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## Portobello Central SCIO

### REPORT AND FINANCIAL STATEMENTS

Period 1 August 2022 to 31 July 2023

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**REPORT AND FINANCIAL STATEMENTS: PERIOD 1 AUGUST 2022 TO 31 JULY 2023**

**Reference and Administrative information**

**Trustees**

Jennifer Elliot (Chair)  
Max Blinkhorn (resigned April)  
Courtney Cooke (resigned November)  
Susan Currie (resigned April)  
Jon Davey  
Wendy Davies (Vice-chair)  
Sally Dyson  
Damian Harney  
Lesley Muirhead (resigned November)  
Dave Nichol (resigned January)  
Geoff Pearson (Secretary)  
Morag Phillips  
Stewart Reid (Treasurer)

**Registered Address**

147-149 Portobello High Street  
Edinburgh  
EH15 1AF

**Charity Number**

SC051106

**Independent Examiner**

Johann Goree  
OnPoint Accounting Group  
Duddingston Yards  
Duddingston Park South  
Edinburgh  
EH15 3NT

**Bank**

Triodos Bank UK Ltd  
Deanery Road  
Bristol  
BS1 5AS

## **REPORT AND FINANCIAL STATEMENTS: PERIOD 1 AUGUST 2022-TO 31 JULY 2023**

The Trustees present their second annual report and financial statements for the period ending 31 July 2023.

The legal and administrative information on page above forms part of this report.

### **Structure, Governance and Management**

#### Governing Document

1. Portobello Central SCIO was entered in the Scottish Charity Register on 8 July 2021 with charitable objects set out in the constitution:

- The advancement of citizenship or community development (including rural or urban regeneration)
- The advancement of the arts, heritage, culture or science
- The provision of recreational facilities or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

#### Members

2. The Members of the SCIO take decisions on the structure of the organisation such as changes to the Constitution and the election of Trustees. Applications to become a Member may be made at any time and are subject to approval by the Trustees. There are no restrictions on being a Member, other than being 16 years or more of age; there were over 370 Members at the end of the period reported.

#### Appointment of Trustees

3. The SCIO Constitution provides for a board of up to 15 Trustees, to be elected by Members annually at an Annual General Meeting.

4. The Office Bearers are:

Chair:	Jennifer Elliot
Vice Chair	Wendy Davies
Secretary:	Geoff Pearson (to July 2023)
Treasurer:	Stewart Reid

## **Structure, Government and Management (continued)**

### Organisational Governance

5. The Trustees meet monthly to conduct the formal business of the SCIO. The Trustees have opened registers of interest and risk. The Treasurer provides a Finance Update for scrutiny.
6. A contract, funded by National Lottery Awards for All, was made with UP Business Solutions Ltd to provide development management advice. The contract ended in September 2022. This has been an invaluable support to the SCIO which gave it a firm and quality foundation.
7. The Trustees worked hard in the period reported to reopen Portobello Town Hall under community management. A Crowdfunder which ran in Spring 2023 raised £25K (£30K with gift aid) which allowed Portobello Central to hire a Venue Manager who started 1<sup>st</sup> June 2023 on a 12-month fixed term contract. On the same date a 25-year lease was signed for the building. The trustees are very grateful to their community for the support shown and believe we have a viable operation to build and run.
8. The Trustees recognise that although there have been successes which we all celebrate, it has not been an easy year and acknowledge the levels of resignations of Trustees who joined last year is concerningly high (in fact two new trustees never joined a board meeting). Work on the culture at Portobello Central has started and will continue to be a focus for the next 12 months and beyond. Much operational workload continues to be done by Trustees and volunteers in conjunction with the Venue Manager. It is not likely this will change significantly in the short to mid-term so setting the right tone and effective working practices is imperative.

### **Objectives, Activities and Achievements**

9. The core purpose of Portobello Central SCIO was to reopen Portobello Town Hall for community use, under community management. With a lease being signed on June 1<sup>st</sup> 2023 the focus is clearly on the second half of our purpose, running a successful space under community management.
10. The building required (and continues to require) significant repair and refurbishment. Before taking on a 25-year lease Portobello Central SCIO agreed with the Council that, rather than attempt the necessary repairs itself, the Council should add the Town Hall to its existing programme and contractors. Working in partnership with Portobello Central, City of Edinburgh Council allocated £350,000 of the Scottish Government Place Based Investment Programme to external works to ensure the shell of the building was wind and watertight for many years. Work started on 4 July 2022. The building was covered in scaffolding until March 2023. Much of the external wall was stripped, repointed and rerendered, virtually to original condition. External paintwork was redone and the drain system examined by camera and cleaned. Internally, using full height scaffolding, the main hall ceiling was repaired and repainted. The stage ceiling was made safe.

