

**Sustaining Dunbar
(Limited by Guarantee)
Annual Report and Financial Statements
For the Year Ended
30 November 2011**

Company Number: SC 351910

Charity Number: SC040106

Sustaining Dunbar

Annual Report and Financial Statements For the Year Ended 30 November 2011

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Sustaining Dunbar

Reference and Administrative Information

Company registration: SC 351910
Company Limited by Guarantee

Charity registration: Scottish Charity
SC040106

Registered office: 16 Westport
Dunbar
East Lothian
EH42 1BU

Directors

The following served as Directors (trustees) during the year:

Sarah Wall	
Jacquie Bell	(resigned 22 March 2011)
Elizabeth McLean	
Jo McNamara	
Paul McLennan	(resigned 22 March 2011)
Derek McLean	
Janet Barnes	
Brian Grindley	(appointed 22 March 2011)
Andrew Turner	(appointed 22 March 2011)

Company Secretary: Rebecca Donald

Bankers: Cooperative Bank
1 Balloon Street
Manchester M60 4EP

Accountants: Dunbar on-Line Ltd
Old Mill
East Linton
EH40 3AE

Sustaining Dunbar

Annual Report of the Board of Directors For the Year Ended 30 November 2011

The members of the Board of Directors (“the trustees”) are pleased to present their annual report and the financial statements for the year ended 30 November 2011.

Structure, Governance and Management

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

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

The names of those who were trustees during the year are shown on page 2 together with other reference and administrative information.

Objectives, Review of Activities and Achievements

Objectives & Aims

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

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

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

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

Sustaining Dunbar

Annual Report of the Board of Directors (continued)

Objectives, Review of Activities and Achievements (continued)

Review of Activities and Achievements

Our Scottish Government 'Climate Challenge' funded, '2025' project has published a fifteen year community vision and 'Local Resilience Action Plan' for delivering a low-carbon future for Dunbar and District and this is providing a guiding framework for Sustaining Dunbar's activities and priorities.

Sustaining Dunbar has continued to work with East Lothian Council and the East Lothian Community Planning Partnership (ELCPP) to seek to ensure alignment of our activities with their Single Outcome Agreement. We coordinated a workshop for the Board of ELCPP to assess local resilience and the strategies that will be needed for community planning partners to support communities in East Lothian to become as resilient as possible to cope with the challenges that will arise as we move to a low carbon future.

Much of our activity is organised by groups of volunteers with an interest in particular topics and projects. In the past year, this has included groups working to develop local food, energy and transport projects, including developing proposals for a local 'food hub'. We have established a trading subsidiary, Dunbar Community Energy Company, which is investigating options for community owned renewable energy generation. The intention is that this will generate income for a local investment fund. We have supported the setting up of Dunbar Cycling group and have continued to support the development of new social enterprises, including Dunbar Community Bakery and Sparewheels Carshare CIC.

We have organized various awareness raising events, including film shows and discussion evenings, a 'fifty mile', local food meal and a 'Bikefest' cycling festival. These have raised awareness and stimulated discussion about the challenges and opportunities that will arise as we move to a low-carbon future. We have continued to support the use of our 'OurLocality' web platform providing over sixty websites for local organizations and projects, strengthening local links and networks and contributing to our goal of building local resilience. We have also supported events organised by others, including Dunbar Community Woodland Group and Dunbar Arts Trust.

We have continued our home energy audit service providing expert, impartial and personalised home energy advice across the community. Average energy savings of about 18% have been achieved by those audited. We have continued to administer the 'BeGreen' energy efficiency grants. These are paid to households in receipt of qualifying benefits to enable them to implement some of the energy saving measures recommended in the home energy audits. Funds for these grants come from the community benefit fund provided by Community Windpower Limited from their Aikengall Windfarm. We have set up a separate community interest company which plans to develop low interest loans for householders carrying out eco-refurbishments.

We have developed other support and advice for households to assist them to walk and cycle more and to use public transport rather than private cars. We have run travel advice sessions, 'learn to look after you bike' classes, Dr. Bike safety checks and worked with schools to run 'bikeability' training for primary and secondary pupils. We have also supported the Rural East Lothian Bus Users group and updated and issued integrated bus and train timetables.

We have developed a project to assist households to reduce food waste and to install worm composting boxes. We have also worked with all five local primary schools to set up worm composting in the school grounds and to establish composting as part of the curriculum.

We have developed our 'Household Canny Challenge' project as a replicable model for engaging and channelling our support for households to reduce their carbon footprints, working with and through schools as a way of reaching families at the same time as helping schools fulfil 'green flag' requirements. Where possible we have encouraged households to come together as 'Neighbours Together' support groups to develop neighbourhood action plans and activities.

Sustaining Dunbar

Annual Report of the Board of Directors (continued)

Financial Review

The results for the year are summarised in the Statement of Financial Activities (SOFA) on page 8. Net incoming resources for the year amounted to minus £24,939 (2010 +£25,419)

Total incoming resources amounted to £231,827 and included £223,091 from project grants and £8,703 from consultancy and events, as itemised in notes 1 to 4 on page 10.

The movement in funds over the year is summarised in note 8 on page 13. There are total funds of £7,045 carried forward of which £4,699 represents the value of tangible fixed assets.

Assets & Liabilities

Total costs of £1,913 (2010- £0) were added to tangible fixed assets during the year

Reserves policy

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

Small Company Provisions

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

By Order of the Board

Director

Date:

Accountants' Report to the Directors

On the Unaudited Accounts of Sustaining Dunbar

I report on the accounts of Sustaining Dunbar for the year ended 30 November 2011, which are set out on pages 8 to 13.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act) and the Charities Accounts (Scotland) Regulations 2006. They consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rebecca Donald ATT AFA

Date:

Reporting Accountants

Dunbar on-Line Ltd
Old Mill
East Linton
EH40 3AE

Sustaining Dunbar

Accounting policies

Accounting Convention

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets, and in accordance with the Companies Act 1985, the Financial Reporting Standard for Smaller Entities (issued January 2007) and the Statement of Recommended Practice *Accounting and Reporting by Charities*, issued March 2005 (SORP 2005).

Incoming Resources

Income from periodic grants is recognised when a claim for a particular period has been made. Income from other grants and donations is recognised on receipt. Where a grant or donation is given for a specific purpose, any unexpended portion is carried forward as a restricted fund.

Income from fees and investment income is recognised when receivable.

Resources expended

All expenditure is accounted for on an accruals basis. As far as possible costs are attributed directly to the various categories of expenditure in the Statement of Financial Activities. Administrative staff costs and overheads are allocated to cost categories in accordance with the estimated time spent on each.

Governance costs are those associated with the running of the charitable company.

Fixed assets & Depreciation

Fixed assets are stated at cost less depreciation, which is calculated to write off their cost (less any residual value) over their estimated useful lives. Annual depreciation rates are as follows:

Plant and machinery	25% on reducing balance
Computer equipment	33% on reducing balance

Fixed asset Investments

No investments held

Stock

No stocks held.

Taxation

The company is a registered charity and no charge for taxation arises on its charitable activities. The company is not registered for VAT and expenditure includes VAT where appropriate.

Fund Accounting

Unrestricted funds can be used in accordance with any of the charitable objects at the discretion of the Trustees.

Designated funds are set aside by the Trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.