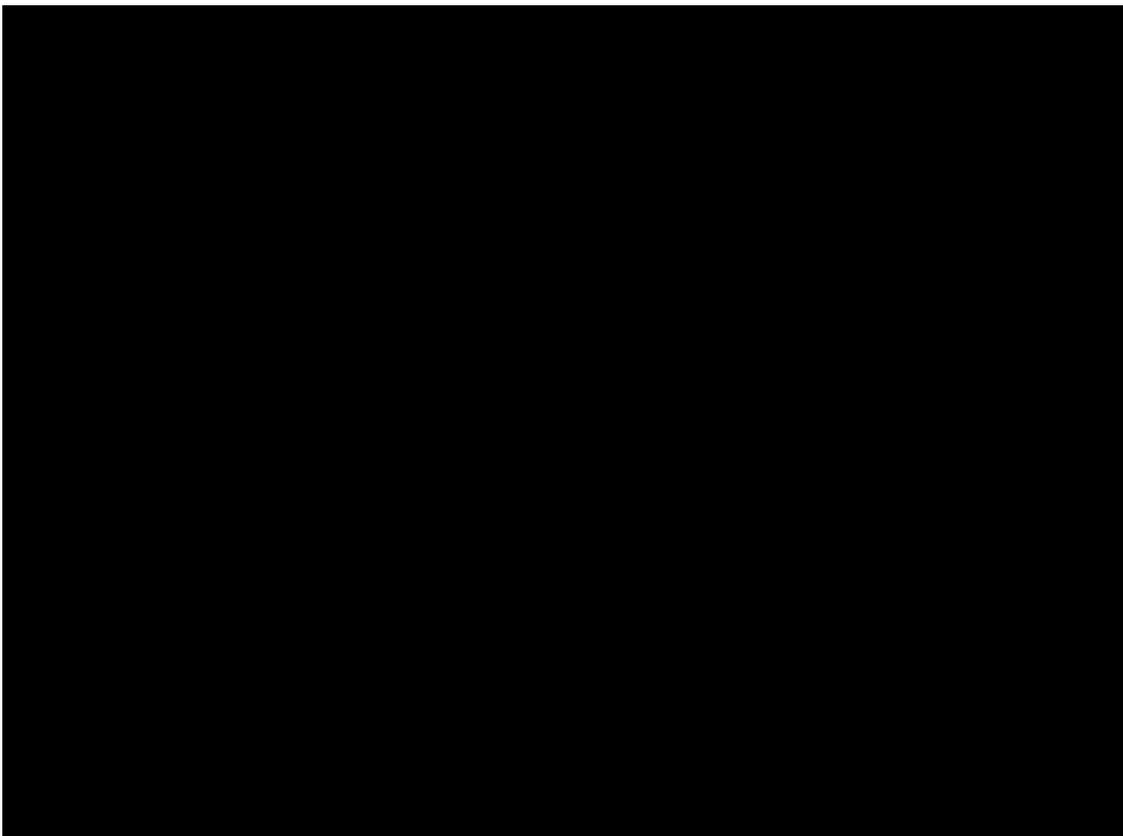




**1st Step Development Ventures
Trustees' Annual Report
November 2019-October 2020**



February 2020 1st Step Burns Night Celebrations

1st Step Development Ventures Charity Contact Information



Scottish Charity Number - SCO 48748

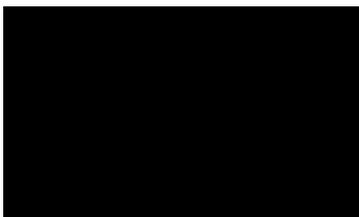
Address Avonmill House, 12 Avonmill Road, Linlithgow, West Lothian EH49 7QX

Telephone number [REDACTED]

Email Address [REDACTED]

Facebook 1stStepcafeandbikes

Charity Trustees



Chair	(appointed 10/10/18)
Secretary	(appointed 27/8/19)
Treasurer	(appointed 27/8/19)
	(appointed 10/10/18)
	(appointed 27/8/19)

Contents

- 1.0 Objectives and Activities
 - 1.1 Key Objectives
 - 1.2 Structure, Governance and Management
 - 1.3 Trustee Recruitment and Appointment
- 2.0 Financial Review
 - 2.1 Next Year
 - 2.2 Reserves Policy
- 3.0 Our Achievements

1.1 Objectives and activities

Inspiring Recovery Together

“Working towards communities that make addiction recovery real. That means challenging stigma, supporting people to see their own strengths, and creating opportunities for them to rebuild social connections and find purpose and fulfilment in their local communities.”

