



## **Dollar Community Development Trust**

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**TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDING 31 MARCH 2019**

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Charity no: SCO47335  
Companies House No 563463

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**TRUSTEES' ANNUAL REPORT  
FOR THE PERIOD ENDED 31 MARCH 2019**

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees submit their report together with the financial statements for the period ended 31 March 2019.

**Reference and Administrative Information**

Charity name: Dollar Community Development Trust

Charity number: SC0473355

Companies House No 563463

Registered office: 7 The Ness  
Dollar  
FK14 7EB

**Trustees**

1. Norman Dunning	Trustee	Appointed 13 <sup>th</sup> April 2017
2. Stephen Leitch	Trustee	Resigned 31st January 2019
3. Fiona McGregor	Trustee	Appointed 26 <sup>th</sup> April 2017
4. Nicholas Poett	Trustee	Appointed 26 <sup>th</sup> April 2017
5. Stephen Roe	Trustee	Appointed 26 <sup>th</sup> April 2017
6. Christopher Hudd	Trustee	Appointed 23rd May 2018
7. Rebecca McFarlane	Trustee	Appointed 23rd May 2018

**Company Secretary**

Norman Dunning

**Independent Examiner**

Ellen Cook MAAT

**Employees**

Currently there are no employees

## **Structure, governance and management**

### Governing document

The charity is an incorporated organisation and is governed by its memorandum and articles and controlled by its board of directors who are also the trustees of the charity.

### Trustee recruitment and appointment

The memorandum and articles allow for a minimum of 3 directors and a maximum of 8; out of that number, no more than 5 shall be Ordinary Member Directors and no more than three shall be Co-opted Directors. At any given time, directors who are also Ordinary Members must form a majority of the total number of directors in office. At each annual general meeting, the Ordinary Members may elect any ordinary member to be a director. The directors may at any time appoint any ordinary member to be a director. In addition the directors may at any time appoint any organisation member or non member of the company to be a director (a "Co-opted Director") either on the basis that he/she has been nominated by "a body with which the company has close contact in the course of its activities" or on the basis that he/she has specialist experience and/or skills which could be of assistance to the directors

## **Objectives and activities**

The objectives of the charity are:

to benefit the community of Dollar comprising the Dollar Community Council area, all of post code FK14 7 excluding Muckhart, Blairingone and Glendevon, ("the Community") with the following objects:

- (1) The advancement of community development (including the advancement of rural regeneration) within the Community;
- (2) To provide or improve, or assist in providing or improving, cultural, recreational and sporting facilities, and/or organising or assisting in organising cultural, recreational, educational and sporting activities, which will be available to members of the Community and public at large with the object of advancing education, promoting health, providing for the social welfare of and improving the conditions of life of the Community;
- (3) To advance heritage through preserving for public benefit the historical, architectural and constructional heritage that may exist in and around Dollar;
- (4) The relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage through improved safer and freely available public services and facilities and access to transport and communication;

But only to the extent that the above objects are consistent with furthering the achievement of sustainable development.

## **Achievements and performance**

Much of this second year of our charity has been dominated by the tremendous challenge of taking over and running the Civic Centre following Clackmannanshire Council's decision to cease operating as a Community Access Point from September 18. There have been times when the enormity of this task threatened to overwhelm our fledgling organisation but due to the sheer determination and hard work of the board, supported by a core group of volunteers, the Trust took over the running of the centre from October 2018 and finally secured a 3 year lease in January 2019.

Inevitably we have had to shift our focus from the broad range of activities we expected to be tackling throughout this year and, instead, concentrate on opening and running a community facility. Only 6 months after we took it over, the centre has been renamed “The Hive”, offers an increasingly diverse selection of classes and activities, incorporates a very successful community library and is available for hire for parties, events, public meetings, committee meetings and many other community activities. We have an operational management board in place, we have established Health and Safety systems and all appropriate checks and the next phase of activity will be to develop the Hive’s potential so that it not only pays for its own upkeep, but hopefully also becomes a resource to support many other activities for the benefit of the community of Dollar.

We are rightly proud of the success of this venture so far and grateful to everyone who has helped us along the way. For more information on the Hive, see our website at [www.dollarcdt.com/civic-centre-bookings](http://www.dollarcdt.com/civic-centre-bookings).

