

REGISTERED COMPANY NUMBER: SC249708 (Scotland)
REGISTERED CHARITY NUMBER: SC034864

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2013
FOR
TARBAT COMMUNITY HALL GROUP

THURSDAY



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23/01/2014

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COMPANIES HOUSE

RWM & KM MacKenzie & Co
Geanies House
Tain
Highland
IV20 1TW

TARBAT COMMUNITY HALL GROUP
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FOR THE YEAR ENDED 31 MAY 2013

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TARBAT COMMUNITY HALL GROUP

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MAY 2013**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 May 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
SC249708 (Scotland)

Registered Charity number
SC034864

Registered office
Carnegie Hall
Portmahomack
Tain

Trustees
S Mitchell
W K Aitken
D Carmichael
G Davis
Mrs C Edwards
Mrs S Gordon
D Urquhart
Ms C Collard
Ms E Kuiff

- resigned 13.8.13

Company Secretary
Ms C Collard

Independent examiner
Peter H MacKenzie
Geanies House
Tain
Highland
IV20 1TW

Solicitors
Wilsons, Solicitors & Estate Agents
107 High Street
Invergordon
IV18 0AB

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

TARBAT COMMUNITY HALL GROUP

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MAY 2013**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

Responsibility, Management and Leadership

A recurring theme through this report is about commitment and the volunteer. We are lucky to have such a wide basis of support and are grateful to fellow group members for their hard work and commitment.

Some areas of management responsibility are as follows:

Caretaking

Each member takes one month duty as caretaker ensuring the cleanliness of the building, access for the customer as required and has responsibility for the safety of all persons using the hall plus making sure the hall is locked and secure after each event.

Collectively.

We examine ways of generating income for the Hall, securing the necessary licences such as public entertainment, drinks licence etc. and taking responsibility for Health and Safety, Fire Protection, Child Protection Policy, plus regulating income and expenditure.

When the opportunity arises we make application for grant assistance to help improve the facilities enjoyed by user groups.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The company's objectives are;

a) to promote the benefit of the inhabitants of Tarbat and its environs without distinction of sex, sexuality, political, religious or other opinions by associating the local statutory authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities, or assist in the provision of facilities, in the interest of social welfare for recreation and other leisure-time occupation so that their conditions of life may be improved.

And in furtherance thereof but otherwise

b) to develop, maintain, operate and manage the building known as the Carnegie Hall, Portmahomack for the benefit of all persons resident in or visitors to the area of benefit.

Significant activities

The Hall makes provision for a variety of groups and organisations on a regular basis and we are lucky to have so many active groups with their helpers and organisers all contributing greatly to the social life of the village.

TARBAT COMMUNITY HALL GROUP

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MAY 2013**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The committee would like to thank

Tom Semple - Over 60's and carpet Bowls

Irene Macrae & Margaret Sowerby - Baby and Toddlers Group

Stan Mitchell - Table Tennis and Badminton

Charlette Edwards - Tuesday Lunch Club

Emma and Jane - Film Club

Heather and Ellie - Ceilidh Dancing

Sheila Sparkes - Yoga

Rhona Mackenzie - Craft Club

Jacqueline Mackay/Rosemary MacNab and the Ladies Club

Taoist Tai Chi

Wellbeing Fitness Class

Art Club

Steve Carroll and his team of volunteers with the help of Tain Runners for the annual 10k Race.

In addition a number of individuals attend monthly meetings, to assist the Directors in the ongoing duties and management of the hall, volunteered for caretaking rota or helped in promoting and running special events we would like to thank John Mackay Treasurer, Steve Carroll, Moira Aitken, George Terry, Dave Mackay, Alistair MacLean, Heather McRae, Catherine Urquhart, Lynne Cook, Jean and Dougie Rae, Emma Duff and Jane Foster, Margaret Sowerby and Hamish Skinner for their contribution in this past year.

