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**BURNTISLAND COMMUNITY  
DEVELOPMENT TRUST**

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**REPORT AND FINANCIAL STATEMENT  
FOR THE YEAR ENDED DECEMBER 2022**



Company Number: SC552039

Registered member of Development Trust Association Scotland (DTAS)

(Company Limited by Guarantee and Not Having a Share Capital)

# Burntisland Community Development Trust

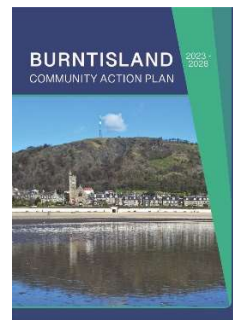
## Annual Report For the year ended 31 December 2022

The Board of Directors present their report, together with the accounts of the year ended 31<sup>st</sup> December 2022. The financial statements comply with the Companies Act 2006.

### Progress Report

2022 saw the Development Trust entering its sixth full year of operation and the first year of employing staff. Thanks to funding the Scottish Government's Strengthening Communities Fund our two Development Officers (job sharing one full time post) started in April 2022 with the aim of helping to strengthen the Board and taking forward several key priorities and in particular the development of a new Community Action Plan (CAP).

The development of the new CAP was carried out in collaboration with Burntisland Community Council, and involved door to door and online household surveys (which attracted 522 responses from local residents) meetings with 25 community groups, local businesses and elected members and a community event attracting over 400 local people. The result of this comprehensive programme of community engagement is a new 5 year (2023-28) Community Action Plan which was formally launched in June this year. The CAP provides a community mandate used to shape and influence the direction of the work of the Trust going forward.



Key to making BCDT as effective as possible is our ability to act as an anchor organisation, supporting several sub-groups to take forward action on local issues.

Our sub-groups have gone from strength to strength now include:

- **The Big Green Market** (Lead Director - Louise Chapman)  
The Big Green Market (BGM) was an initiative dreamt up by 5 BCDT Directors and members in 2021 on the back of lockdown and everyone clearing out their houses. Motivating the BGM team was a desire to reduce Burntisland's carbon footprint by reducing landfill and the demand for new resources as well as giving everyone in the town access to affordable goods. The formula is simple. Donation of pre-loved clothes, homeware, toys, books and bric-a-brac are sold at the monthly market and proceeds (minus expenses of hall hire, lock up and volunteer coffees) are donated to a local group. Now with a team of over 50 volunteers, in 2022 the markets raised £11,400 for eleven different community groups in the town.

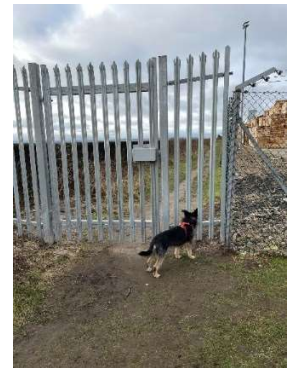


- **Friends of the Beach & Links** (Lead Director – Lizzie Cass-Maran)  
These local litter picks ran throughout 2022 to encourage people to be part of the change they want to see. With a family friendly focus, children have been made particularly welcome and discussions around litter issues and where it comes from take place naturally at each event.



This group has now become firmly established as part of the town's community of people who take action on litter. The beach and links area is cleaned using litter pickers provided at 10.30 am on the first Sunday morning of each month. Collected bags are logged with Fife Street Champions who tally the amount of litter picked across Fife. Litter pickers are available from The Beach House at any time for volunteers to borrow. Several local groups have borrowed them for their own planned litter picks over the course of the year-

- **Burntisland Harbour Access Trust (BHAT)** (Lead Director Andy Pay)  
BHAT runs independently from BCDT with its own Board of Directors and constitution but given how important the issue of access to the harbour area is to local people and the strength of feeling demonstrated in the community, BCDT continues to support and work with BHAT.



- **What's Happening?** (Lead Director - Jane Searles)  
So much of what happens in Burntisland is spread by word of mouth, but imagine trying to find out about the many activities on offer if you are new to the town? In 2022 a small but committed group came together to create a directory of activities in Burntisland for children and families. This has now been completed (available on our website) and a similar resource for adults is currently being developed.

- **Climate Café** (Lead Director - Kitty O'Connor)  
From initiating conversations around climate change to making green Christmas decorations, the new Climate Café set up in 2022 continues to bring people together who are interested in learning more about climate change and taking action in our own lives.



In 2022, our Development Officers stepped in to support the Burgh Buzz team by taking on the quarterly task of delivering 50 bespoke boxes to the volunteer distributors.

### **Where are we now in 2023?**

The new CAP sets out the community's priorities and these will shape and influence much of the future of the work of the Trust. Of course, not everything of interest to BCDT is covered in the final summary document of the CAP and there are lots of great ideas in the 'behind the scenes' reports which may have not reached the summary document but are still a valid indication of the community's aspirations. Sometimes new opportunities will come along that will help to meet the objectives of the CAP in new ways.



An example of this is the **Supper @ The Sally** initiative set up by BCDT earlier this year, offering community suppers on 12 Saturday evenings in the winter months, to help to address the cost of living crisis last winter and bring people together to feel more connected. The suppers were a great success and we hope to run another similar programme this winter.

Emerging from the **Climate Café** and in response to one of the priorities identified in the **CAP** a new Biodiversity Sub-group has become established. The group are currently liaising with five Council to consider areas where the use of toxic herbicides can be reduced, as well as identifying micro pockets of land for improving biodiversity and finding locations to install swift boxes to make our feathered seasonal visitors feel more welcome in the town.

