Company Registration Number: SC368059

WHITBURN AND DISTRICT COMMUNITY DEVELOPMENT TRUST

(A Company Limited by Guarantee and Not Having a Share Capital)

DIRECTORS' REPORT/TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 October 2024

Charity number: SC041122

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REFERENCE AND ADMINISTRATIVE INFORMATION

Registered Charity Name
Whitburn and District Community Development Trust

Charity Number
SC041122

Company Registration Number
SC368059

Registered Office
61 West Main Street
Whitburn
Bathgate
West Lothian
EH47 0QD

Directors/Trustees
John Devlin
Bernard James Murphy (resigned 31 March 2025)
Graham Baxter
Charlotte McCamley Renwick
Alan Cunningham (resigned 31 March 2024)
Angela Jane Hay (resigned 10 June 2024)
Catherine Tweedie (resigned 7 October 2024)
Alistair Peter Fenton (appointed 30 October 2024)
Alison Saunders (appointed 29 November 2024)

Secretary
Angela Jane Hay (resigned 10 June 2024)

Independent Examiner
Brian Maloney, FCCA
15A West End
West Calder
EH55 8EH

Bankers
Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

CHAIRPERSON'S REPORT

I am pleased to report on Whitburn and District Community Development Trust's fifteenth year of operation.

This is an opportune time for reflection, particularly on our development over these 15 years. From an organisation with no actual premises to operate from, with some of our initial aims being to help facilitate and secure funding for groups and projects within our community, to the town's community anchor organisation delivering a wide range of activities and services from our three dedicated facilities.

A period during which we have increased and diversified our funding streams and continue to increase our income generation, and which has seen our average annual income increase from £38k in the first 8 years to £106k in the last 7 years, (£134k in the last 3 years). The latter figures exclude £100k funding which was awarded to alleviate the impact of Covid.

The impetus for the growth in the capacity of our organisation, and within our community, was the recruitment in 2018 of our full time Community Development Worker, the first and only dedicated resource within our community.

We have seen the consolidation of the services and activities we deliver from what we now describe as our Community Support Hub, our first operational facility, to the creation and development of both our Community Fridge/Larder and our Community Garden.

These strands of services are structured to complement one another and to enable the opportunity for signposting and referral between them and to partner agencies where required.

More detail on all the activities delivered from both within and outwith our three dedicated facilities are covered later in the report.

As the town's community anchor organisation we take much confidence from our ability and capability to address and respond to the challenges and changing needs faced by both our organisation and our community.

Whilst we are pleased to report on our progress to date, we are very much cognizant that more requires to be done. As we strive to improve community capacity and cohesion, and broaden our service provision within our community, we are also seeing increasing demands on our projects and activities, and our organisation as a whole.

We are also conscious of the wellbeing of our workforce and are aware of the time pressures and capacity issues faced by our Community Development Worker to both the management of existing and the development of new projects within our community, whilst also working with the Board of Directors to increase the capacity of the Board and the organisation to achieve sustainability and resilience in the future.

The next 3 to 5 years will be integral to our organisation as we transition to a more modern enterprising organisation that can meet community needs and aspirations by continuing to develop local activities and projects that ultimately meets our aims of seeking to relieve poverty, promote wellbeing, and help build a healthy, prosperous and sustainable future for our town and its people.

We have concluded that the best way to achieve this is by strengthening the current team through the recruitment of a Community Development Worker which will allow our current incumbent to undertake a more strategic role within the organisation

This at a time when funding for third sector organisations remains challenging particularly in the current economic climate, placing even more importance on the task of exploring new grant funding opportunities and new income generating activities.

It is a challenge we relish and we undertake energized by our recent achievements and progress.

It is also very much vital for our community when local authorities throughout the country, our own included, face their own economic challenges where difficult decisions are having to be made including cuts to local service provision.

In considering all of the above we remain mindful of the five high level aims of our organisation, which are:

- to create effective means for Whitburn and District residents, groups, agencies and businesses to communicate and work effectively together;
- to increase support and facilities for children and young people, with a particular focus on those who are not involved in youth facilities, in work or education or are at the risk of involvement in crime and addictions;
- to encourage the town's community spirit and build pride in an attractive environment and thriving town;
- to increase opportunities for employment, training, money advice and access to local facilities for low income households;
- to build a strong, representative Community Development Trust that residents from all areas and age groups feel they have a stake in and confidence in.

Our Directors and our Community Development Worker (CDW) remain active members on a variety of groups operating within our community, including Whitburn Armistice Parade Group, a sub-group of our organisation, to whom we are also responsible for its financial governance, and the Friends of Polkemmet Group to whom we also provide a financial governance service. Our CDW is Treasurer of Whitburn Gala Day Committee.

On behalf of my Board, I wish to record our grateful appreciation to all who supported our organisation throughout the year:

- to all our funders for their financial support;
- to our wonderful staff members and volunteers for their invaluable contribution, going above and beyond;
- to all organisations, businesses, and individuals for their financial and in kind support, their gestures of kindness and generous expressions of support; and
- to all our partners, organisations and individuals, for all their support and assistance.

John Devlin
Chairperson

DIRECTORS'/TRUSTEES REPORT

The Directors have pleasure in presenting the Annual Report and Financial Statements of Whitburn and District Community Development Trust (WCDT) for the year ended 31 October 2024.

