

**REGISTERED COMPANY NUMBER: SC481094 (Scotland)**  
**REGISTERED CHARITY NUMBER: SC045867**

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 30th June 2022**  
**for**  
**Culbokie Community Trust Limited**

Frame Kennedy  
4th Floor Metropolitan House  
31-33 High Street  
Inverness  
IV1 1HT

**Culbokie Community Trust Limited**

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for the year ended 30th June 2022**

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## **Culbokie Community Trust Limited**

### **Report of the Trustees for the year ended 30th June 2022**

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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 30th June 2022. The trustees have adopted the provisions of 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 2019).

#### **Objectives and activities**

##### **Objectives and aims**

The company has been formed to benefit the community of Culbokie, as defined by 29 post code units, according to the principles of sustainable development. Its specific purposes are

- to manage community land and associated assets for the benefit of the community of Culbokie and the public in general;
- to provide recreational facilities and activities with the object of improving the conditions of life of the community;
- to promote community development and rural regeneration in areas of social and economic disadvantage within the community;
- to advance the education of the community about its environment, culture, heritage and history; and
- to advance protection and improvement of the natural or built environment.

The above is a summary of CCT's charitable objectives. The charity's governance documents contain the full list of its charitable objectives.

## **Culbokie Community Trust Limited**

### **Report of the Trustees for the year ended 30th June 2022**

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#### **Achievement and performance**

The following sections for achievements and performance and financial review form the strategic report of the charity.

#### **Company Development**

CCT membership has grown slightly during the year at the end of the reporting period there were 256 Full members, 59 Associate members and 12 Juniors as well as 6 Associate member organisations. CCT continue to seek new members through face to face contacts and through regular events such as those highlighted elsewhere in this report.

The easing of restrictions due to the COVID-19 pandemic during the year allowed some of the activities to resume. The resumption of these activities was much appreciated by CCT members and the community in general. It is hoped that the resumption of these activities will continue to raise the profile of CCT within the Culbokie and the wider community.

CCT continued its membership of the Black Isle Partnership (BIP), Development Trust Association Scotland (DTAS), Communities Housing Trust (CHT), Age Scotland and Community Land Scotland (CLS). These memberships have provided CCT with access to information, training and advice to support its core objectives.

#### **Glascairn Community Project**

We made significant progress with development work towards our overall vision for the Glascairn site. The sale of land to Cairn Housing was completed facilitating the construction of 6 additional affordable homes for rent. We also got full planning consent for Culbokie Green and the proposed café and toilet/potting shed facility along with parking, cycle parking, EV charge points, paths and landscaping and we began work on a building warrant application. We also got outline planning consent for a third building in the development which could become business units. Our project business plan was also updated.

CCT finally settled on 'Culbokie Green' as the name of the community greenspace and the first part of the Green was handed over to CCT by Tulloch homes on Oct 14th 2021 and celebrated with a small ceremony. We were successful in attracting grants to support our work on Culbokie Green from HITRANS, Highland Coastal Communities Fund, Rural Communities Ideas into Action Fund, the Gordon and Ena Baxter Fund and Highland Council although some of the work was carried over into the following financial year.

Works that we were able to complete included all the tree and orchard planting which was done by Culbokie Primary School with support from volunteers. We were also able to install the natural play area including some willow domes and tunnels which were constructed by volunteers as part of a training event. Plans for the timber shelter were also finalised and work was commissioned to build it during the year.

#### **Culbokie Woods Group**

The Culbokie Woods Group had no leader this year and was under the caretaker-ship of a group member to keep it ticking over until a new leader could be found.

The group met with Forestry and Land Scotland (FLS) in July 21 as part of continued liaison through annual meetings to exchange information, plan activities and address any matters of concern. Work was finalised on the Memorandum of Agreement between CCT and FLS which sets out roles and expectations.

There was one working party during the year in December 21 when around 20 volunteers helped to clear a path that had become severely overgrown.

