

A.G.M.
Craigie's Education and Environment Project SCIO

Held on 3rd May 2016 at 7.00p.m
at
30 Kirkliston Road, South Queensferry

Attendance

Chairman	Graham Clarkson
Secretary	Stuart Ridge
Treasurer	Graham Leith
Independent Examiner	Eric Proven

1. The chair welcomed all attendees to this, the first AGM.
2. The minutes of the inaugural General Meeting meeting held on 8th April 2016 were approved as a correct record.
3. Ordinary business
 - 3.1. Graham Clarkson, Chair gave a report on the activities Craigie's Education and Environment Project SCIO. This is included as Appendix 1.
 - 3.2. Graham Leith, Treasurer presented the audited Financial Statements for Craigie's Education and Environment Project SCIO for year to March 2016. The report was adopted and duly signed. This is included as Appendix 2.
 - 3.3. Eric Proven was re-appointed as Independent Examiner for the ensuing year without remuneration.
 - 3.4. Graham Clarkson, Stuart Ridge and Graham Leith were elected to the Board of Trustees.
4. The following motions were received from the Board of Trustees:
 - 4.1. We should endeavour to increase the number of Trustees from PASDA and elsewhere. This was accepted.
 - 4.2. Invitations to the 2017 AGM should be extended to users and other interested parties. To encourage attendance, consideration should be given to incorporate the AGM with an Open Day. This was accepted.
 - 4.3. We need to consider the purchase of clothing, using our new logo, e.g. Polo Shirts/ Sweat Shirts. This will help to raise awareness of the project. This was accepted.
5. Closing Remarks from the Chair.

The chair thanked all for attending the meeting.
There being no further business the meeting closed at 8.00 p.m.

Appendix 1

Report from Chair to AGM 3 May 2016

This has been a very successful year, mainly one of building for the project.

Firstly, we had to build and fill the nine raised beds, which was completed in June.

Then we had to build on the nucleus of three beekeepers, to ensure continuity. I am pleased to say that we have achieved this, with good attendance every Sunday and Monday. My thanks to Davy, Paul and George for their efforts and to John Leaver, who keeps finding kit to donate to us.

The building projects would not happen without the support of many people. Each working party was well attended and Craigie Farm made sure they were all fed and watered.

We also had to build on our image and web presence. My grateful thanks go to Dan Hay and the team at Alliance Creative, for producing our lovely new logo. We now have a new website and facebook page.

We laid the foundations for the Queensferry Men's Shed, with the support of Age Scotland and Queensferry Care. This group now meet on site every Friday.

We finally had to build on the small number of regular attendees and find users for the plots and raised beds. Our thanks go to PASDA for both financial and physical support. Their presence each Thursday has given a focus to the project.

We now have six raised beds and seven plots occupied, with just five areas still to find homes for.

We have a diverse group of users: PASDA, Scottish Adoption, George Watson's College, Young Carers, Friends of Craigies, Edinburgh School of Food and Wine, Queensferry Childminders and Queensferry Men's Shed. We hope that they all continue to Come Grow with Us.

All building needs solid foundations and the support we have had from John, Rowland, Simon and the team at Craigies has given us that foundation. We also needed material, made possible by generous financial support from The Rotary Club of South Queensferry, Susan Robertson, ELGT and through PASDA, PostCode Lottery and Short Breaks Fund.

Finally, I would like to thank my fellow trustees Stuart Ridge and Graham Leith for their continued support and forbearance and to Independent Examiner Eric Proven for his guidance and counsel.

Graham Clarkson, Chair
May 2016

Appendix 2

Craigie's Education and Environment Project SCIO
Scottish Charity No – SC045535
Annual Report and Financial Statements
For the year ended 31 March 2016



Trustees' Annual Report

For the year ended 31 March 2016

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 March 2016.

Reference and Administrative Information

Charity Name

Craigie's Education and Environment Project SCIO

Charity no.

