

**CRAIL PRESERVATION  
SOCIETY**

**ANNUAL REPORT AND FINANCIAL  
STATEMENTS**

**FOR THE YEAR ENDED 31 OCTOBER 2023**

**SCOTTISH CHARITY NUMBER SC016960**

# **CRAIL PRESERVATION SOCIETY**

## **Trustees' Annual Report and Accounts Year to 31 October 2023**

The Trustees have pleasure in presenting their report together with the financial statements for the year ended 31 October 2023.

### **Reference and Administrative Information**

Scottish Charity Number:	SC016960
Contact Address:	25 Castle Street, Crail KY10 3SJ
Bankers:	Royal Bank of Scotland, St Andrews, FIFE, KY16 9QB
	Scottish Widows Bank, Edinburgh EH3 8BW

### **Trustees**

The charity is administered by a committee who are its Trustees. The following persons served during the period of this financial report;

Dennis Gowans	Chairman
Paul Hutchison	Vice- Chair - stepped down at AGM 3rd May 2023
Kelsey Jackson Williams	Hon Secretary
Dawn Black	Hon Treasurer - stepped down 2nd March 2023
Peter McMahon	Hon Treasurer - appointed as trustee and treasurer 2nd March 2023
Liz McMahon	Membership Secretary
Sandy Young	Trustee
Kevin Thurlow	Trustee
Jimmy Aird	Trustee
Tamsin Sullivan	Trustee - appointed 2nd March 2023
Derek White	Trustee - stepped down 20th June 2023
Jude Gallon	Trustee - stepped down at AGM 3rd May 2023

## Charitable Purposes

The charitable purpose of the society is to:

- Preserve the architecture, historic character and ambience of the Royal Burgh of Crail
- Improve and maintain the amenity thereof
- Co-operate with and support the work of the Trustees of Crail Museum

## Structure and Management and Recruitment and Appointment of Trustees

The society is set up as an unincorporated charitable association, governed by constitution. At the Annual General Meeting, office bearers and committee members are appointed to run the day-to-day business of the society. Any member of the society is eligible to become a committee member or office bearer. Nominations are sought in advance of the annual general meeting at which elections are held and the results announced. The term of office is three years. All committee members are trustees of the Society. No committee member or office bearer has any right to appoint a committee member. No committee member or office-bearer receives any remuneration but reimbursement of reasonable expenses is allowed with prior authorisation by the Chairman or Vice Chairman and supported by receipts. Financial accounts are ratified by the members at the Annual General Meeting.

## Risk Management

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

## Review of the Activities and Achievements

For this financial year CPS ended with a surplus of £6,400. Due to a strong level of Receipts of £23,176 primarily as a result of a final grant payment for the Lumsden Monument (£10,000) and a Common Good contribution (£3,114) for the Doocot refurbishment. However subscription membership and donations were stronger as we implemented our new CPS Online Membership program.

The **Lumsden** monument is located in the northwest corner of the Crail Kirkyard. The project finally closed out in May 2023 with CPS making the final retention payment to our main contractors, FA Sweeney.

Funding of the project was covered by:

FC Bereavement Services	£10,000
NE Fle Graves Dressing Fund	£18,336
The Pilgrim Trust	£10,000 (received in FY2022/23 for work in prior year)
VAT Refund Grants	£7,442 (£3,965 rec'd FY2021/22 + £3,457 rec'd FY2022/23)
Crail Preservation Society	£1,986
The Lumsden Association	£500

Some interesting matters developed during the execution of the Lumsden monument.

Firstly CPS was offered funding by our FC Community Officer as the Graves Dressing Fund had an annual income of ~£10,000 and invested funds of over £360,000. This is good news and should mean we can continue with the Kirkyard campaign of works.

Secondly Historic Environment Scotland made us aware of the DCMS Memorial Grant Scheme. For work carried out on memorials it is possible to apply for grants to the value of all VAT payments made on all project components. This resulted in £7,442 funding for the Lumsden Monument.

