

**Registered Scottish Company: SC380626**

**Registered Scottish Charity: SC037990**

# **Penicuik Community Development Trust**

## **Annual Report and Financial Statements**

**for the year ending  
31st March 2021**

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## Reference and Management Information

<b>Charity Name:</b>	Penicuik Community Development Trust
<b>Also known as:</b>	PCDT
<b>Scottish Charity:</b>	SC037990
<b>Scottish Company:</b>	SC380626
<b>Registered Office:</b>	The Pen-y-Coe Press, 7 Bridge Street, Penicuik, EH26 8LL

### Appointment of Trustees and other Members of the Management Committee

The management committee is elected or confirmed by ordinary members meeting at the AGM. This year we had 158 ordinary members and 22 associate members who joined the Trust with an annual payment of a £2 fee. 37 people came to the Annual General Meeting on 25 August 2020, where 15 members of the management committee were elected or confirmed.

### Current Trustees

Nick Bowry	Chair	appointed 20 August 2020
Vicen Carrio		
Roger Hipkin	Vice Chair	
Ulla Hipkin		
Mose Hutchison		
Jane Kelly		
Anne Morton		
Stephanie Rebours - Smith		Appointed 24 <sup>th</sup> August 2021
John Robertson	Treasurer	
Lynda Smith		
Chris Sydes	Secretary	

### Other Trustees Serving During the Period

Jan Dawson	Appointed on 25 <sup>th</sup> August 2020	Resigned 16 <sup>th</sup> February 2021
Peter Gilmour	Resigned on 24 <sup>th</sup> August 2021	
Roger Kelly	Died 27 <sup>th</sup> November 2020	
Paul Hayes	Died 8 <sup>th</sup> July 2021	

### Trustee Deaths

Two serving committee members died during the period covered by this report: Roger Kelly and Paul Hayes. Roger Kelly was one of the founding members of the Trust. He served as chair for 13 years from 2007 and was an inspiration and central participant for many of its activities, notably the Lost Garden project and the Penicuik Food Project. Paul Hayes had updated our IT system, served to promote Pen-y-Coe Press and invested a major effort into grant applications. In addition, two active members of former committees died, John Scott and Caroline Maciver.

## **Governing Document and Governance Changes**

The Trust is a charitable company limited by guarantee not having share capital. Its purpose and administration are set out in its Memorandum and Articles of Association. To qualify for grant funding from the Scottish Land Fund, revised Articles were drawn up and approved by the AGM. The revised Articles of Association were accepted by Companies House and the Office of the Scottish Charities Register.

The principal modifications were to allow on-line voting and that the area of benefit be changed from Penicuik and its environs to the area defined by post code EH26. People living outside this area are no longer eligible to be elected to the committee but a minority of members living elsewhere can be co-opted and still have full voting rights.

The Trust receives advice and non-financial support through membership of the Development Trusts Association Scotland, The Scottish Council for Voluntary Organisations, The British Federation of Film Societies and the Scottish Civic Trust.

## Charitable Purposes

The charitable purposes of the Trust are defined by article 4

**Article 4** The company aims to benefit principally the community of Penicuik which comprises those living in postcode EH26 ('the Community') without distinction of sex, sexuality, political, religious or other opinions, by actions with the following objects:

4.1 to advance community development;

4.2 to advance education;

4.3 to advance the arts, heritage, culture and science;

4.4 to provide facilities, or assist in the provision of facilities, for recreation and other leisure time activities in the interests of social welfare so that the conditions of life may be improved.

**Article 7** In pursuance of the objects listed in article 4 (but not otherwise), the company shall have the following powers:

7.1 to promote the Cowan Institute (also known as Penicuik Town Hall) as a particular sustainable focus for community improvement and restore local responsibility for its management and,

7.2 in the event that the Cowan Institute is acquired by the Company (by gift, purchase or long-term lease), to preserve and maintain the same for the benefit of the public.

## Activities

The Trust's activities formally involved five main projects but two of the main ones have been suspended because Penicuik Town Hall has been closed due to the pandemic. Two new projects are emerging.

### **Projects which were required to be suspended in March 2020 due to the Covid-19 Pandemic:**

**Saturday Open House in Penicuik Town Hall**, displayed community exhibitions, chat and refreshments, open weekly since June 2005.