TARBAT COMMUNITY HALL GROUP

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MAY 2013**

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

Special Events

Music and Theatre

2012 -2013 was a year of Risks and New Ventures both in Music and Theatre we began the year in June with a Right Lines production "From these Parts" a west coast based space/relationship comedy with one of the best sets we've seen this was subsidised under the NSTF agreement. As costs for all events were steadily rising we had negotiated a deal with Alistair McCulloch Trio to run a Folk Festival from 2nd - 5th August with 3 concerts 2 workshop sessions and an informal jamming session. It would be true to say that without the Hospitality and Accommodation provided by Catherine Urquhart, Monica and Dave Mackay this event wouldn't have been possible. It was somewhat imbalanced as a partnership as we provided all publicity/accommodation costs for workshop and concerts, food/hospitality/accommodation for performers and fees/hospitality for additional performers

This was successfully received but poorly attended. However we did make a profit of £83 but it was too much effort for a small return and not enough control of musical input/effort.

From the end of the Folk Fest we moved immediately into the PORT ART EXHIBITION which ran from 8th-11th August set up by the Port Art Group. It was agreed that this year the Art Group would keep half the money raised to help them keep the club running and maybe offer some professional support. They donated a sum of £240.51 made up from 50% of money received from hanging fees, picture sales and coffee and cake sales.

August saw the return of Fiona Knowles in "Stick Granny on the Roof-Rack" which was well received and as popular as ever. We also ran a last minute concert for Fiona Mackenzie & Yvonne Lyon.

September - BLAS time with "Blazing Fiddles" and "Fidl". Numbers are dropping for Blas concerts but we managed ticket sales of £1028.00 for Blas with the hall receiving £271.00 as the promoters share.

November brought something totally different - Stu Brown's "Raymond Scott Project" five piece jazz band playing a historical insight into the work of Raymond Scott whose music was easily recognised by anyone who had watched Loony Tunes cartoons as a first Jazz gig very successful on the audience appreciation but a £74 loss financially and once again we were dependent on hospitality being offered locally.

December - January followed with the Christmas Fayre, Torchlight Procession, New Year's Day Concert, Ceilidh Dance with Wood and Stone and one addition, Wildbird Theatre's "Dreich House" a multi media production for family audiences.

March saw the return of Right Lines Productions with "Watching Bluebottles" a play on the life of a Hall Janitor which was well received by our audience with a chance for reminiscences being shared.

The penultimate show was a matinee and evening performance of "An Evening with Dementia" which was part subsidised by Touring Network but required additional lighting, cast accommodation and food , we knew that this was going to be a difficult sell but had contacted Alzheimer's Scotland who wished to be involved by sending staff and promoting it amongst carers and families. Sadly they did not turn up but we did get help from professionals present in the audience and the discussion following the performance between cast and audience members was particularly riveting and dynamic. Two mental health nurses both attending independently felt it should be compulsory viewing for all those working with dementia.

TARBAT COMMUNITY HALL GROUP

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MAY 2013**

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

Our Final Show on 30th May was a total risk taker but one of the best musical events we've ever staged "The Budapest Café Orchestra" an explosion of Russian, Hungarian, Slavic Folk music with jazz overtones and magic musicianship. Fifty eight attended but accommodation costs meant we had a £215 deficit but we would still try and get them back again!

Films

Emma and Jane have offered 6 double showings during the from May 2012 - April 2013 with an interesting and eclectic range of films for adults balanced with exciting and interesting children's film which are proving to be a popular Sunday afternoon event. Many thanks to Emma and Jane and to those who turn out to help with putting out equipment and chairs - Dougie, Jean, Donald, David & Co.

10k Race

Steve Carroll once again took on this responsibility for the Easter 2013 race and although numbers are down it still proved a popular event in the North's racing calendar, we were well supported especially from Inverness and Tain. Thanks again to all those who provided fantastic cakes and sandwiches for the runners both of which certainly help the image of Portmahomack as a race venue!

New Year

A service at the War Memorial by Rev. J Macleod, the torchlight procession, fireworks (by the Gala Committee) soup and sausage rolls kick off our Hogmanay Celebrations, New Year's day concert on 1st and the Wood n' Stone Family Dance on the 2nd are our usual festive fayre. We would like to thank Donald and all the acts who contribute to help make this a success. The concert income helps cover the cost of torches and any shortfall in income for other events.

Halloween

It was great to see that young mums in the village have once again taken on the responsibility of organising this extremely popular event for youngsters and adults in the village, a good time is had by all and it was great to see how much effort goes into the costumes, for both children and adults. Well done!

