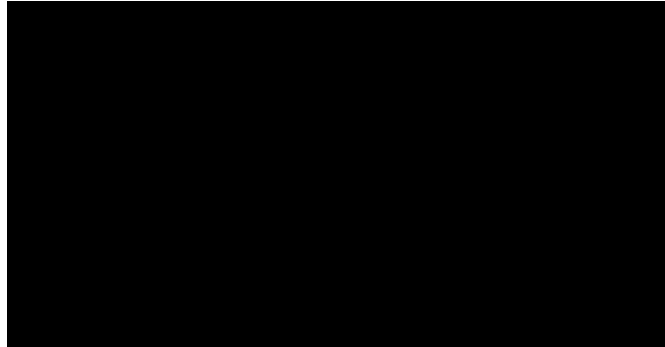
Charity Name: Toll Community Centre, Burntisland SCIO

Scottish Charity No: SC016430

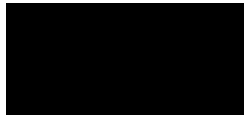
The Charities Principal Address:
East Toll Park
Kirkcaldy Road
Burntisland
KY3 9HA

Website address www.tollcentre.org.uk

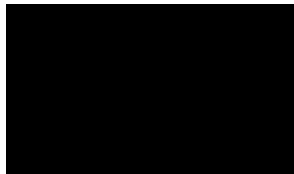
Charities Trustees on date of approval including office held:



Names of other trustees during the period:



Independent Examiner:



Bankers:

Co-operative Bank
Business Customer Services
PO Box 250
Skelmersdale
WN8 6WT

Trustees Savings Bank
Henry Duncan House
120 George Street
Edinburgh
EH2 4LH

Structure, Governance & Management

Governing Document:

The Toll Community Centre and Hub is a Scottish Charitable Incorporated Organisation (SCIO) incorporated on 27th January 2017 and governed by its Constitution effective from the same date. The charity was previously a charitable trust granted charitable status over 40 years ago.

Trustee Recruitment & Appointment:

Membership of the charity is open to individuals aged 16 or over who support the Charitable purposes.

The Trustees who meet regularly during the year are responsible for the management and administration of the charity. It is, with regret, that the Board of Trustees had to take a Motion of no confidence in one trustee, for material breach of Toll Community Centre Code of Conduct in Autumn 2022.

In October 2022, an Extra Ordinary Members Meeting was held, to make minor but important changes to our SCIO constitution:

1. to allow for Remote attendance at AMM to include process to filling casual vacancies on Management Committee,
2. Voting rights of members and timescale to show that members must have active membership for 6 months to be able to have a casting vote at AMM
3. Nomination of elected Trustees must now be made in writing detailing what skills and knowledge the person can bring to the Toll Community Centre charity

Objectives & Activities

The Charities Charitable Purpose:

As set out in the 'Constitution' and 'The Charities and Trustee Investments (Scotland) Act 2005' the purpose(s) of Toll Community Centre, Burntisland SCIO are the following: -

- the advancement of education
- the advancement of health
- the advancement of citizenship or community development
- the advancement of the arts, heritage, culture or science
- the provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended

Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes.

Summary of the main activities in relation to these objectives:

The Mission Statement for Toll Community Centre, is to advance citizenship and community development in Burntisland, and surrounding areas, by providing a focus for community projects, activities and outcomes for the community, young and old, as well as being home to Burntisland Out of School Club and Burntisland Playgroup.

- 5.2.3 In the case of any dispute as to the correct Authorised Representative and/or Depute serving at any time, the matter will be settled by the Board in accordance with the most recent notice validly received by the SCIO.

5.3 Employees

Employees of the SCIO shall not be eligible for membership and may not act as Authorised Representative or Depute of one. A person who becomes an employee of the SCIO after admission to membership shall automatically cease to be a member or an Authorised Representative or Depute thereof.