**Penicuik Cinema in Penicuik Town Hall** screened films weekly on Sunday evenings in Penicuik Town Hall since October 2007.

**Penicuik Papermaking Heritage Museum**, 1 Bridge Street. The refurbished former paper store at 1 Bridge Street had a pilot opening in September 2017 but operated fully after Easter 2018, gaining more than 500 visitors in the summer of its first year, including many from abroad. It re-opened on 11 September 2021

### **Ongoing Projects**

**The Community Garden.** Since the Trust gave up its lease of the Lost Garden of Penicuik Estate in March 2019, efforts to replace it with a new Community Garden behind Alderbank have foundered and other sites are being sought.

**Pen-y-Coe Press**, 5 & 7 Bridge Street, a retail stationer and jobbing printer run as a vintage style community shop since March 2013. It is the Trust's registered office. It provides income to meet some of the Trust's overheads. Temporarily closed to the public in March 2020 because of Covid-19. Re-opened in June 2020 after safety screens were installed, with a second enforced closure from 25<sup>th</sup> December to 26<sup>th</sup> April 2021.

### **New Projects**

**Dissemination of the Scottish Government Supporting Communities Fund** PCDT received £52,000 on 24<sup>th</sup> April 2020 from the Development Trusts Association Scotland (DTAS)- who were acting as agents for the funding. PCDT worked closely with Penicuik & District Community Council to help ensure the best use of the money. With the Community Council's help, local people and groups were identified that were capable of effective Covid-19 response but lacked essential funding. Support was provided to 21 local groups providing support in three service categories: Food & Essentials to Vulnerable People (58% of funding); Wellbeing & Support for Vulnerable People (28% of Funding) and PPE/Safe re-opening to the community (14% of funding).

**The PCDT committee agreed to support a recovery plan for the Penicuik Carbon Challenge Project.** The Trust became responsible for the project's finances, management and implementation after the Penicuik Community Alliance, who originated the project, withdrew. The Scottish government gave approval and the project transferred to become a PCDT project on 14 March 2021. A temporary lease has been taken out on a vacant shop in the pedestrian precinct, 34 John Street, and for the first time the Trust has become an employer, as the grant paid for two part-time staff who transitioned to the PCDT under the Transfer of Undertakings (Protection of Employment) Regulations.

### **Plans for the Future**

**Let Penicuik Flourish** is a new project to use the asset-based community development methodology for sustainable development in EH26 based on the strengths and potential of the residents. "We want Penicuik to flourish and be a resilient community where residents of all ages are able to meet their full potential, where people know their views are important and influence local decisions, where we work together to develop a very strong and capable community that cares for each other and that helps, sustains and supports people at every stage of life and cares for our environment."

## **Financial Review**

The charity's income for the year, in unrestricted funds, has increased from £38,449 to £283,610. This has been largely due to grants provided for the purchase of the Pen-y-Coe Press building, the Carbon Challenge Grant and the Scottish Government Supporting Communities Fund. As the purchase price for the Pen-y-Coe press building was set at the start of the lease, the value of the building exceeded the amount paid for it, and a sum representing the difference has been included as a Gift-in-Kind. Expenditure increased from £35,748 to £94,056. Expenditure does not include the purchase of the building, or other purchases of fixed assets. This has led to net income for the charity of £189,554 (surplus last year: £2,751). This means that the charity carries forward total funds of £237,078 (compared to £47,524 last year). The most significant difference in the fund balance carried forward related to the value of fixed assets. The value of Pen-y-Coe press at the time of purchase was £170,000.

## Reserves Policy

The trust continues to operate as a social enterprise, aiming to make all of its activities pay their way without recourse to grant income for ongoing costs. The trust has been operating a policy of holding reserves of £4,000 as a buffer against potential drops in income. However, at 31<sup>st</sup> March 2021, the unrestricted reserves less stock held in the Pen-y-coe Press, of the charity were £41,796 (2020: £20,571) which is significantly higher than the policy for reserves.

### Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the Penicuik Community Development Trust for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 30<sup>th</sup> November 2021

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John Robertson (Treasurer)

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Chris Sydes (Secretary)

## Independent Examiner's Report

To the Trustees of Penicuik Community Development Trust Ltd.