For the purposes of charity law, the Directors are Trustees of the charity.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Directors/Trustees

The following Directors/Trustees have held office during the period:

John Devlin
Bernard James Murphy
Graham Baxter
Charlotte McCamley Renwick
Alan Cunningham (resigned 31 March 2024)
Angela Jane Hay (resigned 10 June 2024)
Catherine Tweedie (resigned 7 October 2024)
Alistair Peter Fenton (appointed 30 October 2024)

Directors Interests

The Directors hold no share capital as the company is limited by guarantee.

Governing Document

The organisation is a charitable company limited by guarantee which was incorporated on 5 November 2009 and became a registered charity on 15 December 2009. The company was established under a Memorandum and Articles of Association which determined the objects, structures and powers of the organisation and is governed under its Articles of Association.

Principal Objectives

The principal objectives of the organisation is the promotion for the public benefit or regeneration in areas of social and economic deprivation within Whitburn and District, by which means are further detailed at Article 3 of the Articles of Association.

Background

The organisation was established following a community consultation, in late 2008, with organisations and residents to determine if there was sufficient interest to start a Community Development Trust within Whitburn and District. Following two well attended community meetings, a steering group was formed to prepare a memorandum and articles of association and an action plan which included registering the organisation as a limited company and a charity. Once established, the steering group organised an Inaugural Meeting in April 2010 to which the whole community were cordially invited and membership

sought. Membership is open to any individual aged 16 or over who has his/her main residence or who is employed or in full time education within the Whitburn and District area.

In 2011 our organisation was offered the opportunity to assume the governance and administration responsibilities of Whitburn Older People's Partnership (WOPP) which, following the completion of a due diligence process, the Board of Directors agreed to accept. In addition to becoming actively involved with WOPP, this also provided the opportunity to deliver a base from which we could operate.

Initially our focus was for the provision of services to benefit the local community, with a particular emphasis on those over the age of 55. We then decided to evolve the organisation by broadening the scope of the services available and making them accessible to the whole community. To achieve this, we established a volunteer-led hub in 2013 which we further developed the following year and in July 2014 we established our much wider scoped Community Information and Support Service (CISS). We then successfully developed our CISS into a Community Support Hub (CSH).

In spring 2018 we employed a Community Development Worker (CDW), initially on a 16 month contract, with the aim of increasing the capacity of both our own and other voluntary organisations within our community. In 2019, and in subsequent years, we secured new funding allowing our CDW to build on the successful work delivered in developing organisational and community capacity. This development continues and proved of paramount importance to our organisation's response to the impact of the pandemic and the resulting challenges faced by our community, which were then exacerbated by the cost of living crisis.

In February 2020 we established a Community Fridge/Larder (CFL) within our CSH. Commencing on a small scale basis, our initial aim was to tackle food insecurity within our community whilst addressing this issue of food waste through businesses donating food that was destined for landfill. At the time we never imagined how dramatically we would grow the facility in the months following.

The pandemic had a catastrophic impact on our community which will sadly continue for the foreseeable future. Families already living in poverty, and families already struggling day to day, are experiencing additional pressures which threatens their access to basic necessities, and are seeing their lives pushed to the brink of crisis.

Our immediate response to the pandemic was to double the capacity of our CFL which, along with purchasing additional shelving, included the purchase of an upright display freezer to complement our upright display fridge. We were able to do this within our CSH as, in line with Government Guidance, we had paused our face to face advice, information and support service. As well as delivering the drop-in facility, we delivered food parcels to those who for whatever reason were unable to visit, and also established a meal delivery service for vulnerable residents.

Faced with issues of space limitation, service resumption, and social distance protocols, in the summer of 2020 we relocated our CFL to a like unit 2 doors away. This not only allowed for a controlled resumption of our advice, information and support service from our CSH but also ensured a safer environment for our staff, volunteers and service users in both facilities. Recognising a continuing and growing need within the community, we then doubled the capacity of the CFL for a second time.

In July 2020 we recruited a part time Community Fridge Coordinator (CFC). The role coordinates the operation of the CFL to successfully cut food waste, build stronger bonds

within the community and provide people with access to nutritious food. The appointment also allowed to free up our CDW to concentrate on the delivery of other funded projects and to continue to address the identified gaps within our community, mindful of Government Guidance at that time.

We established our Community Garden in 2021 initially concentrating on its infrastructure with the complete area fenced and gated, mains power and water supply installed, pathways established, and raised beds built. Our organisational capacity has been increased with the appointment of a Community Garden Coordinator and we are absolutely delighted to report that development of this facility continues apace.

Organisational Structures and Decision Making

Article 53 states that the maximum number of Directors shall be 10 (ten), of whom no more than 8 (eight) shall be Member Directors and no more than 2 (two) shall be Co-opted Directors. The Board of Directors is the governing body and is responsible for the overall governance of the organisation. The Board of Directors is solely responsible for all decisions regarding strategy and direction.

Induction and Training of Directors

The Board of Directors have attended training events on the responsibilities of Directors of limited companies and charity Trustees and also on policies and procedures, employers responsibilities and HR, and grant funding. The organisation also benefits from the Directors' own life and professional experiences.

Risk Management

In acknowledging its responsibilities on the matter of risk management, the Board of Directors carry out a continuous evaluation in relation to the organisation's activities and requirements and ensure that necessary actions are carried out to minimise any risk.

Operational Facilities

Our Community Support Hub operates from 61 West Main Street, Whitburn, EH47 0QD and our Community Fridge/Larder operates from 57 West Main Street, Whitburn, EH47 0QD. Our Community Garden is located in an area of land just off Manse Road, Whitburn, EH47 8EZ and is adjacent to Whitburn Community Education Centre.