***To advance community development and rural regeneration***, the Trust had a presence at several community events this year, including the Duck Race, Christian Aid week coffee morning, the summer Gala and the Winter Festival as well as holding our own Open Day all of which provide an excellent opportunity to find out what development activities our community would be interested in as well as sharing information about the Trust and our activities. Our core membership remains relatively high at over 200, with plenty of opportunities for new members to join throughout the year.

As well as these face to face opportunities we have also issued regular members’ information emails, have contributed articles to Dollar News, supplemented with own newsletter. We have also made significant strides in engaging with the wider community through our Facebook page and Website which has broadened the scope of our communications greatly.

One of the areas of key concern to the community this year has been the proposed housing and mixed use developments to the south and east of Dollar. Although the Community Council have lead responsibility in these matters, the Trust have been able to help and support by working in partnership to co-host and publicise various public meetings held by the developers. The Trust has also been instrumental in shaping a constructive relationship with Clackmannanshire Council’s planning department so that we better understand the processes they follow and they have more opportunity to seek and receive input from the community to better understand our wishes and concerns. Planning documents for both developments have been made publicly available at the Hive.

A particularly successful event in October was our family litter pick and barbeque which was very well supported by local families, who set out armed with litter picker sticks and bin bags to collect an impressive 25 bags of litter from around the town. As well as cleaning our streets, we believe this type of activity also helps instil a sense of civic responsibility in children from a young age and we look forward to this being a regular event on our calendar.

***To assist in providing or improving cultural, recreational and sporting facilities to advance education, promote health and provide for the social welfare of the community***, the Trust has sought

opportunities for new classes and activities to complement the existing offering at the Hive particularly those which appeal to groups whose needs were not being catered for. In addition to Karate, Yoga, Brownies and Metafit, we welcomed Dollar Dance who have a range of classes on Mondays and Wednesdays, we have Pilates, including an early morning 6:30am session and also Seated Pilates for people who have mobility issues or use wheelchairs. We have also hosted football coaching from Sports Development, Meditation classes, a range of parties and community events and fundraisers. We are working to increase our offering for the over 50s, for people looking after babies and toddlers, “Buggy Beats”. The Hive has also been assessed as suitable for use as an emergency centre and as a blood donation centre.

The library is also key facility which the community strongly wished to preserve. Although the council run library closed in September, we re-opened in October as a volunteer run community library. This has proved a popular and successful initiative with the library now open three times a week, we presented a “Meet the Author” event in December, we have introduced weekly story time for the under 5s, and we have launched a book club. The library has regular weekly visits from Strathdevon primary classes and Dollar Nursery and we look forward to building on these relationships going forward.

The football pitch and changing facilities at the Hive are proceeding more slowly than we would have liked, but we are working with Clackmannanshire Council to try to ensure these are ready for this year’s football season.

Another key success was the installation of a public defibrillator outside Lloyd’s Pharmacy. Thankfully, we have not had to use this yet, but we have run several classes to train people in its use, as well as general life saving techniques. We will continue to offer these classes regularly.

***To preserve for public benefit the historical, architectural and constructional heritage that exists in and around Dollar***, one of our Trustees gave evidence at the planning committee meeting considering the future of the Castle Campbell hotel site and successfully conveyed our desire that despite the change of use, the frontage of the building should be preserved as a feature of Bridge Street, which the developers agreed to respect.

We also had the opportunity to work with Catherine Mills at the University of Stirling on her Landscape Legacies of Coal project. This project has now concluded and one of the outputs has been a free App (“CoalApp” - downloadable from the usual Appstores) which identifies various aspects of the landscape around Clackmannanshire.

The Trust is also making progress on its fourth objective ***to relieve those in need by reason of age, ill health, disability, financial hardship or other disadvantage through improved safer and freely available public services and facilities and access to transport and communication.***

Following reports that broadband coverage in Dollar was patchy, we teamed up with a local expert to carry out a broadband survey of Dollar to map service provision and identify problem areas. From those who responded, our expert concluded that generally broadband provision in Dollar is well within acceptable ranges apart from one or two isolated spots at the edges of the town. There was no remedial work identified as necessary at present, but we may need to return to this topic to confirm that Dollar’s

broadband service is keeping pace with developments. We have flagged this point up to the council's planning department as a requirement for future housing development planning.