Thirdly, we learnt that one of our contractors was willing to enable us to look after our stone assets locally. As such in November of 2023 we will have a local contractor trained by stone specialists, on general cleaning and biocide treatments, so that we can apply our own treatments to assets like the Doocot, Mercat Cross and the Kirkyard monuments.

The **Crail Mercat Cross** project was completed in the summer of 2022, however the final payment was not made until June 2023 as the retention amount came due. Funding for the project was received from:

Historic Environment Scotland	£10,000
Fife Environment Trust (for SLCF)	£3,445
Crail Common Good Fund.	£10,000
VAT Memorial Fund Grants	£3,958

Crail Museum and Heritage Centre also funded £2,580 towards the development of the interpretation panel for which we are really grateful.

Further to the DCMS Memorial Grant Scheme information above. The Mercat Cross has on its lowest north facing step a dedication to Queen Victoria. We asked the question as to whether the Mercat Cross becomes classified as a memorial. The answer was yes, and resulted in £3,958 of funding for the Mercat Cross project.

The **Doocot** continues as a very significant feature on the Fife Coastal Path. But sadly the exterior looked like it needed some TLC as we left winter behind earlier this year. A refurbishment program was carried out mid-summer, which was 50% funded by Crail Common Good Fund (£3,114) with a matching amount paid by CPS. Our contractors recommended that this is repeated every 2 to 3 years and not the 5 years we allowed it to languish this time.

As ever the **Denburn** Diggers have completed another year of outstanding work in Denburn Wood. An incredible amount of planting has taken place, which was very evident in the springtime.

**Denburn Park (aka The Sheep Field)** ended the year without it's shepherd tenants, we worked through a fair legal notification process over a period of years, so that we could bring this community asset back under our control. During the next few months we will develop a proposal for the future of this asset and will invite CPS members to review and comment on the proposal.

CPS as the owner of the museum buildings purchases the buildings insurance for 62/64 Marketgate, and is fully reimbursed by Crail Museum and Heritage Centre, this appears as Insurance Income in our Receipts and Payments section, an odd form of income to report.

## Reserves Policy

The society maintains levels of reserves sufficient to meet fluctuations in its receipts and payments, fund future plans and provide cover against future contingencies and risks. The statement of balances shows £57,034 of bank balances at the year end.

Dennis Gowans Chairman



**CRAIL PRESERVATION SOCIETY**  
**Statement of Receipts & Payments**  
**Year to 31<sup>st</sup> October 2023**

(Doocot)					YTD 2023	Full Year 2022
(Notes)	Unrestricted	Designated	Restricted	Total		Total
<b>Receipts</b>						
Donations, Legacies & Gift Aid	2	£2,690	£412	£0	£3,102	£3,222
Grants	3	£0	£3,114	£13,457	£16,571	£30,078
Fund-raising events		£413	£0	£0	£413	£4,576
Bank & investment income		£542	£0	£0	£542	£88
Subscription income		£1,180	£0	£0	£1,180	£1,200
Insurance & Rental Income		£1,368	£0	£0	£1,368	£1,184
Other Income						£690
<b>Total Receipts</b>		<b>£6,193</b>	<b>£3,526</b>	<b>£13,457</b>	<b>£23,176</b>	<b>£41,038</b>
<b>Payments</b>						
Cost of fund-raising		£0	£0	£0	£0	£658
Cost of charitable activities	4	£5,585	£7,430	£3,581	£16,596	£65,816
Donations out		£0	£0	£0	£0	£977
Cost of governance	5	£180	£0	£0	£180	£0
<b>Total Payments</b>		<b>£5,765</b>	<b>£7,430</b>	<b>£3,581</b>	<b>£16,776</b>	<b>£67,451</b>
<b>Subtotal</b>		<b>£428</b>	<b>-£3,904</b>	<b>£9,876</b>	<b>£6,400</b>	<b>-£26,413</b>
<b>Inter-Fund Transfers</b>	9					£0
Unrestricted to Doocot Fund (a)		-£3,114	£3,114	£0	£0	
Mercat Fund to Unrestricted (b)		£366	£0	-£366	£0	
Unrestricted to Kirkyard Fund		-£3,847	£0	£3,847	£0	
<b>Surplus/Deficit for the period</b>		<b>-£6,167</b>	<b>-£790</b>	<b>£13,357</b>	<b>£6,400</b>	<b>-£26,413</b>

