



FRIENDS OF BRAIDBURN VALLEY PARK

Registered Scottish Charity No: SC040192

Annual Report & Financial Statements

For the year ended 31 October 2016

Trustees' Annual Report for the year ended 31 October 2016

The Trustees present their Annual Report together with the financial statements of Friends of Braidburn Valley Park for the year ended 31 October 2016.

Reference & Administrative Information

Charity name

Friends of Braidburn Valley Park

Charity number

SC040192

Contact address

c/o Ian Burnside

Management Committee (Trustees):

Karen Young	Chair
Mandy Drake	Secretary
Ian Burnside	Treasurer (From March 2016)
Dianne Savage	Membership Secretary
Alan Fleming	Honorary Tree Warden
Linda Bendle	From February 2016
Alan Silcock	From February 2016
Alan Smith	
Roger West	

Other Trustees during the year

Barrie Wilkinson	Treasurer (Until February 2016)
Keith Knight	Resigned Feb 2016

Local organisations' representatives on the Management Committee (not trustees)

Hugh Cowan	Greenbank Parish Church
Linda Bendle	South Morningside Primary School (until February 2016)
Elaine Jones	South Morningside Primary School (from March 2016)

Structure, Governance & Management

Constitution

The Friends of Braidburn Valley Park is an unincorporated association. It is governed by its Constitution which was adopted in January 2003 and last amended on 6 March 2011. Charitable status was granted by the Office of the Scottish Charities Registrar on 15 January 2009.

Membership

Membership of the Friends is open to any person who supports the objectives of the Friends on payment of an annual membership subscription, normally in January. We offer both Household and Individual membership. In 2016 the Friends had 146 Household members and 57 Individual members (203 in total). In numerical terms, the new members we recruited replaced those whose membership lapsed. Most new members join at our events.

Previously the management committee awarded Honorary Life membership to Girl Guides who planted the cherry tree trefoil in the Park in 1935. In 2016 the Friends had 20 members in this category.

Appointment of Trustees

The management committee, which normally meets quarterly, are the charity's trustees. Membership of the management committee is open to all members of the Friends. Members are elected at the Annual General Meeting. Under the constitution, there must be a minimum of five and not more than eleven elected committee members. The committee may co-opt a two members of committee during the year to fill any vacancies.

Management

The Management Committee is responsible for policy decisions and general management of the charity.

Objectives & Activities

Aims and charitable purposes

To conserve, enhance and promote the Park for the benefit of people and wildlife, to encourage community involvement in the Park and to work with the Local Authority and other organisations to achieve these aims.

Activities and Achievements

As usual, the Friends have had a busy year and have been involved in many activities:

Awards

- **Green Flag** – We received the prestigious Green Flag 2016/17 for the tenth year running. The new flag was raised at Tea in the Park in September 2016.

Infrastructure of the Park

- **Herbaceous Border outside Main Entrance** – the replacement of the seasonal plantings last year has been a great success and there was a long lasting display this year. The Friends choice of colour scheme (white, grey, blue, purple) and plant choices have proved to be successful.
- **Scout Path** – We planned with the Scouts to maintain the path and the Council arranged to supply gravel again this year but unfortunately this coincided with the period when it was impossible to get large vehicles into the Park to deliver the gravel because of the gas mains work. This will be done in Spring 2017.
- **Laying superfast broadband cable** It was a busy year for work affecting Park users. Superfast broadband cable was laid by contractors in a trench on the west side of the main path. Again we raised concerns about how things were left which were quickly resolved with the contractor.
- **Machinery Damage** – during the year there were a couple of incidents when forestry equipment in particular was driven over soft ground and caused significant rutting, from which the ground has not yet recovered. We continue to work with the different Council departments to prevent this happening.

Projects

- **Cherry Trees** We are working with Edinburgh and Lothian Greenspace Trust on the cherry tree replacement and they have agreed to fundraise with a view to full replacement. So far no major funding source has been found. However, in March 2016, Edinburgh Council found some funding to replace a number of cherry trees that had been planted more recently but had failed for various reasons.
- **David Wright Community Orchard and Memorial Bench** – On 1st November 2015, the David Wright Community Orchard was planted by around 50 people at the top of the slope near the north Fly Walk. Members of the Comiston community raised significant funds in memory of David Wright, our much respected local greengrocer, who passed away in the autumn of 2015. Apple and plum trees were planted and the event was attended by members of David's family, as well as two ladies who were a brownie and guide leader from the 1935 cherry tree trefoil planting which took place 80 years ago almost to the day. Also using funds raised for David Wright, we have selected a spot opposite the orchard for a memorial bench with plaque and are awaiting delivery. If funds allow, we will develop an interpretation panel for the orchard which will be sited beside the bench.