#### **History Group**

The website has been further enhanced by page headings featuring rotating images of interest. To publicise the pages a series of summaries are being prepared for circulation in the monthly CCT newsletter. During the year we added the background to the Black Isle memories project which prompted the formation of the Group, a list of all the properties liable to pay rates (Teind Roll) in 1951, the story of the Culbokie WRI and the reconstruction of the B9163 through the village.

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## **Culbokie Community Trust Limited**

### **Report of the Trustees for the year ended 30th June 2022**

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#### **Culbokie Community Market**

During the year markets continued every month and moved inside Findon Hall again in September 2021. Gradually stallholders and customers returned, with some food vans remaining outside. The café reopened from October and provided a warm space for a coffee and a chat, with bacon rolls and home baking on the menu. The Christmas Market was very popular and well supported. Regular events such as apple pressing, seed potatoes and local plant sales returned as customers became more confident to venture into the hall. Some food vans continued to provide weekly opportunities throughout the year for residents to buy local produce. Monthly Indoor Markets are planned for 2022-23.

#### **Fundraising**

A fundraising event in November 2021 proved a highlight of the CCT calendar. A full and supportive audience enjoyed a fascinating illustrated talk by award-winning crime thriller author, Neil Lancaster, who gave background and context to his latest thriller, 'Dead Man's Grave'. A total of £690 was raised.

The Black Isle Photographic Competition, in its fourth year, attracted over one hundred entries on the theme 'My Beautiful Black Isle' Sponsorship of each competition category by ARK Estates (Scotland) Ltd., Culbokie Stores Ltd. and Culbokie Inn, plus entry fees in the adult categories, raised over £400.

At the community markets in October, November and December, the fundraising team focused on sales of Christmas Cards, Black Isle Calendars and a special Christmas Cake Draw. A beautifully decorated, whisky-laced, rich fruit cake, kindly donated by Fiona Newman for our Christmas Draw, raised £100. Local businesses gave significant support by sponsoring individual months in the calendars, both desk and wall designs. Along with support from visitors to the CCT stall at the community markets, calendars were sold online and at two outlets on the Black Isle. We are grateful to the staff at both Culbokie Spar and The Cheese House who gave continued support for the sales which raised £745.

Following regular virtual Quiz Nights-In throughout Lockdown, the first CCT live Quiz Night-Out event at Findon Hall on February 26th proved to be a hugely sociable and enjoyable evening. Cairn Housing Association were our willing sponsors and several local businesses and individuals kindly donated generous raffle prizes. There were 13 quiz teams challenged through ten rounds of questions on a wide range of subjects, some serious, others light-hearted. The funds raised at the event, amounted to £769.00, a healthy sum which will go towards the Glascairn Community Project.

#### **Culbokie Clean and Tidy Projects**

The 'dog poo wardens' have continued to maintain the bins in the Culbokie Woods. It is clear that the vast majority of dog owners are regularly clearing up after their pets and consequently the paths in the woods are being enjoyed by the community. The flower tubs around the village pump, which are maintained by CCT, continue to provide a focal point for passers-by.

#### **Communications**

CCT has maintained a regular presence at the Culbokie Community Market which has provided a number of opportunities to promote our activities in face to face conversations. The regular monthly newsletter provides members and subscribers with news of recent and upcoming events as well as some articles of a more general interest. During the year we have also had articles in the local press as well as the Chatterbox magazine. Regular social media posts keep our members up to date with events and news of our activities.

#### **Active Travel**

The Trust continued to develop an active travel route to make it safer and more pleasant to travel between the main facilities in the village on foot, by bike, or using mobility aids. The proposals have been developed by the Trust through a series of consultations, with design work funded by Transport Scotland, via the Sustrans "Places for Everyone" scheme. During the year the Trust reached an agreement with The Highland Council and Sustrans for the Council to take responsibility for the construction and delivery stages of the project. Under this collaborative approach, the Trust has been able to use its understanding of local issues and connections in the village to design the scheme, leaving the Council to take the lead with regulatory issues and, subject to securing funding, managing the construction.

