



# **FRIENDS OF BRAIDBURN VALLEY PARK**

Registered Scottish Charity No: SC040192

## **Annual Report & Financial Statements**

**for the year ended 31 October 2019**

# Trustees' Annual Report for the year ended 31 October 2019

The Trustees present their Annual Report together with the financial statements of Friends of Braidburn Valley Park for the year ended 31 October 2019

## Reference & Administrative Information

### Charity name

Friends of Braidburn Valley Park

### Charity number

SC040192

### Contact address

c/o Ian Burnside 32 Swanston Avenue, Edinburgh EH10 7BY

### Management Committee (Trustees):

Claire Jellema	Co-Chair & Tea in the Park coordinator
Margaret Bruce	Co-Chair
Mandy Drake	Secretary
Ian Burnside	Treasurer
Paul Bailey	(co-opted, November 2019)
Alan Fleming	Honorary Tree Warden
Alan Smith	
Alastair Bruce	Membership Secretary
Richard Bush	
Lucy Frankel	Social Media and Communications
Karen Young	

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

Hugh Cowan	Greenbank Parish Church
Alice Nelson	South Morningside Primary School

## Structure, Governance & Management

### Constitution and membership

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 in February 2017. Charitable status was granted by the Office of the Scottish Charities Registrar on 15 January 2009. Membership of the Friends is open to any person who supports the objectives of the Friends on payment of an annual membership subscription

### 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 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.

## **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.

## **Annual report from the chair**

This has been another busy year, with several new developments to report.

## **Awards**

**Green Flag:** We were awarded the Green Flag 2019/20 for the 13th year running. There are now 34 parks and green spaces in Edinburgh holding this award, more than half of the 71 in the whole of Scotland – our park was the first to earn it.

## **Projects**

**Cherry Tree Trefoil:** Edinburgh and Lothian Greenspace Trust secured funding from Transpennine and support from Trees for Cities to replace 19 more cherry trees. One of the original guides who planted in 1935, and the daughter of another, helped with the planting, alongside some present-day guides. We continue to try to source funding for more trees.

**Heritage Crafts:** Edinburgh and Lothian Greenspace Trust recruited help from the Friends and others from further afield to make a willow dome and tunnel, which has proved popular with small children, and a planter, which we have used for herbs in the Community Orchard.

**Nature Trail:** Twelve posts show animals, fish, insects and plants that are found in the park: on the top of each is a picture that can be used for copying by rubbing, and on the front some information and a picture. The latter was supplied as an outline drawing, and pupils from 3 local schools took part in a colouring competition. The best of the 300 entries were then added to the posts, with the name of the pupil who created it. Certificates and art vouchers were presented at Tea in the Park to the pupils whose entries were selected for the posts. The posts were funded by the Friends, and the Council saw to their installation.

**Bootcamps:** In line with our aim to promote exercise, as seen in the creation of the Green Gym, the Friends used funds from the Council to subsidise 4 four-week blocks of activities for 7-11 year-olds. These were organised by David Waine, a local fitness trainer, and proved very popular and enjoyable. We hope to encourage other groups to take part in outdoor exercise.

**Involvement of local schools:** We are delighted that staff at South Morningside Primary School are again keen to have active links with the Friends. In June, Claire Jellema spoke to some classes about responsible citizenship; the children then produced posters which showed how well they had taken her words on board! Then in November she spoke to Primary 5 classes who were working on the John Muir Award; the next week, they came to the park and helped energetically with path-widening, bulb-planting and raking the Wildflower Meadow.

**Safe use of the shared path:** One of our committee members has been working with the Council in response to concerns expressed by both walkers and cyclists, who share the main route through the park. We are exploring a range of options to help make the park safer for all, and we hope in the near future to see signs asking all park users to consider the safety of others – the park is for everyone to enjoy.

## Events

**AGM:** The February 2019 AGM began with a walk, which was very well attended, as we used the occasion to unveil the cairn and interpretation panel commemorating the late David Wright, our local greengrocer, and to open Dianne's Garden, named in tribute to Dianne Savage, who was co-chair and membership secretary of the Friends. Family and friends of both attended.