Staff

Our staff complement is normally six members of staff; a full time Community Development Worker, a part time Administrative Assistant, a part time Community Fridge Coordinator, a part time Community Garden Coordinator and 2 part time Cleaners.

No employees are paid less than the real Living Wage.

All other participants within the organisation are unpaid volunteers.

Article 53 states that no Director may serve as an employee (full time or part time) of the company, and no Director may be given any remuneration by the company for carrying out his/her duties as a Director.

Activities

Our focus remains the successful delivery of the principal objectives of the organisation.

The key planned objectives of the organisation for 2024 were to:

- continue to develop the capacity of the organisation, to build the skills of existing Board members, to provide a platform for the organisation's activities and projects over the coming years, to identify any additional skills required, and, the ongoing development of a Board Development Plan,
- continue to develop the financial foundation of the organisation to ensure greater overall sustainability,
- continue to develop our service provision from our community support hub to help alleviate the significant economic challenges and pressures facing our community,
- continue to develop our service provision from our community fridge to help address the issues of food poverty and food insecurity within the community and reduce food waste going direct to landfill,
- continue to develop our community garden,
- continue to build and expand the volunteering capacity of the organisation to ensure the development, delivery and sustainability of our projects and activities within our community,
- continue to build community capacity through providing projects and activities which are free and available to all,
- continue to consult with and develop positive relationships and work closely with a broad range of partners, including local community organisations and key services supplied by our local authority,
- commence the development of a 5 year business strategy that will provide clear aims and objectives to ensure the sustainability of the organisation, and
- undertake a needs analysis of the organisation's activities and projects to ensure that the needs and demands of the local community are being met in a cost effective and efficient manner.

Activities during the reporting year are detailed below. The Board of Directors acknowledge that all objectives require to be addressed on a continuing basis.

Whitburn Armistice Parade Group

Following the news that Whitburn British Legion Club was closing and would not be organising the 2011 Armistice Day Parade and Ceremony, the Whitburn Armistice Parade Group (WAPG) was formed in early October that year. With the participation of organisations in the town, particularly our uniformed organisations, and individuals, WAPG ensured that a successful event went ahead in Whitburn to honour the memory of our brave servicemen and servicewomen who lost their lives in the line of duty. Since then it has been able to establish itself to ensure the security of future ceremonies.

Now a sub-group of our organisation, we are responsible for its financial governance.

We wish to acknowledge the continuing support received from Lodge Polkemmet No. 927 for their in-kind donation by providing their facilities and refreshments following the event.

This activity is supported by:
a number of small donations of less than £10 from various local organisations and individuals.

Community Support Hub

Our Community Support Hub (CSH) allows us to provide the community of Whitburn, and beyond, with free access to local services. Being one of the most deprived areas of West Lothian, this reduces the need for local residents to travel to neighbouring towns, eliminating the associated travel costs and psychological barriers, and provides advice and support in a comfortable and familiar environment.

Focusing on the identified needs of our community, we have been offering a local community information and support service since 2014. The service is based on an early intervention model designed to encourage local residents, particularly those who are vulnerable or experiencing financial hardship, to use advice services and IT support to benefit their individual circumstances, all delivered in an informal community setting. The service is delivered from our main street premises, 24 hours per week over 4 and ½ days.

We assist service users to access important information about relevant local support networks and, where the needs are more intricate, we signpost them to the appropriate partner agencies through informal and formal pathways.

Our Community Development Worker (CDW) worked in partnership with Citizens Advice Bureau West Lothian (CABWL) to secure funding allowing CABWL to provide, and our organisation to facilitate, a financial adviser being based within our hub to provide welfare and benefit advice.

Providing this support and these services in a local, non-clinical community setting where service users are not required to travel outwith the town to access the services helps alleviate area based poverty.

This activity is supported by:
West Lothian Council (West Lothian Third Sector Community Support Fund),
West Lothian Development Trust,
Citizens Advice Bureau West Lothian
Donations from individuals.

Developing Community Capacity

In March 2018, we recruited a Community Development Worker (CDW), the first and only full time dedicated community development worker in the town. To identify key services and activities in the community, and to better understand the gaps in local provision, our CDW initially carried out a mapping exercise with local community groups and services and then consulted with local residents. The findings identified a number of gaps in areas across a number of key themes: community capacity, environmental projects, physical activities, welfare advice and youth provision.

With each of these themes relating to the aims of the organisation, and with our vision to improve community capacity and cohesion, our CDW created a rolling 3 year project plan to focus on delivering provision in these areas and to build on progress and success year on year.

In addition to supporting existing projects, our CDW identified, planned, and was instrumental in delivering and developing a number of new activities. The most significant of

these are the establishment of our dedicated Community Fridge/Larder facility and the establishment and development of our Community Garden.

As the town's community anchor organisation the position of CDW is crucial for the continuing development of organisational and community capacity within our community.

This activity is supported by:
West Lothian Development Trust,
The Robertson Trust,
West Lothian Council (West Lothian Third Sector Community Support Fund),
University of Edinburgh,
Scottish Community Alliance.

Walking Football Group

With little or no activities specifically targeted at older men our CDW successfully established a weekly walking football group which tackles social isolation and promotes positive health for those 50+. Established in August 2018, participation has steadily increased and, with an average of 10 – 12 participants each week, we have engaged with over 60 men aged 50 to 83 years.

West Lothian Youth Foundation provides a qualified coach and the 1 hour session is delivered at Whitburn Community Education Centre (WCEC). Like all types of sport there is a competitive element but the main aim of the project is to deliver a social function with participants also invited to stay on in the facility to enjoy some refreshments and to socialise.