## Culbokie Community Trust Limited

### Report of the Trustees for the year ended 30th June 2022

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#### Culbokie Sharing Shed

Culbokie Sharing Shed continued to be well used and well supported by local folk of all ages throughout the year. Covid Resilience Funding helped to provide basic non-perishable food items until the fund closed in March 2022. Volunteers sought other sources of funding and the Sharing Shed was successful in gaining membership to FareShare, Community Food Initiative North East (Cfine) in late April 2022. Regular monthly deliveries of surplus food helped maintain a variety of fresh and non-perishable food items. Local donations and some support distributed via Fortrose Masonic Lodge ensured the Shed continued to be well stocked. Facebook membership gradually increased to 150. Culbokie Sharing Shed has become a valuable asset in the community, providing a local place to share, reuse, reduce and recycle items as well as supporting the more vulnerable residents.

#### Culbokie Lockdown Quilt

A community project, initiated by CCT in May 2020, still has impact many months later. A unique patchwork quilt, created by Culbokie residents, is a reminder of the community spirit and resilience shown during the first lockdown. The quilt patches were made into three panels which hang on the gable-end wall of Findon Hall for all visitors to see. The display continues to engage great interest and discussion.

An extension to the project took the form of a compilation of an illustrated colour booklet, 'The Creation of Culbokie Lockdown Quilt', which, in the words of the patch-makers, provides a fascinating insight into the stories behind each of the 48 patches that make up the quilt, along with a record of how the project developed over those months of lockdown in Summer 2020. The booklets are on sale online through the CCT website, or by contacting us at [event@culbokiect.org](mailto:event@culbokiect.org)

The project which took many months was given a huge boost through generous funding from Ferintosh Community Council, materials from Inverness Glass and Travis Perkins, and the good will and support from many in our community.

#### **Financial review**

##### **Financial position**

Incoming resources for the year totalled £145,867 (2021: £16,402). Resources expended in the year totalled £19,108 (2021: £14,306). OSCR guidelines require that charities maintain reserves equivalent to a minimum of three months' operational costs. CCT has no employment costs and low outgoings and is currently operating well within this guideline.

At the statement of financial position date, the charity had reserves of £284,081 (2021: £157,322).

## **Culbokie Community Trust Limited**

### **Report of the Trustees for the year ended 30th June 2022**

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#### **Future plans**

##### **Company Development**

CCT Board members are continually developing their skills and experience in running the activities of the Trust. Where any gaps are identified in the necessary skills further training will be sought and/or recruitment of members with relevant skill may be co-opted on to the Board. Engagement with the new residents at the Glascairn site to seek new members will be a priority.

##### **Priorities for Year 2022-23**

The Glascairn Community Project will continue to be a high priority in the coming year. Stage 1 of Culbokie Green has been completed since the year end and there will be a focus on completion of Stage 2 in the coming year. The recently established Green Team, involving volunteers in caring for the Green, will continue to be developed and supported. In addition, we will be progressing plans for the community buildings including the café, toilets and potting shed and business units. Specific work strands will include: progressing to building warrant stage for the café, toilets and potting shed; undertaking a feasibility study, options appraisal and business plan for the business units; and seeking capital funding for the build.

Fundraising activities in the forthcoming year will continue in support of all our work but particularly the Glascairn Community Project. Activities will include; quizzes, talks, sale of calendar and cards at the Christmas markets.

We expect a final decision on the implementation of the Active Travel Route early in 2023. On the expectation that this will be successful, we will work with Highland Council and Sustrans to implement this project.

The Sharing Shed has become an important asset within the village and we will continue to support this work.

The Community Market is a valuable resource, allowing residents to shop locally. We will continue to seek to promote and develop the regular markets.

We aim to contribute to the FLS Land Management Plan to benefit recreation and conservation value of Culbokie Wood.

#### **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.

##### **Recruitment and appointment of new trustees**

The charity is governed by a board of up to 12 Directors which meets every 1-2 months and is responsible for all strategic decisions. All activities are undertaken in accordance with the purposes of the company set out in the Trust's Articles of Association.

