

**HAWICK COMMON GOOD FUND  
APPLICATION FOR FINANCIAL ASSISTANCE**

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>Email:</p>	<p>Hawick Congregational Community Church Reaching Out Project 24-26 Bourtree Place Hawick TD9 9HL</p> <p>(Development Worker)</p> <p>(Development Worker)</p>
<p>Address to which payment should be made:</p>	<p>Hawick Congregational Community Church 24-26 Bourtree Place Hawick TD9 9HL</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>The benefit our Reaching Out project brings is a safe space for those who suffer disability, chronic illness including neurological conditions, serious mental health needs, physical illness, older age, carers, to come together to enjoy a menu of meaningful activities, and shared support to each other which develops skills, friendships and a support network for those who have previously been isolated.</p> <p>Without our project, there would be nowhere for most to go. Our participants fall into gaps, with little if any support in their everyday life.</p> <p>Our activities reduce loneliness, increase skills, for those most deprived of income, and opportunity. In particular our weekly Soupalunch* and our monthly Friendship Afternoon, plus additional socials, walks, art, crafts and informal groups.</p> <p>The people coming to these would not integrate without support, both from each other, our key volunteers, staff and Trustees.</p> <p>An average of 60 and sometimes up to 70 customers come to Soupalunch, age 16 to 90+.</p> <p>*prior to Soupalunch there is an informal drop in where people can call in, chat, ask about worries, benefit letters, health letters (many participants have poor reading skills) have a cuppa.</p> <p>10 attend our knitting group, which is a small social venue for those who are lonely where they can build friendships.</p> <p>After Soupalunch, we have 20 at our singing group providing a safe environment for those with dementia, mental health needs, carers and older people to enjoy music.</p> <p>Participants are both beneficiaries and helpers, using and rediscovering existing skills, learning new ones. Many of those who come are left with no help beyond statutory health care and have</p>

little to leave the house for, so involvement with a project where everyone is part of a team is transformational for them. It is something to look forward, a focus, and a purpose in life.

Supportive volunteering opportunities to those who would not usually be able to volunteer due to variable health conditions are a key focus. (strong medication, particular disabilities make it difficult to take on a fixed rota or commitment)

- In 2018 we went from 5 to 27 volunteers with disabilities; in particular 16 with neurological and neurodevelopmental conditions (including epilepsy, autism, cerebral palsy, severe mental illness, learning disability, Downs syndrome) at Soupalunch (55%).

We have key supportive volunteers with strong skills from education, health, nursing, civil service and lived experience of disability, to help and support those less confident.

Soupalunch provides a base for other local agencies and workers, to meet with their clients, including SBC Learning Disability Services, Neighbourhood workers SBHA, both of whom can provide essential information regarding benefits, housing, in an informal setting.

Over several years we have provided year- long placements for Borders College students age 16 -18, with disabilities to gain work experience and gain their Saltire Volunteering Awards.

We work closely with other local agencies including SBC Social Work teams, Community Learning, NHS Mental Health South team, to reach very vulnerable people including those who have become housebound, or dislocated, to participate or volunteer.

In 2020 we are developing new opportunities such as keeping safe with the local Police, Fire safety, Scam (RBS) NHS Health Promotion, Open University, to raise people above poverty, increase their skills, introduce them to further education.

The benefits are visible; Making a difference to each other interacting, having fun, "a laugh and a blether" "a safe place" "having friends" "I feel part of a team" "I enjoy the responsibility" "I feel useful" "it is the only time I have a meal with others"

20 people on average attend our Friendship Afternoon includes working with others, providing exercise (working with SBC Denise Carmichael, Walk It) music, games (one lady in her fifties with learning disabilities has learnt to count through playing Bingo) This is for all ages, and focuses especially on those who are lonely.