Having initially secured funding from The Coalfields Regeneration Trust, and due to extremely generous gestures by WCEC Management Committee, who waived any charges with regards to the provision of hall hire for our sessions, and, West Lothian Youth Foundation, who provide their services free of charge, we have been able to continue to deliver these sessions free of charge, thus eliminating any financial barrier to participation. We are extremely grateful to all who have supported this activity, particularly to our local partner organisations.

Polkemmet Country Park parkrun

As a way of encouraging people of all ages and abilities to participate in a healthy activity, our CDW secured funding to establish a weekly event in partnership with parkrun UK. This included creating a volunteer management committee to oversee the project, identifying an appropriate course and the installation of both adult and child defibrillators.

Held every Saturday morning, this activity is now a well established event within our community.

Friends of Polkemmet Environmental Volunteering Project

Our CDW supported the re-establishment of the Friends of Polkemmet (FOP) Group. The aim of the project is to encourage the local community to take an interest in the upkeep, enjoyment and protection of our local countryside park through volunteering for some small scale maintenance tasks.

The programme of tasks is designed to encourage an appreciation of, and to become involved in supporting, this local facility. In addition, it strives to help build relationships within

our community, and, by its very nature, also promote health and well-being, whilst having a positive impact on the park environment.

It is also hoped that some volunteers may consider this as a stepping stone and become active members of the FOP Group.

Community Garden Initiative

Our CDW was instrumental in our organisation securing initial funding to install the infrastructure of a community garden, which has been an aspiration of the community since 2013. Working in partnership with West Lothian Council's Inclusion and Wellbeing Service, the initial plan was to recruit volunteers to create and maintain a garden within an area designated by our partners.

Due to circumstances outwith our control we were unable to secure permission to develop that particular area and it was a case of back to the drawing board to consider alternatives.

A new location was identified with the community garden based in an area adjacent to Whitburn Community Education Centre. An area of 0.15 hectares, features include a food growing area where produce is made available to our Community Fridge/Larder facility. When fully developed other features will include a sensory garden, a wild flower meadow, a therapeutic space, a learning zone full of exciting things to touch and smell, fully accessible for all users.

Our aim is to create a social space for members of the community to come together and be able to meet new people and form stronger connections and networks. Engaging with local primary and secondary schools, community groups and individuals, may also encourage the development of intergenerational initiatives.

To help meet these aspirations we secured funding to recruit a Community Garden Coordinator on an initial 18 month fixed term contract commencing in April 2024. This not only increases our organisational capacity through increasing our opening hours from our previous 2 weekday afternoons, but also brings new skills, knowledge and enthusiasm to this activity.

We are pleased to report that post reporting year end, we secured additional funding which will allow for an extension to the initial fixed term contract.

This activity is supported by:
West Lothian Council Rural Community Led Local Development Programme,
West Lothian Council Whole Systems Approach Funding,
Development Trusts Association Scotland / Scottish Community Alliance,
West Lothian Council Placed Based Investment Programme,
West Lothian Council Heartlands Developer Contribution,
Donations from individuals.

Community Fridge/Larder

Our Community Fridge/Larder (CFL) opened within our Community Support Hub (CSH) in February 2020. Initially purchasing an upright display fridge and a 3 bay shelving kit, and utilising a small area within our CSH, our aim was to tackle food insecurity within our community whilst addressing the issue of food waste through businesses donating food which was destined for landfill.

In response to the impact of COVID on our community, we dramatically scaled up our CFL to meet this need. Initially we purchased more equipment and shelving and continued to deliver the service from within our CSH but were only able to do so at that time as we had paused our face to face information and support service in line with government guidance.

As restrictions eased but social distancing rules remained, we were faced with choosing between restoring our paused information, advice and support services or addressing the greater than before immediate issue of food insecurity, both of which are, and will remain, a desperate need within our community. To resolve this issue, allowing us to deliver both, we successfully secured the use of a like sized premises 2 doors away from our CSH and we moved our CFL to the new premises during July 2020.The facility is open to the public for 2 hours every weekday.

To assist us make informed decisions and to provide monitoring and evidence gathering data, we operate a registration system for our users. New users are requested to complete a registration form with personal detail including numbers supported in their household, further defined by adults and children. All personal information is subject to, and adheres to, the data protection principles as defined in The Data Protection Act 2018. Users are supplied with a pre-numbered registration card and asked to record their number at future visits. Once the user has made their choice, they weigh their basket on the scales provided, and record their registration number and weight of basket.

Our volunteers continue to uplift food nearing its expiry date donated by our retail business partners. This maintains the original concept of our CFL in assisting towards tackling food insecurity and food poverty whilst reducing food waste going directly to landfill, with the resultant environmental benefit.

We continue to secure funding which allows us to purchase food as and when required. This has been supplemented by donations from local businesses and individuals. The donations and prudent spending on food and essentials helps buffer any future funding challenges.

COVID, and the cost of living crisis, has had a catastrophic impact on our community which will sadly continue for the foreseeable future. Levels of food insecurity and food poverty have accelerated at an unprecedented rate. The facility is a lifeline to so many and this is evidenced by the continuing increase in registrations and footfall.

We also deliver activities to further support our service users health and wellbeing.

This activity is supported by:
Voluntary Sector Gateway West Lothian (West Lothian Food Fund),
Co-op Local Community Fund,
West Lothian Council (West Lothian Third Sector Community Support Fund),
West Lothian Climate Action Network Hub,
Scotmid Co-op,
Link Group Limited (Plumbase),
Neighbourly,
Fundraising,
Donations from individuals.