TARBAT COMMUNITY HALL GROUP

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MAY 2013**

ACHIEVEMENT AND PERFORMANCE

On Going Projects

Improvements to St Colman's Well - Landscaping and Jean Bridgeford's Memorial

On the advice of David Borland (planning officer) we now find that our project is within a redefined conservation area and will possibly require planning permission, he has also suggested that we should consult with environmental architecture and with the roads department.

Environmental Architecture

Kirsty Cameron from this department advised that she had no concerns regarding the improvements suggested for the stone work of the well and would appreciate a photograph of the finished work.

Roads Department

A site meeting was arranged with Mr Simon Young, Roads Engineer. Mr Young advised that our plan for landscaping would require a structural engineer to design a retaining barrier and would incur substantial costs; he has suggested that we redesign our landscaping by building into the slope from ground level thus providing additional support to the land and we would still be able to create a terraced area. We are at present preparing a new design to present to Mr. David Borland

The project has progressed from the original concept of providing a small seating area as a memorial to Jean Bridgeford to a much larger concept where an area could be created that would preserve some of the village heritage and provide an attractive and amenable area to enhance the village.

Hopefully we will be able to landscape the area, preserve the medieval St Colman's Well and provide a plaque that will outline the history of the well and create a seating terrace where locals and visitors can enjoy the view down Well Street and the growing arboretum of memorial trees on the slope behind.

FINANCIAL REVIEW

Principal funding sources

This has been a successful year for the committee and thanks are due to the members for their hard work and also for the contribution of other volunteers, without which the Hall could not be successfully operated. We do receive an annual hall grant of £1000 from Highland Council for which we are very grateful.

The solar panels have generated an income of £1,500 which is most welcome.

FUTURE DEVELOPMENTS

Hall purchase

We continue seeking some definite response from Highland Council on this proposal, especially when we carry 100% of current running costs.

Funding

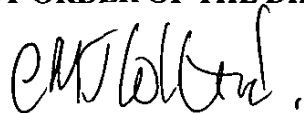
Maximising our assets, finding ways to secure income streams and finding means of better investment of capital are some of our governance issues and we will continue to seek further funding to support programme development work for the centre, particularly to encourage further artistic performances and support.

So on behalf of Tarbat Community Hall Management Group, thanks to all those who have led groups in the Hall, all who have participated in our programme, those who have helped financially and those unstinting volunteers who make things happen!

TARBAT COMMUNITY HALL GROUP

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MAY 2013

BY ORDER OF THE DIRECTORS:

A handwritten signature in black ink, appearing to read 'C Collard', with a small comma at the end.

Ms C Collard - Secretary

20 December 2013

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
TARBAT COMMUNITY HALL GROUP

I report on the accounts for the year ended 31 May 2013 set out on pages nine to fifteen.

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 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees 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 the independent examiner's report

My examination was 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 seeking explanations from you as 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.

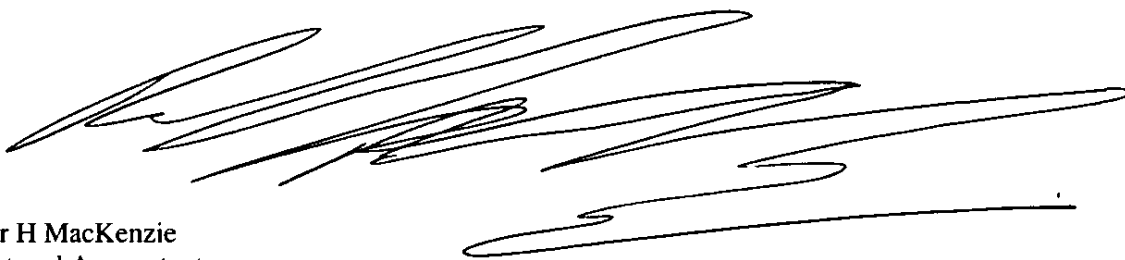
Independent examiner's statement

In connection with 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 to 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.



