

## THE DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDING 31 MARCH 2021

The directors of Cove Burgh Hall present their annual report and accounts for the year ending 31 March 2021.

### COMPANY AND CHARITY DETAILS:

Company (and Charity) Name: Cove Burgh Hall

Company Registration Number: SC217153

Charity Registration Number: SC031296

Registered Office Address: Cove Burgh Hall, Shore Road, Cove, Helensburgh, Argyll, G84 0LY

Principal Office and Contact: Ms. Alison Morrison, 12 Hamlet Hill, Cove, Helensburgh, and Argyll, G84 0NB

Cove Burgh Hall was established as a company under a Memorandum of Association to promote the benefit of the Cove and Kilcreggan community by the provision of facilities for recreation or leisure time occupation for use by local organisations or individuals, with the object of improving the conditions of life of such persons.

The members of the company are established under Articles of Association that set out the rights and obligations of such members, how directors are appointed/removed and how such directors are required to manage the company. The company established "Friends" of Cove Burgh Hall as a means of encouraging more active participation in the running of the company. Any person may become a Friend on the payment of a nominal sum, and while a Friend, is deemed to be a member of the company.

Cove Burgh Hall was incorporated as a private company limited by guarantee on 22 March 2001. No share capital is authorised or issued. The original six subscribing members of the company, who were all directors, are limited in the event of a winding up of the company, to their guarantee of £1 each. This guarantee has been paid in full.

Cove Burgh Hall was registered as a charity on 22 March 2001 with the object as set out above in the Memorandum of Association.

### DIRECTORS AND THEIR INTERESTS:

The directors as at 31 March 2021 are Mr C Morrison; Mr G Bell; Mrs M Morton; Mr C Donnelly; Ms R Grierson, Mrs S Edwards; Mr N Isaacs; Ms A Morrison (Chairperson); Mr R Reeve, Ms R Wishart; and Mr J Webb.

No director has received any remuneration for services to the company as a director.

### ACCOUNTING POLICIES:

#### Basis of Preparation

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), including the provisions of Section 1A relevant to Small Entities; Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities; the Companies Act 2006; the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The financial statements have been prepared under the historical cost convention

### Going Concern

At the time of approving the financial statements, the directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for at least the next 12 months. Thus, the directors continue to adopt the going concern basis of accounting in preparing the financial statements.



#### Charitable funds

Unrestricted funds are those which can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds are funds which can only be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the relevant restricted fund.

#### Income

All income, including revenue and capital grants receivable, is recognised in the Income and Expenditure account when there is evidence of entitlement, receipt is probable and the amount can be measured reliably.

#### Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay, when it is probable that a transfer of economic benefits will arise and when the amount can be measured reliably.

In accordance with the provisions of the Charities Accounts (Scotland) Regulations 2006, a qualified independent examiner has examined the accounts, and that the examiner's report is attached hereto.

#### OBJECTIVES AND ACTIVITIES:

All the activities of the company during the year were in the furtherance of the charitable objectives set out in the Memorandum of Association. In particular, activities centred on operating, maintaining and upgrading the Hall to provide a clean, warm and secure place for the local community to use. To keep the costs of hiring the Hall by the community as low as possible, and so encourage community use, the company sought sources of income, other than hire income, through such activities as fundraising.

Cove Burgh Hall, Shore Road, Cove, G84 0LY

[www.coveburghhall.org.uk](http://www.coveburghhall.org.uk)

Company Limited by Guarantee registered in Scotland: SC217153. Charity registered in Scotland: SC031296



## REVIEW OF THE YEAR TO 31 MARCH 2021

### Income:

Income for the year was £34,599. It has been an unusual year due to the restriction presented by the Covid Pandemic, with no revenue from our regular users and only a virtual Book Festival to contribute to our usual healthy entertainment calendar. In difficult circumstances we have managed to secure grant funding from Energy Saving Trust, Creative Scotland, National Lottery Awards for All and The Corra Foundation to the sum of £31,903 for the installation of and new Electric Vehicle Charge unit, Book Festival, remedial works to the façade and replacement of the oil tank.

