

**Culbokie Community Trust Limited**  
**Company Limited by Guarantee**  
**Extracts of Unaudited Financial Statements**  
**30 June 2019**

**FRAME KENNEDY**  
Chartered accountants  
Chartered Accountants  
Metropolitan House  
31-33 High Street  
Inverness  
IV1 1HT

# Culbokie Community Trust Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report)

Year ended 30 June 2019

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30 June 2019.

#### Reference and administrative details

**Registered charity name** Culbokie Community Trust Limited

**Charity registration number** SC045867

**Company registration number** SC481094

**Principal office and registered office** Metropolitan House  
31-33 High Street  
Inverness  
IV1 1HT

#### The trustees

M A Richards  
N MacDonald (Appointed 26 November 2018)  
A Morris (Appointed 26 November 2018)  
R L Fyfe  
P A Edwards  
K B Morrison  
J Mackenzie  
J M Douglas  
A E MacCulloch (Retired 26 November 2018)  
A J Petch  
S Southscott (Retired 26 November 2018)

**Company secretary** J Mackenzie

**Independent examiner** Colin Gray B. Com C.A.  
Chartered Accountants  
Metropolitan House  
31-33 High Street  
Inverness  
IV1 1HT

# **Culbokie Community Trust Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 30 June 2019**

#### **Structure, governance and management**

The charity is a company limited by guarantee and a registered Scottish charity number SC045867. It is governed by its Articles of Association which were revised and approved at an EGM on 1st December 2014.

In accordance with the company's Articles of Association, at the second and each subsequent AGM, one third of Elected Directors shall retire from office. Directors may be reappointed for a further term but must have at least one year out of office before being eligible again.

None of the directors has any beneficial interest in the company. All of the directors are members or associate members of the company and guarantee to contribute £1 in the event of winding up.

#### **Board**

The charity is governed by a board of up to 12 Directors which meets every 1-2 months and is responsible for all strategic decisions. All activities are undertaken in accordance with the purposes of the company set out in the Trust's Articles of Association.

Culbokie Community Trust Limited's Articles of Association were revised and approved at the 1st Dec 2014 EGM having been amended to remove an error in the list of post codes contained in the original Purposes of the Company.

#### **Objectives and activities**

The company has been formed to benefit the community of Culbokie, as defined by 29 post code units, according to the principles of sustainable development. Its specific purposes are - to manage community land and associated assets for the benefit of the community of Culbokie and the public in general;

- to provide recreational facilities and activities with the object of improving the conditions of life of the community;

- to promote community development and rural regeneration in areas of social and economic disadvantage within the community;

- to advance the education of the community about its environment, culture, heritage and history; and

- to advance protection and improvement of the natural or built environment.

The above is a summary of CCT's charitable objectives. The charity's governance documents contain the full list of its charitable objectives

# **Culbokie Community Trust Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 30 June 2019**

#### **Strategic report**

The following sections for achievements and performance and financial review form the strategic report of the charity.

#### **Achievements and performance**

##### **Company Development**

Following a recruitment campaign, CCT membership has increased significantly in the last year and we now have 234 Full member, 52 Associate members and 14 Juniors as well as 5 Associate member organisations. The CCT Board are grateful to those volunteers who carried out this campaign.

During the year CCT has benefitted from the skills and experience of the Directors. The biggest change during the year has been the developing relationship with Tulloch Homes, the developer of the Glascairn site. This has been a very positive experience for those involved in the many meetings we have had during the year and we expect that this will continue over the coming year as the pace of the development increase.

CCT continued its membership of Development Trust Association Scotland (DTAS), Ross-shire Voluntary Action (RVA), Highland Small Communities Housing Trust (HSCHT) and Community Land Scotland (CLS). These memberships have provided CCT with access to information, training and advice to support its core objectives.

# **Culbokie Community Trust Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 30 June 2019**

#### **Achievements and performance *(continued)***

##### **Glascairn Community Project**

In the early part of the year CCT re-established its positive, creative and 'can-do' attitude to the Glascairn project following the major setback, at the end of last year, of its failure to secure major BIG Lottery funding.