A key success this year has been the launch of the Volunteer Driver Scheme in May 18. Since then our group of nine volunteer drivers have given lifts to over 30 Dollar residents, many of whom are now regular users of the service. As well as helping people access local services and social activities, there are also an increasing number of people using the service to get to various health appointments further afield which they would otherwise find difficult to attend. We see this service as an important means of keeping our community inclusive and connected and one that we can build on for the future.

**Future Planning** The initial focus of the Trust has been the recommendations arising from the Dollar Community Action Plan (2016), but already active engagement with the community, developing circumstances and knowledge of what has been achieved by other community trusts is leading to further ambitions. We will also work more closely with other Development Trusts to share ideas and experience to broaden our thinking and future planning. Now that the Hive is up and running we will be able to return to more detailed planning for future developments which the community has indicated it would like to see, such as improved and joined up opportunities for volunteering, better engagement with young people and young families, engagement and support for our older members of the community including dementia friendly provision, improvements to the tourism and leisure aspects of our townscape and business opportunities and developing alternative, sustainable and environmentally friendly options for transport and energy.

### **Financial review**

During the year ended 31 March 2019, the trustees raised £23,309 in the form of membership fees, donations and grants and a further £13,149 in fees and donations from activities at the Hive (the former Civic Centre) giving a total income of £36,458. Total expenditure was £15,096 leaving a surplus of £21,362. Restricted funds of £14,278 are committed to future expenditure.

### **Reserves policy**

The Trust continues to have a policy of building and holding reserves equivalent to 3 months expenditure when circumstance allow.

### **Risk management**

The trustees have examined the risks faced by the charity and are satisfied that they are able to mitigate significant risks.

**Approved by the charity trustees and signed on their behalf by:**

\_\_\_\_\_  
Chairperson

Date: \_\_\_\_\_

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF DOLLAR COMMUNITY DEVELOPMENT TRUST CHARITY NO SC0473355.**

I report on the financial statements of the charity for the year ended 31<sup>st</sup> March 2019, which are set out on pages 8 to 11

**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 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The Charity's Trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section (44)(1) (c) of the 2005 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 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.

**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 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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.

Signed \_\_\_\_\_ Date:

Ellen Cook, MAAT  
12 Braehead  
Alloa FK10 2EW

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD 01 APRIL 2018 TO 31 MARCH 2019

	Note	Unrestrict ed Funds	Restricted Funds	2019 Total	2018 Total
		£	£	£	
<b>Income</b>	2				
Donations	6	2101	0	2101	352
Grants	7	2442	17900	20342	691
Membership Fees	8	153	0	153	239
Hive Activities	9	13149	0	13149	0
Volunteer Drivers Scheme		713	0	713	0
<b>Total Income</b>		<b>18558</b>	<b>17900</b>	<b>36458</b>	<b>1282</b>
<b>Expenditure</b>	3				
Charitable Activities	10	11224	3622	14846	656
Donations		0	0	0	0
Governance	13	250	0	250	40
<b>Total expenditure</b>		<b>11474</b>	<b>3622</b>	<b>15096</b>	<b>696</b>
<b>Surplus/(deficit) for period</b>		<b>7084</b>	<b>14278</b>	<b>21362</b>	<b>586</b>

**BALANCE SHEET  
AT 31 March 2019**

	<b>Notes</b>	<b>2019</b>	<b>2018</b>
		£	£
<b><u>Fixed Assets</u></b>	14	2061	0
<b><u>Current Assets</u></b>			
Bank and cash in hand		23773	586
Debtors		290	
		<hr/> 24063	<hr/> 586
<b><u>Current Liabilities</u></b>			
Creditors - amounts due in one year		4175	0
		<hr/> 4175	
<b><u>Net Current Assets</u></b>		<hr/> 19888	<hr/> 818
<b><u>Net Assets</u></b>		<hr/> <b>21949</b>	