Fundraising is an important source of funds and contributes to the company's mission in adding value to the social fabric of the community through provision of high-quality productions in music, drama and concert. The ongoing fundraising through Live@CBH was reduced to only a virtual Book Festival this year which was well received. This was due to the closure of all halls and venues across the UK. We will hopefully see the reopening of the hall this summer and an exciting new calendar of events in the coming year.

There were no Hall lets with regular user groups and private hire activity being halted due to closure and Covid restrictions in place

Friends showed a decline this year probably due to the current climate and uncertainty. Friends overall remain a major resource to the company, not just in income terms, but, as members of the company, they play a key role in the success of the Hall as volunteers, promoters, and potential directors. They will also, be important to bring the Hall back to life once the restrictions are removed.

### Expenditure:

Expenditure for the year was £41882. The bulk appears under Major Projects relating to final completion of Phase 1 of the façade, remedial works, EVC, replacement of the oil tank and professional fees amounting to £21358. This has been a complex management process over a two-year period. Phase 1 is now complete and all funding from LEADER and HES now received. The EVC has been funded through a grant from Energy Saving Trust and sees the Hall moving forward with green solution for the community. We have also received support from The Corra Foundation with the replacement of the oil tank. Exemption for Water charges was again secured for the year. We maintain a tight control of our general running cost under difficult circumstance showing regard for the safety of the building and personnel.

### Balance Sheet:

Net current assets as of 31 March 2021 stood at £45,549. This is represented entirely by the cumulative Profit and Loss account. We are showing a loss of £7,283 for the year, this is due unforeseen exceptional circumstances, yet we have managed to move forward maintaining the Hall and managing our financial resources. The company has no significant debts, continues to move forward cautiously, and it sits in a good position regarding reserves. That said, it is increasingly challenged by the current situation into the coming year. There will probably be very little activity until the second half of the year, that said we will strive to reopen and maintain a safe community hub for the future.

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#### LOOKING FORWARD:

The period covering this financial year has been a very strange time for all, here on the Peninsula, and worldwide. We look forward with cautious optimism to moving to healthier and more stable times. The process of reawakening the Hall will be a gradual process. The safety and well-being of the community is the priority, and injecting opportunity for suitably managed social events will play an important part in restoring spirits and vitality. This Directors' Report confirms that, thanks to prudent management, we have sufficient reserves to keep the Hall operational (subject to no unforeseen events). That said, it is essential that income streams from hires, Friends and Gold Friends, Live@CBH events, donations, and grants revitalised to ensure continuing financial stability. At the heart is re-engaging the energies of our invaluable volunteers, along with renewal to include the many new residents who have recently moved into the community.

Signed:

**Alison Morrison: Director, Chair**  
**On behalf of the Board**

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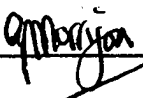
# COVE BURGH HALL

## PROFIT AND LOSS ACCOUNT FOR 12 MONTHS ENDING 31 MARCH 2021

			<u>2020/21</u>	<u>2019/20</u>	
<b>INCOME:</b>					
	Unrestricted Funds	Restricted Funds	Total		
Hall Lets	58		58	11893	
Fundraising Events (Live@CBH)	1801		1801	31728	Note 1
Donations	656		656	1114	Note 2
Friends	4959		4959	6636	
Gift Aid (HMRC)	1283		1283	1277	
Others	395		395		Note 7
Grants				178411	Note 6
Book Festival	1285	6312	7597		
EVC		17820	17820		
			0		
Bank Interest	30		30	256	
<b>TOTAL</b>	<b>10467</b>	<b>24132</b>	<b>34599</b>	<b>231315</b>	
<b>EXPENDITURE:</b>					
Maintenance	3669		3669	7339	
Cleaning	1000		1000	5070	
Electricity	1158		1158	2202	
Heating Oil	1027		1027	2993	
Water (Exemption)	0		0	0	
Insurance	1856		1856	1748	Note 5
Administration	216		216	910	
Fundraising Events (Live@CBH)	9648		9648	20706	Note 1
Others	150		150	400	
Major Projects				193709	Note 6
Major Projects		3538	3538		
EVC		17820	17820		
M/P Phase 2	1800		1800		
<b>TOTAL</b>	<b>20524</b>	<b>21358</b>	<b>41882</b>	<b>235077</b>	
	-10057	2774			
<b>LOSS FOR YEAR:</b>			-7283	-3762	
<b>CUMULATIVE SURPLUS B/F:</b>			52832	56594	
<b>CUMULATIVE SURPLUS C/F:</b>			<u>45549</u>	<u>52832</u>	

