

Transition Linlithgow Scottish Charity No SC042123  
Annual Report & Financial Statements for the Year  
Ended 31 March 2016

# Trustees' Annual Report

For the Year Ended 31<sup>st</sup> March 2016

The trustees have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 31st March 2016

## Reference & Administrative Information

### Charity Name

Transition Linlithgow

### Charity No

SC042123

### Address

C/o Stuart Andrew (Treasurer), 53 Acredales, Linlithgow, West Lothian, EH49 6HY

### 2015-16 Trustees

Alan Brown  
Pamela Barnes  
Emma-Fleur Grof  
Gilly Macwhirter  
Allan Hill  
Stuart Andrew

### 2016-17 Trustees

Alan Brown  
Pamela Barnes  
James Hiddinga  
Allan Hill  
Stuart Andrew

## Structure Governance & Management

### **Constitution**

Transition Linlithgow is an unincorporated association and is administered in accordance with the terms of its constitution. The members elect a management committee from nominations at the annual general meeting.

### Appointment of Trustees

The trustees are appointed at the AGM. Appointment is in accordance with the constitution by vote of the members present.

### Management

The trustees are responsible for the strategic direction and governance of Transition Linlithgow.

## Objectives & Activities

### Charitable purposes

To advance environmental protection and improvement, community development and associated skills and education in Linlithgow, Linlithgow Bridge and surrounding area, supporting and encouraging a transition to a low carbon, environmentally sustainable and resilient future.

### Activities

- To hold AGM and assign board members
- To deliver a members' survey and to develop an updated strategy.
- To continue to support member-led initiatives which align with our core aims, and to explore new projects.

## Chairman's Report on Activities

### Food & Gardening

Early into our 2015/16 year we had to wave goodbye to Felicity and Ian who had to return to Australia. Felicity was the catalyst behind the EH49 Food initiative and she left a great wee team who rallied around her initial ideas, business plans and project ideas to continue the effort to find a solution to bring more local food to our community.

A pop-up trial was chosen as the next step, which ran from July to December and gave a good insight into the practicalities of running a pre-ordered weekly food shop. We learned a lot about suppliers, product quality, food handling, cash management and a whole host of other things, not to mention the challenges of the odd giant turnip or looking up recipes for fennel or artichokes.

The pop-up wouldn't have been possible without the amazing support of our mini army of volunteers and the core project team; Pamela, Sarah, Vicki, Emma-Fleur, Vincent, Celia, Nancy, Margaret, Tracey, Christine, Mel, Colleen & Felix.

The project now has an amazing 474 followers on Facebook and 227 on a dedicated email list and while the pop-up shop is frozen for now, the focus for now is on developing deeper research into the local supply base. Sarah has been contracted for a 2 month period to complete a study on the local suppliers and producers. This should be ready by the end of June.

Thanks also to Martin Meteyard who has been helping us with the legal side of forming a Community Benefit Society. We are making progress on this front but we don't want to rush things. Good quality research and a sound business plan come first before legal registration of a CBS.

For more details see: [www.eh49foodcoop.co.uk](http://www.eh49foodcoop.co.uk)

You would imagine that's plenty for 1 year on a food & gardening focus, but far from it. We also hosted a Practical Pruning session to share knowledge of how to prune apple trees. We sowed wildflowers at the canal path ramp near the Leisure Centre and tidied up the wildflowers at the Vennel flats once they had completed



flowering for the summer.

On a horticultural front, the Vennel flower bed (above) was transformed into a stunning display of flowers designed and planted up with Kristy's lead and support from Mel, Sheila, Corinne & Averil. An amazing educational display to tell a story of the effects of climate change on our polar ice-caps. This display linked in

with COP21 in Paris and highlighted the need for our leaders to sign up to a global agreement to limit the effects of climate change to below 2DegC.

