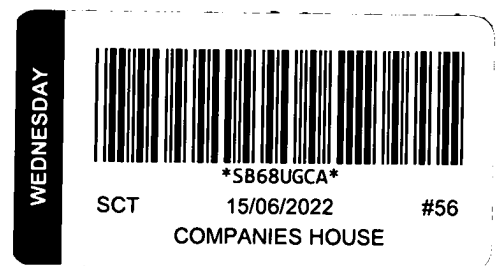


Scottish Charity No. SC040106
Scottish Company Registration No. SC351910

Sustaining Dunbar
(a company limited by guarantee)

Directors' Report and Financial Statements
Year ended 30 November 2021



Sustaining Dunbar

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Sustaining Dunbar

Report of the Directors for the year ended 30 November 2021

The Directors (who are also Trustees for the purposes of charity law) are pleased to present their report together with the financial statements of the company for the year to 30 November 2021.

Status of Charity and governing document

Sustaining Dunbar ("the Trust") is a company limited by guarantee (Number SC351910) with the liability of members limited to £1 each. The Trust is controlled by the terms of its Memorandum and Articles of Association and it is a registered Scottish charity (Number SC040106).

Registered Office

27 High Street
Dunbar
East Lothian
EH42 1EN

Objectives and aims

The principal objects of the Trust, as stated in the Memorandum and Articles of Association are:

- to advance education and, in particular, to promote opportunities for learning for the benefit of the general public;
- to advance environmental protection and improvement in the community through the provision, maintenance and/or improvement of public open space, 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 benefit thereby conferred on private landowners);
- to relieve those in need by the promotion of trade and industry within the community for the benefit of the general public;
- to encourage, stimulate and support volunteering, principally in the community; and
- to advance citizenship and/or community development (including the provision of civic responsibility and the promotion of the voluntary sector).

But such that the Trust 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 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.

Directors and appointment of Directors

Directors (also Trustees)

Dr E M Wilson (resigned January 2021)

J Bell

S Goodwin

J M McNamara

Dr P Revell

T Greene

Duncan Smeed (joined 2 June 2021)

Members of the Board of Directors are elected from the membership at the AGM. At each AGM one third of the Directors resign and are eligible for re-election. The Council may at any time decide to appoint a member of the company as a Director to fill a casual vacancy and also appoint a chairman and vice-chairman from among their number. The maximum number of directors shall be ten; out of that number, no more than seven shall be Member Directors and no more than three shall be Co-opted Directors. The minimum number of Directors shall be no less than three, of whom a majority must be member Directors.

Sustaining Dunbar

Report of the Directors for the year ended 30 November 2021

Achievements and performance

Whilst our fifteen year 'Local Resilience Action Plan' (2010-2025) continues to provide a guiding framework for Sustaining Dunbar's activities and priorities we are now working towards a Dunbar and District Community Recovery Plan, collaborating with a wide range of local community groups and stakeholders. The Board had been working to update our Vision, Values and Mission, and to agree an updated organisational strategy, however the Covid-19 pandemic has caused most plans to change.

~~Pre-lockdown we continued to engage with our members and other local stakeholders through a monthly series of themed events, shared meals, films, discussions and workshops. This activity moved online and was subsumed into the "What if..." project with the Friends of John Muir's Birthplace producing an exhibition initially sited in Dunbar Harbour Battery and engaging a wide range of community organisations. Themes for action are emerging from this, the first being Food, and we have set up and are facilitating a Local Good Food Alliance with the support of the DELAP. Sustaining Dunbar co-ordinated a joint bid by a number of local community groups and charities for funds provided by the Scottish government to enable community groups to assist those affected by Covid. This was successful and funds were received by Sustaining Dunbar and passed on to groups such as The Ridge, local Day Centres, Dunbar Basics Bank, and local churches.~~

We successfully bid for money with East Linton Melting Pot (now Climate Action East Linton – CAEL) for a Fixing for the Future and Carbon Conversations project. This is ongoing and has so far been conducted mostly online.

We have discontinued efforts to establish a Coworking Hub in the centre of Dunbar, after being very close to purchasing a property. A detailed business case was developed, and an offer made to buy premises on Dunbar High Street; however, these were sold to another buyer, and no other suitable premises have yet been found. Grant funding for this project has ceased, and while there are no plans to continue this project, the concept could be revived in the future.

Engagement with East Lothian Council focused on commenting on and then liaising with them on the implementation of their climate emergency plan

We have continued to maintain and support the use of our 'OurLocality' web platform providing websites for local organizations and projects, strengthening local links and networks, and contributing to our goal of building local resilience.