**Notes:**

(a) Doocot will become a Restricted Fund in FY2023/24

(b) As agreed with Historic Environment Scotland & Fife Environment Trust

# CRAIL PRESERVATION SOCIETY

## Statement of Bank and Fund Balances

Year End 31<sup>st</sup> October 2023

	Unrestricted	Designated	Restricted	2023 Total		2022 Actual
<b>Funds Reconciliation</b>						
Opening Cash at Banks @ 31/10/22	£61,358	£2,821	-£13,542	£50,637		£77,051
Surplus/Deficit for Year 22/23	-£6,167	-£790	£13,357	£6,400		-£26,414
<b>Projected Closing Cash at Banks</b>	<b>£55,191</b>	<b>£2,031</b>	<b>-£185</b>	<b>£57,037</b>	(A)	<b>£50,637</b>
<b>Actual Closing Bank Balances 31/10/23</b>						
Scottish Widows	£33,600	£0	£0	£33,600		£33,600
Royal Bank of Scotland	£21,588	£0	£1,846	£23,434		£17,037
<b>Actuals at Bank 31/10/23</b>	<b>£55,188</b>	<b>£0</b>	<b>£1,846</b>	<b>£57,034</b>	(B)	<b>£50,637</b>
<b>Rounding Variance Calculated v Actual (A) v (B)</b>				<b>-£3</b>		

NB: See Section 9. in Notes to the Accounts for full explanation of Designated/Restricted Funds

### Fixed Assets - Heritable Property


Heritable Property	£1,005	£1,005
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### Liabilities

Independent Examiner's Fee (provisional)		£180
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The accounts were approved by the Trustees and signed on their behalf by

Chairman 

Treasurer 

# CRAIL PRESERVATION SOCIETY

## Notes to the Accounts relating to Statement of Receipts and Payments

**Year Ended 31 October 2023**

### 1. Accounting Policies

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### 2. Donations, Legacies and Gift Aid

Source	Unrestricted Fund 2023	Designated Fund 2023	Restricted Fund 2023	Total 2023		Total 2022
Crail Wine Club	£2,000	£0	£0	£2,000		£1,000
Anon - Denburn Wood	£150	£0	£0	£150		£0
Scotland's Garden Scheme	£0	£0	£0	£0		£960
Doocot Donations	£0	£412	£0	£412		£257
Other Donations	£540	£0	£0	£540		£400
Gift Aid Refund	£0	£0	£0	£0		£605
	<b>£2,690</b>	<b>£412</b>	<b>£0</b>	<b>£3,102</b>		<b>£3,222</b>

### 3. Grants

	Unrestricted Funds 2023 £	Designated Funds 2023 £	Restricted Funds 2023 £	Total 2023 £	Total 2022 £
Pilgrim Trust	0	0	10,000	10,000	0
DCMS Memorial Grants Scheme	0	0	3,457	3,457	6,633
Historic Environment Scotland	0	0	0	0	10,000
Crail Common Good	0	3,114	0	3,114	10,000
Scottish Landfill Community Fund (SLCF)	0	0	0	0	3,444
	<b>0</b>	<b>3,114</b>	<b>13,457</b>	<b>16,571</b>	<b>30,078</b>

