

**Sustaining Dunbar  
Company limited by guarantee**

**Directors' report and financial statements  
for the year ended 30 November 2013**

**Company Registration number SC351910**

**Charity number SC040106**

**Sustaining Dunbar  
Company limited by guarantee**

**Company information**

<b>Directors</b>	<b>Brian Grindley Andrew Turner Jacqueline Bell Hannah Grindley Rodrigo Barnes Eleanor Coner Janet Barnes Paul Milne</b>	<b>terminated 20th May 2013 appointed 14th June 2013 terminated 29th November 2013</b>
<b>Company number</b>	<b>SC351910 Company limited by guarantee</b>	
<b>Charity registration</b>	<b>Scottish Charity SC040106</b>	
<b>Registered office</b>	<b>16 Westport Dunbar East Lothian EH42 1BU</b>	
<b>Accountants</b>	<b>Ian J Brown &amp; Company 10b High Street Dunbar East Lothian EH42 1EL</b>	
<b>Business address</b>	<b>16 West Port Dunbar East Lothian EH42 1BU</b>	
<b>Bankers</b>	<b>Cooperative Bank 1 Balloon Street Manchester M60 4EP</b>	

**Sustaining Dunbar  
Company limited by guarantee**

**Contents**

	<b>Page</b>
Directors' report	<b>1 - 4</b>
Report of Independent Examiner	<b>5</b>
Statement of Financial Activities	<b>6</b>
Balance sheet	<b>7 - 8</b>
Notes to the financial statements	<b>9 - 12</b>

**Sustaining Dunbar  
Company limited by guarantee**

**Directors' report  
for the year ended 30 November 2013**

The members of the Board of Directors ("the Trustees") are pleased to present their annual report and the financial statements for the year ended 30th November 2012.

**Structure, Governance and Management**

Sustaining Dunbar ("the Trust") is a company limited by guarantee, with the liability of members limited to £1 each. The company is governed by the terms of its Memorandum and Articles of Association and is a registered Scottish Charity.

Members of the Board of Directors ("the Trustees") are elected from the membership at the AGM. At each AGM one third of the trustees resign and are eligible for re-election. The Council may, at any time, appoint a member of the company as a trustee to fill a casual vacancy and also appoint a Chairman and Vice-Chairman from among their number. The maximum number of directors shall be 10; out of that number, no more than 7 shall be Member Directors and no more than 3 shall be Co-opted Directors. The minimum number of Directors shall be no less than three, of whom a majority must be Member Directors.

The names of those who were trustees during the year are shown on the information page together with other reference and administrative information.

**Objectives, Review of Activities and Achievements**

**Objectives and Aims**

The principal objects of the Trust, as stated in the memorandum of Association are:

- (1) To advance education and, in particular, to promote opportunities for learning for the benefit of the general public
- (2) To advance environmental protection and improvement in the Community through the provision, maintenance and/or improvement of public open space and other public amenities and other environmental and regeneration projects (but subject to appropriate safeguards to ensure that the public benefits so arising clearly outweigh any private thereby conferred on private landowners)
- (3) To relieve those in need by the promotion of trade and industry within the Community for the benefit of the general public
- (4) To encourage, stimulate and support volunteering, principally in the Community
- (5) To advance citizenship and/or community development (including the promotion of civic responsibility and the promotion of the voluntary sector)

But such that the company shall do so following principles of sustainable development.

Sustaining Dunbar is a Community Development Trust and a member of the Transition Network. Its aim is to bring people together to plan and start creating a positive, sustainable and locally resilient future for the Dunbar and East Linton locality as we move away from reliance on fossil fuels and reduce our carbon and ecological footprints.

**Sustaining Dunbar  
Company limited by guarantee**

**Directors' report  
for the year ended 30 November 2013**

..... continued

**Objectives, Review of Activities and Achievements (continued)**

**Review of Activities and Achievements**

Our fifteen year 'Local Resilience Action Plan' (2010-2025) continues to provide a guiding framework for Sustaining Dunbar's activities and priorities.