Our main volunteer run project has been the continuing development of Belhaven Community Garden and orchard in the grounds of NHS Belhaven Hospital. This project continues to create a therapeutic Space – for peace and relaxation, for staff, patients, visitors and local people....a growing space – for herbs, flowers, fruit and vegetables, for anyone who wants to come together with others in a supportive, sharing environment....a learning space – for sharing practical food growing and land-care skills, for all ages and abilities. More local groups are now using the garden for a range of activities, and we continued to strengthen links with hospital patients and staff. Lockdown restricted the formal activities we had planned, but sales of organic fruit and vegetables to our Community Greengrocer and Wholefoods Shop plugged the financial gap left by the cancellation of fundraising events such as Apple Day and a ceilidh.

Future plans

We plan to re-develop our website, strengthen our outward facing communications.

Will continue to develop Belhaven Community Garden, including creation of an 'adaptive garden' that is more accessible for hospital patients and their visitors.

We participated in the Community Energy Futures programme run by Community Energy Scotland and will continue to explore options for future community involvement in renewable energy generation and storage as well as support for energy demand reduction.

Sustaining Dunbar

Report of the Directors for the year ended 30 November 2021

Future plans (cont'd)

We will continue to participate in and engage with local and national initiatives and networks that are striving to create a resilient, low-carbon future of empowered communities. In particular we continue to develop the "What if ..." project workstreams of LGFA and other community initiatives as part of a Community Recovery and Resilience plan.

Financial review

Results for the year

The financial statements for the year are set out in pages 5 to 11. The Statement of Financial Activities on page 5 reflects a surplus of £4,621 (2020: deficit of £3,135). There was a deficit of £3,625 (2020: deficit £2,767) on the company's general fund activities, a deficit of £364 (2019: deficit £517) on designated assets and a surplus of £8,610 (2020: surplus £149) on restricted funds. Total funds amounted to £15,235 (2020: £10,614).

Reserves

The Directors have examined the charity's requirements for reserves in light of the main risks to the organisation. A policy has been established whereby the unrestricted funds should be sufficient to allow the charity to explore new projects and apply for funding of the same. The Directors have set a target of £20,000 of unrestricted funds to allow the short-term costs of the charity to be met in the event of an unexpected funding shortfall.

The present level of reserves available to the charity of £9,198 falling short of the target. The strategy is to continue to build reserves through planned operating surpluses.

Statement on risk

The Directors plan to embark on a review of the major risks to which the charity is exposed. A risk register will be established and updated at least annually. Where appropriate, systems or procedures will be established to mitigate the risks the charity faces. The Charity has always had significant external risks to funding due to the reliance on grants for projects. This has been managed by the Directors and continues to be a risk but has led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff and volunteers. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

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.

Signed on behalf of the Trustees



J M McNamara

Trustee/Director

Date: 8th June 2022

Sustaining Dunbar

Report of the Independent Examiner to the Trustees for the year ended 30 November 2021

I report on the accounts of the charity for the year ended 30 November 2021 which are set out on pages 5 to 11.

Respective responsibilities of Trustees and examiner

The Charity's trustees (who are also the directors of the company for the purposes of company law) 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 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 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 2006 Accounts Regulations (as amended). 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 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 (as amended), and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations (as amended)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.



Jonathan N Innes FCCA
Managing Director

Innes & Partners Limited
Chartered Certified Accountants

Innes House
18 Shairps Business Park
Houstoun Road
Livingston
EH54 5FD

Date: 13/6/2022

Sustaining Dunbar

Statement of Financial Activities (incorporating Income and Expenditure Account)
For the year ended 30 November 2021

	Notes	General fund £	Designated fund £	Restricted funds £	2021 Total £	2020 Total £
Income and endowments from:						
Donations		3,248	-	1,440	4,688	1,179
Charitable activities	2	1,353	-	125,059	126,412	124,025
Total income and endowments		4,601	-	126,499	131,100	125,204
Expenditure on:						
Charitable activities	3	8,226	364	117,889	126,479	128,339
Total expenditure		8,226	364	117,889	126,479	128,339
Net (expenditure)/income		(3,625)	(364)	8,610	4,621	(3,135)
Transfers between funds	11,12	4,000	1,820	(5,820)	-	-
Net movement in funds		375	1,456	2,790	4,621	(3,135)
Total funds brought forward		8,823	-	1,791	10,614	13,749
Total funds carried forward	11,12	9,198	1,456	4,581	15,235	10,614
Represented by:						
Unrestricted funds	11					
<i>General</i>		9,198	-	-	9,198	8,823
Designated Funds						
<i>Designated</i>		-	1,456	-	1,456	-
Restricted funds	12					
<i>Outreach Gardener</i>		-	-	2,720	2,720	-
<i>Transition Scotland Support</i>		-	-	25	25	25
<i>Belhaven Community Garden</i>		-	-	200	200	-
<i>CAEL</i>		-	-	43	43	-
<i>Fair Trade Town</i>		-	-	-	-	135
<i>Chicken Coop</i>		-	-	267	267	331
<i>Hedgehog Project</i>		-	-	103	103	-
<i>East Linton Tree Planting Project</i>		-	-	355	355	355
<i>CCF Fixing for the Future</i>		-	-	868	868	490
<i>Community Learning Exchange</i>		-	-	-	-	455
Total funds		9,198	1,456	4,581	15,235	10,614