Brunch Club

We continue to offer our meal delivery service as not everyone has the capability to utilise our drop-in Community Fridge/Larder facility, and even where possible to do so have limited capability to cook healthy nutritious meals.

We work in partnership with West Calder and Harburn Community Development Trust who cook the meals and our volunteers uplift and deliver either 1 or 2 course cooked meals every weekday. This service is offered on a suggested donation basis.

As a Community Anchor organisation we secured funding to help address the Cost of Living Crisis allowing us to scale up our meal delivery service to our immediate community offering either a free, heavily discounted or "donate if you wish" basis. All donations monies continue to be ring fenced to be reinvested into the activity.

As that funding becoming exhausted in May 2024 we received a fantastic donation from a local business which has allowed us to continue offering this service.

For the reporting year this funding has allowed us to deliver on average 31 x 1 course meals and 42 x 2 course meals each week, maintaining the levels reported the year previously of 33 and 41 respectively.

We anticipate being able to maintain this community support through to end May 2025, as a minimum.

We also secured funding from a local supermarket which enabled us to distribute Christmas Hampers to the residents to help support them with the supply of some essentials to help tide them over the festive period where no lunches were supplied.

This activity is supported by:
Estatelogik Limited,
Scotmid Co-op,
Donations from individuals.

The Board of Directors wish to formally record our appreciation to all our wonderful staff and to all our volunteers who have contributed so much to ensure the delivery of our range of services, particularly those services delivered from our Community Support Hub, our Community Fridge/Larder (including our Brunch Club) and our Community Garden. Their commitment and dedication, working tirelessly, is both commendable and praiseworthy.

Financial Review

Overview

Total funds carried forward at the end of the reporting period is £119,263 (2023; £123,807) as shown on the Statement of Financial Activities (incorporating an income and expenditure account).

Financial Management

The Treasurer is responsible for the maintenance of all financial records and to report to the Board on a regular basis. The Board of Directors are responsible for all key financial decisions of the organisation.

The Board of Directors have adopted the policy that only Directors of the organisation will be eligible to become signatories to any bank and building society account of the organisation. Furthermore, where Directors of the organisation are related, only one Director will be eligible to become a said signatory.

Financial Reserves Policy

It is the policy of the Board of Directors to ensure that adequate funding is in place prior to approving any financial commitment with regards to the activity of the organisation. As the organisation continues to build on its achievements to date, the Board acknowledges that it requires to continually develop the financial foundation of the organisation.

The Directors consider the financial position of the organisation to be satisfactory.

Objectives for 2025

Our primary objective remains the successful delivery of the principal objectives of the organisation.

The key planned objectives of the organisation for 2025 are to:

- continue to develop the capacity of the organisation, to build the skills of existing Board members, to provide a platform for the organisation's activities and projects over the coming years, to identify any additional skills required, and, the ongoing development of a Board Development Plan, to include, but not limited to, the recruitment of additional Board members expanding the benefit derived from own life and professional experiences,
- continue to develop the financial foundation of the organisation to ensure greater overall sustainability,
- continue to develop our service provision from our community support hub to help alleviate the significant economic challenges and pressures facing our community,
- continue to develop our service provision from our community fridge to help address the issues of food poverty and food insecurity within the community and reduce food waste going direct to landfill,
- continue to develop our community garden, expanding the engagement with local schools, community groups and individuals,
- continue to build and expand the volunteering capacity of the organisation to ensure the development, delivery and sustainability of our projects and activities within our community,
- continue to build community capacity through providing projects and activities which are free and available to all, and designed to meets the needs and aspirations of our community,
- continue to consult with and develop positive relationships and work closely with a broad range of partners, including local community organisations and key services supplied by our local authority,
- commence the development of a 5 year business strategy that will provide clear aims and objectives to ensure the sustainability of the organisation, and
- undertake a needs analysis of the organisation's activities and projects to ensure that the needs and demands of the local community are being met in a cost effective and efficient manner.

Trustees' Responsibilities in relation to the financial statements

The charity trustees (who are also directors of the company 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 (United Kingdom Generally Accepted Accounting Practice).

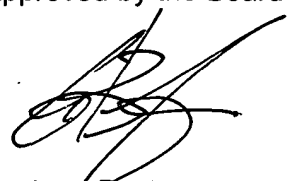
Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the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

- select suitable accounting policies and 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, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the board of trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page one.

Approved by the Board of Directors/Trustees on 15 April 2025.



Graham Baxter
Director

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND MEMBERS OF WHITBURN AND DISTRICT COMMUNITY DEVELOPMENT TRUST

I report on the accounts of the charity for the year ended 31 October 2024 which are set out on pages 16 to 26.

Respective responsibilities of Trustees and Examiner

The charity's trustees (who are also directors of the company for the purposes of company law) 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) (a) to (c) 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 Charities Accounts (Scotland) Regulations 2006. 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.

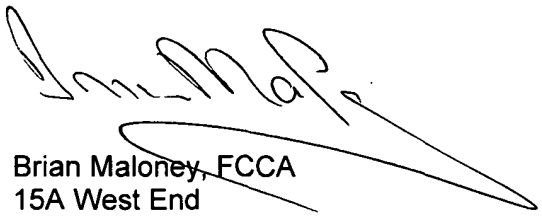
Independent Examiner's statement

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*:

    a. to keep accounting records in accordance with section 44 (1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
    b. to prepare accounts which accord with the accounting records and comply with regulation 8 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.



