



**PORTOBELLO OLDER PEOPLES PROJECT (POPP)
SCIO**

TRUSTEES ANNUAL REPORT

April 2023 to March 2024

Funded by

**Edinburgh Health and
Social Care Partnership**

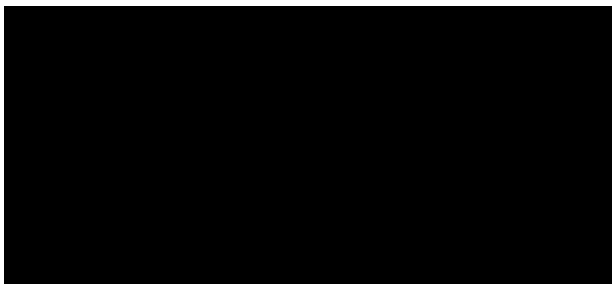


THE WEIR
CHARITABLE TRUST

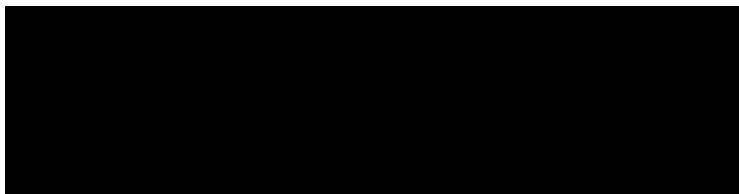
Charity contact information

Portobello Older Peoples Project SCIO

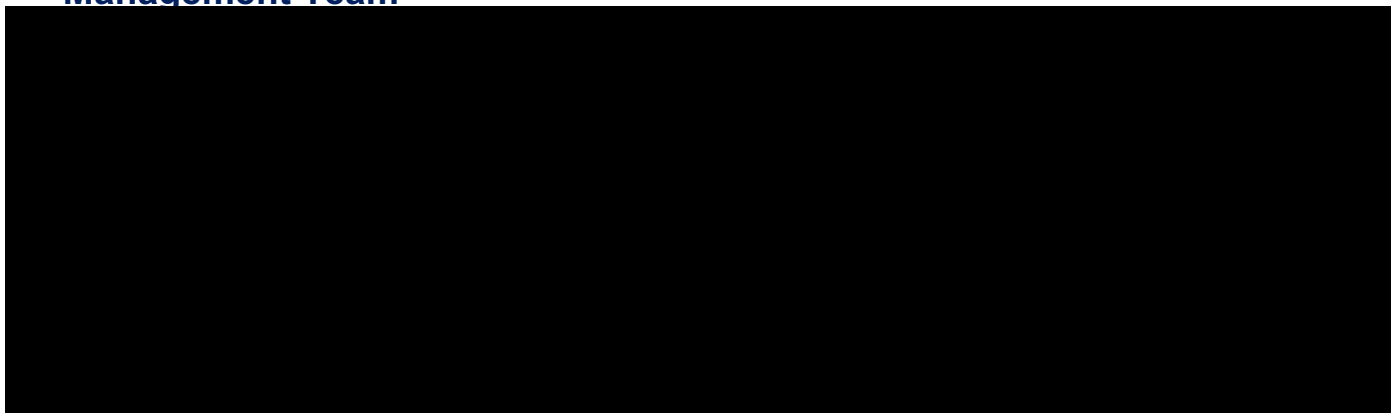
Scottish Charity Number: SC048384



Nominated Contact:



Management Team



Chair's remarks: -

The trustees are pleased to record another very successful year for POPP. They know how much 'the club' means to the members and what a difference it makes for them to meet each week to enjoy a chat, a hot meal, various activities and outings. The trustees appreciate the time and thought Project Organiser, [REDACTED] gives to the running of the club, and how much support she receives from the volunteer helpers and drivers.

In May 2023, the trustees were pleased to welcome Patricia Scotland to the Management Committee as a new trustee and hope to be successful in appointing one or two more before too long.

[REDACTED] Trustee and Interim Chair

Objectives and activities

The Portobello Older Peoples Project SCIO (POPP) is a lunch and social club for isolated and lonely older people in Portobello. It offers members the chance to come together, enjoy a hot meal and take part in social activities.

