



# Gullane Community Children's Hub

## Annual Report

1 August 2021 -  
31 July 2022

The trustees have pleasure in presenting their interim annual report together with the financial statements and the interim annual accounts for 1 August 2021 until 31 July 2022.

## Reference & Administrative Information

Charity Name	Gullane Community Children's Hub
Charity No	SC048602
Care Inspectorate No	CS2018370882
Address	The Old Primary School East Links Road Gullane EH31 2AF

### Trustees during period July 2021 – May 2022

Chair	Katie Joshi (until Sept 2021) Holly Gilfether (Sept 2021 - Dec 2021) Hilary Smyth (Sept 2021 - Jul 2022)
Secretary	Sarah Gibson (until Sept 2021) Susan Moor (Sept 2021 - Jul 2022)
Treasurers	Elspeth Campbell (until Sept 2021) Isabel Hunter (Sept - Oct 2021) Dalie Lowe (Sept - Dec 2021) Hilary Smyth (acting Treasurer, Jan 2022 - July 2022)
Fundraising	Joy Allison (Sept 2021 - Jul 2022)
Maintenance/Branding	Naomi Sweeney (Sept 2021 - Jul 2022)
Human Resources	Oliver Molyneux (Sept 2021 - Jul 2022)
Contact Address	Gullane Community Children's Hub, Old Primary School, Gullane, EH31 2AF

### Trustees elected at AGM on 12 May 2022, to take effect in the next financial year (1 August 2022)

Chair	Steven Weatherley
Secretary	Katie Hay
Treasurer	Kirsty Logan
Trustees	Oliver Molyneux Robert Norman

## Structure Governance & Management

Gullane Community Children's Hub ("The Hub") was granted Charitable status from OSCR on 3 August 2018. The Charity is a Scottish Charitable Incorporated Organisation. It is governed by its constitution which was adopted on 3 August 2018.

The structure of the organisation consists of the Members who have the right to attend Members

meetings (including any annual general meeting) and have important powers under the constitution. In particular, the Members appoint people to serve on the Board and take decisions on changes to the constitution itself. The Board holds regular meetings (every 6 to 8 weeks), and generally controls the activities of the organisation. For example, the Board is responsible for monitoring and controlling the financial position of the organisation. The people serving on the board are referred to in this constitution as Trustees.

Membership is open to all parents, guardians and carers of children attending the Hub, as well as any other person who has expertise that would be of assistance to the Board or organisation, or that represents outside bodies with which the organisation has close contact.

## Appointment of Trustees

Trustees are elected at the Annual General Meeting. During the period of reporting, two Annual General Meetings were held. The AGM will usually be held during the Summer term, as it was this year in May 2022. However, last year's AGM was postponed to September 2021 as a result of Covid 19.

New Trustees for the next academic year were elected at our AGM on 12 May 2022, to take effect on 1 August 2022.

## Management

The management committee Trustees are responsible for the strategic direction and governance of the Hub with the day to day running being undertaken by the Manager who is a paid member of staff.

The Trustees meet every 6 to 8 weeks.

## Objectives and Activities

### - Charitable purposes

To provide social and educational care facilities for children from the age of 2 years old through to primary school age in Gullane, Aberlady and Dirleton and surrounding communities through the provision of a Playgroup, After School Club, Breakfast Club, Holiday Club and other activities as appropriate.

### - Activities and Achievements

## Chair's Report

Firstly I would like to thank Katie Joshi who steered the Hub through the merger process back in 2019 as Chair and resigned in September 2021 after 6 years on the board. The Hub, as a whole, has been hugely grateful to Katie for all the hard work she has done over the years - without her, the organisation simply would not exist in the form it is today! Holly Gilfether kindly stepped up to co-chair with me while I found my feet in the role, despite her child not actually attending the Hub! We were sorry to say goodbye to Holly in December 2021.

2021-22 represented the third year of the Hub being operational, and the first in which we had not been forced to close our doors completely for a period due to Covid-19 restrictions. Nevertheless, it has been a difficult year as the country has gradually opened up, and we are extremely grateful to our staff team, led by our Manager Judy Park and Deputy Manager Jo Lewis for steering the organisation through this.