We continued to develop a positive relationship with Tulloch Homes and in December 2018 Tulloch submitted two overlapping planning applications. One was for the private houses and related affordable homes and green spaces at Glascairn and the other was submitted on behalf of CCT for the village green, community hub and 6 additional community houses. This was given approval in June 2019 subject to certain conditions which were still being resolved at the year end.

CCT spent most of the year focused on two aspects of the Glascairn Community Project - the village green and the community housing. We set up a working group to develop proposals for the village green and in October 2018 we launched a community consultation to get views on what should be included in the design. The constructive ideas and suggestions from this consultation were included in a brief to landscape designers to draw up proposals for the village green and CCT allocated funding to appoint a firm of landscape architects to carry out this work.

CCT also carefully considered how to go about the development of the 6 community houses. We organised an event with Highland Council, Highland Small Communities Housing Trust (HSCHT), Ferintosh Community Council and Cairn Housing to discuss the best approach to maximise benefits to Culbokie. We also supported HSCHT and Cairn to host a community engagement on housing on July 1st to draw out details of community need. This work led to a landmark decision by CCT to sell the land zoned for the 6 additional houses to Cairn Housing for the development of additional affordable homes. Cairn has agreed this proposal in principle and CCT has been consulted in detail as the plans for these houses progresses. In due course CCT expects to receive a capital receipt for the land which can be reinvested in the rest of the Glascairn Project.

The CCT Fundraising subgroup organised several events during the year, these included a quiz, a "Spring Event" and other activities. Further fundraising events are envisaged in the coming year.

The Glascairn site was once again used for the Culbokie Christmas tree and provided a focus for the carols around the tree event. A new notice board was also provided on site in order to provide a source of information about CCT activities. The site has been maintained in a tidy condition throughout the year.

# **Culbokie Community Trust Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 30 June 2019**

#### **Achievements and performance *(continued)***

##### **Culbokie Woods Project**

During the course of the year the woods group organised an excellent wildlife safari, led by wildlife guide Jonathan Willet, which was attended by about 15 people. The group also undertook their annual Christmas Work Party when around 25 people helped to clear parts of the Glascairn ridge of invading conifers that are threatening the open nature of the pinewoods. As usual, participants took home a Christmas tree as a reward for their work. Later in the year, thanks to the practical skills of Gordon Robb, noticeboards were erected at both the recycling car park and Dun car park to provide information about the woodland.

The new orienteering course in Culbokie Wood was well used during the course of the year thanks to the work of a dedicated team of CCT volunteers. The first community 'Come and Try it' orienteering event, sponsored by Tulloch Homes, took place on 25th August. It attracted well over 100 people including families and young people and everyone seemed to thoroughly enjoy the event. This was followed by a second event in late January billed as a 'Rabbie Burns Special'. Word had obviously got round that orienteering in Culbokie is fun - and this event attracted even more people putting their navigational skills to the test.

Children at Culbokie Primary School were given the opportunity to learn orienteering at Friday afternoon sessions in the wood. Teachers were supported by CCT volunteers and parents who helped put the children through their paces. We finished the year with a Black Isle Schools event for local primary school children which was jointly organised with Highlife Highland Active Schools Office. The annual meeting with Forestry Commission Scotland (now Forest and Land Scotland) took place in March at which issues of mutual interest relating to the management of the woods were discussed. Sadly Lesley Robb resigned as leader of the woods group during the year. She is sorely missed and the group is still trying to find a new leader to help coordinate activities.

##### **History Project**

The past year has been a quiet year for investigations and physical activities. However, we continued with the clearance of the Henge in readiness for Highland Archaeology Fortnight in October and installed a new gate and access to the site - no more 'hopping' over a fence. The archaeology theme continued in November with a talk from Lachlan MacKeggie "Adventures in Archaeology" where he shared his experiences of looking at crop marks on the Black Isle.

The History pages on the web site continue to attract interest especially as they received a major overhaul to make them more accessible with the gateway to the pages "History of Culbokie" achieving a 34% access rate out of the total of 720 visits to the CCT website at the time of writing.