POPP runs on a Tuesday and Wednesday and supports 20 older people, ten each day. A varied programme of activities is provided, including quizzes, games, discussions, entertainers, visiting speakers, outings, and bus runs.

As well as promoting the health and well-being of its members, POPP supports members' families, giving them valuable respite from their caring responsibilities, knowing their relatives are enjoying themselves in a safe environment.

There is growing evidence that loneliness and social isolation can lead to serious physical and mental health problems, including increased risk of dementia. POPP is therefore making a small, but valuable, contribution to helping older people remain in their homes for as long as possible and thereby reducing pressure on statutory services.

Structure, governance and management

Constitution

The Constitution sets out the purpose, structure and management processes for the charity. Portobello Older Peoples Project SCIO (charity number SC048384) was registered with the Office of the Scottish Charity Regulator (OSCR) as a Scottish Charitable Incorporated Organisation (SCIO) in May 2018. The charity is known by the acronym “POPP”.

Trustee recruitment and appointments

Appointment of trustees is in accordance with the Constitution. Patricia Scotland was appointed a trustee in May 2023. We are continuing our drive to recruit further trustees.

Funding

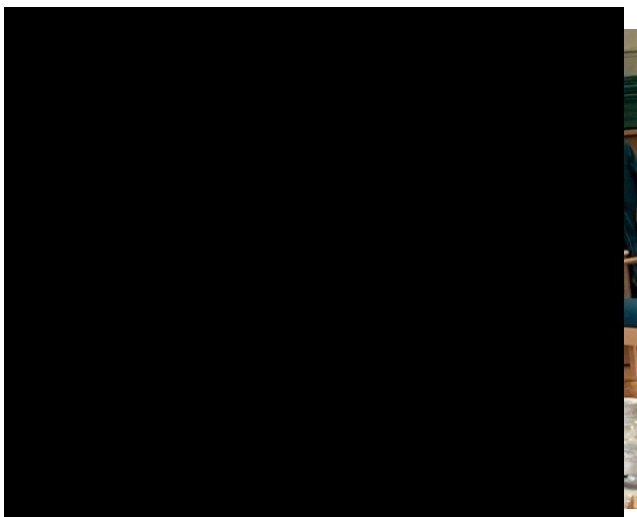
The project is supported by the Edinburgh Health & Social Care Partnership (City of Edinburgh Council & NHS Lothian) which provides over half of our funds (54% in 2023/4). We supplement this with income from members' subscriptions (23%), independent charitable grants (10%) and donations (12%). In 2023/4 we registered for Gift Aid which allows us to boost income from donations. Further details are available in the Financial Review section of the report.

What have we been up to this year?

The club ran for 46 weeks of the year, with both groups coming together on 3 occasions. We had the usual mix of games days, reminiscences sessions, quizzes, bus runs, outings etc.

There were a few particularly memorable events, including when we put up the bunting, organised a buffet, got the good china out and put the kettle on to celebrate the King's Coronation. [REDACTED] both went for a

regal look on that occasion. We also 'Remembered Old Portobello' with our friend [REDACTED] from the Portobello Heritage Trust. She shared photos and stories, generating a lot of chat and memories and she went away with a few new stories to add to her collection.



On a very wet day in June, we had our summer outing, travelling along the Union Canal on the Lochrin Belle. Despite the weather, we had a lovely day, with a fabulous buffet lunch while travelling slowly along the canal from Edinburgh Quay to Slateford and back again.

We've had lots of fun at Halloween parties and Christmas celebrations, among other things. The former celebrations included our ever-popular annual visit from the children from St John's primary school to sing Christmas carols. We were entertained at our Christmas party by the legendary 'Driving Force' at their

exclusive once a year gig. The event was MC'd by the amazing [REDACTED] and his 'cracking' jokes!

A new regular visitor, Bonnie, joined us for the first time at the end of March. It's lovely to see how much the members (and volunteers) enjoy having a wee dog around. There was lots of petting, treats and shared memories of dogs owned in the past. Bonnie [REDACTED] now has an open invitation to pop in when they can.



There have been a few other things going on in the background, including producing an information booklet: 'A guide on how to support our work' which has been distributed widely in the local community. The aim is to share information about what we do and let local people know how they can support us if they wish. All in all, another great year at POPP.