Culbokie Community Trust Limited's Articles of Association were revised and approved at the 11th November 2019 AGM having been amended to allow a retiring director to be eligible for re-election and to amend the number needed for the quorum for a General meeting to 15 members.

##### **Organisational structure**

The charity is a company limited by guarantee and a registered Scottish charity number SC045867. It is governed by its Articles of Association which were revised and approved at an EGM on 1st December 2014, with further approved revisions at the AGM on 11th November 2019 and on 28th March 2022.

In accordance with the company's Articles of Association, at the second and each subsequent AGM, one third of Elected Directors shall retire from office. Retired Directors are eligible for re-election.

None of the directors has any beneficial interest in the company. All of the directors are members or associate members of the company and guarantee to contribute £1 in the event of winding up.

**Culbokie Community Trust Limited**

**Report of the Trustees  
for the year ended 30th June 2022**

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**Structure, governance and management**

**Related parties**

A trustee, J Mackenzie is a director of Frame Kennedy the accountants to the trust. During the year £750 was due to Frame Kennedy in respect of accountancy and examination fees.

**Reference and administrative details**

**Registered Company number**

SC481094 (Scotland)

**Registered Charity number**

SC045867

**Registered office**

4th Floor Metropolitan House  
31-33 High Street  
Inverness  
IV1 1HT

**Trustees**

J M Douglas  
P A Edwards  
R L Fyfe  
J Mackenzie  
A Morris  
S O'Dell (appointed 28.3.2022)  
A J Petch  
M A Richards  
R P Wadge

**Company Secretary**

J Mackenzie

**Independent Examiner**

Frame Kennedy  
4th Floor Metropolitan House  
31-33 High Street  
Inverness  
IV1 1HT

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
Trustee



**Culbokie Community Trust Limited**

**Balance Sheet  
30th June 2022**

	Notes	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	7	133,041	88,054
<b>Current assets</b>			
Cash at bank		153,069	72,546
<b>Creditors</b>			
Amounts falling due within one year	8	(2,029)	(3,278)
<b>Net current assets</b>		<u>151,040</u>	<u>69,268</u>
<b>Total assets less current liabilities</b>		<u>284,081</u>	157,322
<b>NET ASSETS</b>		<u><u>284,081</u></u>	<u><u>157,322</u></u>
<b>Funds</b>	10		
Unrestricted funds		106,337	105,114
Restricted funds		<u>177,744</u>	<u>52,208</u>
<b>Total funds</b>		<u><u>284,081</u></u>	<u><u>157,322</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30th June 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 30th June 2022 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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....  
Trustee

**Culbokie Community Trust Limited**

**Detailed Statement of Financial Activities  
for the year ended 30th June 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Local Giving	766	1,439
Donations	125	744
Grants	<u>93,139</u>	<u>9,980</u>
	<b>94,030</b>	12,163
<b>Other trading activities</b>		
Fundraising events	3,980	3,680
Market income	998	551
Project	<u>752</u>	<u>-</u>
	<b>5,730</b>	4,231
<b>Investment income</b>		
Deposit account interest	10	8
<b>Other income</b>		
Gain on sale of tangible fixed assets	<u>46,097</u>	<u>-</u>
<b>Total incoming resources</b>	<b>145,867</b>	16,402
<b>Expenditure</b>		
<b>Other trading activities</b>		
Fundraising costs	381	1,152
Market costs	<u>1,891</u>	<u>75</u>
	<b>2,272</b>	1,227
<b>Charitable activities</b>		
Insurance	177	176
Postage and stationery	29	51
Sundries	672	279
Subscriptions	30	141
Accountancy and legal fees	893	707
Project development	2,207	11,650
Depn of landscaping & development	12,753	-
Depn of fixtures & fittings	<u>75</u>	<u>75</u>
	<b>16,836</b>	13,079
<b>Total resources expended</b>	<b>19,108</b>	14,306
<b>Net income</b>	<b><u>126,759</u></b>	<b><u>2,096</u></b>