I report on the Annual Report and Accounts for the year ended 31 March 2021 set out in this document. The financial Statements are set out on pages 9 to 16:

### 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 (as amended). The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) 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 the independent examiner's report

My examination was 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 seeking explanations from you as 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 connection with 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 to comply with Regulation 8 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.

Signed \_\_\_\_\_

1<sup>st</sup> December 2021

Margaret Birse CCFA CIPFA (affil) FCIE  
Tangram Accounting  
23 Clark Avenue  
Linlithgow  
West Lothian, EH49 7AP



## Statement of Financial Activities (incorporating Income and Expenditure Account)

For the year ended 31<sup>st</sup> March 2021

	Notes	2021				2020			
		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
		£	£	£	£	£	£	£	£
<b>Income and Endowments From:</b>	3								
Donations and Legacies		25,077	41,913	204,728	271,718	5,522	-	-	5,522
Charitable Activities		514	-	-	514	13,430	-	-	13,430
Other Trading Activities		11,378	-	-	11,378	17,820	-	-	17,820
Other Income		-	-	-	-	1,727	-	-	1,727
<b>Total Income</b>		<b>36,969</b>	<b>41,913</b>	<b>204,728</b>	<b>283,610</b>	<b>38,499</b>	<b>-</b>	<b>-</b>	<b>38,499</b>
<b>Expenditure On</b>	4								
Raising funds		14,216	-	-	14,216	12,977	-	-	12,977
Charitable Activities		5,225	7,398	67,217	79,840	19,632	3,139	-	22,771
<b>Total expenditure</b>		<b>19,441</b>	<b>7,398</b>	<b>67,217</b>	<b>94,056</b>	<b>32,609</b>	<b>3,139</b>	<b>-</b>	<b>35,748</b>
<b>Net Income/(Expenditure)</b>		<b>17,528</b>	<b>34,515</b>	<b>137,511</b>	<b>189,554</b>	<b>5,890</b>	<b>(3,139)</b>	<b>-</b>	<b>2,751</b>
<b>Transfer between funds</b>		834	136,677	(137,511)	-				
Net movement of funds		18,362	171,192	-	189,554	5,890	(3,139)	-	2,751
<b>Reconciliation of funds</b>									
Total Funds Brought Forward		35,227	9,133	3,164	47,524	29,337	12,272	3,164	44,773
<b>Total Funds Carried Forward</b>		<b>53,589</b>	<b>180,325</b>	<b>3,164</b>	<b>237,078</b>	<b>35,227</b>	<b>9,133</b>	<b>3,164</b>	<b>47,524</b>

All gains and losses are included in the SoFA above.

The notes on pages 11 –16 form part of these financial statements.

**Balance Sheet**As at 31<sup>st</sup> March 2021

	Notes	2021				2020			
		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
		£	£	£	£	£	£	£	£
<b>Fixed Assets</b>									
Tangible Fixed Assets	5		180,325		180,325	-	9,133	-	9,133
<b>Total Fixed Assets</b>		-	180,325	-	180,325	-	9,133	-	9,133
<b>Current Assets</b>									
Stock		11,793	-	-	11,793	14,656	-	-	14,656
Debtors	6	1,449		14,518	15,967	2,965	-	-	2,965
Cash at Bank and in Hand		42,229	-	(6,531)	35,698	22,350	-	3,164	25,514
<b>Total Current Assets</b>		55,471	-	7,987	63,458	39,971	-	3,164	43,135
<b>Liabilities</b>									
Creditors: Amounts falling due within one year	7	1,882		4,823	6,705	4,744	-	-	4,744
<b>Net Current Assets or Liabilities</b>		53,589	-	3,164	56,753	35,227	-	3,164	38,391
<b>Total Assets less Current Liabilities</b>		53,589	180,325	3,164	237,078	35,227	9,133	3,164	47,524

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 (The Act) for the year ended 31<sup>st</sup> March 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31<sup>st</sup> March 2021 in accordance with Section 476 of the Act

The Trustees acknowledge their responsibilities for:

- Complying with the requirements of The Act with respect to accounting records and preparation of the accounts.
- These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 30<sup>th</sup> November 2021 and signed on its behalf by:

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 John Robertson (Treasurer)

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 Chris Sydes (Secretary)



***Expenditure***

Expenditure is recognised when the charity has a present legal or constructive obligation for that expense, it is probable that the charity will be required to settle and the amount of the obligation can be measured reliably.