Brian Maloney, FCCA
15A West End
West Calder
EH55 8EH

2 June 2025

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating an income and expenditure account)
for the year ended 31 October 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total for year ended 31 October 2023 £
INCOME					
Grants and Donations	3	-	142,641	142,641	164,356
TOTAL INCOME		-	142,641	142,641	164,356
EXPENDITURE					
Charitable activities :	7	13	147,172	147,185	119,022
TOTAL EXPENDITURE	6	13	147,172	147,185	119,022
NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR THE YEAR	11	(13)	(4,531)	(4,544)	45,334
RECONCILIATION OF FUNDS					
TOTAL FUNDS BROUGHT FORWARD		10,390	113,417	123,807	78,473
TOTAL FUNDS CARRIED FORWARD	11	10,377	108,886	119,263	123,807

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

BALANCE SHEET
(Registered Number: SC368059)
As at 31 October 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	2	-	-
CURRENT ASSETS			
Debtors	8	12,721	9,846
Cash at bank and in hand		113,958	118,500
Total Current Assets		126,679	128,346
LIABILITIES : Creditors amounts falling due within one year	9	(7,416)	(4,539)
NET CURRENT ASSETS		119,263	123,807
TOTAL ASSETS LESS CURRENT LIABILITIES		119,263	123,807
NET ASSETS	10	119,263	123,807
THE FUNDS OF THE CHARITY:			
Restricted funds	11	108,886	113,417
Unrestricted funds	11	10,377	10,390
TOTAL FUNDS		119,263	123,807

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the financial year ended 31 October 2024. The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2024 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

a. ensuring that the charitable company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006, and

b. preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its surplus or deficit for the financial period in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Board of Directors:



Alison Saunders
Director
Approved by the Board of Directors/Trustees on 15 April 2025
The accompanying notes are an integral part of this balance sheet.

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 October 2024

1. ACCOUNTING POLICIES

Basis of preparation of financial statements
The financial statements are prepared in accordance with applicable accounting standards, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006.

Whitburn and District Community Development Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements have been prepared on a going concern basis.

Going Concern
At the time of approving the financial statements the Directors (also known as Trustees for the purposes of charity law) have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future.

Thus the Directors continue to adopt the going concern basis of accounting in preparing the financial statements. The Directors consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

Fund Accounting
Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations/grants that the donor/grant provider has specified are to be solely used for particular areas of the charity's work or for specific projects undertaken by the charity.

Expenditure and irrecoverable VAT
Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure has been classified as charitable activities. These costs are detailed in notes 6 and 7 of the financial statements.

The charity is not VAT registered. All irrecoverable VAT is included within the relevant expenditure category.

Income
Items of income are recognised and included in the accounts when all of the following criteria are met:

- the charity has entitlement to the funds;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 October 2024

1. ACCOUNTING POLICIES (continued)

Debtors
Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Creditors
Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discount due.

2. FIXED ASSETS

Tangible fixed assets held for the organisation's own use are stated at cost less accumulated depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on a straight line basis, as follows:

Fixtures & Fittings	33% (3 years)
Fridge Equipment	33% (3 years).

	Fixtures & Fittings £	Fridge Equipment £	Total £
Cost			
As at 1 November 2023	511	2,751	3,262
Additions	-	-	-
Disposals	-	(788)	(788)
As at 31 October 2024	**511**	**1,963**	**2,474**
Depreciation			
As at 1 November 2023	511	2,751	3,262
Charge for the year	-	-	-
Disposals	-	(788)	(788)
As at 31 October 2024	**511**	**1,963**	**2,474**
Net Book Value			
At 31 October 2024	-	-	-
At 31 October 2023	-	-	-

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 October 2024

3. GRANTS AND DONATIONS

For the period ended 31 October 2024, grants and donations received were as follows,

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
West Lothian Council 3rd Sector Community Support Fund	-	**25,000**	**25,000**	26,556
West Lothian Council Rural Community Led Local Dev.	-	**12,342**	**12,342**	-
West Lothian Council Whole Systems Approach	-	**10,000**	**10,000**	-
West Lothian Council Placed Based Investment Prog.	-	**5,093**	**5,093**	-
West Lothian Council Heartlands Developer Contribution	-	**4,004**	**4,004**	-
West Lothian Council Other	-	-	-	300
West Lothian Development Trust	-	**24,210**	**24,210**	24,995
The Robertson Trust	-	**12,000**	**12,000**	12,000
Estatelogik Limited	-	**10,000**	**10,000**	3,000
Voluntary Sector Gateway West Lothian (WL Food Fund)	-	**8,200**	**8,200**	8,514
Development Trusts Association Scotland / Scottish Community Alliance	-	**8,160**	**8,160**	8,000
Co-op Local Community Fund	-	**1,573**	**1,573**	967
Citizens Advice Bureau West Lothian	-	**1,000**	**1,000**	-
West Lothian Climate Action Network Hub	-	**840**	**840**	-
Scotmid Co-op	-	**750**	**750**	-
Link Group Limited (Plumbase)	-	**500**	**500**	-
Neighbourly	-	**500**	**500**	-
University of Edinburgh	-	**400**	**400**	-
Scottish Community Alliance	-	**357**	**357**	-
Community Fridge/Larder Misc. Donations	-	**12,083**	**12,083**	12,789
Fundraising	-	**2,812**	**2,812**	1,264
Brunch Club Misc. Donations	-	**2,164**	**2,164**	3,060
Other Donations	-	**653**	**653**	265
People's Postcode Trust	-	-	-	24,898
The National Lottery Community Fund	-	-	-	21,974
Locality - (supported by The Guardian)	-	-	-	10,000
The Arnold Clark Community Fund	-	-	-	2,500
West Lothian Foodbank (WL Food Network RCLLD)	-	-	-	1,378
Voluntary Sector Gateway West Lothian (RCLLD)	-	-	-	1,000
Bank of Scotland Foundation (Matched Giving Scheme)	-	-	-	496
Society of St. Vincent de Paul (Whitburn & Armadale)	-	-	-	300
Whitburn Community Education Association	-	-	-	100
	-	**142,641**	**142,641**	
				164,356

4. TAXATION

No tax charge arises as the company has no taxable profits for the period.