- **Community Garden** – We engaged John Frater of Plantforms to design a planting and hard landscape scheme for the two areas to the left and right of the path just inside the main park entrance gates at Greenbank Crescent. The plans are a work of art in themselves and were displayed on the notice boards and Friends' events, with positive feedback. John has experience of working with community groups and will support us when we come to do the planting. Meanwhile we are applying for grants to meet the costs of the project.
- **Outdoor Exercise Equipment** – a recumbent exercise bike has been installed by Edinburgh Council near to the stage and amphitheatre. This is available for everyone to use. The Friends propose to install additional equipment for a range of different exercise types using the Friends' and grant funds.
- **Wildflower Meadow** – This was not mowed and raked this year but we will hope that South Morningside Primary will carry out the annual rake of the wildflower meadow next year.
- **Graffiti** – Some further painting out of graffiti has taken place this year on the Pavilion. Ironically our use of anti-graffiti spray in the past means that the paint we use does not reliably adhere to the surface and the paint surface is easily picked off leaving an ugly white and green piebald effect. So we are seeking technical advice.
- **Edinburgh Living Landscapes** – as part of this Edinburgh-wide initiative, areas of the park are being left unmown in order to provide wildlife corridors. This is an extension of the grassland management plan previously agreed between the Friends and Edinburgh Council.

Events

- **Tea in the Park 2016** – the second Dog Show, and reasonable weather, despite threatening rain, resulted in another year when significant numbers attended this event. To keep Dog Show numbers manageable, we tried advance registrations and a more manageable about 100 dogs were registered. This year's attractions included the Edinburgh Bootcamp with an obstacle course and children's games. The Vikings of Din Eidyn were out in strength this year with a full battle force as well as other Viking pursuits. We were entertained by our old favourites, Morningside School of Music, Angela Watson – School of Dance and Magic Ian. Not forgetting all the usual activities, crafts, raft building and racing and the Duck Race. Although our primary aim is to provide an event which brings the community together and encourages as many people as possible to enjoy the park, we made a surplus of over £1,000 to use for the benefit of the Park.
- **Old Tram Shelter** - The Friends were happy to support the Edinburgh Transport Group's design and installation of an interpretation panel beside the old Tram Shelter on Pentland Terrace. This little building is one of the last remnants of the first generation trams and is the last first generation tram shelter in Edinburgh. It was renovated for the event by JC Lindsay – a local decorator. On November 19th 2016, almost 60 years to the day since the last tram left the Braids, a crowd of over 50 attended the unveiling. The interpretation panel gives more information about the trams and transport in the local area.
- **Park Spring/Autumn Clean** – events were held in April and October with around 40 volunteers each time. The Spring event had the theme of Clean for the Queen with several participants

joining in the fun and wearing tiaras and crowns.

- **Inaugural Friends' Lecture** – for the first time we provided a benefit for Friends in the form of lecture on wildlife. Jackie Watson, a bat ecologist, provided an entertaining talk for Friends on 14th April 2016. A number of new members joined at the event.

Management Plan

- In March 2014, the Friends submitted a range of comments and requests as part of Edinburgh Council's overdue update of the Management Plan. Although some work was undertaken this year by a member of staff in the Council, it was not completed and reducing staffing levels in the Council suggest that this may not be a priority in the future although a current Management Plan is an eligibility requirement for the Green Flag.

Communications

Website: www.braidburnvalleypark.org.uk: the site is actively managed and received an average 446 visits each month, slightly down up from 500 last year, although visits peak significantly around Tea in the Park. The most popular pages this year were *Home*, *Latest News*, *Tea in the Park* and *Dog Show* pages. *How to get to Braidburn Valley Park* and *Map of Braidburn Valley Park* were also popular. An email notification system allows individuals to sign up to receive regular updates about the Park.

Social media: the Park has a Facebook page, with 293 'Likes', (156 in 2015) and a Twitter feed with 91 'Followers'. Both are regularly updated.

Newsletter (*Valley Voice*): one edition of our newsletter, the *Valley Voice*, was printed and distributed to members. Both are also available on our website, as are all previous editions.

Notice boards: the information within the static notice boards at the main entrances to the Park was regularly updated.

Financial Review

It has been another successful year. In the unrestricted General fund, total receipts were £4,963 and payments for the year were £4,325, resulting in a surplus of £638 (2015 - £1,397). The reserves on the General fund at the year-end were £7,214.

Membership fees and donations contributed a total of £1,383 (2015 - £1,712).

