

CRAIL PRESERVATION SOCIETY

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 OCTOBER 2020

SCOTTISH CHARITY NUMBER SC016960

**Henderson Black & Co.
Chartered Accountants, Anstruther**

CRAIL PRESERVATION SOCIETY

TRUSTEES' ANNUAL REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31 OCTOBER 2020

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 October 2020.

Reference and Administrative Information

Scottish Charity Number: SC016960
Contact Address: 22 Castle Street, Crail, Fife, KY10 3SH
Bankers: Royal Bank of Scotland, St Andrews, Fife, KY16 9QB
Scottish Widows Bank, Leeds, LS1 9TY
Independent Examiner: Mark Robertson BA CA, Henderson Black & Co., 26 Rodger Street, Anstruther, Fife, KY10 3DU

Trustees

The charity is administered by a committee who are its trustees. The following persons have served during the period and since the year end;

Dennis Gowans	(Chairman)
Paul Hutchison	(Vice Chairman)
Kelsey Jackson Williams	(Secretary)
Derek White	(Treasurer)
David Mann	(Hon. President)
David Jerdan	(Hon. Vice President)
James McCallum	(Hon. Vice President)
John Ramsay	(Hon. Vice President)
Anne Black	
Jude Gallon	
Steve Illingworth	
Laura Mackay	
Derek Maclean	
Sutherland Madeiros	
Sandy Young	

Charitable Purposes

The Charitable Purpose of the Society is to:

- preserve the architecture, historic character and ambience of the Royal Burgh of Crail
- improve and maintain the amenity thereof
- co-operate with and support the work of the Trustees of Crail Museum

Structure and Management and Recruitment and Appointment of Trustees

The Society is set up as an unincorporated charitable association, governed by constitution. At an Annual General Meeting, held in February each year, office-bearers and committee members are appointed to run the day-to-day business of the Society. Any member of the Society is eligible to become a committee member or office-bearer. Nominations are sought in advance of the Annual General Meeting at which elections are held and the results announced. The term of office is three years. All committee members are Trustees of the charity.

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TRUSTEES' ANNUAL REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31 OCTOBER 2020

Structure and Management and Recruitment and Appointment of Trustees (Continued)

No committee member or office-bearer has any right to appoint a committee member. No committee member or office-bearer receives any remuneration but reimbursement of reasonable expenses is allowed with prior authorisation by the Chairman or Vice-Chairman and supported by receipts. Financial accounts are ratified by the members at the Annual General Meeting.

Risk Management

The trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity, and are satisfied that systems are in place to mitigate the charity's exposure to the major risks.

Review of the Activities and Achievements

As with many other organisations 2020 became a year of very limited activities and more time spent on planning rather than on action. Having said that during 2020 Fife Council has done a very large amount of conservation work in Crail Kirkyard, which will carry on into 2021. Three walls repaired and/or buttressed, two monuments dismantled and rebuilt. A lot of this work was an outcome of Crail Preservation Society generating a Conservation Report for the kirkyard monuments in 2018 and presenting this to Fife Council Bereavement Services. This building work was fully funded by Fife Council.

CPS produced a 'Kirkyard Flyer' mid-year and distributed to all Crail homes, to spread the word about what an interesting set of mural monuments we have in our old kirkyard. There are plans for a follow-up that tells more stories about the people memorialised on these monuments. A CPS Membership Form was distributed with the Kirkyard Flyer which resulted in a significant increase in CPS Membership, from 89 in 2019 to 116 for 2020. There was also two new Life Members.

The Doocot continued as a very significant feature on the Fife Coastal Path, with a steady stream of visitors, once guidance permitted access to historic sites. With staycationing growth our paths will probably be well worn. In October we were fortunate to receive a visit from the Chairman of the National Trust for Scotland who was very complimentary about how professionally the Doocot had been conserved and presented.

One of the most significant monuments in Crail Kirkyard is the Lumsden monument, situated in the northwest corner. CPS has now raised over £30,000 in funding commitments to enable conservation work to be carried out on this monument. The funding is primarily in £10,000 units from The Pilgrim Trust, Fife Council Bereavement Services and a NE Fife Settlement fund for Grave Dressing. We also received a donation from the House of Lumsden Association. In early December a 3D scan was completed on the monument to help us understand the level of deterioration and help us plan what conservation work should be undertaken. A project for completion in 2021.

The Dial Stone also found it's way back to its historical location in the kirkyard thanks to cooperation between CPS, FC Bereavement Services and FC Building Services, at no cost to CPS.

The Crail Mercat Cross is also a target for conservation work in 2021. During 2020 a planning application was submitted and subsequently approved, so once we secure all the funding required we hope work will start late spring. Currently we have funding commitments from Fife Environment Trust and from the Crail Common Good Fund. The intention is to make the Mercat Cross a more significant feature in Marketgate, where today it is hidden.