Alison Morrison: Director

Signed by the chair on behalf of the board:





COVE BURGH HALL

**BALANCE SHEET AS AT 31 MARCH 2021**

	<u>2020/21</u>	<u>2019/20</u>	
<b>CURRENT ASSETS:</b>			
grant income claimed not yet paid			
HES		7048	
Leader		17825	
Trade Debtors	0	2654	Note 3
Insurance Prepayment	1778	1856	
Cash in hand	180	180	
Cash at bank	56348	27684	
	<u>58306</u>	<u>57247</u>	
 Current Liabilities - accruals			Note 4
Trade Creditors	3538		
Accrued Charges	9219	3727	
Previous Years Adjustment		688	
	<u>12757</u>	<u>4415</u>	
 NET CURRENT ASSETS:	<u>45549</u>	<u>52832</u>	

**REPRESENTED BY:**

Profit & Loss Account


45549      52832

"For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime"

Alison Morrison: Director

Signed by the chair on behalf of the board:

  
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# NOTES TO THE ACCOUNTS

			2020/21	2019/20
<b>Note 1</b>	<b>Fundraising:</b>	<b>Income (Live@CBH)</b>	<b>1801</b>	<b>31728</b>
		<b>Expenditure</b>	<b>9648</b>	<b>20706</b>
			<b>-7847</b>	<b>11022</b>
<b>Note 2</b>	<b>Donations:</b>			
		<b>Post office Box</b>	<b>61</b>	
		<b>Individuals</b>	<b>595</b>	
			<b>656</b>	
<b>Note 3</b>	<b>Trade Debtors:</b>			
	<b>Q4 Hire charges</b>		<b>0</b>	
	<b>No charges due to Covid 19 closure</b>		<b>0</b>	
<b>Note 4</b>	<b>Current Liabilities:</b>			
	<b>L Hunter</b>		<b>250</b>	
	<b>Matheson balance re end PH 1</b>		<b>3538</b>	
	<b>C Simpson</b>		<b>98</b>	
	<b>Chubb</b>		<b>600</b>	
	<b>Restricted grants not yet paid out</b>		<b>8271</b>	
			<b>12757</b>	
<b>Note 5</b>	The buildings are not shown on the accounts as an asset this is due to legacy transfer but are insured for £4 million in terms of rebuilding costs			

## Note 6 Summary of Major Project and Grant assistance:

Date	Details	Project	Pro/Fees + Legal & others	Construction Costs	Grants Unrestricted	Grants Restricted
19/6/20	HES	M/P		3524		3524
27/8/20	LEADER	M/P		17825		17825
24/9/20	Scottish Book Trust	B/F	500			500
29/9/20	Energy Saving Trust	EVC		17820		17820
28/10/20	Creative Scotland	B/F	5812			5812
5/1/21	PayPal Giving Grant	B/F	1229		1229	
19/2/21	PayPal Giving Grant	B/F	56		56	
17/3/21	Corra Foundation	O/T	1800			1800
18/3/21	HES	M/P		3524		3524
26/3/21	Nat Lottery Award to All	B/R	6471			6471
			<b>15868</b>	<b>42693</b>	<b>1285</b>	<b>57276</b>

## Note 7 Liquidation of bar stock and refund on planning applictaion

**Independent Examiner's Report to the Directors of Cove Burgh Hall, Scottish Charity Number SC031296**

I report on the attached accounts of the charity, Cove Burgh Hall, for the year ended 31 March 2021.

**Respective responsibilities of Trustees and Examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) 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 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 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 2006 Accounts Regulations. An examination includes a review of the accounting records kept by Cove Burgh Hall 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.

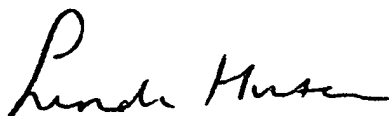
**Independent Examiner's Statement**

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
  - 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.



Linda Hunter

Linda Hunter Accounting & Consulting Services

Member of the Chartered Institute of Management Accountants (CIMA) and CIMA Member In Practice

146 Sinclair Street, Helensburgh, G84 9AT

14 June 2021