My focus as Chair this year has been on succession planning and improving the sustainability of the organisation. To that end, we have appointed The HR Department as an external HR advisor which has provided a much needed professional input to our HR policies. We are in the process of reviewing all our contracts and HR policies and look forward to these being issued shortly. We have also reviewed our payroll practices and are delighted that our current payroll provider, the Business Base, will be taking a greater role in the wage and annual leave calculation going forward. We are also in the process of appointing a bookkeeper to take full responsibility for the day to day financial record keeping working on a weekly basis.

In addition to the external providers, the staff team are allotted additional administration hours to take on a greater share of the administration and management of the organisation including issuing invoices and liaising with the council over funded placements. This will take a huge load from the Trustees and we hope that by employing professionals for the business management of the Hub, the role of the Trustees going forward will be predominantly that of governance.

We have also gained membership of the North Berwick Coastal Area Partnership. There are many benefits from being a member of this group, including stronger links with children and youth organisations across the area and opportunities for funding. We have recently been involved in a successful funding application for bursaries for Holiday Clubs in the area and hope that we may in the future be able to offer funded places at our ASC and Breakfast Club for priority families.

Having joined the Gullane Playgroup committee as part of the fundraising team in August 2015, and the After School Club committee in 2017, it has been incredible to watch and be part of the transformation of these clubs into the incredible community children's hub it is today. As I step down this year, I am confident that under the direction of the new committee and with such a committed, enthusiastic and experienced staff team, the Hub will continue to grow from strength to strength.

Hilary Smyth, Chair

### [Hub Manager's Report](#)

It's been a tricky couple of years navigating the covid situation, however the staff team at the Hub have pulled together amazingly well to manage absences and continually changing restrictions and still manage to

provide a smiling, happy service for our children and families.

Numbers at both Playgroup and After School Club have been great, with often over 50 children attending across the whole day, and waiting lists are healthy for the coming year. Playgroup remains a funded provider with East Lothian Council for eligible 2, 3 and 4 year olds. Our focus, as always, remains on providing the best possible environment for the children, with children at Playgroup gaining confidence and independence as well as developing their skills and children at After School Club making friendships across year groups and engaging in a variety of activities. Our nature club sessions for Playgroup children have proved popular over the last year too, giving an opportunity to learn more about nature and the environment.

A lot of work has been done over the last year or so on record keeping, children's profiles and quality assurance. A little bit of extra staff time has been a great help in managing to juggle the paperwork side of things and not letting this detract from time spent with the children.

Recent highlights have been our work with children at Playgroup around feelings with fantastic engagement and ongoing discussion and the After School Club childrens' interest in flags and countries of the world. Across all services we have so enjoyed watching the life cycle of a hen as we hatched chicks in the Hub this month. We are pleased to report that the chicks are now off to their new home on a local farm.

We have welcomed two new members of staff to the Hub team (mainly working at Playgroup) and have a member of staff currently on maternity leave. A couple of ASC staff members are completing their qualifications and we continue to seek out stimulating courses and professional development opportunities for all staff.

Our Holiday Clubs have been a huge success over the last year, with a wide range of activities planned to meet the needs and interests of children of all ages.

Finally, we are delighted to have managed some much needed maintenance in the Hub, with fresh paintwork completed and a great clear up completed in the garden with the help of some Hub families and committee members. All of this contributes to a lovely fresh feel at the Hub.

We look forward to the year ahead and to welcoming new board and committee members.

Judy Park, Manager

## [Fundraising and Events Report](#)

As a new Trustee to the Committee undertaking fundraising and events, the initial tasks were to gather information on past fundraising events and brainstorming new fun ideas, whilst following safety guidelines concerning Covid19.

Events and Fundraising organised:

- Carboot Jumble Sale - September 2021 raising £551.03
- Pumpkin Pick Comp - October 2021 raising £90
- Christmas Film Club Afternoon - December 2021 raising £792.62
- Charity Christmas Card - December 2021 - lost £408.90, however, stock of cards to be sold next year
- Ukrainian Donations evening - March 2022
- Garden Weekend - Held in May 2022

I have handed in my notice with effect from August 2022 due to increased family commitments. In the remaining time, I plan to ensure that new committee members and volunteers have full access to all knowledge/information I have gained in the past year.