5.4 Register of Members

- 5.4.1 The Board shall maintain a Register of Members, setting out the following details of each member, namely, name, address and date of registration as a member, and where relevant the relative category of membership, together where relevant with details of the Authorised Representative and Depute.
- 5.4.2 The Register will provide the following details of each former member for at least six years after cessation of membership, namely name and date of cessation of membership.
- 5.4.3 If a member or Trustee requests the SCIO to provide a copy of its Register of Members he or she is, if the request is reasonable, entitled to be given a copy within twenty-eight days. The SCIO may not charge for doing so. If the request is made by a member, the SCIO can omit the address of any or all of its members in its response to such a request.

5.5 Application for Membership

- 5.5.1 Any individual who, or organisation which, wishes to become a member of the SCIO must sign a written application for membership in the form prescribed, if any, by the Board from time to time and lodge it with the SCIO.
- 5.5.2 The Board shall consider such applications for membership promptly and shall inform each applicant whether he, she or it has been successful and, where relevant, in which category of membership he, she or it shall belong, the decision of the Board in these respects being final. The Board may, at its discretion, refuse to admit any individual or organisation to membership, except for reasons of gender, sexuality, race, religion or politics.
- 5.5.3 A successful application for membership will not become effective until payment of the appropriate annual membership subscription has been received.

5.6 Membership Subscriptions

- 5.6.1 Members shall be required to pay the appropriate annual membership subscription, if any.
- 5.6.2 The Members may at each or any AMM fix any annual subscriptions (and, if relevant, different rates thereof for different categories).
- 5.6.3 Only those members who have paid their current subscription (where these are fixed) are entitled to take part in and vote at any Members' Meeting.
- 5.6.4 If the membership subscription payable by any member remains outstanding for more than three calendar months after the date on which it fell due (and providing the member in question has been given at least one written reminder), the Board may expel that member from membership.
- 5.6.5 An individual who, or organisation which, ceases (for whatever reason) to be a member shall not be entitled to any refund of membership subscription.

Achievement & Performance for 2023-24 cont'd

Partnership Working

We are delighted to sign another Service Level Agreement with Fife Council to support community needs and events. This is reviewed annually to ensure that Toll Community Centre meets the terms and conditions of the grant. A representative from FC attends all monthly meetings and AMM. The Trustees have worked tirelessly with FVA to develop improve systems and procedures.

Most of our expenses are covered by income generated by the Toll Centre Room and Hall hires (with Burntisland Playgroup and BOSS being our major customers), the Toll Community Hub, in Burntisland High Street as a charity shop, as well as funding applications and fundraising efforts.

We continue to work in partnership with Fareshare initiative, where we purchase low priced fresh food, fruit and vegetable, for which we sell to all in the community, without profit. This is ensuring that we allow families and individuals in the community to be resilient and self-sufficient and that we contribute to the zero waste food outcomes.

We have also maintained our regular donations, from Stuarts the Bakers on a Wednesday, of rolls and cakes, packaged up by volunteers and offered free of charge to the community.

Toll Community Centre Hub

The community Hub was initially set up to offer a free space for agencies to meet clients and was well received to start with, but sadly, with the increasing charity shop hours and lack of publication, there was not sufficient footfall, community engagement, for these agencies to sustain a presence. It is a priority for Trustees to re-establish contact to promote these services once again.

The charity shop continues to open as often as staff are available and contributes hugely to the income of Toll Community Centre and continues to enjoy great footfall and volunteers all enjoy serving the public.

User Groups

The Community Centre continues to be the base of Burntisland Out of School and holiday care provision as well as Burntisland Playgroup. Both groups report to enjoy, new and improve relations with the staff and Trustees. The proposed extension in the garden, to offer sheltered entrances for parents, during Covid, is no longer a priority and the Toll Community Centre have accepted plans from Burntisland Playgroup to putting in place improved facilities within the garden area.

As part of our commitment to building community resilience, social isolation and loneliness, a number of activities are being run at the Toll Community Centre. A sit and size class is run in the foyer of the centre, which is well attended by a cross section of the community, particularly 60+ age group and enjoys a good attendance. This provides a great healthy living and fitness session for the community. The class attendance fees make this initiative self-sustainable.

Sewing group – This class continues to run on a Monday evening and is well attended, and a waiting list is operated for this class. The class have a maximum of 10 and members continue to develop their skills in making, modifying and repair of their personal items, helping towards sustainability and waste reduction of clothing. We are proud to have the skills, experience and motivation of an inclusive sewing instructor.