The opposite of addiction is not sobriety but being able to build positive and diverse human connections. This is often referred to as the ability to build “recovery capital”. The building blocks of which are peer support, supportive friends, family and community and access to purposeful activities.

This is easier said than done when very often people have become estranged from families due to chaotic and challenging behaviours and are trying to break free from negative influences in their social lives. People trying to recover are often very isolated and can be vulnerable to relapse. They can struggle to be accepted for volunteer opportunities because they often need a great deal of support and patience as recovery is fragile and set backs are common.

At 1st Step we know for certain that recovery is real and can be sustainable if you invest the time and support to build real connections between diverse people and enable people in recovery to be able to contribute to their communities as active citizens. This in essence is “point” of our organisation and the huge need we as a charity have been set up to fulfil through our key objectives.

1.1 Key Objectives

- Provide services for individuals affected by and in recovery from substance misuse in West Lothian and Falkirk communities in order to relieve the suffering and disadvantage caused by addictions and improve lives of everyone affected by addiction
- Provide safe environments for individuals in recovery from substance misuse, their friends, family and local communities.
- Advance education by providing skills development, training and volunteering opportunities for people in recovery from substance misuse to improve their life chances and opportunities for future employment

We achieve our objectives through creating opportunities for people to interact, socialise and learn together. We support a peer lead weekly recovery meeting, also a community cafe, which is open to everyone. The Cafe runs as

a social enterprise offering and outside catering service. We have also created a cafe garden and offer courses in growing and healthy eating to complement the Cafe.

Over the last 3 years we have gone on to develop 1st Step Bikes, based at the Linlithgow recycling centre. From our workshop we offer bike refurbishment training courses for people in recovery where they can start to learn new skills, develop routines, make wider social connections (really important to preventing relapse) and start volunteer and rebuild their lives.

Creating purpose, tackling boredom, stigma and giving people hope, are all key ingredients needed to help people recover sustainably. These are the ingredients we work to achieve.

1.2 Structure, governance and management

The governing document of 1st Step is a constitution, which sets out among other things the purposes, structure and powers of the organisation, and which provides for appropriate governance and management. A copy can be made available on request.

1.3 Trustee recruitment and appointment

The constitution sets out the process and powers available for appointing and recruiting to vacant Board positions under the clauses dealing with The Board and Appointment/Retrial. The constitution also allows for a minimum of 4 Trustees and a maximum of 8. There is a provision, which allows the Board to operate with office holders only so it can go down to 3 Trustees in exceptional circumstances.

When we have made appointments in the past there have been 3 key criteria

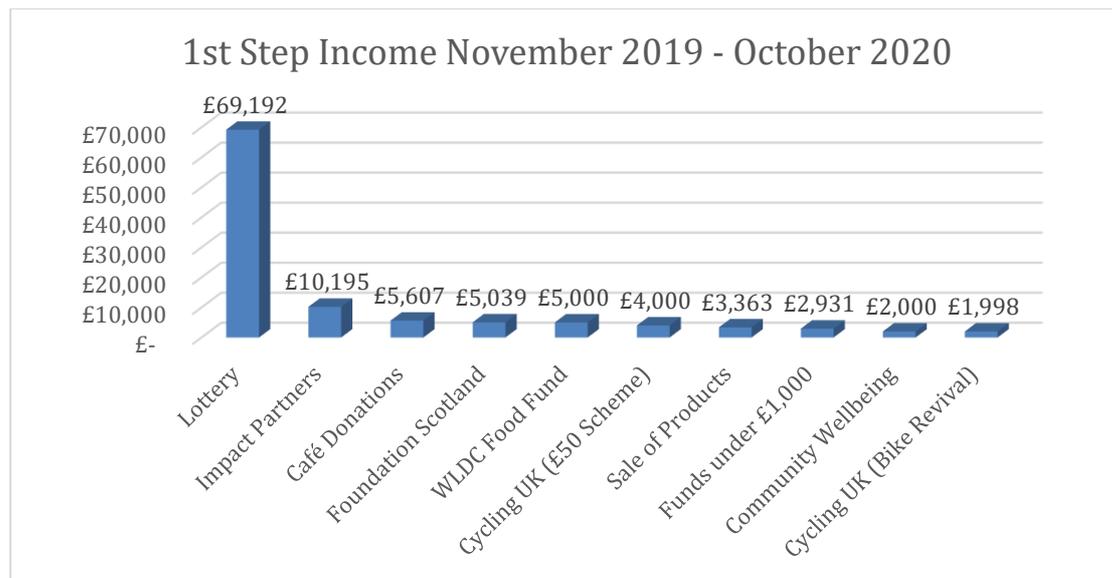
1. An interest in the organisation and its objectives.
2. A willingness to support the organisation and its objectives with a practical commitment.
3. Knowledge or experience, which will inform the effective operation of the Board in support of the organisation and its objectives.