Expenditure includes irrecoverable VAT.

Charitable expenditure are those costs incurred directly in support of the objects of the charity.

***Stock***

Stock is valued at cost – where there is a reasonable expectation that it will be sold. Where stock is obsolete or very slow moving, particularly very old stock acquired when the shop was bought over, the value is not included in the balance sheet.

**2. Trustee Remuneration and related Party Transactions**

No trustee received any remuneration or expenses during the year, other than reimbursement of purchases made on behalf of the Trust. (2020: Nil)

## 3. Analysis of Income

	2021				2020			
	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£	£	£
<b>Grants and donations</b>								
Memberships	294	-	-	294	569	-	-	569
Open house donations	-	-	-	-	1,380	-	-	1,380
Cinema donations	-	-	-	-	1,688	-	-	1,688
General Donations	100	-	-	100	200	-	-	200
Lost Garden donations	-	-	-	-	-	-	-	-
General Donations (received at Museum)	1,953	-	-	1,953	748	-	-	748
Covid Support Fund	22,000	-	-	22,000	-	-	-	-
Town Heritage grant received	662	-	2,446	3,108	-	-	-	-
Grant Purchase of PCP Press Building	-	-	130,000	130,000	-	-	-	-
CCF Grant	-	-	20,282	20,282	-	-	-	-
Covid Grant funding for distribution	-	-	52,000	52,000	-	-	-	-
Gift aid	68	-	-	68	937	-	-	937
Gifts in Kind (donated Assets)	-	41,913	-	41,913	-	-	-	-
<b>Total Grants and Donations</b>	<b>25,077</b>	<b>41,913</b>	<b>204,728</b>	<b>271,718</b>	<b>5,522</b>	<b>-</b>	<b>-</b>	<b>5,522</b>
<b>Charitable Activities</b>								
Open house	-	-	-	-	5,849	-	-	5,849
Cinema	-	-	-	-	4,570	-	-	4,570
Cinema Memberships	75	-	-	75	380	-	-	380
Museum of Printing Heritage	-	-	-	-	-	-	-	-
Pen-Y-Coe Press	439	-	-	439	2,631	-	-	2,631
<b>Total Charitable Activities</b>	<b>514</b>	<b>-</b>	<b>-</b>	<b>514</b>	<b>13,430</b>	<b>-</b>	<b>-</b>	<b>13,430</b>
<b>Other Trading Activities</b>								
Lost Garden	-	-	-	-	346	-	-	346
Pen-y-coe Press shop	11,378	-	-	11,378	17,474	-	-	17,474
<b>Total Other Trading Activities</b>	<b>11,378</b>	<b>-</b>	<b>-</b>	<b>11,378</b>	<b>17,820</b>	<b>-</b>	<b>-</b>	<b>17,820</b>
<b>Other income</b>								
Increase in stock value due to better stocktake	-	-	-	-	1,727	-	-	1,727
<b>Total other income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,727</b>	<b>-</b>	<b>-</b>	<b>1,727</b>
<b>Total Income</b>	<b>36,969</b>	<b>41,913</b>	<b>204,728</b>	<b>283,610</b>	<b>38,499</b>	<b>-</b>	<b>-</b>	<b>38,499</b>