The notes on pages 7 to 11 form part of these financial statements.

Sustaining Dunbar

(Registered No: SC351910)

Balance sheet
As at 30 November 2021

	Notes	General fund £	Designated fund £	Restricted funds £	Total 2021 £	Total 2020 £
Fixed assets						
Tangible assets	8	-	1,456	-	1,456	-
Current assets						
Debtors	9	434	-	3,576	4,010	332
Cash at bank and in hand		9,916	-	2,119	12,035	16,584
		<u>10,350</u>	<u>-</u>	<u>5,695</u>	<u>16,045</u>	<u>16,916</u>
Creditors: falling due within one year	10	(1,152)	-	(1,114)	(2,266)	(6,302)
Net current assets		<u>9,198</u>	<u>-</u>	<u>4,581</u>	<u>13,779</u>	<u>10,614</u>
Total assets less current liabilities		<u>9,198</u>	<u>1,456</u>	<u>4,581</u>	<u>15,235</u>	<u>10,614</u>
Net assets		<u>9,198</u>	<u>1,456</u>	<u>4,581</u>	<u>15,235</u>	<u>10,614</u>
Represented by:						
General fund	11	9,198	-	-	9,198	8,823
Designated fund	11	-	1,456	-	1,456	-
Restricted funds	12	-	-	4,581	4,581	1,791
		<u>9,198</u>	<u>1,456</u>	<u>4,581</u>	<u>15,235</u>	<u>10,614</u>

For the year ending 30 November 2021 the company 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 accounts 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 preparation of the accounts.

These financial statements have been prepared in accordance with the Charities SORP 2015 (FRS 102) and the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board on 24 May 2022 and signed on their behalf by:

J. McNamara
J M McNamara
Director (Chair)

The notes on pages 7 to 11 form part of these financial statements.

Sustaining Dunbar

Notes to the Financial Statements for the year ended 30 November 2021

1. Accounting policies

Accounting convention

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice (Charities SORP (FRS 102)), the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The principal accounting policies adopted in the preparation of the financial statements are set out below.

Basis of financial statements

The financial statements have been prepared on an accruals basis.

Income and debtors

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and it is probable that the income will be received, and the amount of income receivable can be measured reliably. Debtors are valued at cost at the period end and adjusted for any amounts considered to be unrecoverable.

Expenditure and creditors

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated between the expense categories of the SoFA on a basis designed to reflect the use of the resource. Creditors are valued at cost at the period end and split between amounts due in less than one period and amounts due in more than one period.

Tangible fixed assets

Fixed assets are included at cost. Depreciation is provided at a rate in order to write off each asset over its estimated useful life.

Plant and machinery	20% straight line
Fixtures, fitting and equipment	20% straight line

Taxation

The Charity is exempt from Corporation Tax on its charitable activities.

Statement of Financial Activities

For the purpose of the Statement of Financial Activities as shown on page 5, funds are defined as follows:

Unrestricted funds comprise income received for the objects of the company without further specified purpose and are available as general funds or are placed with designated funds which can be used for purposes in agreement with its charitable objectives.

Designated fund represents the value of fixed assets.

Restricted funds comprise income which has been received for the objects of the company and specified for a restricted purpose within these objects by the donor.

Sustaining Dunbar

Notes to the financial statements
For the year ended 30 November 2021

2. Charitable activities - income	General fund £	Restricted funds £	2021 Total £	2020 Total £
Project grants	2 0	120,204	120,404	118,160
Miscellaneous income	1,189	4,855	6,044	5,865
	<u>1,353</u>	<u>125,059</u>	<u>126,412</u>	<u>124,025</u>

Income from charitable activities in 2020 was £124,025: £2,184 was unrestricted and £121,841 was restricted.