LADAS put on another excellent Seed Potato Day which TL attended and promoted our own organisation and EH49 Food. EH49 Food also hosted a Pot Luck dinner which went down a treat with everyone involved. There's clearly a lot of fun to be had from this type of community engagement. (below)



In what is becoming an annual activity, TL were happy to hire out our Apple Press for juicing. This helped to provide a little income which covers some of our annual administration costs.

TL also visited St. Josephs Primary School who are doing a fantastic job in their gardens and with aligned children education. Planting apple and pear trees, restoring compost bins and upgrading their raised planters. We had a few bits of Chanel timber leftover and were glad to see it donated to help them with construction and repair of raised plant containers.

Volunteer Jonathan joined us in helping to maintain our orchards. Welcome Jon. We look forward to planting more trees each year if funding is available.

### **Active Travel & Air Quality**

This year, these two issues have been linked together. We've held meetings with the local council on air quality and active travel with a hope that we can see further improvements in the local infrastructure to facilitate the growth in numbers cycling and walking for short journeys around town.

With the support of Linlithgow's Cycle Action Group (LCAG) members we've seen some great



improvements with the completion of a new access ramp from the canal down to the leisure centre and another connecting the canal towpath to the Academy. Further work is planned to upgrade the two existing ramps between these two new routes. In addition Scottish Canals are now installing Solar powered LED lighting on the towpath making it much safer to use.

During the year we gave comments into the WLC Active Travel Plan for the West Lothian region and a further more detailed plan is in progress specifically for Linlithgow. We have also identified areas for further improvements on an interactive map supplied the council.

WLC have sourced funding which is allowing TL to distribute updated copies of our Active Travel Map to every household in Linlithgow via the Black Bitch magazine distribution (TL paying for the distribution

costs) and that should be available in June/July 2016. Photo above shows the new ramp and assistance from the 4th Scouts to help sow wildflowers to tone down the industrial look of the pathway.

Linlithgow now has an Air Quality Management Zone identified by WLC. This highlights the need for a detailed action plan as our High Street is polluted at times with NOX and PM10 toxic by-products of combustion engines which are detrimental to public health. TL will continue to support WLC in finding solutions to improve local air quality, as along with these pollutants also come greenhouse gases. The two issues of air quality and climate change are highly interconnected.

With recent changes to the local L1 bus service, being actively challenged by many in town, it's clear that we need to keep up the fight for better community transport and active travel routes. With over 16,000 vehicles using our High Street every day, there's plenty of room for improvement! Thanks to Pamela for leading up the petition to challenge the council on their decision to reduce the times and frequency of our L1 bus. We want more public transport, not less.

### **Loch Quality**

TL members supported local efforts to improve awareness of the issues surrounding the loch and pollution from a range of sources. We worked with the Linlithgow Rotary folks to place markers beside street drains to remind people that waste dumped in the gullies ends up un-treated in the loch. While not directly linked to Climate Change, this is a great opportunity for TL to raise awareness of polluting and the effect of pollution. It is only runoff in the catchment area that enters the loch, so it's farm nitrates, septic tanks, chemicals from vehicles, salt from spraying the roads, rubber from tyres, industrial outlets, etc. Something we can all fix locally but just like Climate Change, it will take years for the loch to recover even if we stopped polluting today. So many parallels on a local pollution issue.

### **Energy Conservation and Renewables**

Continuing to monitor the town's electricity and gas consumption shows us that annual data points continue to decline which is good, but the pace is slow.

While our friends in Linlithgow Natural Grid pushed ahead with plans to find local energy solutions for heat grids with their 'Heat from the Street' project, TL did a little promoting of the benefits of Solar culminating in a public meeting at the end of 2015 with a hope of encouraging several homes to sign up and fit Solar panels. We are pleased to report that this did happen and a few more roofs have technology fitted to harness the power of the sun.