**Play and Fitness Day:** Pursuing our aim to promote exercise, a Fun Day was held in June. This included demonstrations of the use of the Green Gym, and other fun activities, and was well attended.

**Spring and Autumn Cleanup:** Enthusiastic volunteers joined us in April and September to clear litter around the park and in the burn, and tidy Dianne's Garden.

**Tea in the Park 2019:** Claire Jellema and her team put in a huge amount of work in planning this event, with several new features including a bike track and a return of the Dog Show, the latter kindly sponsored and run by Dofos, in addition to the many activities that have become traditional. The unseasonal high winds on the day required adjustments: we appreciate the support of Greenbank Church who welcomed many stalls and activities into their premises. And a huge thankyou to all the volunteers who baked, manned stalls, ran activities and generously gave time and effort to make this a real community day!

## Communications

**Website:** Our website ([www.braidburnvalleypark.org.uk](http://www.braidburnvalleypark.org.uk)) is actively managed and regularly visited. An email notification system allows individuals to sign up to receive regular updates about the Park.

**Social media:** The Park has a Facebook page, now with 860 'Likes' (up from 428 last year). It is regularly updated by one of our Committee members, who reports good local engagement.

**Newsletter:** Two editions of our newsletter, *The Valley Voice*, were produced 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. When there are events, we tend in addition to place notices on the gates and railings.

## Membership update

At the end of the 18-19 session there were 195 paid-up FOBVP members, up from 182 the year before. The increase was largely due to the influx of new members on Tea-in-the-park day. We lose a few members each year, perhaps because some simply forget to renew (...less likely to happen if members have set up a standing order to pay their subscription!). So members are urged to help continue to recruit: the process is easy using the form on the website. To keep costs and paper-use down, we've decided to distribute *Valley Voice*, and the annual membership renewal letter, by email wherever possible. In the aftermath of GDPR we have 44 members we are unable to reach by email. Any member wishing to (re-) establish email contact with us needs only to email [membership@braidburnvalleypark.org.uk](mailto:membership@braidburnvalleypark.org.uk).

## Committee: comings and goings

As of this AGM Karen Young, our long-term chair, and Ian Burnside, our Treasurer for the last 4 years, will be standing down as Trustees. The Friends are greatly in their debt for their long and unstinting service. Our email plea to the membership for a volunteer to take over as Treasurer elicited a heartening number of offers. Paul Bailey has agreed to take on this role.

## Financial Review

During 2018/19, aside from routine expenditure, the funds in the friends' accounts were used to provide further improvements to the fabric of the park. The largest spend was for a nature trail, referred to in more detail in the Chair's report. The funds were also used to provide enhanced entertainment and enjoyment at the annual fun day but sadly the weather prevented the full benefits of these extra entertainments being enjoyed by visitors on the day.

Total receipts were £4,116 and payments were £9,144 resulting in a deficit of £5,029 (2017/18 deficit £330). The reserves at year end are £8,828 This sum includes designated funds of £2,000 which are needed in the event of cancellation of the fun day.

Membership fees and donations, including gift aid reclaims, contributed a total of £1,346 (2017/18 - £1,453).

The annual Fun Day was held on 31 August and while it was well supported adverse weather hindered the event, much of which was moved indoors to the church. The event made a loss of £913 (2017/18 surplus £1,723). Receipts on the day were some £1,300 lower than the previous year and the cost of entertainment provided on the day was higher.

As regards the restricted funds and as reported last year, in consultation with the Council, the Green Dog Walkers fund (£1,994), a partially used grant from 2015 has been absorbed into the main fund in this year's accounts for simplicity. The friends will continue efforts to keep the park clean, with a specific focus on litter and dog walking activity.

Approved by the trustees on 19 November 2012 and signed on their behalf by:



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 2019 which are set out on pages 7-9

### **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:

M Walsh



*M Walsh* 28/11/19.