Much of our work has been funded by our three year grant funding from the Scottish Government's Climate Challenge Fund, which runs until March 2015. This has enabled us to continue running our Household Canny Challenge project which assists households to reduce their carbon emissions. As part of this, we have worked with local (Dunbar Primary, Dunbar Grammar and East Linton) schools and their pupil led 'Junior Climate Challenge Fund Steering Groups' to support their Eco-Schools (Green Flag) work, to deliver aspects of the Curriculum for Excellence and to encourage households to participate.

Assistance and support to households and community groups has included

transport: making it easier to walk, cycle and use public transport rather than private cars through basic bike maintenance classes, Dr Bike safety checks, cycle training for adults, a bike buddy scheme and work with East Lothian Council, Rural East Lothian Bus Users Forum and others to improve public transport and plan improved cycling infrastructure

energy advice: our home energy audit service provides expert, impartial and personalised advice and support and continues to work closely with the 'BeGreen' drop-in energy advice shop

local food: assistance to households to reduce food waste and install worm composting boxes and support for household, school and neighbourhood food growing projects -notably Belhaven Community Garden and the Dunbar Grammar School Chicken Coop.

We have continued to work with East Lothian Council and East Lothian Community Planning to ensure that East Lothian becomes as resilient as possible to cope with future challenges. This included running a local economy conference to look at the opportunities for local job and wealth creation as we move to a low-carbon future and supporting community councils and neighbourhood groups to prepare their own resilience action plans.

We were successful in being shortlisted as one of five Scottish towns selected to prepare proposals to be Scotland's first official 'Zero Waste Town'.

**Sustaining Dunbar  
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**Directors' report  
for the year ended 30 November 2013**

..... continued

We have organized various awareness raising events, including film shows and discussion evenings, a local food meal, a 'Bikefest' cycling festival and a 'Gathering-In' community event to raise awareness and stimulate discussion about the challenges and opportunities that will arise as we move to a low-carbon future. We have continued to support the use of our 'OurLocality' web platform providing over one hundred websites for local organizations and projects, strengthening local links and networks and contributing to our goal of building local resilience. We have also supported events organised by others, including Dunbar Community Woodland Group and North Light Arts and actively supported other community organisations across Scotland through the Scottish Communities Climate Action Network.

Our main volunteer run project this year has been Belhaven Community Garden in the grounds of NHS Belhaven Hospital which was officially opened in August and has benefitted from grant funding from Edinburgh and Lothians Health Foundation. The Dunbar Fairtrade Town group successfully reapplied for Fairtrade Town status. An active beekeeping support group and learning circle has been established.

We have two volunteer run trading subsidiaries, Dunbar Community Energy Company and Dunbar Community Kitchen. Dunbar Community Energy Company's planning application for a 500kW community owned wind turbine on Cocklaw, which would have generated a substantial annual income to fund local projects in line with our Local Resilience Action Plan, was unfortunately rejected on grounds of visual impact. Dunbar Community Kitchen has continued to run the cafe at Dunbar's Bleachingfield Centre, providing training opportunities for young people and community groups.

**Financial Review**

The results for the year are summarised in the Statement of Financial Activities (SOFA) on page 5. Net incoming resources for the year amounted to £15,186 (2012 (£6,933)).

Total incoming resources amounted to £204,050 and included £202,446 from project grants and £1,604 from consultancy and events.

The movement in funds over the year is summarised in the notes to the accounts. There are total funds of £29,164 carried forward of which £2,686 represents the value of tangible fixed assets.

**Assets and Liabilities**

No costs (2012 - £460) were added to tangible fixed assets during the year.

**Reserves Policy**

The directors aim to maintain free reserves of the charity at a reasonable level to provide working capital for salary and overhead costs.

**Sustaining Dunbar  
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**Directors' report  
for the year ended 30 November 2013**

..... continued

**Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

By order of the Board

Director

16th May 2014

**Sustaining Dunbar  
Company limited by guarantee**

**Chartered Accountants' report to the Board of Directors on the  
unaudited accounts of Sustaining Dunbar**

I report on the accounts of Sustaining Dunbar for the year ended 30 November 2013, which are set out on pages 8 to 11.

**Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act) and the Charities Accounts (Scotland) Regulations 2006. They consider that the audit requirement of Regulation 10(1) (a) to (c) 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 8 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.

**John D Campbell  
Ian J Brown & Company  
Chartered Accountants**

**10b High Street  
Dunbar  
EH42 1EL**

**16th May 2014**

**Sustaining Dunbar  
Company limited by guarantee**

**Statement of Financial Activities  
For the Year Ended 30 November 2013**

	Note	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
<b>Incoming resources from charitable activities</b>					
Project grants	1	-	202,446	202,446	197,417
Income from courses and events	2	1,553	-	1,553	1,926
<b>Incoming resources from generated funds</b>					
Voluntary income: Membership & other income	3	29	-	29	50
Investment income: Bank Interest		22	-	22	13
		<u>1,604</u>	<u>202,446</u>	<u>204,050</u>	<u>199,406</u>
<b>Resources Expended</b>					
<b>Charitable activities</b>	<b>4</b>	<u>1,604</u>	<u>187,260</u>	<u>188,864</u>	<u>192,473</u>
<b>Total resources expended</b>		<u>1,604</u>	<u>187,260</u>	<u>188,864</u>	<u>192,473</u>
<b>Net incoming resources before transfers</b>					
Net income for year		-	15,186	15,186	6,933
<b>Transfers between funds</b>					
		-	-	-	-
<b>Net movement in Funds</b>					
		-	15,186	15,186	6,933
<b>Funds brought forward</b>					
		-	13,978	13,978	7,045
<b>Funds carried forward</b>					
	<b>8</b>	<u>-</u>	<u>29,164</u>	<u>29,164</u>	<u>13,978</u>

The notes on pages 9 to 12 form an integral part of these financial statements.

**Sustaining Dunbar  
Company limited by guarantee**

**Balance sheet  
as at 30 November 2013**

		2013		2012	
Notes	£	£	£	£	
<b>Fixed assets</b>					
Tangible assets	5		2,686	3,718	
<b>Current assets</b>					
Cash at bank and in hand		27,288		11,210	
		<u>27,288</u>		<u>11,210</u>	
<b>Creditors: amounts falling due within one year</b>	6	(810)		(950)	
<b>Net current assets</b>			<u>26,478</u>	<u>10,260</u>	
<b>Total assets less current liabilities</b>			29,164	13,978	
<b>Net assets</b>			<u>29,164</u>	<u>13,978</u>	
<b>Reserves</b>					
Restricted Fund	8		<u>29,164</u>	<u>13,978</u>	
<b>Members' funds</b>			<u>29,164</u>	<u>13,978</u>	

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this Balance Sheet.

**The notes on pages 9 to 12 form an integral part of these financial statements.**

**Sustaining Dunbar  
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**Balance sheet (continued)**

**Directors' statements required by Sections 475(2) and (3)  
for the year ended 30 November 2013**

In approving these financial statements as directors of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006 ;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 30 November 2013 ; and
- (c) that we acknowledge our responsibilities for:
  - (1) ensuring that the company keeps accounting records which comply with Section 386 ; and
  - (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 393 and which otherwise comply with the provisions of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies .

The financial statements were approved by the Board on and signed on its behalf by

**Director**

**Registration number SC351910**

**The notes on pages 9 to 12 form an integral part of these financial statements.**

**Sustaining Dunbar**  
**Company limited by guarantee**

**Notes to the financial statements**  
**for the year ended 30 November 2013**

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
<b>1. Project Grants</b>				
Voluntary Action Fund	-	-	-	8,139
Climate Challenge Fund	-	161,088	161,088	163,041
Leader CNS	-	-	-	4,150
East Lothian Council	-	-	-	250
Lothian Health	-	26,250	26,250	-
Awards for All	-	-	-	10,000
CSGN	-	2,412	2,412	-
Comic Relief Grant	-	-	-	9,750
Cycling Scotland - Cycle Friendly Dunbar	-	2,430	2,430	-
Lottery - Investing in Ideas	-	10,000	10,000	1,842
Fairtrade Grant	-	266	266	245
	<u>-</u>	<u>202,446</u>	<u>202,446</u>	<u>197,417</u>
<b>2. Consultancy, Events and Other Income</b>				
Consultancy	86	-	86	1,753
Phone Affinity	69	-	69	48
Chicken Coop	768	-	768	30
Insurance Refund	250	-	250	-
Sales	380	-	380	95
	<u>1,553</u>	<u>-</u>	<u>1,553</u>	<u>1,926</u>
<b>3. Voluntary Income Donations</b>				
Donations	29	-	29	50
Membership	-	-	-	-
	<u>29</u>	<u>-</u>	<u>29</u>	<u>50</u>