Peter H MacKenzie
Chartered Accountant
RWM & KM MacKenzie & Co
Geanies House
Tain
Highland
IV20 1TW

20 December 2013

TARBAT COMMUNITY HALL GROUP
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MAY 2013

		2013 Unrestricted fund £	2012 Total funds £
	Notes		
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		1,250	4,250
Activities for generating funds	2	9,367	5,632
Investment income	3	1,509	11
Incoming resources from charitable activities			
Hall activities		4,183	5,346
Cafe Rent		<u>3,972</u>	<u>3,501</u>
Total incoming resources		20,281	18,740
 RESOURCES EXPENDED			
Costs of generating funds			
Fundraising trading: cost of goods sold and other costs		6,002	4,913
Charitable activities			
Hall activities		14,131	8,946
Cafe Rent		720	880
Governance costs		<u>1,019</u>	<u>952</u>
Total resources expended		<u>21,872</u>	<u>15,691</u>
 NET INCOMING/(OUTGOING) RESOURCES			
		(1,591)	3,049
 RECONCILIATION OF FUNDS			
Total funds brought forward		<u>427,991</u>	<u>424,942</u>
 TOTAL FUNDS CARRIED FORWARD		 <u><u>426,400</u></u>	 <u><u>427,991</u></u>

The notes form part of these financial statements

TARBAT COMMUNITY HALL GROUP

BALANCE SHEET
AT 31 MAY 2013

		2013 Unrestricted fund £	2012 Total funds £
	Notes		
FIXED ASSETS			
Tangible assets	7	397,905	402,445
CURRENT ASSETS			
Debtors	8	1,241	1,371
Cash at bank		<u>28,428</u>	<u>25,350</u>
		29,669	26,721
CREDITORS			
Amounts falling due within one year	9	(1,174)	(1,175)
		<u>28,495</u>	<u>25,546</u>
NET CURRENT ASSETS			
		426,400	427,991
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>426,400</u>	<u>427,991</u>
NET ASSETS			
FUNDS	10		
Unrestricted funds		<u>426,400</u>	<u>427,991</u>
TOTAL FUNDS		<u>426,400</u>	<u>427,991</u>

The notes form part of these financial statements

TARBAT COMMUNITY HALL GROUP

BALANCE SHEET - CONTINUED

AT 31 MAY 2013

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2013.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 May 2013 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (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 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 20 December 2013 and were signed on its behalf by:



W K Aitken -Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MAY 2013**

	2013	2012
	£	£
Fundraising events	9,367	5,632

TARBAT COMMUNITY HALL GROUP

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MAY 2013

3. INVESTMENT INCOME

	2013	2012
	£	£
FIT Hydro	1,501	-
Deposit account interest	<u>8</u>	<u>11</u>
	<u>1,509</u>	<u>11</u>

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2013	2012
	£	£
Depreciation - owned assets	<u>4,540</u>	<u>2,500</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 May 2013 nor for the year ended 31 May 2012.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 May 2013 nor for the year ended 31 May 2012.

6. STAFF COSTS

There were no staff costs for the year ended 31 May 2013 nor for the year ended 31 May 2012.

No employees received emoluments in excess of £60,000.

TARBAT COMMUNITY HALL GROUP

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MAY 2013

7. TANGIBLE FIXED ASSETS

	Land and buildings £	Plant and machinery etc £	Totals £
COST			
At 1 June 2012 and 31 May 2013	<u>380,294</u>	<u>33,931</u>	<u>414,225</u>
DEPRECIATION			
At 1 June 2012	-	11,780	11,780
Charge for year	<u>-</u>	<u>4,540</u>	<u>4,540</u>
At 31 May 2013	<u>-</u>	<u>16,320</u>	<u>16,320</u>
NET BOOK VALUE			
At 31 May 2013	<u>380,294</u>	<u>17,611</u>	<u>397,905</u>
At 31 May 2012	<u>380,294</u>	<u>22,151</u>	<u>402,445</u>

Included in cost or valuation of land and buildings is freehold land of £4,072 (2012 - £4,072)

There is a Standard Security over the Leasehold property in favour of Big Lottery Fund for the duration of the lease (25 years, commencing 21 August 2006.)

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013 £	2012 £
Other debtors	<u>1,241</u>	<u>1,371</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013 £	2012 £
Other creditors	<u>1,174</u>	<u>1,175</u>

TARBAT COMMUNITY HALL GROUP

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MAY 2013

10. MOVEMENT IN FUNDS

	At 1.6.12 £	Net movement in funds £	At 31.5.13 £
Unrestricted funds			
General fund	427,991	(1,591)	426,400
TOTAL FUNDS	<u>427,991</u>	<u>(1,591)</u>	<u>426,400</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	20,281	(21,872)	(1,591)
TOTAL FUNDS	<u>20,281</u>	<u>(21,872)</u>	<u>(1,591)</u>