## 4. Analysis of Expenditure

	2021				2020			
	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£	£	£
<b>Raising Funds</b>								
Lost Garden trading	-	-	-	-	15	-	-	15
Pen-y-Coe Press trading	14,216	-	-	14,216	12,962	-	-	12,962
<b>Total Expenditure on Raising Funds</b>	<b>14,216</b>	<b>-</b>	<b>-</b>	<b>14,216</b>	<b>12,977</b>	<b>-</b>	<b>-</b>	<b>12,977</b>
<b>Charitable Activities</b>								
Open House								
Town Hall Let	-	-	-	-	4,540	-	-	4,540
Displays & Catering	-	-	-	-	1,675	-	-	1,675
Equipment & Materials	-	-	-	-	31	-	-	31
Cinema								
Town Hall Let	-	-	-	-	3,048	-	-	3,048
Film licences and DVDs	-	-	-	-	4,272	-	-	4,272
Museum								
Museum Building	-	-	-	-	743	-	-	743
Pen-y-Coe Press								
Building Restoration	-	-	-	-	756	-	-	756
Charitable trading	439	-	-	439	2,631	-	-	2,631
Carbon Challenge Project								
Salaries	-	-	1,500	1,500	-	-	-	-
Employer's Pension Contribution	-	-	28	28	-	-	-	-
HR&Payroll	-	-	49	49	-	-	-	-
Sessional Worker	-	-	400	400	-	-	-	-
Promotion/Advertising & Communication	-	-	394	394	-	-	-	-
Stationery & Print	-	-	153	153	-	-	-	-
Building Repairs & Maintenance	-	-	3,112	3,112	-	-	-	-
Equipment Repairs & Maintenance	-	-	168	168	-	-	-	-
Equipment Expensed	6	-	249	255	-	-	-	-
First Aid/Cleaning/H&S	-	-	378	378	-	-	-	-
Assets for loan/distribution	11	-	5,500	5,511	-	-	-	-
Legal Fees	-	-	840	840	-	-	-	-
PCDT Management and Administration								
Building Purchase	1,837	-	-	1,837	-	-	-	-
Architect Fees - Heritage Regeneration	545	-	2,446	2,991	-	-	-	-
DTAS COVID Grants	-	-	52,000	52,000	-	-	-	-
Depreciation	-	7,398	-	7,398	-	3,139	-	3,139
Town Hall Hire - AGM & Public Meetings	-	-	-	-	66	-	-	66
Insurance and Other Admin	1,787	-	-	1,787	1,370	-	-	1,370
Independent Examination Fee	600	-	-	600	500	-	-	500
<b>Total Expenditure on Charitable Activities</b>	<b>5,225</b>	<b>7,398</b>	<b>67,217</b>	<b>79,840</b>	<b>19,632</b>	<b>3,139</b>	<b>-</b>	<b>22,771</b>
<b>Total Expenditure</b>	<b>19,441</b>	<b>7,398</b>	<b>67,217</b>	<b>94,056</b>	<b>32,609</b>	<b>3,139</b>	<b>-</b>	<b>35,748</b>

## 5. Tangible Fixed Assets

	2021				2020			
	Buidings	Heritage Assets (Museum Equipment)	Other Equipment, Fixtures & Fittings	Total	Heritage Assets (Museum Equipment)	Other Equipment, Fixtures & Fittings	Total	
	£	£	£	£	£	£	£	
<b>Cost</b>								
Opening Cost	-	2,000	28,229	30,229	2,000	28,229	30,229	
Additions	170,000		8,590	178,590	-	-	-	
Disposals				-	-	-	-	
Transfers				-	-	-	-	
Closing Cost	<u>170,000</u>	<u>2,000</u>	<u>36,819</u>	<u>208,819</u>	<u>2,000</u>	<u>28,229</u>	<u>30,229</u>	
<b>Depreciation</b>								
Opening Depreciation	-	-	21,096	21,096	-	17,957	17,957	
Charge for the year	3,400	-	3,998	7,398	-	3,139	3,139	
Disposals	-	-		-	-	-	-	
Transfers	-	-		-	-	-	-	
Total Depreciation to date	<u>3,400</u>	<u>-</u>	<u>25,094</u>	<u>28,494</u>	<u>-</u>	<u>21,096</u>	<u>21,096</u>	
<b>Net Book Value</b>								
As at 31st March 2019	-	2,000			2,000	10,272	12,272	
<b>As at 31st March 2020</b>	<u>166,600</u>	<u>2,000</u>	<u>11,725</u>	<u>180,325</u>	<u>2,000</u>	<u>7,133</u>	<u>9,133</u>	

## 6. Debtors

	2021				2020			
	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£	£	£
Prepayments	626	-	-	626	517	-	-	517
Grant Debtors	662	-	14,518	15,180	-	-	-	-
Accrued Gift Aid	68	-	-	68	937	-	-	937
Other Debtors	93	-	-	93	1,512	-	-	1,512
	<u>1,449</u>	<u>-</u>	<u>14,518</u>	<u>15,967</u>	<u>2,966</u>	<u>-</u>	<u>-</u>	<u>2,965</u>