SC045535

Address

West Craigie Farm, South Queensferry, Edinburgh, EH30 9AR

Current Trustees

Graham Clarkson	Chair
Stuart Ridge	Secretary
Graham Leith	Treasurer

Structure, Governance and Management

Constitution

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 2nd April 2015. The charity was previously an unincorporated association but changed its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on the 2nd April 2015. The structure of the organisation consists of the charity trustees who are also the organisation's only members and comprise the organisation's board.

Appointment of trustees

The minimum number of Charity Trustees is 3.

Charity Trusteeship is open to:

- any person aged 16 or over; and/or
- any individual who has been nominated for membership by an unincorporated organisation; and/or
- any corporate body;

who subscribes to the purposes of the organisation and wishes to see them fulfilled.

Any person, nominated individual or body who/which wishes to become a Charity Trustee must sign a written application for Charity Trusteeship. For a corporate body, that application must be signed by an appropriately authorised officer of that body who will remain as the representative of that corporate body until such time as the corporate body informs the Board otherwise.

Applications will be considered by the Board and an application may be refused where there are reasonable grounds to do so.

Each applicant will be notified promptly (in writing, which includes by e-mail) of the decision on whether or not to admit him/her/it as a Charity Trustee.

At each AGM, all of the charity trustees must retire from office but may then be re-elected.

A charity trustee retiring at an AGM will be deemed to have been re-elected unless

- he/she/it advises the Board prior to the conclusion of the AGM that he/she/it does not wish to be re-appointed as a charity trustee; or
- an election process was held at the AGM and he/she/it was not among those elected/re-elected through that process; or
- a resolution under sub-clauses 27.5, 27.6, 27.7, 27.8 of the constitution was put to the AGM and was carried.

Objectives and Activities

Charitable purposes

The organisation is established for charitable purposes only, and in particular, the objects are:

- the advancement of education for all sections of society, with the focus on school children, in allotment design and construction, agriculture, horticulture, sustainable development, food production and processing, cooking, and protection of the natural environment through good environmental practices;
- the advancement of environmental improvement through increasing awareness to, and interest in, food production and the environment, the growing of food locally and reducing the carbon footprint, increased recycling and reusing of materials and utilising planting methods to increase biodiversity whilst retaining local crop production heritage;
- the advancement of community development through the provision of and participation in community garden spaces for all sections of society in a sustainable and inclusive manner, direct involvement, partnership working and the provision and promotion of volunteering activities;
- The promotion of such other charitable purposes as may from time to time be determined.

Activities

The organisation utilises an area of land in West Edinburgh as allotments and a community garden to support and encourage the growing of food locally, to educate primarily young people from all sections of society about food production and the environment, to conserve local fruit and vegetable production and to have a positive impact on the environment.

It will promote health and well-being and an active lifestyle through gardening and other outdoor pursuits and promote the benefits of growing and eating seasonal, nutritious, affordable food.

The organisation will provide and promote volunteering opportunities in the community, encouraging outdoor and healthy activities as well as social interaction, community involvement and cohesion.

Current projects include:

- Vegetable Allotments - Allotments have been developed for the use of groups and school children from the local area. Allotments are managed and maintained by individual groups.
- Fruit Tree Orchard – One of the allotments has been set aside and has been planted with a range of apple and plum trees. More unusual varieties have been selected.
- Bio Diversity – hedges have been planted with wide borders where native wild flowers will be planted to encourage diversity of flora and fauna.
- Bee keeping – the organisation has introduced beehives, honey production and bee keeping classes to the project.
- Raised Beds – An area has been levelled and hard standing laid, to allow for wheelchair accessibility. Ten raised beds have been constructed to increase the number of groups involved in the project.
- Food Preparation - At the launch we introduced food preparation, where produce planted by youngsters was harvested and made into soup. This was carried out under supervision from The Edinburgh School of Food and Wine. This is an area we wish to expand.