**Sustaining Dunbar  
Company limited by guarantee**

**Notes to the financial statements  
for the year ended 30 November 2013**

..... continued

**4. Resources Expended**

Staff costs	108,573	80,897
Project costs	14,731	35,969
Training, Development and Travel	3,678	4,435
Volunteer Action Fund	5,995	-
Publicity and events	3,372	9,199
Insurance	2,218	2,521
Office and Consumables	11,867	12,849
IT Support	4,823	5,453
Legal and Professional	390	7,799
Accountancy	640	950
Depreciation	1,032	1,441
<b>Total</b>	<b>157,319</b>	<b>161,513</b>
Fairtrade Town	83	-
Zero Waste Town	4,977	-
Transport Project overheads	-	4,018
Community Kitchen	441	14,273
Chicken Coop	178	-
Futureproof	-	322
Compost kits	-	3,405
CSGN Grants	2,430	-
Cycling Scotland	92	2,875
Consultancy, events and other expenditure	-	412
	<b>165,520</b>	<b>186,818</b>
NHS Foundation Grant	19,179	-
DCK Comic Relief	3,301	-
Other	864	5,655
	<b>188,864</b>	<b>192,473</b>

**Sustaining Dunbar  
Company limited by guarantee**

**Notes to the financial statements  
for the year ended 30 November 2013**

..... continued

Details of staff costs		
Gross salaries	60,197	53,870
Social security costs	-	-
Total employed costs	<u>60,197</u>	<u>53,870</u>
Contracted workers	<u>48,376</u>	<u>27,027</u>
Total employed staff costs	<u><u>108,573</u></u>	<u><u>80,897</u></u>
Number of staff (including contractual workers)	<u>8</u>	<u>8</u>

No remuneration was paid to directors (trustees) during theyear. Trustees expenses of £0 (2012 £0) were reimbursed.

Independent Examiner's Fee for Independent Examination and accountancy services	<u>640</u>	<u>950</u>
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**5. Tangible fixed assets**

	<b>Plant and machinery</b>	<b>Fixtures, fittings equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 December 2012	5,809	3,820	9,629
Additions	-	-	-
At 30 November 2013	<u>5,809</u>	<u>3,820</u>	<u>9,629</u>
<b>Depreciation</b>			
At 1 December 2012	3,322	2,589	5,911
Charge for the year	622	410	1,032
At 30 November 2013	<u>3,944</u>	<u>2,999</u>	<u>6,943</u>
<b>Net book values</b>			
At 30 November 2013	<u>1,865</u>	<u>821</u>	<u>2,686</u>
At 30 November 2012	<u>2,487</u>	<u>1,231</u>	<u>3,718</u>

**6. Creditors: amounts falling due  
within one year**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	<u>810</u>	<u>950</u>

**Sustaining Dunbar  
Company limited by guarantee**

**Notes to the financial statements  
for the year ended 30 November 2013**

..... continued

**7. Analysis of Net Assets Representing Funds**

	<b>Unrestricted Funds</b>			<b>Total Funds</b>
	<b>Restricted Funds</b>	<b>Fixed Assets</b>	<b>General</b>	
Fund balances at 30th November 2013 are represented by:	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	2,686	-	-	2,686
Debtors	-	-	-	-
Stock	-	-	-	-
Cash at bank and in hand	27,288	-	-	27,288
Creditors due in one year	(810)	-	-	(810)
Creditors due in more than one year	-	-	-	-
<b>Net Assets</b>	<u>29,164</u>	<u>-</u>	<u>-</u>	<u>29,164</u>