3. Charitable activities - expenditure	Staff costs £	Direct and support costs £	2021 Total £	2020 Total £
Charitable activities	53,243	73,236	126,479	128,339
	<u>53,243</u>	<u>73,236</u>	<u>126,479</u>	<u>128,339</u>
	<i>(note 5)</i>	<i>(note 7)</i>		
Of which:				
Relating to unrestricted funds	-	8,226	8,226	4,981
Relating to designated funds	-	364	364	517
Relating to restricted funds	53,243	64,646	117,889	122,841

4. Liability of Members

The company is limited by guarantee, with the liability of each member limited to £1. There were 545 (2020: 514) members at year end.

5. Staff costs and numbers	2021 £	2020 £
Contract workers	53,243	43,176
	<u>53,243</u>	<u>43,176</u>

The average number of employees during the year was nil (2020: nil). There are no employees receiving pay exceeding £60,000. 6 (2020: 5) contract workers were utilised during the year, costs are shown in note 5.

6. Transactions with Directors and related parties

No Director received remuneration or expenses from the charity (2020: nil).

There were no transactions with related parties during the year. The Directors have no financial interest in the charity's surplus or assets and received no remuneration for acting in that capacity.

Sustaining Dunbar

Notes to the financial statements
For the year ended 30 November 2021

7. Direct and support costs	General fund £	Designated fund £	Restricted funds £	Total 2021 £	Total 2020 £
Project and garden costs	60	-	9,076	9,136	3,447
Training, development and travel costs	124	-	-	124	279
Awards and grants	-	-	42,880	42,880	72,131
Miscellaneous expense	80	-	140	220	237
Publicity and events	-	-	40	40	180
Insurance	1,199	-	-	1,199	956
Office and consumables	507	-	-	507	140
IT support	629	-	900	1,529	2,081
Legal and professional costs	4,475	-	9,320	13,795	3,621
Subscriptions	-	-	-	-	250
Independent Examiner's remuneration	1,152	-	-	1,152	1,324
Depreciation	-	364	-	364	517
	8,226	364	64,646	73,236	85,163

Support costs have not been separately identified as the trustees consider that there is only one charitable activity.

Expenditure on charitable activities in 2020 was £85,163: £4,981 was unrestricted, £517 was designated and £79,665 was restricted.

8. Tangible fixed assets

	Plant and machinery £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 December 2020	5,809	6,401	12,210
Additions	-	1,820	1,820
At 30 November 2021	5,809	8,221	14,030
Depreciation			
At 1 December 2020	5,809	6,401	12,210
Charge for year	-	364	364
At 30 November 2021	5,809	6,765	12,574
Net book value			
At 30 November 2021	-	1,456	1,456
At 30 November 2020	-	-	-

9. Debtors: amounts falling due within one year

	General fund £	Designated fund £	Restricted funds £	Total 2021 £	Total 2020 £
Other debtors	34	-	3,576	4,010	332
	434	-	3,576	4,010	332

10. Creditors: falling due within one year

	General fund £	Designated fund £	Restricted funds £	Total 2021 £	Total 2020 £
Accrued expenses	1,152	-	1,114	2,266	6,302
	1,152	-	1,114	2,266	6,302

Sustaining Dunbar

Notes to the financial statements
For the year ended 30 November 2021

11. Unrestricted fund	Balance at	Income	Expenditure	Transfers	Balance at
	01.12.20				30.11.21
	£	£	£	£	£
General fund	8,823	4,601	(8,226)	4,000	9,198
Designated fund	-	-	(364)	1,820	1,456
Total unrestricted fund	8,823	4,601	(8,590)	5,820	10,654

	Balance at	Income	Expenditure	Transfers	Balance at
	01.12.19				30.11.20
	£	£	£	£	£
General fund	7,782	2,184	(4,981)	3,838	8,823
Designated fund	517	-	(517)	-	-
Total unrestricted fund	8,299	2,184	(5,498)	3,838	8,823

The General fund represents all income and expenditure relating to the primary focus activities of the charity, other than those for which funding is restricted.

The Designated fund represents the value of fixed assets.