# **Culbokie Community Trust Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 30 June 2019**

##### **Achievements and performance *(continued)***

###### **Culbokie Community Market**

Over the last year the market has continued to provide locals and visitors with a wide range of fresh local produce and craft items. There has been a number of new stall holders who have enjoyed the friendly and welcoming atmosphere and who have become regulars. In particular, it's great to see an increasing number of younger folk creating their own goods and running their own stalls. Also, Lets Go Lentil's dried goods have proved popular. The footfall continues to vary although there are still many regulars who not only come to purchase goods but also to enjoy the range of café goodies and a chat. Sadly, we said 'good bye' to Black Isle Beef due to retirement, and the Muir Baker no longer attends due to work commitments but hopes to come back in the future. We continue to seek out new products and try to find folk to fill any gaps.

CCT has continued to hold its own stall at the market with general information and plant sales, plus in October and March the 2nd hand book stall proved very popular, and was well supported by donations at the shop. Transition Black Isle's October apple juicing session was very well attended as there was a bumper harvest in 2018. The business promotion giving local businesses an opportunity to promote their services by displaying their leaflets and business cards at the market is well used and a few additional businesses have joined throughout the year.

###### **Fundraising**

The Fundraising sub-group has continued its efforts to build up a sum to be able to demonstrate we have been local fundraising when applying for larger grants. In February, STV Highlands and Islands Reporter, Nicola McAlley, was our host for an evening with local authors Helen and Mike Walters, titled 'Clues, Crimes and Conversations: putting Culbokie on the fiction map'. The event proved most enjoyable and stimulating, while also raising £333.30.

To celebrate the arrival of spring, we combined four highlights in an excellent celebration event in April. This unveiled the results of the first Black Isle photo competition in an exhibition and rolling slide show of entries; saw people bidding in a Silent Auction for a wide range of generously donated items; and offered cream teas accompanied by Mike and Babs Crocker who performed flute duets in a variety of musical styles. An incredible £1,128.20 was raised.

Selected photos have been published in Images of the Black Isle, an attractive 2020 Desk Calendar, copies of which are currently available for sale at the Spar shop, the Culbokie Community Markets and via the website.

As in previous years, on reviewing each of the fundraising events, we find that success has been largely due to the willingness and generosity of many local people and organisations, both on the Black Isle and beyond. We would like to express our warmest thanks to all who have been so supportive.

###### **Culbokie Clean and Tidy Projects**

Throughout the year CCT volunteers have continued to maintain the area around the village pump to a high standard. This area provides an attractive feature which is especially visible and welcoming to traffic approaching the village by the hill next to the Culbokie Inn. In addition, teams of volunteering dog owners maintain the five dog waste bins in the woods in order to maintain a pleasant recreational environment for all.

# **Culbokie Community Trust Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 30 June 2019**

#### **Achievements and performance *(continued)***

##### **Communications**

The monthly newsletters have benefitted from a makeover, courtesy of Cindy Reeves and we now use Mailchimp to produce these on a monthly basis. We have received positive feedback from members on these newsletters and will look to ensure we communicate effectively in the coming year. We are also extremely grateful to Julie Shortreed for her work in revamping our website. This along with our Facebook pages have been well used as a source of information.

We have also had a couple of articles in the press in both the Ross-shire and the P&J. The latter article was particularly well written and the journalist showed a keen interest in what we were doing in Culbokie. We hope to be able to generate further good publicity for our projects in the future by building on these relationships.

##### **Financial review**

Incoming resources for the year totalled £55,168 (2018: £12,274). Resources expended in the year totalled £3,155 (2018: £5,696). OSCR guidelines require that charities maintain reserves equivalent to a minimum of three months' operational costs. CCT has no employment costs and low outgoings and is currently operating well within this guideline.

At the statement of financial position date, the charity had cash reserves of £77,890 (2018: £24,953).

##### **Plans for future periods**

###### **Glascairn**

After the year end Horner and MacLennan landscape architects were appointed to undertake designs for the village green. A brief was also drawn up for architectural design for the Community Hub and LDN Architects were appointed to undertake this work in close coordination with Horner and MacLennan.