CRAIL PRESERVATION SOCIETY

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Review of the Activities and Achievements (continued)

Denburn Wood has been well tended by a steady, and growing, band of volunteers that gather on the first Saturday of each month. Though disrupted by the building of the buttress for the kirkyard, we expect all historic paths to be reinstated when work is complete. Denburn Wood has mixed ownership between CPS and Fife Council which complicates decision making, we hope to resolve this in the future. Denburn incurs minor costs to keep the infrastructure suitable for woodland walkers and visitors. The woods are being used frequently by Crail Primary to provide interesting outdoor activities for the pupils.

Traditional general fundraising was severely curtailed in 2020, as we were unable to repeat standard social events and the very successful golf tournament that took place in 2019. The increase in membership helps our financial situation as does our success in fundraising for projects.

In the year ending 31 October 2020 there were receipts of £27,062 of which £11,767 were unrestricted. Included in those receipts were donations received in the year of £8,408 (of which £7,908 were unrestricted) and grants of £14,765, all of the grants received were for restricted purposes. There were payments of £4,927 on unrestricted charitable activities during the year.

Reserves Policy

The Club maintains levels of reserves sufficient to meet fluctuations in its receipts and payments, fund future plans and provide cover against future contingencies and risks. The statement of balances shows £61,676 of bank balances at the year end, of which £53,619 are unrestricted.

Approved by the trustees and signed on their behalf on 7 December 2020 by: -

Dennis Gowans

**Dennis Gowans
Chairman**

**Crail Preservation Society
Independent Examiner's Report
To the Trustees of Crail Preservation Society
Year ended 31 October 2020**

I report on the accounts of the charity for the period ended 31 October 2020 which are set out on pages 5 to 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 Trustees Investment (Scotland) Act 2005 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 Charities Accounts (Scotland) Regulations 2006 (as amended). 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 Regulationshave 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.

Henderson Black & Co

Mark Robertson BA CA
Partner
Henderson Black & Co
Chartered Accountants

26 Rodger Street
Anstruther
KY10 3DU

18 December 2020

Crail Preservation Society
Receipts and Payments Account
Year ended 31 October 2020

		Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total 2020 £	Total 2019 £
Receipts					
Donations	2	7,908	500	8,408	1,805
Grants	3	-	14,765	14,765	12,685
Fundraising activities		364	-	364	6,459
Bank interest		58	-	58	91
Charitable activities		2,700	-	2,700	1,632
Rental income		767	-	767	733
Total receipts		<u>11,797</u>	<u>15,265</u>	<u>27,062</u>	<u>23,405</u>
Payments					
Fundraising costs		60	-	60	2,196
Charitable costs	4	4,927	4,493	9,420	33,758
Donations		586	-	586	-
Governance costs	5	61	-	61	22
Total payments		<u>5,634</u>	<u>4,493</u>	<u>10,127</u>	<u>35,976</u>
Surplus/(deficit) for year before transfers		<u>6,163</u>	<u>10,772</u>	<u>16,935</u>	<u>(12,571)</u>
Transfers		<u>(2,290)</u>	<u>2,290</u>	<u>-</u>	<u>-</u>
Surplus/(deficit) for year		<u>3,873</u>	<u>13,062</u>	<u>16,935</u>	<u>(12,571)</u>

Crail Preservation Society
Statement of Balances
As at 31 October 2020

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total 2020 £	Total 2019 £
Funds reconciliation				
Opening cash at bank	49,746	(5,005)	44,741	57,312
Deficit for the period	3,873	13,062	16,935	(12,571)
Closing cash at bank at 31 October 2020	<u>53,619</u>	<u>8,057</u>	<u>61,676</u>	<u>44,741</u>
Bank balances				
Scottish Widows	33,600	-	33,600	33,600
Royal Bank of Scotland	20,019	8,057	28,076	11,141
	<u>53,619</u>	<u>8,057</u>	<u>61,676</u>	<u>44,741</u>
Other assets				
Heritable property			1,005	1,005
			<u>1,005</u>	<u>1,005</u>
Liabilities				
Independent Examiner's fee			250	-
			<u>250</u>	<u>-</u>

The accounts were approved by the Trustees on 7 December 2020
and signed on their behalf by:

Dennis Gowans

Dennis Gowans
Chairman

Derek White

Derek White
Treasurer

Crail Preservation Society
Notes to the Accounts
Year ended 31 October 2020

1. Accounting policies

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. Donations

	Unrestricted	Restricted		
	Funds	Funds	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Crail Wine Club	2,000	-	2,000	1,000
Anonymous	2,000	-	2,000	-
Scotland's Garden Scheme	1,173	-	1,173	-
The Lumsden Association	-	500	500	-
Other donations	2,735	-	2,735	805
	<u>7,908</u>	<u>500</u>	<u>8,408</u>	<u>1,805</u>

3. Grants

	Unrestricted	Restricted		
	Funds	Funds	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Historic Environment Scotland	-	3,840	3,840	-
Fife Council	-	10,000	10,000	-
The Pilgrim Trust	-	550	550	-
Paths for All	-	375	375	1,125
NE Fife Common Good Fund	-	-	-	6,000
National Heritage Lottery	-	-	-	5,560
	<u>-</u>	<u>14,765</u>	<u>14,765</u>	<u>12,685</u>