Board positions so far have not been advertised but have been filled either by people coming forward to volunteer or by approach to individuals who are assessed as having knowledge or experience, which will support and develop the operational resilience of the Board. When a potential candidate comes forward - through either route - their suitability for will be reviewed and signed off by the Board prior to any appointment being made.

2.0 Financial Review

This has been a challenging year for 1st Step's finances. The impact of the Covid pandemic has seen a significant shift in priorities resulting in new funding strategies being sought. Fortunately, the Bikes project has been able to continue operation thanks to funding from Cycling UK. The Café's operation stopped in March 2021, but the team transferred to the food-box sourcing and delivery project. This has been financed and supported through several large and small funds. Delivery has not just been food; TESCO Fun and Games funded book and game packs for families and Foundation Scotland financed the supply of 15 Chromebooks to support home learning.

As the chart below shows, 1st Step Development Venture's income is predominantly in the form of restricted use, grants from 3rd party funders. These are dedicated to the delivery of specific projects. Income, where spend is at the discretion of 1st Step Development Ventures, comes from Mustard Seed, 1st Step Café. This year the Board has agreed that the income for 1st Step Bikes will be Designated so allowing the project to operate financially as a single stream. The financial year's income splits, £94,726 restricted, £9,135 designated and £10,512 unrestricted funds and reserves.



From the previous financial year, we carried forward £53,606 of funding from the Big Lottery Community Fund, Cycling Scotland, Blackburn Local Employment Scheme, Scottish Council for Voluntary Organisations, and Impact Partners.

Within the category of Funds under £1,000, we received:

Independent Living Fund	£500
TESCO Fun and Games	£500
WLDC Disbursement Fund	£450
Big Lunch Fund	£100
Linlithgow Masonic Lodge	£200

In addition to these direct funds, Linlithgow Community Development Trust supported the food distribution project by subsidising our volunteers' travel costs (£592). We also took advantage of the Amazon Smile facility which brought in £12 of unearned income.

In addition to these direct funders our thanks also go to:

- St Ninian's Craigmailen church for allowing the food delivery project to use Longcroft Hall rent free during the pandemic,
- Brand family funeral collection (£317),
- St John's Friday Community Café donation (£300),
- ██████████ sponsored marathon (£1,133)
- Anonymous donations (£320),
- Our various supporters in the community and local businesses for their contributions over the year,

Expenditure was mainly on staff salaries (£56,989), freelance fees (£8,891) and sessional workers (£4,893) which is 75% of total expenditure. A significant expense for the Bike Project came from a break-in at the Braehead workshop. This resulted in the loss of bikes worth £2,000, parts and tools. To restore parts and tools as well as increasing the workshop's security cost £980.

2.1 Next Year

The 2020/21 financial year sees the end of the Big Lottery funding for the Bikes Project salaries. While it is hoped that this funding will continue, alternative strategies to continue salaries and roles at their present level are under immediate consideration.

During the pandemic, we have been fortunate in maintaining an active presence in the community which is planned to continue into the next financial year. Much of the income streams depend on restrictions to social activity. This means that the Café's and Mustard Seed's level of operation is difficult to plan. The food-box distribution will continue for as long as it can be financially supported.