Achievement & Performance for 2022-23 cont'd

Community Events

- The Trustees undertook community Christmas events, where we set up a FREE magical Santa Grotto in the Hub, which was opened with Santa coming up the high street on his sleigh. This was a hugely successful event, where we had over 75 families attend, where all the children received a gift from Santa and with willing volunteers to take family pictures.
- The following week Santa's Sleigh toured round the streets of Burntisland supported by the Trustees and volunteers, as well as a Great Dane, dressed up as Santa's Helper. All children received a free sweetie, with very grateful thanks to Burntisland Rotary for their kind monetary donation to purchase the sweets. There was huge community support and complimentary comments following this successful night, where crowds of children were waiting the imminent arrival of Santa to their street.
- St Serfs Church in Burntisland requested Toll Community Centre to contribute to their "lights at Christmas" appeal by lining the gardens at side with Christmas trees. Toll Community Centre erected a rooted tree, in order that it can continue to flourish afterwards. The tree was decorated by local children who made individual items, with support of one of the Trustees. Toll Community Centre also organised people from the community to take part in the Queens Green Canopy initiative where members planted trees in our surroundings.
- Working together with the Big Green Market, a repair workshop is being held quarterly in the Community Centre.

FORWARD PROJECTIONS – MOVING FORWARD

Moving forward, the Trustees of the Toll Community Centre are determined to consolidate existing rental agreements – with Burntisland Playgroup, BOSS and the Sewing Class. We are also keen to explore new project ideas and opportunities and to grow our membership. The Trustees have developed a new membership form and are actively seeking new members to join as members of the Centre and also for these members to put themselves forward for consideration as Trustees.

We would also welcome feedback from customers and members so that we can prepare Future plans that match the needs of the local community.

Financial Review

Statement of Reserves Policy:

The Trustees consider that £30,000 should be held as general reserve to enable them to meet their obligations should funding be withdrawn or reduced severely.

Details of any deficit:

There was a financial deficit this year, the Trustees will continue to monitor the balances.

Details of Donated Facilities & Services:

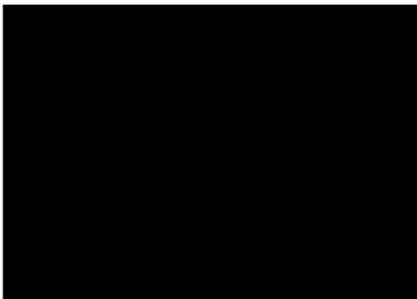
The trustees donate their time to the running of the Centre

Statement of Trustees Responsibilities

The members of the Charity must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Charity during the financial year. The members of the Charity are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006.

They are also responsible for safeguarding the assets of the Charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:



Annual Report & Financial Statements for the year ending 31st March 2024
Scottish Charity No SC016430

Receipts & Payments Account
Year Ended 31st March 2024

	Notes	Un Restricted	Restricted Funds	Total 2024	Total 2023
Receipts					
Donations		1,322.31	0.00	1,322.31	1,478.39
Receipts from Fundraising Activities	1	15,415.35	0.00	15,415.35	27,446.71
Other Charitable Activities	2	31,465.71	0.00	31,465.71	30,267.34
Grants	3	0.00	39,091.76	39,091.76	39,032.55
Bank Interest		503.14	0.00	503.14	85.95
Total Receipts		48,706.51	39,091.76	87,798.27	98,310.94
Payments					
Expenses from Fund Raising Activities	4	4,388.31	0.00	4,388.31	4,164.55
Expenses from Charitable Activities	5	52,357.63	39,091.76	91,449.39	90,685.05
Independent Examination		250.00	0.00	250.00	250.00
Governance Costs		0.00	0.00	0.00	9.40
Total Payments		56,995.94	39,091.76	96,087.60	95,109.00
Net Receipts/(Payments)		(8,289.43)	0.00	(8,289.43)	3,201.90
Transfer between Funds		0.00	0.00		
Surplus/(Deficit) for Year		(8,289.43)	0.00	(8,289.43)	3,201.90
Statement of Balances as at 31st March 2024					
		Un Restricted	Restricted Funds	Total 2024	Total 2023
Balances at Start of Year		96,478.58	0.00	96,478.58	93,276.64
Surplus/(Deficit) for Year		(8,289.43)	0.00	(8,289.43)	3,201.90
Balances at End of Year		88,189.15	0.00	88,189.15	96,478.58
Other Assets					
See note 6				726,000	
Liabilities					
No Outstanding Liabilities					