## **The Lease**

11. At the meeting of the Finance and Resources Committee of the City of Edinburgh Council on 10 November 2022 the Committee agreed to offer Portobello Central SCIO a 25-year, full repairing, lease at a rent of £1 per annum. The SCIO was to meet its own and Council's legal costs in preparing the lease.

12. The Trustees applied to the Architectural Heritage Fund (which had supported the original Project Viability Study in 2021) for a grant towards these costs; £6,500 was offered and accepted.

13. We engaged MacRoberts to represent us in negotiations with the Council solicitors. A condition survey was commissioned from Thomas & Anderson. The formal processes took longer than expected, largely because of the unusual nature of the transaction. Missives were exchanged on 31 May and entry taken on 1 June 2023.

14. Immediately, major changes in the perspective of the SCIO were required. From 1 June 2023 we were entirely responsible for the building. Systems were put in place to manage the many enquiries to hire the building.

## **Financial Review**

15. The current project continues in two parts:

- to restore the building to a safe, but basic, working condition,
- to establish from scratch a sustainable self-financing business operation to deliver spaces for community use.

## Background

16. The Council annual outgoings on the building (pre-2019) seem to have been around £100k per year of which £51k was for rates. As a charity, Portobello Central SCIO was granted full exemption from rates from 1 June 2023.

17. Energy and water services were provided to the Council under the Scottish Government Framework, which offered "large user" prices. Membership of the Framework was extended to Portobello Central from 1 June.

## Crowdfunder

18. While grant funders have been positive, helpful and generous, we realised we needed some unrestricted funds. In February 2023 we embarked on a 6-week call for donations under the banner "Open the Doors" using Crowdfunder. This was hard work, raising interest, explaining what the project was, made more difficult by the building having been closed since mid 2019 and only lightly used for some years before that.

19. The call ended at the beginning of April and, allowing for expenses and Gift Aid, just over £30,000 was received. There were 561 donors.

20. The Crowdfunder income enabled us to employ a part-time Venue Manager – to focus on active promotion of the spaces and to negotiate the strong flow of enquiries

and bookings. An appointment was made in early June; our first trial booking was for Stitches for Survival – with 228 visitors in for one Saturday. The weekend of 8-9 July brought a major event Party Pride, which took the building for 2.5 days and tested our capabilities thoroughly.

#### Community Ownership Fund and other grants

21. In mid-April, we applied to the UK Department of Levelling Up, Housing and Communities for a Community Ownership Grant and were successful in July in being offered a 50% capital grant of £75,000 (which we have to match) and £15,000 towards revenue costs. This must be spent within a year. Architects Munro Allison have been recommissioned to provide professional services in this £150,000 programme, supported by a grant of £6,615 from the Architectural Heritage Fund. The early objectives for this work are to improve the building from the perspective of hirers, to start the process of modernising access and maximise capacity

22. A small grant of £200 secured from Traditional Dance Forum last period to run a traditional dance event has been carried over and this will take place in Oct 2023 (the next reporting period) as a fundraiser ceildh.

#### Volunteers

23. The enthusiasm of the community for the project has been expressed in a good number of volunteers who have worked hard on clearing the building of decades of detritus and getting control of the surrounding garden ground, including the area at the rear of the building, which has been used by members of the local community to grow vegetables and fruit. A consultation on management of these areas is planned in early 2024.

#### Prospects

24. The level of interest and confirmed bookings reassures the Trustees that there is a viable business. The building has limitations, particularly in facilities: toilets, service spaces and kitchen. The structure is sound and solid but is challenging in reconciling modern services with its “B” listed status.

25. With a previous decade or more of very low usage, it was difficult to predict demand, but bookings now being made into 2025 and a flexible management approach suggest Portobello Town Hall will quickly become a significant venue for Edinburgh.

## **Receipts and Payments Independent Examiner's Report to the trustees of Portobello Central SCIO**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2023 which are set out on pages 7 to 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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 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, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 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.

Johann Goree, Onpoint Accounting

18 September 2023



## Portobello Central SCIO

## Statement of Receipts and Payments period ended 31 July 2023

	Note	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
<b>Receipts:</b>							
Building hires		12,170	-	12,170	-	-	-
Donations	4	31,058	-	31,058	2,539	10,000	12,539
Grants	5	-	6,500	6,500	-	9,700	9,700
Fundraising	6	1,368	-	1,368	2,745	-	2,745
Loan received		10,000	-	10,000	-	-	-
Other incoming resources	7	58	-	58	4,802	-	4,802
<b>Total Receipts</b>		<b>54,654</b>	<b>6,500</b>	<b>61,154</b>	<b>10,086</b>	<b>19,700</b>	<b>29,786</b>
<b>Payments:</b>							
Charitable activities	8	9,082	9,579	18,661	3,276	16,421	19,697
Governance Costs	9	33	-	33	17	-	17
<b>Total Payments</b>		<b>9,115</b>	<b>9,579</b>	<b>18,694</b>	<b>3,293</b>	<b>16,421</b>	<b>19,714</b>
<b>Surplus / (Deficit) for the year</b>		<b>45,539</b>	<b>-3,079</b>	<b>42,460</b>	<b>6,793</b>	<b>3,279</b>	<b>10,072</b>
Transfer between funds		-	-	-	-	-	-
<b>Surplus / (Deficit) for the year</b>		<b>45,539</b>	<b>-3,079</b>	<b>42,460</b>	<b>6,793</b>	<b>3,279</b>	<b>10,072</b>