It is hoped that with a new fundraising committee coming on board, the initiatives, Your School Lottery, Easy Fundraising and Amazon Smile, can be pushed forward, along with additional fundraising events throughout the coming year.

Joy Allison

## Grants Report

Unfortunately we have not had a person on our committee specialising in researching, preparing and submitting grant applications. No grant applications have been submitted during this financial year, however there are numerous opportunities which we are missing, and we hope that someone will take this on in the year ahead.

We are extremely grateful to Sandra Chilton who last year secured funding from the Coop. We received £360 of this grant in the last financial year and the remaining £1,000 in this financial year. This money is to be spent on providing indoor improvements and was primarily spent on updating the paint work in the main hall. Last year we also received a grant for £1,000 from Tesco Bags of Help to be spent on Outdoor Play. These funds have not yet been fully allocated. This too should be a priority for next year.

We very much hope that someone will be able to take on the role of Grants for the coming year. We have never applied for support from the North Berwick Coastal Area Partnership, and as a member of the group, we are well placed to provide an application. Anyone taking on this role will be well supported by the staff team, who will be able to identify needs and provide material for applications.

Hilary Smyth

## Financial Report

Thank you to Mark Shilton who stepped down as Treasurer in September 2021 and to Isabel Hunter and Dalia Lowe who stepped up to replace him. It was not an easy job, with our financial processes in dire need of simplification. We are extremely grateful to all three for the work they did to steer the Hub financially through a very difficult time. With a change in personal circumstances, both Isabel and Dalia

were required to step down last year and I have continued to manage the accounts in the absence of an appointed Treasurer.

During the financial year 1 August 2021 to 31 July 2022, the Hub has had a total income of £143,353.

Fees comprised the main source of our income, constituting the vast majority of the Hub's income (£128,773, 89%). The Hub received additional sources of income including £9,451 in grants/fundraising including £808 milk payment from the council, £1,000 from the Coop for improvements to the building, £2,214 for the final furlough covid payment. and unsolicited £893 donation from the Gullane Flower Club and two grants from the council - £3,000 and £3,750 as a Covid support grant (6.6%). Our fundraising income this year totalled £2,215, which after expenses of £947 were taken off left a total profit of £1,268. The remaining income included £255 for hiring the hall out to the Baby and Toddler group,

The total expenditure incurred by the Hub to date is £133,637. Salaries and pension payments comprised the main spending making up around 83.5% of the total expenditure (£111,620). The main additional expenditure items were snacks and food (£3,060, 2.3%), utilities (£2,805, 2.1%), day to day activity and crafting materials (£3,011, 2.25%), snacks for the children (£2,237, 2.3%), building maintenance (£1,905, 1.43%), the annual insurance premium (£815, 0.61%) payroll and accounting (£1,589, 1.2%), HR Support (£1,840, 1.38%) and cleaning costs (£1,853, 1.4%). A full breakdown of the Hub's expenditure is detailed in the Accounts section below.

Overall, the Hub made a profit of £9,716 this year and has a current bank balance of £31,615 with less than £2 in petty cash as of 31 July 2022.

Hilary Smyth, Chair

## Statement of Reserves

Gullane Community Children's Hub aims to ensure we have reserves in our account to cover at least 3 months of operating costs. Our monthly operating costs are around £10,000 a month and our current bank balance of £31,615 is sufficient. With additional costs due over the summer and reduced income, this balance is within an acceptable working margin.