**Funds Of The Charity**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2019</b>	<b>Total 2018</b>
	£	£	£	
Funds Brought Forward	512	74	586	586
Surplus/(Deficit) for the period	<b>3462</b>	<b>17900</b>	<b>21362</b>	<b>586</b>
<b>Total Funds as at 31.03.2019</b>	<b>3974</b>	<b>17974</b>	<b>21948</b>	<b>586</b>

**Notes to the accounts on page 9 form an integral part of this statement**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- 1.(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
2. (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

**The financial statements were approved by the trustees on 18th June 2019 and signed on their behalf by:**

Name \_\_\_\_\_

Sign \_\_\_\_\_

## NOTES TO THE ACCOUNTS

FOR THE PERIOD 1st April 2018 to 31 March 2019

### 1. Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### 2. Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### 3. Expenditure

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

### 4. Nature and purpose of funds

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

### 5. Related Party Transactions

No remuneration was made to the trustees or to any connected persons during the year.

### 6. Donations

Total donations (including the volunteers drivers scheme) of £2814, were received during the course of the year, comprising:

- Members - £654
- Gift aid - £118
- Fundraising - £1199
- Gift for noticeboard - £130
- Volunteer drivers scheme - £713

**7.Grants**

Awarded By	Unrestricted	Restricted	Total
Coop Community Fund	£2442	0	£2442
Burnfoot Hill Community Fund *		£2000	£2000
Burnfoot Hill Community Fund**		£5000	£5000
Foundation Scotland**		£2000	£2000
Big Lottery Fund – Award for all**		£8000	£8000
Clackmannanshire and Stirling HSCP Innovation Scheme ***		900	900
<b>TOTAL</b>	<b>£2442</b>	<b>£17900</b>	<b>20342</b>

\* for purchase and installation of a defibrillator

\* \* for setting up of office and employment of development worker

\* \*\* to support the Volunteer Driver Scheme

**8. Membership fees**

A membership fee of £1 was levied for all categories of member.

At 31 03 19 there were 197 individual members and 2 organisation members

**9. Hive activities**

The Trust has managed activities at the Hive (formerly Dollar Civic Centre) from 1st September 2018 and formally entered into a lease with Clackmannanshire Council in January 2019 which entitles the Trust use of the premises until 30th October 2021 for a rental of £1 pa.

Activities comprise a range of regular community keep fit, sports and club sessions, a community library, a winter festival and gala day and a number of ad hoc community events. Fees and donations are received for a number of these activities.

<b>10. Cost of Charitable Activities</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2019</b>	<b>Total 2018</b>
	<u>£</u>	<u>£</u>	<u>£</u>	
Office costs	157	438	595	118
Meetings	100	0	100	147
Insurance	1233	0	1233	171
Wheelie Bin stickers	-		-	220
Employment costs		2665	2665	
Hive costs	9734		9734	
Volunteer Driver Expenses		519	519	
<b>TOTAL</b>	<b>11224</b>	<b>3622</b>	<b>14846</b>	<b>656</b>

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### 11. Employees

A development worker was employed between January - March 2019 engaged in charitable activity.

A salary of £22,000 pro rata for 18 hours per week was paid and an employer's contribution of 2% made to the NEST pension scheme

There were no other paid "management personnel"

### 12. Trust Office

The Trust entered into a licence to occupy agreement with Dollar Golf Club effective from 1st January 2019 to 31st December 2020 for office accommodation at a monthly rental of £100

### 13 Governance costs

Companies house registration fee - £13

AGM costs - £74

Trustee expenses - 108

Development Trust Association

Scotland membership - 35

Independent Examiner 20

**Total - £250**

**14. Fixed Assets**

The Trust acquired donated furnishings, office and computer equipment during the course of the year. These are valued at an estimated market value. No item was deemed of a value exceeding £500.

**15. Company Limited By Guarantee**

The Trust is limited by guarantee and does not have a share capital. In accordance with the memorandum and articles of association, every trustee of the Trust undertakes to contribute to the assets of the Trust in the event of the scheme being wound up while a trustee, or within one year of ceasing to be a trustee, and for the costs, charges and expenses of winding up the Trust and for the adjustment of the rights of the contributions among themselves such amount as may be required, not exceeding £1.