TL also attended and supported the official opening of the new 4th West Lothian Scout Hall at Linlithgow Bridge. The MacKinnon Hall now sports upgrade wall and loft insulation, a new roof and exterior cladding, Solar panels on the roof, new windows, efficient water heating, hand dryers and a host of other energy efficiency improvements. In addition the Scout leaders have been working hard to connect with the young folks and their parents to encourage them to conserve energy at home too, and to try and car share as much as possible. TL are proud to be supporting other groups in town who take action. The Scottish Government's Climate Challenge Fund is there to be used and we will support others to follow suit.

### **Raising Awareness of Climate Change and Community Engagement**

TL continues its focus on raising the issue of Climate Change in a variety of ways. We are members of Stop Climate Chaos Scotland and have attended a peaceful public march in Edinburgh to highlight the need for tougher climate action in the run-up to COP21 and also hosted an excellent presentation by one of Al Gore's Climate Reality Leaders, Jess Pepper. Jess presented to a packed room in the Star and Garter and took us all through the latest updates on climate science and also many photos and videos of the damage, destruction and loss of life that is happening all over the globe due to rising temperatures, flash floods, droughts, etc. A real eye opener and highlighting the need for us to continue to do our part here in Linlithgow.

We were unable to support WWF's Earth Hour this year, but we did assist in an event discussing Fair-trade and the benefits it can have to poorer nations.

TL have given talks to; Students at Oatridge College, Linlithgow Community Council & Linlithgow Rotary.

Our 'Twinning' connection with friends in SQY, Paris remains and perhaps we inspired them a little as recent newsletters indicate that they too planted cereal crops and discussed the journey from seed to loaf.

Other events of note:

- Stop Climate Chaos Scotland (SCCS) AGM & Un-Conference.
- Transition Scotland - developing the idea of an official Scottish Transition Hub.
- Meeting with Dig-In Bruntsfield to discuss local food solutions.
- Litter Picking with Burgh Beautiful. Working with other local groups to care for the environment.

## **Our Vision**

*We see a future for our town.*

*A **Caring** community. Valuing and protecting every aspect of our community equally. People, plantlife, wildlife, air, water and soils.*

*A **Sharing** community. Respecting our natural and finite resources. Not consuming anything which would harm future generations to come. A place where skills and knowledge are shared as much as tools and other common items.*

*A strong community **Building** a resilient economy. Supporting a range of new social enterprises where sustainability is embedded in their core objectives from the outset. A place with a more localised economy. A place with strong cross-community links, an inclusive culture with healthy and engaged people.*

Onwards to 2017 and beyond.

Alan Brown  
Chair

## Financial Review

The main sources of income are donations including income from hiring out the thermal imaging camera and apple press (£393), grants (none in 2016) and trading income related to the Food Co-Op project (£4,761).

The main ongoing expenses relate to venue hire for community engagement projects (£393) and office costs (£301 ). Individual projects (primarily stock for the Food Co-Op: £4,011) made up the bulk of the remaining expenses.

Receipts totaled £5,205 (2015: £12,750) and payments for the year totaled £5,651 (2015: £12,911), differences to 2015 due principally to the absence of grant-funded project work.

A deficit of £446 was funded from reserves.

### Reserves Policy

Transition Linlithgow intend to hold reserves only at the minimum level sufficient to maintain activities. At 1st April 2016, the charity held £4,567 at the bank and the Trustees consider this to be appropriate to allow them to further the aims of the charity at this time.

## Plans for Future Periods

The trustees plan to continue to develop the charity to support and develop initiatives to help our local community to be more resilient and sustainable, focusing on energy, food, waste and active travel.

Approved by the trustees on 31/5/15 and signed on their behalf by

Stuart Andrew  
Treasurer



# Independent Examiner's Report for the Year Ended 31st March 2016

I report on the accounts of the charity for the year ended 31 March 2016 which are set out on pages 11 to 14.

## **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 qualified statement**

In the course of my examination, no matter has come to my attention other than that disclosed below.

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 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.

**The matter that has come to my attention is as follows:**

Charities Accounts Regulations (Scotland) 2006 require charities to keep records sufficient to:

- show and explain the transactions of the charity and which disclose the financial position of the charity at any time; and
- contain entries showing from day to day all sums of money received and spent by the charity and the source or application of those monies.