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 October 2024

5. STAFF COSTS AND NUMBERS

During the reporting period we employed 6 members of staff (2023: 6): a part time Administrative Assistant (25.2 hours per week); a full time Community Development Worker; a part time Community Fridge Coordinator (20 hours per week); 2 part time Cleaners (each 3 hours per week); and, a part time Community Garden Coordinator (20 hours per week) who commenced employment in April 2024.

No employees are paid less than the real Living Wage.

All staff positions were in place at 31 October 2024.

The average number of employees for the year was 5.5 (2023: 5.6) (Fte - 2024: 2.6, 2023: 2.6).

We have claimed the NIC Employment Allowance from 6 April 2014.

Our Workplace Pension staging date was 1 May 2017.

	2024	2023
	£	£
Salaries and Wages	**76,482**	64,881
National Insurance	**-**	-
Pension costs	**2,186**	1,962
	78,668	66,843

No Trustees received any remuneration during the reporting period (2023: £nil).

No employee received more than £60,000 (2023: nil).

6. COSTS OF CHARITABLE ACTIVITIES BY FUND

	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2024	Total Funds 2023
	£	£	£	£
General fund	**13**	**-**	**13**	13
Whitburn Armistice Parade Group	**-**	**326**	**326**	249
Community Support Hub	**-**	**32,686**	**32,686**	29,581
Developing Community Capacity	**-**	**40,695**	**40,695**	36,830
Walking Football Group	**-**	**235**	**235**	-
Polkemmet Country Park parkrun	**-**	**-**	**-**	331
FOP Environmental Volunteering Project	**-**	**30**	**30**	45
Community Garden Initiative	**-**	**28,234**	**28,234**	4,291
Community Fridge/Larder	**-**	**32,531**	**32,531**	38,317
Brunch Club	**-**	**12,435**	**12,435**	9,365
	13	**147,172**	**147,185**	119,022

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 October 2024

7. ANALYSIS OF COST OF CHARITABLE ACTIVITIES

		2024 £	2023 £
Administration costs	General fund	**13**	13
Direct support to beneficiaries	Whitburn Armistice Parade Group	**326**	249
Staff costs	Community Support Hub	**17,372**	15,111
Running costs	Community Support Hub	**12,249**	11,548
Insurance	Community Support Hub	**817**	773
Administration costs	Community Support Hub	**996**	882
Independent Examiner Fees	Community Support Hub	**1,200**	1,152
Volunteer expenses	Community Support Hub	**52**	115
Staff costs	Developing Community Capacity	**39,154**	36,387
HR Retained Services	Developing Community Capacity	**914**	-
Direct support to beneficiaries	Developing Community Capacity	**627**	443
Direct support to beneficiaries	Walking Football Group	**235**	-
Direct support to beneficiaries	Polkemmet Country Park parkrun	**-**	331
Direct support to beneficiaries	FOP Environmental Volunteering Project	**30**	45
Staff Costs	Community Garden Initiative	**9,373**	-
Running Costs	Community Garden Initiative	**1,105**	-
Insurance	Community Garden Initiative	**319**	284
Administration costs	Community Garden Initiative	**290**	-
Recruitment costs	Community Garden Initiative	**230**	-
Direct support to beneficiaries	Community Garden Initiative	**16,917**	4,007
Staff Costs	Community Fridge/Larder	**12,769**	15,345
Depreciation	Community Fridge/Larder	**-**	641
Running costs	Community Fridge/Larder	**3,988**	3,857
Insurance	Community Fridge/Larder	**545**	486
Administration costs	Community Fridge/Larder	**943**	529
Volunteer expenses	Community Fridge/Larder	**2,056**	3,501
Recruitment costs	Community Fridge/Larder	**495**	-
Direct support to beneficiaries	Community Fridge/Larder	**11,735**	13,958
Direct support to beneficiaries	Brunch Club	**12,435**	9,365
		147,185	119,022

The costs analysed above have been directly attributed to their respective funds.

8. DEBTORS

	2024 £	2023 £
Debtors	**6,404**	3,070
Prepayments	**6,317**	6,776
	12,721	9,846

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade Creditors	**1,146**	2,297
Other Creditors	**2,301**	-
Taxation and social security	**1,039**	770
Accruals and deferred income	**2,930**	1,472

	7,416	4,539

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 October 2024

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Reporting Year

	Fixed Assets £	Current Assets £	Current Liabilities £	Total Funds £
Unrestricted Funds				
General fund	-	10,377	-	10,377
Restricted Funds				
Whitburn Armistice Parade Group	-	1,633	(752)	881
Community Support Hub	-	18,585	(2,536)	16,049
Developing Community Capacity	-	16,840	(675)	16,165
Walking Football Group	-	277	-	277
Polkemmet Country Park parkrun	-	3	-	3
FOP Environmental Volunteering Project	-	384	-	384
Community Garden Initiative	-	25,585	(1,417)	24,168
Community Fridge/Larder	-	45,304	(782)	44,522
Brunch Club	-	7,691	(1,254)	6,437
Total Restricted Funds	-	116,302	(7,416)	108,886
Net Assets at 31 October 2024	-	126,679	(7,416)	119,263