Those who come to us have come to rely on evaluation from others, who seem much "cleverer" and "expert". This compounds their belief that they cannot do anything. We have experience of enabling transformational change, when someone finds they can do something

	<p>for themselves, it is very empowering for them and helps them make choices and decisions in other areas of their life.</p> <p>Before coming to us many people have only one friend, their “professional” worker or GP</p> <p>They are able to make a real and positive contribution to their local community.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We would like to ask for £4,000; the purpose for which it will be used is to assist with, develop and sustain our day activities in particular the key activities of Souplaunch and the Friendship Afternoon, during 2020.</p> <p>Overcome loneliness, through the provision of a key community safe base for those have become isolated through disability, chronic illness, poverty.</p> <p>Reduce dependence upon statutory services, providing opportunities for volunteering, training, education and potentially improving employment skills for those suffering stigma, and marginalisation. Through dedicated staff and volunteers, assisting those who fall into gaps, and where appropriate signposting them to other local agencies.</p>
<p>When will the donation be required:</p>	<p>As soon as possible.</p>
<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant’s own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>This is an ongoing project</p> <p>The total cost of delivering our services January 2019 to December 2019 is £44,014.49 Our income is £38,434. At present we have a shortfall of £5,580.37</p> <p>Challenges are rising energy costs, up from £3,962 to £4,750 (our hall was upgraded to a high energy saving standard through Climate Challenge fund) public liability insurance £2,989</p> <p><b>Funds raised or expected;</b> Soupalunch raised Income 2019 so far): £4610 (Cost of Soupalunch: £2142) Soupalunch awarded £1,000 from Greggs Foundation in April 2019 Soupalunch sponsored by Bowhill Trust (December 2018 £300 )</p> <p>Rental income £2,309 (2019)</p> <p>Community Fund for Scotland lottery funding £8,000 a year for three years: as from September 2019 ( this is for supporting staff costs to manage community activities) Our original investment in a Development Worker – the first for our</p>

church and a leading example to community development – has been so successful that the Robertson Trust has, by exception, funded the post for 10 continuous years, between 2008 to May 2019<sup>1</sup>. Part of the costs have since been continued with the Lottery funding, but there remains a shortfall.

Community Worker/outreach befriender (20 hours) meeting the needs of the most vulnerable participants who fall into gaps, with health and cognitive difficulties

£4,673 has been invested in this post by Hawick Congregational Community Church; external funding is being sought currently. The full cost (if unfunded) in 2020 will be £8,840 per annum.

Any shortfalls in staff funding are met by the church.

£3,500 was awarded by Garfield Weston and was used to support outreach Community art, working with disadvantaged pupils at Hawick High School from January to June 2019. Also working with Burnfoot Hub and Burnfoot Community Primary school, and Burnfoot Reminiscence Group with dementia group, (for Equality and Diversity Weeks, Fashion Show)

Weens House (Eventide Homes) Hawick have supported us with a regular annual donation of £500 for our community work.

**Reserves;** Hawick Congregational Community Church holds reserves to cover costs of general maintenance, emergency repairs (e.g. roof or similar) and upgrade of their building, which includes the community hall.

Expected repair costs 2020 to upkeep our community building (which is also used for local coffee mornings to raise funds for local charities, other voluntary groups, e.g. Scout Post)

£2,549 (will be paid for by Hawick Congregational Community Church)

Baird Trust awarded £1,000 towards a new heating boiler.

Together with a sum to cover a minimum of 6 months' staff salaries related expenses, and ensure we can meet running costs, such as heat, light and insurance, and shortfall in revenue funding.

Our client group are generally poor, dependent upon benefits due to health or age, or in low income part time occupations. so have little money to donate,

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<sup>1</sup> (There was a one year break to comply with Robertson Trust rules, when the post was supported by Lloyds TSB Foundation and Allen Lane Foundation)