In my report on the 2014-15 financial statements I noted that the dependence on retrospective bank statement analysis, rather than ongoing maintenance of a cash book, was insufficient to fully meet the requirement set out above.

My recommendation that a cash book should be maintained was accepted and implemented by the charity but, due to the timing of my report, was only applied to the final months of the period covered by the 2015-16 financial statements. The charity has stated its intention to maintain a cash book throughout the 2016-17 period.

Name: Graham Foster

Relevant Professional qualification/professional body: The Chartered Institute of Public Finance and Accountability (CIPFA)

Address: 24 Wallace Brae Rise, Reddingmuirhead, Falkirk, FK2 0GD

Date: 24 December 2016



## Statement of Receipts and Payments for the Year Ended 31<sup>st</sup> March 2016

| <b>Receipts</b>    | Unrestricted<br>Funds | Restricted<br>Funds | <b>Total<br/>2016</b> | Total<br>2015 |
|--------------------|-----------------------|---------------------|-----------------------|---------------|
| Donations          | 393                   | 0                   | <b>393</b>            | 286           |
| Legacies           | 0                     | 0                   | <b>0</b>              | 0             |
| Grants             | 0                     | 0                   | <b>0</b>              | 12296         |
| Fund raising       | 0                     | 0                   | <b>0</b>              | 0             |
| Trading (Projects) | 4761                  | 0                   | <b>4761</b>           | 160           |
| Investments        | 2                     | 0                   | <b>2</b>              | 8             |
| Other              | 50                    | 0                   | <b>50</b>             | 0             |
|                    | <b>5205</b>           | <b>0</b>            | <b>5205</b>           | <b>12750</b>  |

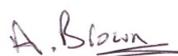
| <b>Payments</b>      | Unrestricted<br>Funds | Restricted<br>Funds | <b>Total<br/>2016</b> | Total<br>2015 |
|----------------------|-----------------------|---------------------|-----------------------|---------------|
| Stock (Trading)      | 4011                  | 0                   | <b>4011</b>           | n/a           |
| Equipment            | 51                    | 0                   | <b>51</b>             | 0             |
| Assets               | 0                     | 0                   | <b>0</b>              | 465           |
| Marketing            | 73                    | 0                   | <b>73</b>             | 1453          |
| Staffing             | 0                     | 0                   | <b>0</b>              | 0             |
| Consultant fees      | 0                     | 0                   | <b>0</b>              | 9850          |
| Travel               | 0                     | 0                   | <b>0</b>              | 151           |
| Subsistence          | 0                     | 0                   | <b>0</b>              | 0             |
| Room hire            | 393                   | 0                   | <b>393</b>            | 417           |
| Equipment hire       | 0                     | 0                   | <b>0</b>              | 0             |
| Gifts                | 65                    | 0                   | <b>65</b>             | 95            |
| Other                | 482                   | 0                   | <b>482</b>            | 56            |
| Grants and donations | 250                   | 0                   | <b>250</b>            | 0             |
| Professional Fees    | 0                     | 0                   | <b>0</b>              | 0             |
| Rent rates etc       | 0                     | 0                   | <b>0</b>              | 0             |
| Subscriptions        | 25                    | 0                   | <b>25</b>             | 131           |
| Office costs         | 301                   | 0                   | <b>301</b>            | 294           |
| Tax                  | 0                     | 0                   | <b>0</b>              | 0             |
| Website              | 0                     | 0                   | <b>0</b>              | 0             |
|                      | <b>5651</b>           | <b>0</b>            | <b>5651</b>           | 12911         |