Enjoying a cuppa on the Lochrin Belle with the Tuesday group

Financial review

Accounts Summary for year ending 31 March 2024

Income		Expenditure	
Restricted		Restricted	
Edinburgh Integration Joint Board	£16,244	Salary	£12,042
Charity grants	£3,000	Employer's costs	£1,011
Money collected towards cost of outings	£221	Hall hire	£2,856
Donations	£100	Transport	£2,000
		Outings and events	£1,656
Total restricted	£19,565	Total restricted	£19,565
Unrestricted		Unrestricted	
Members' subscriptions	£6,821	Transport	£1,547
Donations	£3,620	Hall hire	£2,204
Miscellaneous	£6	Catering	£2,237
Fundraising	£0	Telephone/insurance/fees	£881
		Purchases	£1,096
		Training	£171
		Miscellaneous	£656
Total unrestricted	£10,447	Total unrestricted	£8,792
Total	£30,012	Total	£28,357
		Surplus/(deficit) for year	£1,655
		Bank balance on 31 st March 2024	£7,589

Charity Grants, donations, and fundraising:

Charity Grants	
The Weir Charitable Trust	£3,000
Sub total	£3,000
Donations	
Northfield and Willowbrae Community Group	£3,000
Portobello Probus	£200
	£20
	£300
	£100
	£100
Sub total	£3,720
Grand total	£6,720

Notes:

Three outstanding bills from LCTS were notified to us at the beginning of April 2024. These amounted to £655.05 – but will now show as expenditure in the 2024-2025 financial year.

Policy on reserves:

POPP's policy on reserves is to maintain sufficient funds to run the club for at least 4 months. Currently, this equates to £9,452. This year's reserves stand at £7,598. The reason reserves are maintained is to have funds available to deal with unforeseen circumstances. We felt it reasonable last year - when we incurred a deficit of £2,791 - to consider the Covid and post Covid period as 'unforeseen circumstances'.

The trustees were grateful to receive a grant of £3,000 from the Weir Charitable Trust and a donation of £3,000 from the winding up of the Northfield and Willowbrae Community Group.

In respect of our grant from the Edinburgh Integration Joint Board (EIJB), a 10% cut was applied in the 2024-2025 financial year. Currently continued funding for the 3rd sector from the EIJB is under review and the trustees are actively monitoring this while exploring alternative sources of funding. The trustees are confident that our reserves are sufficient to maintain POPP's day to day operations and meet liabilities as they become due until the outcome of this review and the potential for obtaining alternative funds are known.

Copies of the full accounts are available on request – please contact Rose White on 07472646262

Here's what some of our members and families told us this year:

It's lovely to have a meal, but the main thing is the company. All the helpers are lovely.'

I felt very down at home all the time. I'm now more content with myself and look forward to club day.

Before the pandemic, my gran was very active in the community. The pandemic took away a bit of her confidence and independence. The club has given her the opportunity to reconnect with people and build a sense of community in a safe and supportive environment.

A message from our Project Organiser:

It's hard to believe that we are at the end of another successful year at POPP. As you can see, we've had our usual mix of activities and a few new ones too. It's a privilege to do what we do, helping people to get out into the community, enjoy a hot meal and come together to enjoy the company of others. My favourite part of every club day is when everyone arrives in the hall, hearing the 'buzz' of chatter as folk take their coats off, sit down, ready for the first cuppa of the day. Nothing beats it when you know that for a lot of members, it's a really important part of their week.

However, none of this would be possible if it wasn't for the most amazing team of volunteers who give their time and energy to support everything we do. They do whatever is needed to ensure a warm welcome, a relaxed atmosphere and everything runs smoothly. This includes setting up the hall, making tea, serving food, driving the bus, chatting and providing a supportive arm.

Another team who work tirelessly behind the scenes is the Management Committee. Without their hard work we couldn't do what we do. They oversee the finances and management of the club, supporting me to ensure everything we do at the club is to a high standard.