Approved by the Management Committee and signed on its behalf by:

*Steven Weatherley*

Date: 28 April 2022

Steven Weatherley, Chair

**Receipts and Payments Accounts  
 for the year ending 31st July 2022**

	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
<b>Receipts</b>				
Opening Balance from PG/ASC accounts				
Fees	£ 128,773		£ 128,773	£ 68,099
Hall Hire	£ 255		£ 255	£ 135
Fundraising	£ 4,786		£ 4,786	£ 12,270
Grants	£ 9,451		£ 9,451	£ 31,028
Refunds/Compensation/Payments in error	£ 88		£ 88	£ 181
<b>Total Income</b>	<b>£ 143,353</b>	<b>£ -</b>	<b>£ 143,353</b>	<b>£ 111,713</b>
<b>Payments</b>				
Salary	£ 111,620		£ 111,620	£ 94,181
Payroll and Accounting	£ 1,589		£ 1,589	£ 995
Insurance	£ 815		£ 815	£ 1,062
Utilities	£ 3,484		£ 3,484	£ 3,840
Marketing and Advertising	£ 1,261	£ 210	£ 1,471	£ 316
Cleaning costs	£ 1,854		£ 1,854	£ 2,729
Maintenance and Improvements	£ 12	£ 1,893	£ 1,905	£ 15,839
Snacks	£ 3,060		£ 3,060	£ 1,616
Crafting/outdoor materials	£ 3,011		£ 3,011	£ 1,757
Registration and Subscriptions	£ 1,023		£ 1,023	£ 830
Misc.	£ 337		£ 337	£ 88
Fundraising Costs	£ 947		£ 947	£ -
Refunds	£ 88		£ 88	£ -
HR Support	£ 1,841		£ 1,841	£ -
Staff Training	£ 594		£ 594	£ 175
<b>Total payments</b>	<b>£ 131,534</b>	<b>£ 2,103</b>	<b>£ 133,637</b>	<b>£ 123,428</b>
<b>Surplus/(Deficit) for year</b>	<b>£ 11,819</b>	<b>-£ 2,103</b>	<b>£ 9,716</b>	<b>-£ 11,715</b>



Gullane Community Children's Hub  
 Scottish Charitable Incorporated Organisation  
 Registered Scottish Charity No: SC048602

Statement of Balances  
 for the year ending 31st July 2022

	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
<b>Funds reconciliation</b>				
Opening cash at bank and in hand	£ 22,040	£ 1,360	£ 23,400	£ 35,115
Surplus/(deficit) for year	£ 11,819	-£ 2,103	£ 9,716	-£ 11,715
<b>Closing cash at bank and in hand</b>	<b>£ 33,859</b>	<b>-£ 743</b>	<b>£ 33,116</b>	<b>£ 23,400</b>
<b>Bank and cash in hand</b>				
Bank Current Account	£ 31,276	£ 339	£ 31,615	£ 21,887
Playgroup No 2 Account	£ 1,500		£ 1,500	£ 1,500
Cash In Hand	£ 2		£ 2	£ 12
<b>Total Bank/Cash</b>	<b>£ 32,777</b>	<b>£ 339</b>	<b>£ 33,116</b>	<b>£ 23,400</b>
<b>Assets</b>				
<b>Liabilities</b>				
Independent Examination fee			£ 552	£ 540
			<b>£ 552</b>	<b>£ 540</b>

Approved by the Trustees on .....28/04/2023..... and signed on their behalf

*Steven Weatherley*

**Steven Weatherley**  
 Chair

**Gullane Community Children's Hub  
Scottish Charitable Incorporated Organisation  
Registered Scottish Charity No: SC048602**

**Notes to the Accounts  
for the year ending 31st July 2022**

**1. Basis of accounting**

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities accounts (Scotland) Regulations 2006 (as amended).

**2. Nature and purpose of funds**

Unrestricted funds are of a general nature and have no conditions attached. Unrestricted funds and may be used at the discretion of the trustees in furtherance of the objects of the charity.

**3 Related part transactions**

There were no trustee's remuneration of other benefits for the year ended 31 July 2022 nor for the year ended 31 July 2021.

**Gullane Community Children's Hub  
Scottish Charitable Incorporated Organisation  
Registered Scottish Charity No: SC048602**

**Independent Examiner's Report  
for the year ending 31st July 2022**

I report on the accounts of the charity for the year ended 31 July 2022.

**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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) 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 other than disclosed below

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 9 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.

*Caroline J A Tice*

Caroline Tice BA CA  
Douglas Home & Co Ltd  
Chartered Accountants  
47-49 The Square  
Kelso  
Roxburghshire  
TD5 7HW

Dated: 28/04/2023