<p><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>2013 independently evaluated as one of 3 winners of UK Making a Positive Difference in the Community 2017 Soupalunch and Reaching Out one of 6 finalists UK Marsh Awards for Innovative Project 2019 Robertson Scholar (a local Hawick student) made an independent film about Reaching Out which will help towards her CV <a href="https://www.youtube.com/watch?v=CAGeEL4g3jA">https://www.youtube.com/watch?v=CAGeEL4g3jA</a></p> <p>V age 28 came to us with no friends; no social connections, lives in a rural location close to Hawick. Lonely. Complex disabilities cerebral palsy, autism and learning difficulties. V quickly became an active volunteer, asking to help make toasties, progressing to being in charge of cakes, fund raising with a sponsored walk. <i>"I love coming here to help out in the kitchen, I help make the toasties; Yes, and it makes me less lonely as I have made lots of good friends here"</i></p> <p><i>"The efficient and humane running of Reaching Out; a well-integrated project which contributes greatly to the social fabric and cohesiveness of Hawick. Set up in a community facing many challenges both economic and social, Reaching Out literally does what it says; reaching out to the socially and economically vulnerable.... Without leadership and skilful management, none of this would be possible. Only through the continued efficient and inclusive management of the project... The sense of ownership for the project felt by people who are beneficiaries and or volunteers, is in our opinion second to none. We are happy for you to share these observations with any prospective or existing funders and I am very happy for any of them to contact us for more information.</i></p> <p>Reference from John Spiteri Local Area Co-ordinator Learning Disability Service; Scottish Borders Council 0300 100 1800 ext 8490 07776490568</p> <ul style="list-style-type: none"> <li>• Previous assistance was given to the purchase of two table tennis tables £338 in 2008, these are still used every week.</li> </ul>
<p><u>Equal Opportunities</u> State how you take account of equal opportunities legislation by including all sections of the community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs).</p>	<p>We have an Equal Opportunities Policy reviewed regularly. We hold a SafeGuarding Certificate following rigorous inspection every three years by the Congregational Federation in Scotland.</p> <p>Our staff and volunteers have undergone training in Vulnerable Persons legislation and Child Protection. Our Community Worker updated Adult Support and Protection in April 2019 with SBC /Police/ NHS Borders</p> <p>We have full disabled access and an inclusive policy for all those who come. We serve those of all faiths and none; we do not promote religion in any way. We provide equality of access to all irrespective of race, gender, age,</p>

sexual orientation, religious or political beliefs)  
We are a key partner of NHS Equality and Diversity Week

“Working collaboratively has added value to many HLN (healthy Living network) projects locally with the project (*Hawick Congregational Community Church Reaching Out*) being a key partner in supporting Diversity Week in the Scottish Borders, engaging with protected characteristic groups, raising awareness of equality challenges and helping celebrate the diverse communities that make up our community. Without this project, we would not achieve this. Lizzie McLeish NHS  
Health Improvement Practitioner (Equality & Diversity and Health Inequalities) ; NHS Borders Health Improvement Team.

Declaration

I hereby make application for assistance as set out above and certify that the information I have provided is accurate

Signed: 

Position Held: Development Worker, Hawick Congregational Community Church  
Reaching Out Community Project

Date: 12th November 2019

**Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Completed application forms, accounts and any supporting documents are circulated with the agenda and are available on the Council’s public website. Following the event/project the evaluation form must be completed and returned.**

This completed form, accounts and any supporting details should be submitted to Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556

**Trustees Annual Report including  
Annual Receipts & Payments Accounts**

**for**

**Hawick Congregational Community Church**

**For the period**

**1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018**

**Scottish Charity No: SC004211**



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## Reference & Administrative Information

**Charity Name:** Hawick Congregational Community Church

**Scottish Charity No:** SC004211

**The Charities Principal Address:** 10 Harden Place  
HAWICK  
Roxburghshire  
TD9 7BY

### Charities Trustees on date of approval including office held:

Chairperson	Roy Millan
Secretary	Margaret Millan
Treasurer	Marion Underhill
Trustee	Mary Wing
Trustee	Sylvia Ponsford
Trustee	Heinz Melchert
Trustee	Christine Nichols
Trustee	Bill Miller
Trustee	Jennifer Miller
Trustee	Hugh Lyness
Trustee	James Shaw

### Names of other trustees during the period:

Isabel Duncan Resigned 26<sup>th</sup> August 2018

**Independent Examiner:** Sue Bennett ACIE

**Bankers:** The Royal Bank of Scotland  
35 Bank Street  
Galashiels  
TD1 1EP

## **Structure, Governance & Management**

### **Governing Document:**

The Hawick Congregational Community Church is governed by a constitution updated and adopted by AGM on 14 February 2008.

### **Trustee Recruitment & Appointment:**

At each Annual General Meeting the trustees are elected to be a member of the Management Committee, and new trustees are actively encouraged and sought throughout the year.