12. Restricted funds	Balance at	Income	Expenditure	Transfers	Balance at
	01.12.20				30.11.21
	£	£	£	£	£
Outreach Gardener	-	12,000	(8,780)	(500)	2,720
Transition Scotland Support	25	-	-	-	25
Belhaven Community Garden	-	3,676	(2,156)	(1,320)	200
CAEL	-	350	(1,207)	900	43
Fair Trade Town	135	-	-	(135)	-
Chicken Coop	331	355	(419)	-	267
Hedgehog Project	-	738	(635)	-	103
Nature Scotland	-	11,385	(8,750)	(2,635)	-
East Linton Tree Planting Project	355	-	-	-	355
CCF Fixing for the Future	490	23,115	(22,737)	-	868
COVID-19 SCF Via DTAS	-	74,880	(73,205)	(1,675)	-
Community Learning Exchange	455	-	-	(455)	-
Total restricted funds	1,791	126,499	(117,889)	(5,820)	4,581

	Balance at	Income	Expenditure	Transfers	Balance at
	01.12.19				30.11.20
	£	£	£	£	£
Transition Scotland Support	25	-	-	-	25
Belhaven Community Garden	(43)	1,870	(2,139)	312	-
Fair Trade Town	135	-	-	-	135
Chicken Coop	445	150	(264)	-	331
Community Energy	1,000	-	(116)	(884)	-
Strengthening Community	3,888	15,400	(21,355)	2,067	-
East Linton Tree Planting Project	-	1,199	(844)	-	355
Friends of John Muir B'Place Ex & Activit	-	2,500	(2,500)	-	-
CCF Fixing for the Future	-	13,432	(12,942)	-	490
COVID-19-SCF Via DTAS	-	88,014	(82,681)	(5,333)	-
Community Learning Exchange	-	455	-	-	455
Total restricted funds	5,450	123,020	(122,841)	(3,838)	1,791

Explanation of funds

The Transition Scotland Support fund represents funds held on behalf of community groups across Scotland that are affiliated to the Transition Network.

The Belhaven Community Garden fund represents grants received for development of the community garden from Cala Homes and Co-op Local Causes Fund.

Sustaining Dunbar

Notes to the financial statements
For the year ended 30 November 2021

12. Explanation of Funds (Continued)

The Fair Trade Town fund represents funds raised from donations and East Lothian Council grants and held on behalf of Dunbar Fairtrade Partnership.

The Chicken Coop fund represents funding contributed by participating families cooperative and held on behalf of the cooperatively run chicken coop project at Dunbar Grammar School.

The Community Energy fund represent funds granted by Local Energy Scotland through the Scottish Government's CARES scheme research into the ~~potential for local energy~~ storage based on use of a hydrogen electrolyser ~~and into the potential for~~ a community owned solar farm.

The Strengthening Community fund represents grants received for work towards making Sustaining Dunbar a more resilient and sustainable community anchor organisation. It is being used to develop plans for a Business Innovation Centre.

The East Linton Tree Planting Project fund represents money collected by Climate Action East Linton (CAEL formerly called Melting Pot, a local Sustaining Dunbar group) to be spent on tree planting in and around East Linton.

The Friends of John Muir B'Place Ex & Activities fund represents Grant Money received from the Dunbar & East Linton Area Partnership to be spent on promoting the Exhibition and Community Groups' related activities.

The CCF Fixing for the Future fund is a grant funded project comprising Fixing for the Future CAEL project and related CAEL activities, plus Sustaining Dunbar Carbon Conversations Project activities. Money is usually claimed in arrears.

The COVID-19 SCF Via DTAS fund represents two tranches of Scottish Government Funding under the Supporting Communities Fund administered by DTAS. Initially restricted to specified organisations and projects with Sustaining Dunbar disbursing agreed amounts to other local organisations, and receiving back any underspends. Funds were subsequently agreed to be able to be repurposed "to support the core network development stimulated by resilience work in Dunbar and the core associated costs for this network" so in effect became unrestricted.

The Community Learning Exchange fund represents funds granted to Sustaining Dunbar for Energy Consultancy and subsequent consultation and general mainstream development work. Effectively unrestricted once consultancy work completed in October 2020.

The Community Outreach Gardener Project, based at Belhaven Community Garden, aims to involve the wider local community in a range of growing activities, including schools, businesses and individuals. Individuals, groups and businesses will be encouraged to appreciate the benefits of green spaces, and be supported and educated in using and growing plants.

Dunbar's *Hedgehog Project* aims to increase the hedgehog population by improving and linking habitats, and informing and motivating the local community about hedgehog-friendly practices.

13. Fund Transfers

During the year unspent funds in The COVID-19 SCF Via DTAS Fund, Fair Trade Town Fund, Nature Scotland and Community Learning Exchange were transferred to the general fund, after permission had been granted to do so from the fund rs. Asset additions in the year from the Belhaven Community Garden Fund and Outreach Gardener Fund were transferred to the designated fund.