Overall, the change in strategy with more direct community-based activities has brought 1st Step into contact with new networks and funding opportunities that will be progressed in the coming year.

2.2 Reserves Policy

Financial sustainability is a challenge to nearly all charitable organisations; this is often due to the current tendency for funders to support new or one-off projects, rather than support core or on-going costs.

Our unrestricted reserves as at 31st October 2020 are £10,272. This is equivalent to 2 months running costs, which is adequate to allow us to cover any funding gaps and complies with our reserves policy. We will continue to research and identify potential funders that support our values and priorities to promote recovery in our communities. We also aim to increase income generation from 1st Step Bikes and through the Café and Mustard Seed, which will allow us to maintain and build up our level of reserves to give us greater financial security.

3.0 Our Achievements

In terms of achievement nothing captures it as well as the voices of real people who have been involved with our organisation.

“It’s really nice to know that I am helping someone and it’s good for me to get back to seeing people and getting out. I spent a while locked away too nervous to even come out (even prior to Covid). This has helped me tremendously in my confidence. I think I’m getting a little better bit-by-bit and having the opportunity to work with 1st Step has been a blessing, a lifesaver. So thank you for giving me the opportunity, I really do appreciate it.” (1stStep volunteer).

“1st Step has been a lifeline for my clients. As victims of domestic abuse, they are displaced, isolated, traumatised and frequently without means to care for themselves and their families. 1st Step Development has provided on-going support for my clients with food parcels and baby supplies. They also donated Chrome Books to allow the children to continue with their school lessons during lockdown. The help from 1st Step Development has been life changing, allowing women and children in desperate situations to cope with their displacement and heal from the trauma of what they have endured. The on-going assistance has been hugely appreciated and I cannot thank them enough for their support.”

██████████ Women’s Project
Falkirk Council Criminal Justice Social Work Team

We have been operating for 5 years, starting as a community led organisation and in October 2018 becoming a charity (SCIO). This second year of operating as a charity started extremely well. We hosted a number of successful social events, 1st Step Bikes continued to develop volunteer training opportunities refurbishing and servicing bikes and our Mustard Seed

catering enterprise continuing to deliver amazing food to a growing number of customers. Then in March 2020 the Covid-19 pandemic struck.

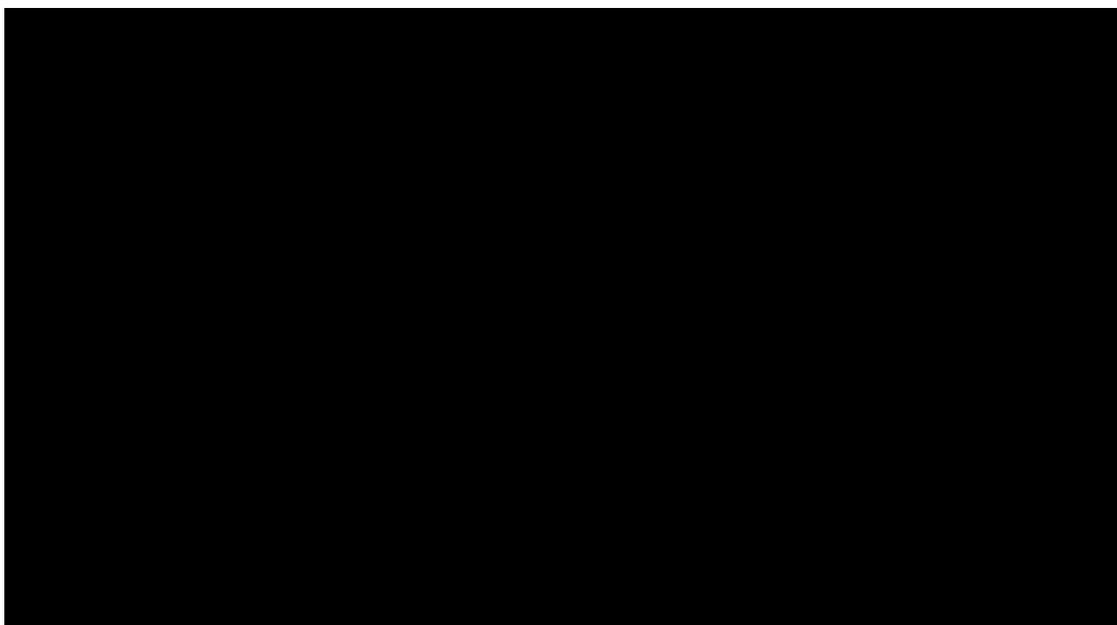
Addictions can be very difficult to recover from and manage and can have many negative and destructive impacts of individuals, families and friends. **The pandemic has hugely increased the challenges faced by people affected by addiction** and made it even more important for us to reach out and help people navigate the current challenges and uncertainties.