## Statement of Balances – As at 31<sup>st</sup> March 2016

| <b>Funds Reconciliation</b>          | <b>Unrestricted Funds</b> | <b>Restricted Funds</b> | <b>Total 2016</b> | <b>Total 2015</b> |
|--------------------------------------|---------------------------|-------------------------|-------------------|-------------------|
| Cash at bank & In Hand 31 March 2015 | 5013                      | 0                       | <b>5013</b>       | 5174              |
| Surplus/-Deficit for the year        | 446                       | 0                       | <b>446</b>        | 161               |
| Cash at bank & In Hand 31 March 2016 | 4567                      | 0                       | <b>4567</b>       | 5013              |
| <b>Bank &amp; Cash Balances</b>      |                           |                         |                   |                   |
| Bank balance                         | 4567                      | 0                       | 4567              | 5013              |
|                                      | Total 2016                | Total 2015              |                   |                   |
| <b>Other Assets</b>                  |                           |                         |                   |                   |
| Apple Laptop                         | 1178                      | 1178                    |                   |                   |
| Projector & spare bulb               | 691                       | 691                     |                   |                   |
| Screen for Projector                 | 148                       | 148                     |                   |                   |
| Kyocera Laser Printer (B+W) & toner  | 201                       | 201                     |                   |                   |
| Thermal Imaging Camera               | 3,565                     | 3,565                   |                   |                   |
| Apple Press (green) + Masher         | 530                       | 530                     |                   |                   |
| 2-Ring Cooking Hob                   | 35                        | 35                      |                   |                   |
| 2x Hot Water Thermos Flasks          | 101                       | 101                     |                   |                   |
| 2x Hot Water Urns (one with a dent)  | 30                        | 30                      |                   |                   |
| 1x Small Folding Table               | 90                        | 90                      |                   |                   |
| Energy Smart Meters                  | 151                       | 151                     |                   |                   |
| Apple Pruning Equipment              | 172                       | 172                     |                   |                   |
| Jam Pans 2x                          | 172                       | 172                     |                   |                   |
| Apple Corers 2x                      | 20                        | 20                      |                   |                   |
| 2x Sail Flags                        | 285                       | 285                     |                   |                   |
| Folding blue 6 panel display board   | 148                       | 148                     |                   |                   |
| Large Banner                         | 60                        | 60                      |                   |                   |
| White Office Telephone               | 25                        | 25                      |                   |                   |
| Bike Trailer Box                     | 350                       | 350                     |                   |                   |
| Wind Speed Meter                     | 176                       | 176                     |                   |                   |
| Trees                                | 465                       | 465                     |                   |                   |
|                                      | <b>8593</b>               | <b>8593</b>             |                   |                   |
| <b>Liabilities</b>                   | <b>0</b>                  | <b>0</b>                |                   |                   |

Approved by the trustees on 31/5/15 and signed on their behalf by: -

Alan Brown  
Chair



Stuart Andrew  
Treasurer



## Notes to the Accounts – For the Year Ended 31<sup>st</sup> March 2016

### 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).

Assets are valued at purchase price.

### 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 when funds are raised for specific purposes.

### 3 Related Party Transactions

Cash donations were kept by the Chairman and lodged in Transition Linlithgow's bank account via electronic BACS transfer from the Chairman's current account. Payments to the Chairman are made each month to cover telephone line rental and call charges for a bespoke Transition Linlithgow line and number, a total of £301 for the year.

### 4 Gifts, Grants & Donations Made

No grants or donations were made.

Gifts were made to a total value of £65.

### 5. Cost Attribution

In 2015, project-specific costs were reported as allocated to individual projects aggregated by project type (Food projects, energy projects etc.) for final reporting.

For 2016 (and the foreseeable future), all costs, project or otherwise, have been allocated to numerical cost codes (e.g. marketing) whether project-specific or not.

## 6. Recommendation of Independent Examiner

In his report on the 2015 accounts the independent examiner recommended improvements in monitoring of pending transactions. The recommendations were made too late to implement a formal system for all 2016 transactions. As an interim measure we improved information sharing about payments made/received, and for 2017 have introduced a formal system for recording and sharing to allow full reconciliation.