Financial Statements approved by the Charity and signed on its behalf by:



Dated..... 30/10/24

Notes to the Accounts

	2024	2023
1. Receipts from Fundraising Activities		
Community Hub Food	5,155.87	4,029.85
Community Hub Charity Shop	10,251.98	23,242.46
Community Events	0.00	18.40
Crafters	7.50	0.00
Raffles	0.00	156.00
	£15,415.35	£27,446.71
2. Other Charitable Activities		
Youth Group	0.00	378.01
Photocopying	1,055.63	814.48
Income from Hall Rental		
Bike Project	70.00	325.00
BOSS	14,569.33	9,996.12
Playgroup	7,134.75	8,108.00
Polling Station	0.00	1,000.00
Public Hall	2,000.00	3,307.63
Deposits for Hall Rental	1,440.00	970.00
Slimming World	1,260.00	1,465.00
Dance Classes	0.00	570.00
Exercise Class	1,784.00	1,883.10
PAT Testing	77.00	0.00
Sewing Class	1,280.00	1,360.00
Wednesday Club	555.00	90.00
Pizza Van	240.00	0.00
	£31,465.71	£30,267.34
3. Grants		
Awards For All	10,000.00	0.00
Fife Council	26,098.00	27,855.00
No One Left Behind	2,993.76	11,177.55
	£39,091.76	£39,032.55

Notes to the Accounts cont'd

4. Expenses from Fundraising Activity

Community Events	308.91	171.00
Santa's Sleigh & Grotto	191.90	157.95
Talent Show	0.00	80.60
Big Fun Fitness	0.00	1,755.00
Sewing Class	2,312.50	2,000.00
Big Fun Fitness	1,575.00	0.00
	£4,388.31	£4,164.55

5. Expenses from Charitable Activity

Staff & Pay Roll Costs	48,112.25	61,856.14
Restricted – Travel & IT Infrastructure	687.72	1,150.42
Advertising/Promotional	1,066.97	828.09
Toll Centre		
Insurance	1,634.36	1,477.84
Telephone/Comms (incl Hub)	1,904.45	1,364.40
IT & Equipment Costs	2,459.00	285.01
Utilities	8,649.63	6,369.43
Geneal Office Expenses	805.46	575.48
Refund of Hall Deposits	950.00	520.00
Repairs & Cleaning	8,234.46	3,613.96
Printing, Postage & Stationery	2,149.71	2,343.43
Bank Charges	224.46	0.00
Staff Training	434.60	0.00
Community Hub		
Insurance	290.80	770.23
Rent	7,520.88	5,221.84
Council Tax	525.89	613.18
Expenses	486.10	163.23
Utilities	1,979.65	988.30
Fareshare	2,799.00	2,040.76
Rental of Lockups	534.00	503.34
	£91,449.39	£90,685.05

6. Assets of Toll Community Centre SCIO as at 31st March 2024

Buildings	£650,000
Fixtures & Fittings	£65,000
Business Items	£10,000
Stock	£1,000
Total	£726,000

Notes to the Accounts cont'd

7. Trustee Remuneration and Related Party Transactions

The Trustees did not receive any remuneration or expenses during the year.

8. Nature & Purpose of Funds

The statements of account for the year show the financial figures for the Charity. All funds are un-restricted and for the sole use of the Charity and its running costs.

The funds are made up of the following:

Co-op Bank Account	27,245.47
TSB Bank Account (79299868)	60,672.81
Cash in Hand	98.41
Soldo Account	172.46
Total	£88,189.15

Independent Examiner's Report on the Accounts

Report to the trustees of Toll Community Centre SCIO
Registered charity number SC016430
On the accounts of the charity for the period to 31st March 2024
Set out on Pages 9-12

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, or

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