Also identified in the **Community Action Plan** was an interest in setting up an Arts Hub in Burntisland and creating more opportunities for people to get involved in arts and learning new skills, as well as supporting all of the wonderful artists we already have in our community. We are supporting Burntisland based **Little Living Room** who plan to deliver free art workshops in the town this winter.

### **Looking forward to 2024 and beyond....**

In response to the new Community Action Plan, BCDT has identified some key priorities to work on, sometimes leading, sometimes supporting other organisations to take the lead. Our Directors meet monthly to discuss progress on these. Some issues are straight forward and we have in-house skills and connections to turn plans into action, but some issues are more complex and we will need to work collaboratively with lots of different groups and people. With this in mind, we are planning a first open forum on 11<sup>th</sup> January 2024 where we will invite the community to come and help us to look at what progress has been made so far in delivering the new Community Action Plan, what the next steps should be and who can help in taking the different actions forward. **Will you join us??**

Our existing funding to cover our job-sharing Development Officer post comes to an end in April 2024. Having our own Development Officers has been a real game changer for the Trust and without their hard work and support we would not have made the progress that we have done over the past year or so. We have therefore submitted a proposal to have the Strengthening

Communities funding extended until April 2025 and are also exploring other funding opportunities so are hopeful that this will allow seamless progress in 2024.

Following our recent Extraordinary General Meeting, we are in the process of applying to be recognised as a Charitable Organisation. Achieving this status will make it more likely for us to be able to secure the longer term funds required for BCDT to be an effective community organisation and help deliver the priorities of the Community Action Plan.

As the reach of BCDT grows, along with the opportunities for people to join us and help to make a difference, we are in the process of overhauling our website to make it easier for everyone to access information that they need and see where and how they can get involved, keep an eye out on [www.burntisland-trust.org](http://www.burntisland-trust.org)

### **Structure, governance and management**

Burntisland Community Development Trust is a company limited by guarantee, incorporated in November 2016. The company was established under a Memorandum of Association, which established the objects and powers of the company. In the event of the company being wound up liability for members is limited to a maximum of £1.

### **Directors**

As set out in the Memorandum of Association, directors retire from office at each AGM but are then eligible for re-election. Any member, providing they are willing, may be elected. The directors may also at any time appoint any member, providing they are willing, to be a director. The board of directors can have up to 12 member directors and up to 4 co-opted directors to administer the company.

In 2022, the Trust continued to be managed by a core group of Directors– Lizzie Cass- Maran (Chair until Nov 22), David Lyon (Chair from Nov 22), Kitty O'Connor, Andy Pay and Jane Searles. During 2021 Aileen Aitken and Jo Hobbett resigned as a Directors but we were pleased when Louise Chapman, Hilary Joiner, Iain Ralph, Elinor Gant and Ken Wilson joined as new directors.

We would like to welcome new Directors and thank them for the skills and enthusiasm they bring and also thank our outgoing Director for their commitment in steering the Trust, especially through the difficult Covid times.

## Financial Review

### **Burntisland Community Development Trust Detailed profit and loss account for the year ended 31 December 2022**

*This schedule does not form part of the statutory accounts*

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>		
Grants	25,796	18,458
Sales	(1)	-
	<u>25,795</u>	<u>18,458</u>
<b>Administrative expenses</b>		
Employee costs:		
Wages and salaries	19,380	-
Pensions	626	-
Staff training and welfare	1,025	-
Travel and subsistence	152	-
	<u>21,183</u>	<u>-</u>
General administrative expenses:		
Telephone and internet	121	-
Stationery and printing	424	-
Subscriptions	234	108
Insurance	237	229
Equipment expensed	55	-
Software	263	-
Sundry expenses	960	50
	<u>2,294</u>	<u>387</u>
Legal and professional costs:		
Accountancy fees	222	-
Consultancy fees	3,500	-
Advertising and PR	-	276
Other legal and professional	26	-
	<u>3,748</u>	<u>276</u>
	<u>27,225</u>	<u>663</u>
<b>Other operating income</b>		
Other operating income	75	-

**Burntisland Community Development Trust**  
**Registered number:** SC552039  
**Balance Sheet**  
**as at 31 December 2022**

	Notes	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	3	3,690	-
<b>Current assets</b>			
Cash at bank and in hand		14,821	19,988
<b>Creditors: amounts falling due within one year</b>			
	4	122	-
<b>Net current assets</b>		<u>14,943</u>	<u>19,988</u>
<b>Net assets</b>		<u>18,633</u>	<u>19,988</u>
<b>Capital and reserves</b>			
Profit and loss account		18,633	19,988
<b>Shareholder's funds</b>		<u>18,633</u>	<u>19,988</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

K Wilson  
 Director  
 Approved by the board on 19 September 2023

**Burntisland Community Development Trust**  
**Notes to the Accounts**  
**for the year ended 31 December 2022**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

***Turnover***

Turnover is derived from charitable activities and grants received

***Taxation***

Burntisland Community Development Trust is an incorporated community association which is exempt from corporation tax

**2 Employees**

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
Average number of persons employed by the company	<u>10</u>	<u>9</u>

**3 Tangible fixed assets**

	<b>Plant and machinery etc £</b>
<b>Cost</b>	
Additions	<u>3,690</u>
At 31 December 2022	<u>3,690</u>
<b>Depreciation</b>	
At 31 December 2022	<u>-</u>
<b>Net book value</b>	
At 31 December 2022	<u>3,690</u>

**4 Creditors: amounts falling due within one year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Taxation and social security costs	<u>(122)</u>	<u>-</u>

**5 Other information**

Burntisland Community Development Trust is a Private Limited Company by guarantee without share capital use of 'Limited' exemption  
 149 Kinghorn Road  
 Burntisland  
 Fife  
 KY3 9JP