So, to the volunteers and the management committee, I say:

A GREAT BIG THANK YOU TO YOU ALL



APPENDIX 3



		Independent examiner's report on the accounts v2					
Report to the trustees/members of	Portobello Older Peoples Project SCIO						
Registered charity number	SC048384						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year	to	Day	Month	Year
	01	April	2023		31	March	2024
Set out on pages	1 to 4						(remember to include the page numbers of additional sheets)
Respective responsibilities of trustees and examiner	<p>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 (as amended). 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.</p>						
Basis of independent examiner's statement	<p>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.</p>						
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> 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 <p>have not been met, or</p> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 						
Signed:				Date:	29 November 2024		
Name:							
Relevant professional qualification(s) or body (if any):							
Address:							

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

Portobello Older Peoples Project SCIO

SCO48384



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2023		31	March	2024

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	3,620	100			3,720	400
Legacies					-	-
Grants		19,244			19,244	16,244
Receipts from fundraising activities						185
Gross trading receipts - subs	6,821				6,821	4,435
Outing payments		221			221	536
Income from investments other than land and buildings					-	-
Rents from land & buildings					-	-
Gross receipts from other charitable activities						
Amazon refund						30
IKEA refund	6				6	
Bank interest						
A1 Sub total	10,447	19,565	-	-	30,012	21,830
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	10,447	19,565	-	-	30,012	21,830
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	8,792	19,565			28,357	24,621
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
A3 Sub total	8,792	19,565	-	-	28,357	24,621
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	8,792	19,565	-	-	28,357	24,621
Net receipts / (payments)	1,655	-	-	-	1,655	(2,791)
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	1,655	-	-	-	1,655	(2,791)

Categories	Details	Unrestrict ed 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	4,780	1,154			5,934	8,725
	Surplus / (deficit) shown on receipts and payments account	1,655	-			1,655	(2,791)
							-
							-
	Cash and bank balances at end of year	6,435	1,154	-	-	7,589	5,934
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

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	Chairs	1,128	656	729
	Club & office equipment (estimate)		300	300
	Samsung Galaxy tablet	200	200	
	Total	1,328	1,156	1,029

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
			#####

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)	Both restricted and unrestricted funds are used for the provision of a lunch/social club for older people in the Portobello area.
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	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	<div>1. Three outstanding bills from LCTS were notified to us at the beginning of April 2024. These amounted to £655.05 – but will now show as expenditure in the 2024-2025 financial year.</div> <div>2. POPP’s policy on reserves is to maintain sufficient funds to run the club for at least 4 months. Currently, this would equate to £9,452 - this year, reserves stand at £7,598.</div> <div>The reason reserves are maintained is to have funds available to deal with unforeseen circumstances. We felt it reasonable last year - when we incurred a deficit of £2,791 - to consider the Covid and post Covid period as ‘unforeseen circumstances’.</div>
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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 £
Portobello Probus	200				200	100
	20				20	
		100			100	
	300				300	
						100
	100				100	100
						40
Northfield and Willowbrae Community Group	3,000				3,000	
Anonymous						60
Total	3,620	100	-	-	3,720	400
	-	-	-	-	-	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £		Total current period to nearest £	Total last period to nearest £
Edinburgh Integration Joint Board		16,244		16,244	16,244
Age Scotland					
The Weir Charitable Trust		3,000		3,000	
Total	-	19,244		19,244	16,244
	-	-		-	-

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 £
Monthly subscriptions from members	6,821				6,821	4,435
Outing payments from members/volunteers		221			221	536
Fundraising for Age UK						185
Amazon refund						30
IKEA refund	6				6	
Bank interest						
Total	6,827	221	-	-	7,048	5,186
	-	-	-	-	-	-

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 £
Salary		12,042			12,042	10,212
HMRC - National Insurance		170			170	17
HMRC - Tax		482			482	
NEST pension		359			359	298
Transport	1,547	2,000			3,547	4,135
Hall hire	2,204	2,856			5,060	4,610
Catering	2,237				2,237	2,419
Outings/events		1,656			1,656	1,569
Telephone	618				618	512
Insurance	234				234	234
Petty cash						
General purchases	1,096				1,096	529
Training	171				171	
LCTS driver training/assessment						72
Medical for driving						
LCTS & SEAG annual fee	29				29	14
Misc.	656				656	
Total	8,792	19,565	-	-	28,357	24,621
	-	-	-	-	-	-