4. Charitable Activities

	Unrestricted	Restricted		
	Funds	Funds	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Property maintenance	291	-	291	397
Planning fees	-	202	202	-
Museum building insurance (reimbursed)	616	-	616	582
Property/Liability insurance	999	-	999	1,006
Printing and stationery	495	948	1,443	474
Hanging basket costs	1,600	-	1,600	3,165
Conservation report	-	588	588	-
Architect fees	-	1,692	1,692	1,266
Legal fee	-	1,063	1,063	756
BT broadband	459	-	459	594
Doocot electricity	336	-	336	-
Website fee	131	-	131	-
	<u>4,927</u>	<u>4,493</u>	<u>9,420</u>	<u>8,240</u>

Crail Preservation Society
Notes to the Accounts
Year ended 31 October 2020

5. Governance Costs	Unrestricted	Restricted	Total 2020 £	Total 2019 £
	Funds 2020 £	Funds 2020 £		
AGM costs	35	-	35	-
Independent Examiner	26	-	26	22
	<u>61</u>	<u>-</u>	<u>61</u>	<u>22</u>

6. Trustee remuneration, expenses and related party transactions

No remuneration was paid to trustees in the period.

7. Employees

The charity did not have any employees during the period.

8. Heritable Property

Heritable property is stated at cost. The Society has a policy of regular maintenance and repair such that the properties are kept in a condition to retain their value. The Trustees are of the opinion that the properties are held to further to objects of the Society, not as investment properties.

		Total 2020 £	Total 2019 £
1960 Denburn Park	Gift: Professor Dow	-	-
1960 Doocot	Bequest: Agnes S Young	-	-
1971 Memorial Garden	Fife Council	5	5
1972 Triangle Park	Gift: Mrs Dow	-	-
1972 62 Marketgate	Crail Burgh Council	-	-
1981 64 Marketgate	NE Fife District Council	1,000	1,000
1989 Pinkerton Wood	Gift: W Dorward	-	-
2014 Doocot Pathway	Mr & Mrs O'Neill	-	-
		<u>1,005</u>	<u>1,005</u>

9. Funds

Purposes of Unrestricted Funds:

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

Purposes of Restricted Funds:

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 Doocot Fund - The Doocot is a CPS owned asset that was recently renovated to position it as a valued historical and educational visitor site on the Fife Coastal Path. It is now featured in a book *111 Places in Fife That You Shouldn't Miss*. Restricted funds are required to ensure CCTV, electricity, lighting and annual structural maintenance are supported.

The Kirkyard Fund - Crail Kirkyard (a Fife Council owned cemetery) contains some of Scotland's most significant mural monuments from the 16th and 17th centuries. CPS is committed to campaign of conservation work that aims to retain the significant features of these monuments. External funding is required to complete these works.

Denburn Park Fund - Denburn Park is a CPS owned asset, that CPS has plans to change from a agricultural field to a community asset with paths and a desirable green environment. External funding will be required to complete this transition.

Mercat Cross Fund - The Crail Mercat Cross is a Common Good Asset (owned by Fife Council) that needs conservation work completed and site changes to elevate its position in Marketgate. External funding is required to complete this project.

Crail Preservation Society
Notes to the Accounts
Year ended 31 October 2020

10. Movements in bank and cash balances

	At 01 Nov 2019	Receipts	Payments	Transfers	At 31 Oct 2020
	£	£	£	£	£
Unrestricted funds	49,746	11,797	(5,634)	(2,290)	53,619
	<u>49,746</u>	<u>11,797</u>	<u>(5,634)</u>	<u>(2,290)</u>	<u>53,619</u>
Restricted funds					
Doocot Fund	(5,005)	3,840	-	1,165	-
Kirkyard Fund	-	11,050	(948)	-	10,102
Denburn Park Fund	-	375	(1,063)	1,125	437
Mercat Cross Fund	-	-	(2,482)	-	(2,482)
	<u>(5,005)</u>	<u>15,265</u>	<u>(4,493)</u>	<u>2,290</u>	<u>8,057</u>
Total bank and cash balances	<u>44,741</u>	<u>27,062</u>	<u>(10,127)</u>	<u>-</u>	<u>61,676</u>
	At 01 Nov 2018	Receipts	Payments	Transfers	At 31 Oct 2019
	£	£	£	£	£
Unrestricted funds	18,301	11,844	(7,899)	27,500	49,746
	<u>18,301</u>	<u>11,844</u>	<u>(7,899)</u>	<u>27,500</u>	<u>49,746</u>
Restricted funds					
Doocot Fund	39,012	11,560	(28,077)	(27,500)	-
Kirkyard Fund	-	-	-	-	(5,005)
	<u>39,012</u>	<u>11,560</u>	<u>(28,077)</u>	<u>(27,500)</u>	<u>(5,005)</u>
Total bank and cash balances	<u>57,313</u>	<u>23,404</u>	<u>(35,976)</u>	<u>-</u>	<u>44,741</u>