Over the coming year we aim to have a costed 'master plan' for an attractive village green including interesting and interactive spaces for the whole community. We expect the basic layout to be implemented by Tulloch Homes in the early part of the year and we will be seeking funding to implement a range of enhancements more gradually. We expect that Cairn Housing will be in a position to purchase land from CCT to build the 6 affordable units which we hope will be available to local families during the year. We also hope to have costed drawings for the community hub and we will initiate a fundraising campaign for the building. We hope to be in a position to start building Phase 1 of the Hub in 2022.

# **Culbokie Community Trust Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 30 June 2019**

#### **Plans for future periods *(continued)***

##### **Woods**

Over the coming year we hope to work closely with Forest and Land Scotland to develop an agreed vision for Culbokie Woods and strengthen the partnership for its implementation. We will continue to manage the orienteering course, encourage the involvement of young people and arrange community events.

##### **Active travel route**

Having successfully applied for Transport Scotland grant assistance under the Sustrans "Places for Everyone" scheme, the Trust is developing proposals for a new active travel route through the village, and along the main B9169 to Duncanston, giving access to more frequent bus services along the A9. The new route will aim to improve safety for pedestrians, cyclists, and those using disability scooters and wheelchairs, and will encourage active travel in the area.

##### **Principal Risks**

The principal risks are largely unchanged from last year as follows;  
At the current time risks relate mainly to safe work practices during project and promotional work. These risks are managed on a case by case basis and appropriate insurance cover is in place. The charity's primary sources of income are member donations, grants and fundraising activities. This is dependent on continued strong local support, active volunteers and suitable grant aiding bodies. Culbokie Community Trust Ltd is also looking at other funding sources to allow projects to progress.

##### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on ..... and signed on behalf of the board of trustees by:

R Fyfe  
Chairman

# Culbokie Community Trust Limited

## Company Limited by Guarantee

### Statement of Financial Position

30 June 2019

		2019		2018
		£	£	£
<b>Fixed assets</b>				
Tangible fixed assets	15		<b>88,223</b>	88,340
<b>Current assets</b>				
Debtors	16	83		402
Cash at bank and in hand		<u>77,889</u>		<u>24,953</u>
		<b>77,972</b>		25,355
<b>Creditors: amounts falling due within one year</b>	17	<u>1,891</u>		<u>1,405</u>
<b>Net current assets</b>			<b>76,081</b>	23,950
<b>Total assets less current liabilities</b>			<b>164,304</b>	112,290
<b>Net assets</b>			<b>164,304</b>	112,290
<b>Funds of the charity</b>				
Restricted funds			<b>137,765</b>	87,918
Unrestricted funds			<b>26,539</b>	24,372
<b>Total charity funds</b>	18		<b>164,304</b>	112,290

For the year ending 30 June 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on ....., and are signed on behalf of the board by:

M A Richards  
Trustee

# Culbokie Community Trust Limited

## Company Limited by Guarantee

### Detailed Statement of Financial Activities

Year ended 30 June 2019

	2019 £	2018 £
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	454	658
Local giving donations	737	920
Legacies	50,000	–
	<u>51,191</u>	<u>1,578</u>
<b>Charitable activities</b>		
Grants - Forestry Commission Scotland	–	380
Grants - Highland council	–	1,545
Grants - Ferintosh Community Council	–	70
Grants - Big Lottery	–	3,095
	<u>–</u>	<u>5,090</u>
<b>Other trading activities</b>		
Fundraising events	2,296	4,329
Market income	1,681	1,277
	<u>3,977</u>	<u>5,606</u>
<b>Total income</b>	<u>55,168</u>	<u>12,274</u>
<b>Expenditure</b>		
<b>Costs of other trading activities</b>		
Fundraising events	1,207	808
Market expenses	545	687
	<u>1,752</u>	<u>1,495</u>
<b>Expenditure on charitable activities</b>		
Subscriptions	55	319
Insurance	177	172
Printing, postage and advertising	60	10
Accountancy and legal fees	643	636
Project development	106	2,906
Depreciation	117	147
General	244	11
	<u>1,402</u>	<u>4,201</u>
<b>Total expenditure</b>	<u>3,154</u>	<u>5,696</u>
<b>Net income</b>	<u>52,014</u>	<u>6,578</u>