Name: Margaret F C Walsh

Relevant Professional qualification/professional body: Self Employed Accountant

Address: 21 Gillespie Road, Edinburgh EH13 0NW

Date: 28 November 2019

## Statement of Receipts and Payments for the Year ended 31 October 2019

	Note/ table	Unrestricted funds		Restricted funds	Total	Total
		General	Designated	Green dog walkers	2018/19	2017/18
	1	£	£	£	Including Restricted funds	
		£	£	£	£	£
<b>RECEIPTS</b>						
Membership fees		827			827	812
Donations		268			268	381
Gift aid		251			251	260
Fund raising		2,778			2,778	18,931
Transfer between funds (note 9)		1,994		-1,994	0	
<b>Total Receipts</b>		<b>6,110</b>		<b>-1,994</b>	4,116	<b>20,384</b>
<b>PAYMENTS</b>						
Annual fun day	Table 2	4238			4,238	2,377
Other charitable activities	Table 2	4117			4,117	17,571
Donations	Table 3	250			250	250
Governance costs	Tab.4 note 5	539			539	313
Green dog walkers	Note 9					101
<b>Total Payments</b>		<b>9,145</b>			<b>9,145</b>	<b>20,612</b>
<b>Deficit for the year</b>		<b>-3035</b>		<b>-1994</b>	<b>-5029</b>	<b>-228</b>

<b>Reconciliation of funds</b>						
Total funds at 31 October 2018		9863	2,000	1,994	13857	
Total funds at 31 October 2019	6-9	6,828	2,000	0	8,828	
Movement in funds		-3,035	0	-1994	-5029	

### **Statement of Balance at 31 October 2019**

#### **Assets**

**Cash at bank and in hand**

**£8,828.31**

The notes on pages 8-9 form an integral part of these accounts.

Approved by the trustees on 14th January 2019 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 2018/19	Total 2017/18
	£	£	£	£
Annual fun day	4,238		4,238	2,377
Clean up days	39		39	
David Wright Panel				775
Outdoor Gym				12365
Wildlife camera				85
Nature trail project	3,164		3,164	
Community Garden	93		93	4271
Printing - Valley Voice/cards/facebook	168		168	25
Postage, stationery & telephone	33		33	121
Tools and materials	531		531	
Trees	90		90	31
Green dog walkers				101
<b>Totals</b>	<b>8,356</b>		<b>8,356</b>	<b>20,151</b>

## 3. Donations

	Unrestricted funds	Restricted funds	Total 2018/19	Total 2017/18
	£	£	£	£
Greenbank Parish Church	250		250	250
<b>Totals</b>	<b>250</b>		<b>250</b>	<b>250</b>

## 4. Governance

	Unrestricted funds	Restricted funds	Total 2018/19	Total 2017/18
	£	£	£	£
Independent Examiner's fee	80		80	78
Honorarium to outgoing chair	50		50	
Insurance	409		409	235
<b>Totals</b>	<b>539</b>		<b>539</b>	<b>313</b>

**5. Trustee remuneration and expenses** The trustees do not receive any remuneration but claim expenses for stationery and postage etc. However a small honorarium was given to the outgoing Chair in recognition of her long and dedicated service to the friends

**6. Movement in funds**

	Brought forward 31 October 2018	Receipts 2018/19	Payments 2018/19	Carried forward 31 October 2019
<b>Unrestricted funds</b>	£	£	£	£
General	9,863	6,110	-9,145	6,828
Designated	2,000	-	-	2,000
<b>Restricted funds</b>				
Green Dog Walkers (note 9)	1,994		-1,994	0
<b>Totals</b>	<b>13,857</b>	<b>6,110</b>	<b>-11,139</b>	<b>8,828</b>

**7. 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.

**8.** 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.

**9. 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 only money in the restricted fund was the Green Dog Walkers fund which was a grant in 2015 which was only partially spent due to some difficulties with implementing the original scheme. At the AGM last year it was agreed following consultation with the Council that this would be absorbed into the main fund for simplicity and that the Trustees would nevertheless continue to maintain a focus on ensuring the park was clean and dog walkers would be encouraged to do all they could to pick up. Money used for these purposes will be reported under separate headings in the accounts in future years.