#### 4. Charitable Activities

<b>Nature of Spend</b>	<b>Unrestricted Fund 2023 £</b>	<b>Designated Fund 2023 £</b>	<b>Restricted Fund 2023 £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Property Maintenance	2,870	7,180	2,385	12,435	61,452
Planning Fees	0	0	0	0	0
Museum Building Insurance	1,367	0	0	1,367	1,033
Property/Liability Insurance	953	0	0	953	1,235
Printing and Stationary	170	0	0	170	41
Community Expenditure	0	0	0	0	1,448
Conservation Report	0	0	0	0	0
Architect's Fees	0	0	1,196	1196	0
Legal Fees	0	0	0	0	0
BT Broadband	0	250	0	250	381
Membership Costs	225	0	0	225	225
	<b>5,585</b>	<b>7,430</b>	<b>3,581</b>	<b>16,596</b>	<b>65,815</b>

#### 5. Cost of Governance

This financial year we have had to change Independent Examiner (staff shortage at Fife Voluntary Action) and we anticipate the task being done on a voluntary basis however we have allocated £180 (as per last year) should we have to pay for this service.

#### 6. Trustee Remuneration, expenses and related party transactions

- No remuneration was paid to Trustees in the period.
- 2 Trustees were re-imbursed for genuine expenses
  - D Gowans £534.60 with highest expense £227.60 to ScotPlantsDirect for Orchard Hedging
  - P McMahon £88
- There were no related party transactions

#### 7. Employees

The charity did not have any employees during the period



## 8. Heritable Property

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

Description	Donor	Year Donated	Total £ 2023	Total £ 2022
Doocot Pathway	Mr and Mrs I O'Neill	2014	-	-
Pinkerton Wood	Gift: W Dorward	1989	-	-
64 Marketgate	NE District Council	1981	1,000	1,000
Triangle Park	Gift Mrs Dow	1972	-	-
62 Marketgate	Crail Burgh Council	1972	-	-
Memorial Garden	Fife Council	1971	5	5
Denburn Park	Gift: Professor Dow	1960	-	-
Doocot	Bequest Agnes Young	1960	-	-
			1,005	1,005

## 9. Explanation of Funds

### Purposes of Unrestricted Funds

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

### Purposes of Restricted Funds

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

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

Denburn Park Fund - Denburn Park is a CPS owned asset, that CPS has plans to change from an agricultural field to a community asset with paths and a desirable green environment.

Mercat Cross Fund -The Crail Mercat Cross is a common good asset (owned by Fife Council) that needed conservation work completed and site changes to elevate its position in Marketgate.

### Purposes of Designated Funds

Designated funds are not restricted but allocated by the Trustees to ensure that adequate funding is in place for certain projects.

The Doocot Fund - The Doocot is a CPS owned asset that was renovated to position it as a valued historical and educational visitor site on the Fife Coastal Path. It is now featured in a book titled ["111 Places in Fife that you shouldn't miss"](#).

Funds are required to ensure CCTV, electricity, lighting and annual structural maintenance are supported. Due to specific external funding received, the Doocot will become a Restricted Fund in FY2023/24.

- **Movements in bank balances related to the various Funds**

	Funds at 1 Nov 2022	Receipts & for Year	Payments for Year	Inter-Fund Transfers for Year	Closing Funds at 31 Oct 2023	Adjusted Opening Funds 1 <sup>st</sup> Nov 2023 (after rounding)
<b>Unrestricted Funds</b>	£61,358	£6,193	£5,765	-£6,595	£55,191	£55,188
<b>Designated Funds</b>						
Doocot (1)	£2,821	£3,526	£7,430	£3,114	£2,031	Closed
<b>Restricted Funds</b>						
Kirkyard	-£14,169	£13,457	£3,135	£3,847	£0	£0
Denburn Park	£261	£0	£446	£0	-£185	-£185
Mercat Cross	£366	£0	£0	-£366	£0	Closed
Doocot						£2,031
	<b>£50,637</b>	<b>£23,176</b>	<b>£16,776</b>	<b>£0</b>	<b>£57,037</b>	<b>£57,034</b>

Note: (1) The Doocot Designated Fund has now become a Restricted Fund for FY2023/24