**7. Creditors**

	2021				2020			
	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£	£	£
IE Fee	600	-	-	600	500	-	-	500
Website fee	-	-	-	-	120	-	-	120
Trade Creditors	1,282	-	4,823	6,105	4,124	-	-	4,124
	1,882	-	4,823	6,705	4,744	-	-	4,744

**8. Fund Movement Analysis**

	Opening Balance 1/4/19	Income	Expenditure	Transfers	Opeing Balance 1/4/20	Income	Expenditure	Transfers	Closing Balance 31/3/21
	£	£	£	£	£	£	£	£	£
<b>Unrestricted Funds</b>									
General Funds	29,337	38,499	(32,609)	-	35,227	36,969	(19,441)	834	53,589
Unrestricted Fixed Assets	12,272	-	(3,139)	-	9,133	41,913	(7,398)	136,677	180,325
<b>Total Unrestricted Funds</b>	<b>41,609</b>	<b>38,499</b>	<b>(35,748)</b>	<b>-</b>	<b>44,360</b>	<b>78,882</b>	<b>(26,839)</b>	<b>137,511</b>	<b>233,914</b>
<b>Restricted Funds</b>									
Climate Change	-	-	-	-	-	20,282	(12,771)	(7,511)	-
Heritage Regeneration scheme	-	-	-	-	-	2,446	(2,446)	-	-
Scottish Land Fund	-	-	-	-	-	130,000	-	(130,000)	-
DTAS Covid Grants	-	-	-	-	-	52,000	(52,000)	-	-
<b>Lost Garden Funds</b>									
Lost Garden Polytunnel	3,000	-	-	-	3,000	-	-	-	3,000
Family Workshops	164	-	-	-	164	-	-	-	164
<b>Total Restricted Funds</b>	<b>3,164</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,164</b>	<b>204,728</b>	<b>(67,217)</b>	<b>(137,511)</b>	<b>3,164</b>
<b>Total Funds</b>	<b>44,773</b>	<b>38,499</b>	<b>(35,748)</b>	<b>-</b>	<b>47,524</b>	<b>283,610</b>	<b>(94,056)</b>	<b>-</b>	<b>237,078</b>

**9. Purpose of Funds**

Carbon Challenge: For delivery of the Penicuik Carbon Challenge project

Heritage Regeneration Scheme: restricted to the exterior repair and restoration of 1,5 and 7 Bridge Street, Penicuik

Scottish Land Fund: Contribution towards the capital costs of acquisition of 1, 5 and 7 Bridge Street, Penicuik and associated legal fees

DTAS Covid Grants: Towards eligible costs under the Scottish Government programme Covid-19 Supporting Communities

Lost Garden Polytunnel: This fund holds grants provided towards the purchase of polytunnels for growing fruit and veg.

Family Workshop: Communities & Families Fund provided funding for the provision of family workshops



## **Appendix - Activities**

### **Saturday Open House**

Since 2006, Saturday Open House in the Town Hall has displayed fascinating and eclectic exhibitions that provided a backdrop for people to spend time meeting friends old and new. It was also an introduction to Penicuik for new residents and visitors to the town. To feed all this social activity, a group of bakers ensured there was a well-stocked table, with a selection of coffee and tea, cakes, scones and biscuits, varying from week to week.

Once a month, there was a craft table where children of all ages enjoyed making pictures and animals by felting. For an hour each Saturday, two tables are filled with the sounds of mainland Europe, one speaking French, the other German - a friendly way to brush up on your half-forgotten languages and to meet our European residents.

This decade and a half sequence of bustling activity stopped abruptly when the Covid lockdown closed access to the Town Hall. The last display was Christina Suter's exhibition on March 14th marking International Women's Day with pictures illustrating women from around the world who had influenced her life.

### **Penicuik Cinema**

In its thirteenth successful year, Penicuik Cinema continued to bring a wide selection of the world's best films to the centre of Penicuik each Sunday evening but, near the end of the 2020 Spring season, the screening of Yentl on 15 March brought this sequence to a close as Covid lockdown then prevented public access to the Town Hall.