How is COVID-19 impacting on people struggling with an addiction?

- Many people affected by addiction have underlying health conditions
- People with substance abuse issues may be more at risk of becoming very unwell if they get COVID-19. This is because they may have underlying respiratory problems as a result of smoking or inhaling substances, or their immune systems may be weaker because of their drug and/or alcohol abuse.
- Many people and families affected by addiction are extremely isolated and do not have support networks to help them manage the current crisis. If they do, then in many instances the relatives (often older people) providing support have been unable to help. This has increased stress and had negative mental health impacts on many people and families.

So how did we respond to these considerable Covid-19 challenges?

Supported People and families most at risk from food insecurity



Our 1st Step Cafe used to distribute excess supermarket food every Tuesday. From March 2020 we have grown our food and essential items response and over this period to deliver weekly essential parcels to over 140 people across West Lothian and Falkirk. We also grew our Covid-19 volunteer team with 25 new volunteers, who were nearly all in recovery stepping in to help.

Nearly all our referrals come from partner organisations that identify people and families in need and with whom we work very closely. This has included many important partnerships such as the West Lothian Food Insecurity Network, Action for Children, West Lothian refugee project, Cyrenians, CGL and Falkirk Council criminal justice and women's domestic violence support teams.

Clear information & communication

Being able to talk to people you trust can be hugely reassuring and enable people to cope and sustain their recovery journey. 1st Step have been able to talk to people across our networks regularly through zoom meetings and telephone catch ups and has been able to provide up to date guidance and support to reassure people at this uncertain time.

Helping people feel less isolated and part of a community

Fear, loneliness and isolation can be especially hard for people who are struggling with an addiction. A lack of social support and face-to-face contact with loved ones or support from service providers can mean people tempted to reach for a drink or take drugs even more often as a way to distract themselves. If people are feeling more anxious and lonely, you may also start engaging in other unhealthy behaviours such as online gambling, which can cause further problems.

1st Step has offered regular Zoom recovery meetings and family oriented Thursday games night.

New volunteer opportunities in our food distribution team and community garden have given many people a real sense of purpose and pride that they are really making a difference at this really difficult time.

Many of the people we are supporting are people living by themselves; women affected by domestic violence and large single parent families. These people receiving the food parcels say it is "much more than food". People describe it as a "life line" and the "highlight" of their week. The social contact (physically distanced of course!) has been key to helping people stay connected and helping people feel safe and supported.