**Portobello Central SCIO**  
**Statement of Balances period ended 31 July 2023**

	<b>Unrestricted Funds 2023 £</b>	<b>Restricted Funds 2023 £</b>	<b>Total Funds 2023 £</b>	<b>Unrestricted Funds 2022 £</b>	<b>Restricted Funds 2022 £</b>	<b>Total Funds 2022 £</b>
Opening cash at bank and in hand	6,793	3,279	10,072	-	-	-
Surplus / (Deficit) for the year	45,539	-3,079	42,460	-	-	-
<b>Closing cash at bank and in hand</b>	<b>52,332</b>	<b>200</b>	<b>52,532</b>	<b>6,793</b>	<b>3,279</b>	<b>10,072</b>

**Liabilities**

Loan outstanding	10,000	-	10,000	-	-	-
PAYE	53	-	53	-	-	-
<b>Total Liabilities</b>	<b>10,053</b>	<b>-</b>	<b>10,053</b>	<b>-</b>	<b>-</b>	<b>-</b>

During the year to 31 July 2023, Portobello Central SCIO obtained an interest-free loan from one of its members. No repayments are due within the next 12 months and there are no restrictions on how the loan may be utilised.

## **Portobello Central SCIO**

### **Notes to the accounts for the period ended 31 July 2023**

#### **1 Basis of accounting**

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

#### **2 Nature and purpose of funds**

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or grant-giver or when funds are raised for specific purposes. During the year the charity received £6,500 of grants (2022: £9,700). All other income, including fundraising, was unrestricted.

The amounts transferred in July 2021 from Portobello Central Limited, the charity's predecessor organisation, have retained the restricted / unrestricted designation relevant to the original source of the funds.

#### **3 Related party transactions**

No remuneration was paid to the trustees or any connected persons during the period covered by these accounts (2022: nil).

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
<b>4 Donations</b>						
Transfer from Portobello Central Limited	-	-	-	1,327	10,000	11,327
Crowdfunder	24,714	-	24,714	-	-	-
Gift Aid received	5,294	-	5,294	-	-	-
Other donations	1,050	-	1,050	1,212	-	1,212
<b>Total Donations</b>	<b>31,058</b>	<b>-</b>	<b>31,058</b>	<b>2,539</b>	<b>10,000</b>	<b>12,539</b>
<b>5 Grants Received</b>						
Architectural Heritage Fund	-	6,500	6,500	-	6,500	6,500
Traditional Dance Forum	-	-	-	-	200	200
City of Edinburgh Council Community Fund	-	-	-	-	3,000	3,000
<b>Total Grants</b>	<b>-</b>	<b>6,500</b>	<b>6,500</b>	<b>-</b>	<b>9,700</b>	<b>9,700</b>
<b>6 Fundraising</b>						
<b>Porty Food Map</b>						
Income	1,368	-	1,368	5,697	-	5,697
Expenditure	-	-	-	2,952	-	2,952
<b>Total Fundraising</b>	<b>1,368</b>	<b>-</b>	<b>1,368</b>	<b>2,745</b>	<b>-</b>	<b>2,745</b>

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
<b>7 Other incoming resources</b>						
Interest Income	58	-	58	2	-	2
City of Edinburgh Council	-	-	-	4,800	-	4,800
<b>Total Other Incoming Resources</b>	<b>58</b>	<b>-</b>	<b>58</b>	<b>4,800</b>	<b>-</b>	<b>4,800</b>
<b>8 Cost of charitable activities</b>						
Development Contractor	-	1,100	1,100	-	8,800	8,800
Consultants	4,200	-	4,200	3,080	6,500	9,580
Legal Costs	816	6,500	7,316	-	-	-
Employment Costs	3,004	-	3,004	-	-	-
Property Costs	659	267	926	-	-	-
Other costs	403	1,712	2,115	196	1,121	1,317
<b>Total Cost of Charitable Activities</b>	<b>9,082</b>	<b>9,579</b>	<b>18,661</b>	<b>3,276</b>	<b>16,421</b>	<b>19,697</b>
<b>9 Governance Costs</b>						
Independent Examiner's fee	-	-	-	-	-	-
Bank charges	33	-	33	17	-	17
Other	-	-	-	-	-	-
<b>Total Governance Costs</b>	<b>33</b>	<b>-</b>	<b>33</b>	<b>17</b>	<b>-</b>	<b>17</b>