The Cinema had managed to stay close to financial viability through the enthusiasm of its audience and gifts by Friends of the Cinema, while maintaining lower ticket prices than any other cinema in the region and a generous policy of family concessions.

After lockdown, Friends of the Cinema continued to borrow from our library of some 300 DVDs accumulated over the past decade and kept in Pen-y-Coe Press.

If Penicuik Cinema is to reopen when restrictions allow, we badly need more volunteers who would like to help with planning and projection as Dave Stokes is retiring after a decade of wonderful and dependable commitment.

### **Pen-y-Coe Press – The Building**

The need to buy out the lease of the Trust's headquarters, the Pen-y-Coe Press buildings 1, 5 & 7 Bridge Street, before it expired in 2022, led to much effort being expended to apply for a capital grant to make the purchase. An application to the Scottish Land Fund lodged in August 2020 was successful and the Trust became the owners of the Pen-y-Coe Press buildings on 29 March 2021.

A grant from Heritage Lottery/Historic Environment Scotland was finally secured on 25 March 2021, paying about 87% of the cost of restoring the outside structure of the Pen-y-Coe Press buildings. This has removed the cement harling on the dressed masonry façade, re-slatted the roof, will replace the museum windows with double glazing and refurbish and repaint doors and windows. This is part of a general grant to refurbish historic buildings in Penicuik Town Centre.

One step towards internal refurbishment was the installation of far-infrared heating to replace the decrepit oil-fired system.

### **Pen-y-Coe Press - The Shop and Printing**

Now in our seventh year, the Trust's headquarters and the company's registered office continue to run as a mid-20th century stationery shop and jobbing printer – visitors from far and wide express surprise and delight at what is essentially a living museum. However, the 'museum' is very much alive and active with a new A3 colour laser printer and modern stock.

Pen-y-Coe Press was the only one of the Trusts projects where personal contact with our membership and other members of the public remained possible during the Covid restrictions, so routine tasks like the annual sign up for membership had to be done there instead of at Open House or at the AGM in the Town Hall. Even so, as a retail shop deemed non-essential, Pen-y-Coe Press was required to close for more than half of the year, with two periods of lock down: the first saw the shop shut from March to June 2020, during which Perspex screens were erected in front of the counter. Other safety measures then allowed the shop to re-open until 25 December 2020 when the second period of enforced closure continued until 26 April 2021.

The Pen-y-Coe Press has been able to respond successfully to local printing needs, particularly with only very limited reprographic facilities now available at the Library and Post Office. Apart from special birthday and anniversary cards and orders of service, we produced colourful calendars, nearly 200 for Penicuik Arts Association, compiled from work by local artists, batches for Beeslack Camera Club and Roslin Village Association, as well as runs for individuals.

Pen-y-Coe Press continues to print books about Penicuik or by people connected with the town. Three of the volunteers have now acquired the skill for sewn thread binding and we produced one hardback book for an Open University staff member. We re-set and printed the *History of Bertrams Ltd* to commemorate the 200<sup>th</sup> anniversary of the Penicuik born Bertram brothers setting up a factory for manufacturing papermaking machines in their mother's family home in Sciennes. Other books produced during the year included a facsimile of the 1918 edition of *Pentland Walks*, a collection of poems by a local author - *Birchbark Footprints*, a genealogical history of a sept of Clan Campbell, memories of being brought up in Leith - *Leith Links*, and the autobiography of a local man born in the Gorbals, ending his life as a coal miner via a spell as a bus driver. Reprints of our earlier booklets included *The Life of Alexander Cowan*, nineteenth century visits to Valleyfield Mill and two visits a century ago by former Penicuik provost Andrew Wilson. The Press now prints the quarterly journal of the Fellowship of Christian writers.

A notable success and attracting many customers has been the beautiful range of Mistletoe House art cards with some 300 sold over the year.

The shop has benefited from a dedicated group of loyal volunteers, notably Roger and Ulla Hipkin, James Hepburne Scott, Lynda Smith, George and Marjory Bissett, Anne Morton and Susan Crossfield. Five of our earlier volunteers did not resume after lockdown but Vicen Carrio, Stephanie Rebours-Smith and Eileen Thompson were welcome additions to the team.