Achievements and Performance

Highlights during the past Year

- December 2014 – Hard standing completed, with 120 tonnes of material laid. All workers were volunteers and the plant was kindly donated by Webster Power Products of Wishaw.
- January 2015 – Orchard planted up by volunteers, under guidance from Simon Foad, Farm manager at Craigie's.
- April 2015 – Charitable status granted by OSCR. We are now known as Craigie's Education and Environmental Project SCIO.
- June 2015 – Hanging basket order fulfilled for Queensferry High Street businesses.
- June 2105 – Building of the ten Raised beds completed and filled with soil. Children then planted them up the beds, as part of the Farm Open Weekend scheme.
- September 2015 – Number of beehives increased to five. New building provided for beekeepers and ninety jars of honey extracted.
- October 2015 – Project officially launched over two days, with large number of visitors attending. As a result of this, three new charities took allotments and raised beds.
- December 2015 – A total of 420 trees planted around the perimeter of the project.
- Throughout 2015 – Four groups using the space, PASDA, Scottish Adoption, Young Carers, George Watson's After School Club.

Projects for 2016

- Establish a Men's Shed
- Erect table and benches, with roof for the community area
- Fully occupy the allotments and raised
- Increase the membership of Friends of Craigie's
- Create website and Facebook page
- Increase the fundraising activity
- Expand the food preparation work. Include on a regular basis
- Build pond to provide additional interest and increase biodiversity
- Build commercial wormery
- Erect building to house volunteers and groups working on the project
- Run courses in beekeeping and basic horticulture

Financial review

Our main source of funding is from:

- Grants (usually restricted to specific projects) and
- Donations from groups and individuals for either general (unrestricted) or restricted use.

For the year to March 2016 the Project received £745.60 restricted funding towards Topsoil for the raised beds and developing a picnic / common seating area. £200 of this remains to be spent in 2016/17. The Project also received £550 of unrestricted funding which has been used to continue the development of the site and facilities, including expanding the beekeeping activities.

The project also supplies plants and hanging baskets to a local community group for display through South Queensferry. This is operated as a self-funding activity with the community group paying all the costs.

The High Constables has once again awarded the project a £500 donation which we will receive in the 2016/17 period.

Reserves policy

The project does not operate any specific Reserve policy. When a project is identified funding is identified from either grants or donations before spend is approved. The Trustees are committed to maintaining a positive bank account that does not go overdrawn.

Plans for future period

The trustees intend to continue to develop the project and the facilities available, concentrating on expanding the number of user groups involved. If possible, more schools will be encouraged to make use of the allotments and Polytunnel but this will depend on finding a suitable transport solution.

Statement of Receipts and Payments for the year ended 31 March 2016

	Restricted Funds	Unrestricted Funds	Year ended 31/3/16
RECEIPTS			
Donations	£345.60	£550.00	£895.60
Grants	£400.00	-	£400.00
Total Receipts	£745.60	£550.00	£1295.60
PAYMENTS			
Allotments/Raised Beds	£545.60	£977.52	£1,523.12
Running Costs	-	£56.62	£56.62
Seeds, Plants & Growing Material	-	£685.92	£685.92
Other		£126.74	£126.74



Total Payments	£545.60	£1,846.80	£2,392.40
Surplus/(Deficit) for the year	£200.00	(£1,296.80)	(£1,096.80)

Statement of Balances - As at 31 March 2016

	Restricted Funds	Unrestricted Funds	Total 2016
Balance Brought forward 1st April 2015	-	£2,775.10	£2,775.10
Gain (Loss) for year	£200.00	(£1,296.80)	(£1,096.80)
Balance Carried forward	£200.00	£1,478.30	£1,678.30
Bank Account Balance			£1,678.30

Notes to the accounts - for the year ended 31 March 2016

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 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 and expansion of the project.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. During the year the project received a donation from PASDA of £345.80 towards Topsoil for the raised beds and also £400 grant funding from the Greenspace Trust towards developing a Picnic area. The £200 held as restricted at the end of the year is for the picnic area.

3 Related party transactions

No remuneration was paid to the trustees or any connected persons during the year.