Prior Year

	Fixed Assets £	Current Assets £	Current Liabilities £	Total Funds £
Unrestricted Funds				
General fund	-	10,390	-	10,390
Restricted Funds				
Whitburn Armistice Parade Group	-	1,147	-	1,147
Community Support Hub	-	23,420	(2,043)	21,377
Developing Community Capacity	-	22,829	(726)	22,103
Walking Football Group	-	512	-	512
Polkemmet Country Park parkrun	-	3	-	3
FOP Environmental Volunteering Project	-	414	-	414
Community Garden Initiative	-	12,358	-	12,358
Community Fridge/Larder	-	49,730	(635)	49,095
Brunch Club	-	7,543	(1,135)	6,408
Total Restricted Funds	-	117,956	(4,539)	113,417
Net Assets at 31 October 2023	-	128,346	(4,539)	123,807

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 October 2024

11. ANALYSIS OF MOVEMENTS IN FUNDS

Reporting Year

	Fund Balances B/Fwd £	Transfers £	Income £	Expenditure £	Fund Balances C/Fwd £
Unrestricted funds					
General Fund	10,390	-	-	(13)	10,377
Total Unrestricted Funds	10,390	-	-	(13)	10,377
Restricted funds:					
Whitburn Armistice Parade Group	1,147	-	60	(326)	881
Community Support Hub	21,377	-	27,358	(32,686)	16,049
Developing Community Capacity	22,103	-	34,757	(40,695)	16,165
Walking Football Group	512	-	-	(235)	277
Polkemmet Country Park parkrun	3	-	-	-	3
FOP Environmental Volunteering Project	414	-	-	(30)	384
Community Garden Initiative	12,358	-	40,044	(28,234)	24,168
Community Fridge/Larder	49,095	-	27,958	(32,531)	44,522
Brunch Club	6,408	-	12,464	(12,435)	6,437
Total Restricted Funds	113,417	-	142,641	(147,172)	108,886
Total Funds	123,807	-	142,641	(147,185)	119,263

Prior Year

	Fund Balances B/Fwd £	Transfers £	Income £	Expenditure £	Fund Balances C/Fwd £
Unrestricted funds					
General Fund	10,403	-	-	(13)	10,390
Total Unrestricted Funds	10,403	-	-	(13)	10,390
Restricted funds:					
Whitburn Armistice Parade Group	1,344	-	52	(249)	1,147
Community Support Hub	11,433	-	39,525	(29,581)	21,377
Developing Community Capacity	14,003	-	44,930	(36,830)	22,103
Walking Football Group	512	-	-	-	512
Polkemmet Country Park parkrun	334	-	-	(331)	3
FOP Environmental Volunteering Project	459	-	-	(45)	414
Community Garden Initiative	7,581	-	9,068	(4,291)	12,358
Community Fridge/Larder	30,562	-	56,850	(38,317)	49,095
Brunch Club	1,842	-	13,931	(9,365)	6,408
Total Restricted Funds	68,070	-	164,356	(119,009)	113,417
Total Funds	78,473	-	164,356	(119,022)	123,807

NOTES TO THE FINANCIAL STATEMENTS (*continued*)
for the year ended 31 October 2024

Description of Funds:

Unrestricted : general fund
These are the 'free reserves' of the charity that are available to spend on any of the activities of the charity.

Restricted Funds

Whitburn Armistice Parade Group
This fund relates to the organisation of the Armistice Day Parade and Ceremony.

Community Support Hub
This fund enables the provision of a hub allowing the delivery of services such as:
Digital Inclusion support, from both an independent and mentoring perspective:
an information and support service where information is provided and clients are signposted to a range of professional services through both formal and informal referral pathways;
direct provision of welfare and benefit advice.

Developing Community Capacity
This fund allows for the continuing provision of support to local organisations and groups and to continue to develop both organisational capacity and community capacity in the town.

Walking Football Group
This fund provides free of charge weekly walking football and social sessions allowing those who are inactive to become active and those who may find themselves socially isolated an opportunity to participate in a fun and informal environment, thus increasing participants' physical and mental well-being.

Polkemmet Country Park parkrun
This fund provides an opportunity for people of all ages and abilities to participate in a healthy activity.

Friends of Polkemmet (FOP) Environmental Volunteering Project
This fund provides the local community with a volunteering opportunity to support a local facility environment, whilst sharing in the associated positive health and well-being aspects.

Community Garden Initiative
This fund provides a volunteering opportunity to create and maintain a community garden, a long standing aspiration of the local community.

Community Fridge/Larder
This fund enables the provision of a facility to assist towards tackling food insecurity and food poverty whilst reducing food waste going directly to landfill, with the resultant environmental benefit, and ensuring that everyone in our community has access to food with dignity.

Brunch Club
This fund supports residents who have limited capability to cook healthy nutritious meals.

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 October 2024

12. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee. Members' liability on a winding up of the charity is limited to £1.

13. NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2024	2023
	£	£
Independent Examiner's Fee	1,200	1,152

14. CASH FLOW STATEMENT

The charity has taken advantage of the exemption provided by SORP (FRS 102) not to prepare a cash flow statement for the year as the charitable company meets the definition of a small charity.