An activity managed with June Horne and Gina Clark turned the Pen-y-Coe Press meeting room 5 Bridge Street into Santa's Grotto, heaps of dimly lit toys and gifts glimpsed through the shop window. Some 300 children from across the town posted their letters to Santa via Pen-y-Coe Press and Penicuik Ambassadors sent each a written reply.

### **The Papermaking Heritage Museum**

Compared with the nearly 600 visitors in the previous year, Covid measures required museums to remain closed throughout the year and we managed to fit in only six individuals. There was some re-organisation of displays and plans laid for future social distancing and maximum group size. The museum will re-open for Midlothian Doors Open Day on 11 September 2021.

### **Other Contributions**

#### **Business Improvement District (Penicuik First)**

By virtue of the business activities of Pen-y-Coe Press, the Trust played an active role in BIDS and was represented on its management committee by Ulla Hipkin. The hanging flower baskets for shops in the Town Centre, including Pen-y-Coe Press, have been widely recognised as making the Centre more colourfully attractive, and Ulla has independently made up tubs of flowers for the pavement outside Pen-y-Coe Press for several years. Penicuik First did not continue after 2020 but the Trust intends to maintain collaboration with the local retailers in the future. Pen-y-Coe press received £1500 from the residual funds of Penicuik First when it closed.

#### **The Town Centre Conservation Area Regeneration Scheme**

Midlothian Council chose to make the Trust a partner in the application for funds from the Heritage Lottery Fund and Historic Environment Scotland to improve the appearance of the historic part of the town. The application for a total of £3.2M was successful. Roger Hipkin was a member of the project management committee, with particular interest in the refurbishment of The Cowan Institute, Penicuik Town Hall, with other notable grants made for refurbishment of property in the Square, the Pilkington Buildings and 1, 3, 5 & 7 Bridge Street.

#### **Midlothian Tourism Forum**

Ulla Hipkin represents the Trust, in particular the Museum, at meetings of the Forum. We anticipate greater involvement as the museum develops. We already stock a supply of walking and cycling maps, leaflets and other information for tourists.

#### **Support for Penicuik community activities**

The Trust took out an advertisement to sponsor the Hunter & Lass celebrations, as well as stocking Hunter & lass bunting and participating in the shop window display competition.

Once again, we provided sponsorship for Penicuik Athletic, the local football team, by advertising in the weekly programme.

## **Let Penicuik Flourish**

The 'Let Penicuik Flourish' project was a response to the wonderful community involvement during lockdown to help our neighbours get the prescriptions and food deliveries they urgently needed, together with delivery and collection service for books, toys, videos, games and a service offering clothing of all kinds. After consultations with the Penicuik and District Community Council and other local groups it was agreed that PCDT should take the lead and a draft vision was created and it was hoped to do a launch in the Spring of 2021, after the worst of the lockdown restrictions would hopefully have been lifted. The underlying approach was that it was not for PCDT (or any other organisation) to determine what the needs were of our community and how it should be delivered, but to encourage conversations and for the activities to emerge from the interests and needs of the community, i.e. an asset-based community development approach. One of the early decisions made was to create a website for Penicuik, as a place people could use to get information about the town and all the activities and resources available to the community. Work on this was started during the year. Lockdown has hampered the progress of this project, as it relies on conversations between neighbours and a personal face to face approach.

## **Dissemination of SCF Money to local groups responding to Covid-19**

On 24 April 2020, the Trust acquired a grant awarded by the Development Trusts Association on behalf of the Scottish Government's Supporting Communities Fund (SCF), providing some £52,000 of support for local community organisations to alleviate hardship caused by the Covid-19 pandemic.

Our approach to distributing the funds was to work closely with the Penicuik & District Community Council to help ensure best use of the money. With the Community Council's help, local people and groups were identified that were capable of effective Covid-19 response but lacked essential funding. Support was given to 21 separate groups.

Most of the money (58%) went to groups delivering food and essentials to vulnerable people. This reflected the very significant increase in the number of people facing food poverty as the lockdown took effect on jobs and the economy. The rest was given to groups addressing wellbeing and providing support for vulnerable people (28%) and later as community organisations sought to re-open, to help buy PPE and implement covid safety precautions (14%).

The grant distributions were completed in October 2020. The operation has provided contacts with a much wider spectrum of the Penicuik Community than most of our other projects and may put us in touch with a new generation of volunteers.