Supporting people affected by relationship breakdowns and domestic violence

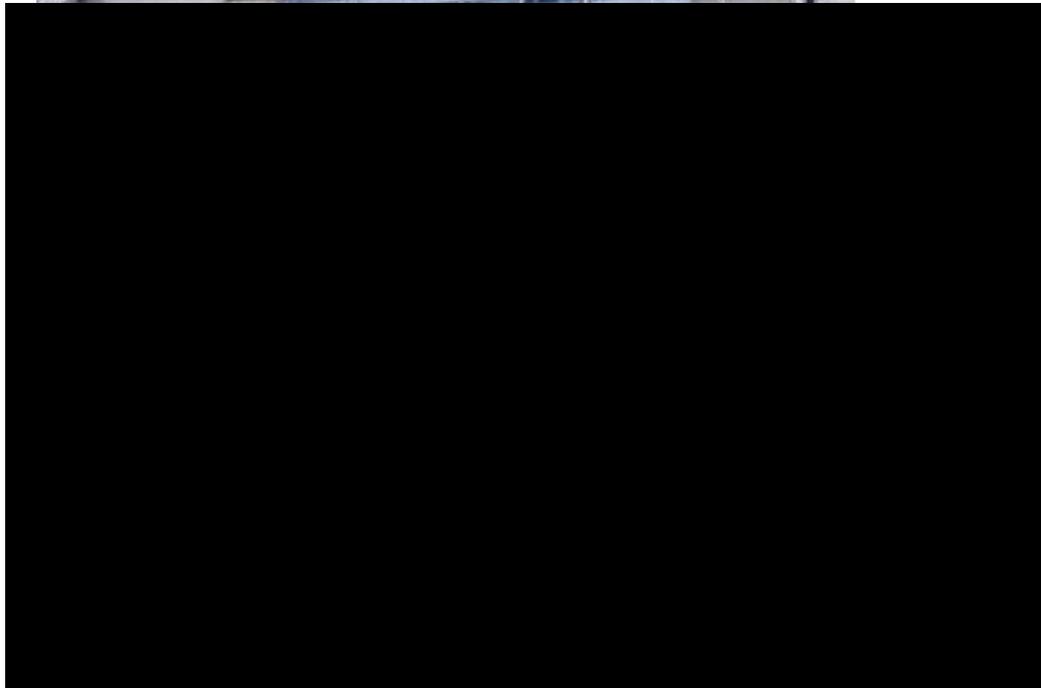
We have seen a steady increase in domestic violence referrals from local agencies. In many cases alcohol abuse or drug use has been a contributor to the breakdown or violence.

In partnership with a number of service providers we have developed a confidential service providing food parcels including toiletries, clothes and toys to women affected by domestic violence. Some are in safe houses and others are still in their homes. The food, toys and chrome books that we distributed (successful funding from SCVO) really helped alleviate some of the stress the

family feels and in turn the potential for violence to flare up. It also importantly enabled many children to have access to chrome books that helped them stay connected to schoolwork and their friends.

1st Step Bikes remained an essential service

Cycling and bikes have continued to be a key service during the pandemic. 1st Step Bikes continued to operate but with a reduced number of volunteers to enable social distancing. This has meant that we have been able to help many key workers have access to a free bike or repair. This was especially important during lock down when our free bike support was used by many key workers to help them get to work, do their work or help keep them mentally and physically fit.



"Thank you soooo much for all the amazing work you are doing! I'm thrilled with my new bike..... I am using your kind gift for travelling to and from work and for health benefits. I currently work in a local pharmacy and I'm so delighted by the patience and understanding from the local community. It's been a struggle but we are all in this together xxx" ([REDACTED] local key worker)

We also donated many bikes to people struggling with mental health challenges or fixed their bikes to help them get out and about and benefit from all the health benefits of cycling. This was done through a number of partnerships including the Cyrenians, Change Grow Live (CGL), West Lothian Drug and Alcohol Service (WLDAS) and West Lothian and Falkirk social work teams.

Later in the year we managed to secure funding from Cycling UK to support key workers and the general public through a number of schemes. This included free Dr Bike check ups and taking part in the recent Cycling UK £50 bike repair scheme.

As more information has become available we have responded to making our operations Covid-19 safe. From the end of July 2020 we slowly started to work with more volunteers again. This has meant an investment in bike stands and tools so that people do not have to share and introducing hygiene and physical distancing working practices.

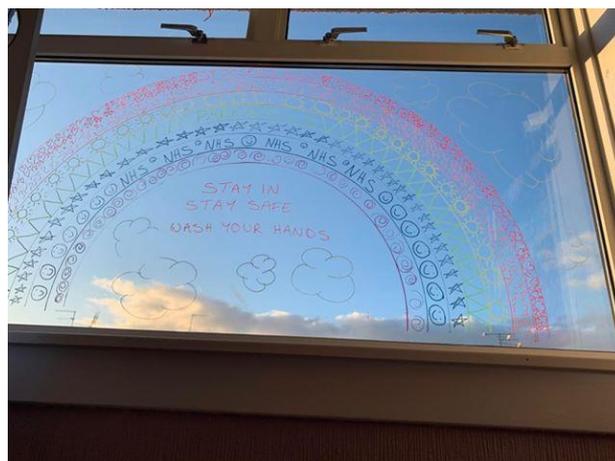
It's fantastic to be working with more volunteers again at 1st Step Bikes and look forward to seeing more of our regulars return to the team when it safe for them!