The annual Fun Day in September was very well supported, even though the weather on the day was 'variable' and made a surplus of £1,321 (2014 - £1,520). We are grateful to local businesses and individuals who supported this event by contributing prizes for the duck race and particularly to Transco who assisted hugely with transporting equipment to and from the park and with the provision of a mobile toilet for the day.

The Designated fund, which was set up last year, has reserves of £3,000.

As regards the restricted funds, details can be found in Note 7 to the Accounts. The Green Dog Walkers fund is unchanged with unspent reserves of £500 and the grant of £1,648 which was received at the start of the financial year.

Approved by the trustees on 17 January 2017 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Ian Burnside', written over a light blue horizontal line.

Ian Burnside, Treasurer

Independent Examiner's Report to the Friends of Braidburn Valley Park

I report on the accounts of the charity for the year ended 31 October 2016 which are set out on pages 9-11.

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 trustees consider that the audit requirement of Regulation 10(1) (d) 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 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
 - 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.

Signed: 

Name: Margaret F C Walsh

Relevant Professional qualification/professional body: Self Employed Accountant

Address: 21 Gillespie Road, Edinburgh EH13 0NW

Date:

7 February 2017

Statement of Receipts and Payments for the Year ended 31 October 2016

	Note	Unrestricted funds		Restricted funds	Total 2016	Total 2015
		General	Designated	Green dog walkers		
		£	£	£	£	£
RECEIPTS						
Donations and Gift Aid		796		1,648		1,104
Membership fees		883				953
Fund raising		3,284				3,968
Total Receipts		4,963	0	1,648	6,611	6,025
PAYMENTS						
Cost of fund raising		1,963				2,448
Charitable activities	2	1,634				1,595
Purchase of project materials		0				
Donations	3	650				250
Governance costs	4	78				85
Total Payments		4,325	0	0	4,325	4,378
Surplus for the year		638	0	1,648	2,286	1647
Transfers between funds	5					0
Surplus for the year		638		1,648	2,286	1647

Reconciliation of funds						
Total funds at 31 October 2015		6,576	3,000	500		10,076
Total funds at 31 October 2016	7	7,214	3,000	2,148	12,362	

Statement of Balance at 31 October

Assets

Cash at bank and in hand

£12,361.63

The notes on pages 4 to 5 form an integral part of these accounts.

Approved by the trustees on 17 January 2016 and signed on their behalf by:



Ian Burnside, Treasurer

1. Basis of Accounting

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

2. Cost of charitable activities

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Insurance	230	-	230	299
Postage, stationery & telephone	122	-	122	152
Printing	72	-	72	203
Tools & materials	125	-	125	89
Website	175	-	175	208
Catering at Spring & Autumn clean-ups	0	-	0	50
Trees – Community Orchard	0	-	0	436
Other activity expenses * includes planting design scheme for park entrance £850	910	-	910	159
	1,634	-	1,634	1,595

3. Donations

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Greenbank Parish Church	250	-	250	250
Tram Interpretation Panel	400	-	400	-
	650	-	650	250

4. Governance

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Independent Examiner's fee	78	-	78	78
AGM expenses	-	-	-	7
	78	-	78	85

5. Transfers between funds

There were no transfers between funds in the current year.

6. Trustee remuneration and expenses

None of the trustees received any remuneration or expenses (2015 - £nil)

7. Movement in funds

	Brought forward 31 October 2015 £	Receipts 2015/16 £	Payments 2015/16 £	Transfers 2015/16 £	Carried forward 31 October 2016 £
Unrestricted funds					
General	6,576	4,963	-4,325	-	7,214
Designated	3,000	-	-	-	3,000
	9,576	4,963	-4,325	-	10,214
Restricted funds					
Green Dog Walkers	500	1648	-	-	2148
	10,076	6,611	-4,325	-	12,362

Unrestricted funds are divided between the **General fund** and the **Designated fund** and are funds that may be used at the discretion of the trustees in the furtherance of the objectives of the charity.

The **Designated fund** represents the amount transferred from the General fund in 2014 for the purpose of ensuring sufficient funds are available to cover the outlay required for the Annual Fun Day.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

The **Green Dog Walkers fund** represents a 2015 grant application submitted jointly by the Friends of Braidburn Valley Park and the Friends of the Hermitage of Braid and Blackford Hill who are collaborating to ensure that the reserve and park are kept as clear of dog waste as far as possible and to educate the current and next generation of dog owners and the wider community about both the risks and the safe management of dog waste products. The total grant awarded to the two charities by the Neighbourhood Partnership Community Fund was £1,648 this was claimed in the 2014/2015 financial year but payment was not received until this year. Each charity previously contributed £250 from its own funds. The Green Dog Walkers scheme will be administered by the Friends of Braidburn Valley Park who will hold all monies received and settle all payments.