Looking forward through the pandemic

The pandemic is clearly going to be with us for some time, and as we move through its next stages we are committed to working with our partner agencies and our community to respond appropriately; delivering our aims in line with our principles.

The 1st Step response to the pandemic was quick, nimble and flexible. There was a collective 'rolling up of sleeves' by everyone at 1st Step and we adapted swiftly to provide what turned out to be "life lines" to many people in our communities.

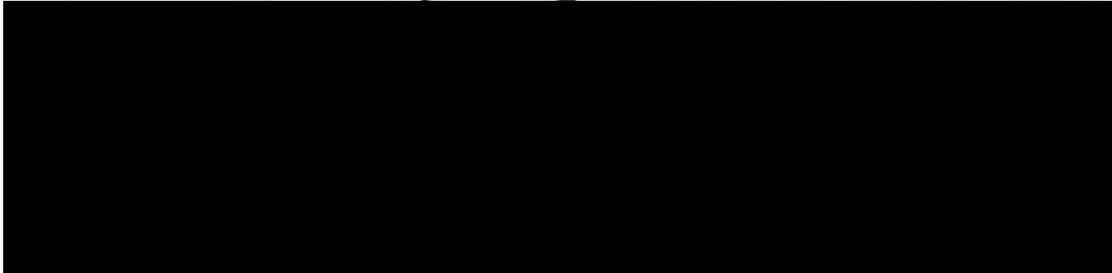
We are proud of our response, when it is safe and legal to do so, we will meet up physically again in the 1st Step Café to celebrate together. We look forward to that day!



(1st Step Bikes Covid-19 children's bike competition winner)



Signed on behalf of the charity trustees:



Print name



Designation

Treasurer

Date

13th April 2021

1st Step Development Ventures SCIO

Scottish Charity SC048748

Receipts & Payments Accounts

for the year ended 31st October 2020

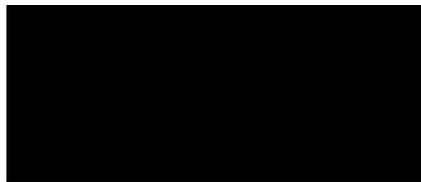
Reference and Administrative Information

Charity Name: 1st Step Development Ventures SCIO

Charity Registration Number: SC048748

Contact Address: c/o Avonmill House
12 Avonmill Road
Linlithgow Bridge
EH49 7QX

Independent Examiner:



Bankers: Santander
Bridle Road
Bootle
L30 4GB

1st Step Development Ventures SCIO SC048748

Independent Examiner's Report to the Trustees of 1st Step Development Ventures SCIO

I report on the accounts of the charity for the year to 31st October 2020 which are set out on pages 2 to 6.

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.

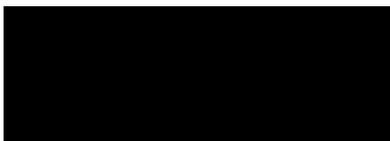
Basis of independent examiner's statement

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 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.



Name:



Address:



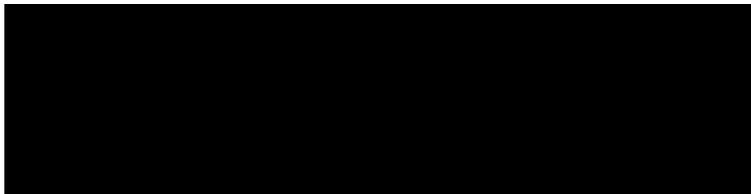
Date:

12th April 2021

1st Step Development Ventures SCIO				
SC048748				
Receipts & Payments Account for the year ended 31st October 2020				
	Unrestricted Funds	Restricted Funds	Total funds 2020	Total funds 2019
	£	£	£	£
Receipts				
Bike sales and servicing	2,238	-	2,238	5,242
Cafe income	656	-	656	720
Mustard Seed income	337	-	337	1,947
Donations	2,256	-	2,256	1,939
Sundry income	584	-	584	-
Grants	4,200	94,726	98,926	103,391
Total receipts	10,272	94,726	104,998	113,239
Payments				
Bike Project consumables	141	82	223	1,554
Dr Bikes sessions	-	1,556	1,556	-
Food purchases - café and COVID relief	171	1,315	1,486	750
Staff salaries and pension costs	-	56,989	56,989	53,184
Sessional worker	969	3,924	4,893	-
Travel and expenses	65	829	893	654
Staff training	-	-	-	638
Freelance fees and expenses	-	8,891	8,891	-
Other direct project costs	1,052	1,259	2,311	4,464
Volunteer training	-	900	900	-
Volunteer expenses	796	439	1,235	-
Computer equipment and costs	112	5,266	5,378	-
Equipment purchases	699	4,820	5,519	1,507
Tools, security equipment & replacement	980	-	980	-
Rent - café	143	-	143	196
Phone costs	33	360	393	
Office, printing & admin costs	28	48	77	258
Membership and subscriptions	58	109	166	145
Meetings and conferences	57	33	90	358
Bookkeeping fees	-	660	660	362
Sundry expenses	419	273	692	
Total payments	5,723	87,753	93,476	64,070
Surplus for the year	4,549	6,973	11,522	49,169

1st Step Development Ventures SCIO					
SC048748					
Statement of Balances as at 31st October 2020					
	Unrestricted Funds	Designated Bike Fund	Restricted Funds	Total funds 2020	Total funds 2019
	£	£	£	£	£
Opening cash at bank and in hand	15,348	-	53,606	68,954	19,785
				-	
Surplus for the year	4,549	-	6,973	11,522	49,169
				-	
Transfers between funds	- 9,385	9,135	250	- 0	-
				-	
Closing cash at bank and in hand	10,512	9,135	60,829	80,476	68,954
Reconciliation: bank and cash balances					
Bank	10,347	9,135	60,829	80,311	68,864
Bike petty cash	140	-	-	140	-
Café cash	25	-	-	25	90
	10,512	9,135	60,829	80,476	68,954
Other liabilities:					
Pension payments due				227	444

Approved by the Trustees and signed on their behalf:



Name: 
Treasurer

Date: 12th April 2021

1st Step Development Ventures SCIO SC048748

Notes to the Accounts

1. Basis of accounting

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

2. Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes as shown in note 4.

Designated funds are funds set aside by the Trustees for a specific purpose. The Designated 1st Bikes Fund has arisen from surpluses earned from bike sales which the Trustees have ring-fenced for further development of 1st Step Bikes.

3. Trustee Remuneration and Related Party Transactions

No remuneration was paid to the trustees or any connected persons during the year. No expenses were reimbursed to any of the trustees during the year.

No trustee or any person related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year.

4. Movements in Funds

	Balance at 31.10.2019	Receipts	Payments	Transfers	Balance at 31.10.2020
	£	£	£	£	£
Restricted Funds					
Big Lottery Community Fund - for 1st Step Bikes	36,212	69,192	61,225	-	44,179
Cycling Scotland - for 1st Step Bikes	5,786	-	2,121	-	3,665
BLES	3,520	-	1,144	-	2,376
SCVO	3,644	-	2,854	-	790
Impact Funding Partners - for Mustard Seed	4,444	-	4,444	-	-
Impact Funding Partners 2 - for Mustard Seed	-	9,985	6,522	210	3,673
Cycling UK - Bike Revival	-	1,999	1,999	-	0
Independent Living Fund	-	500	-	-	500
Foundation Scotland - CRRR	-	5,000	5,040	40	0
West Lothian Council Food Fund	-	5,000	241	-	4,759
Tesco Fun and Games	-	500	500	-	-
Community Wellbeing Fund	-	2,000	1,645	-	355
WLDC Disbursement Fund	-	450	18	-	432
Big Lunch Fund	-	100	-	-	100
					-
Restricted Funds total	53,606	94,726	87,753	250	60,829
Designated Fund: 1st Step Bikes	-	-	-	9,135	9,135
Unrestricted Funds	15,348	10,272	5,723	- 9,385	10,512
Total Funds	68,954	104,997	93,476	-	80,475