## **Objectives & Activities**

### **The Charities Charitable Purpose:**

As set out in the 'Constitution' and 'The Charities and Trustee Investments(Scotland) Act 2005' the purpose(s) of Hawick Congregational Community Church are the following:-

- The advancement of religion
- The advancement of citizenship or community development

Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes.

### **Summary of the main activities in relation to these objectives:**

The worship, community and social welfare aims of the church have been fulfilled by a team of two Supply Pastors, 2 Lay Preachers, Church Deacons, Community Development Worker, Community Worker, Children and Young Person's Worker, Toddler Play Co-ordinator, Pre-Birth Bumps to Babies Co-ordinator, alongside the Trustees and 53 dedicated volunteers.

Sunday worship is provided from a combination of our own Deacons together with pulpit supply from 4 dedicated sources, 2 being retired ministers and 2 lay preachers. This has been successful and we will continue this pattern of worship.

Current pastoral ministry is carried out by Deacons, Community Development Worker, Community Worker, and some of our Trustees.

**The social ministry of the church** is carried out under the umbrella of the community project of Reaching Out, which welcomes all faiths and none, working to make a positive difference to the lives of those who are vulnerable or disadvantaged. Our charity provides an important safe, warm and vital base for these folk, particularly welcoming those who are suffering poverty, due to low income, dependence upon benefit, physical, and/or mental illness, other disability or long term unemployment.

Reaching Out provides community led activities supported by staff, and key volunteers, working alongside the Development Worker and Board of Management. Community participation at all levels is encouraged and supported.

## Achievement & Performance for 2018

In 2018 the Board of Management working with the Community Development Worker, increased activities, to meet identified need and 'gaps', working to alleviate isolation, disadvantage and poverty. The impact of this has been to reduce loneliness and improve quality of life amongst all ages, creating more volunteering opportunities, and greater opportunities for the most vulnerable to share peer support, learn and use new skills, and become meaningfully involved and included through participant led activities.

**Soupalunch** is our award winning people led social enterprise, much of the income being invested in opportunities for volunteering, training and equipment.

A weekly lifeline to many who enjoy an affordable social lunch particularly those isolated by older age, disability including long term mental illness and learning disability, chronic illness.

Many of our customers struggle to make ends meet and appreciate the hot lunch and informal support we offer. They have insufficient resources to see them through crisis situations. Signposting people to appropriate agencies, as well as offering kindness and immediate practical assistance, such as food, reading a health letter (many of our participants do not read) or arranging a welfare appointment for them eases their distress.

We provide a unique role in facilitating volunteering for those who would struggle to maintain this in mainstream environments due to the variability of their health.

The number of supported placements for vulnerable volunteers has increased by 5 to 27. In addition we have 7 "key" volunteers to provide reassurance, making a total of 34.

Soupalunch is volunteer led, delivering to an average of 70 customers. A team effort of shopping, cooking, preparing toasties, serving, washing up, encourages everyone to use their skills, and working to their strengths, contribute to nourishing a strong peer support environment.

Two 16 year old students are in placement with us from Borders College Life Skills course. After lunch talks included advice to reduce fuel poverty from Energy Scotland, banking help from RBS, first aid training.

**Community Support Worker** A developing and flexible post providing connectivity and meeting the needs of those who fall into "gap situations"

Visiting isolated people in hospital, accompanying people to essential health appointments has increased. It takes one hour to get to the local general hospital by bus, and a change of bus is required. Many people find public transport of this length difficult due to social anxiety, inability to read directions, tell the time, travel for long periods in confined spaces.

Support to the housebound, has increased. The Worker supports those who do not see anyone socially during their week, or have become isolated, due to dementia, mental illness, disability, chronic illness, and older age with essential shopping, and social company.

The Worker acts as a "go-between", reassuring the person they are not forgotten, if they are hospitalised or housebound for a long length of time and have become "disconnected". This regular contact helps re-establish bonds after periods of separation due to illness. 9 people were visited regularly over the year, and 6 people with multiple needs supported, so avoiding them becoming isolated and lonely.

Many of our participants find communication difficult, and have poor reading and writing skills, so quickly become isolated from each other during periods of hospitalisation or illness. The Community Worker facilitates contact, through mobile phone, visits and greetings cards ensuring vital contact is maintained and avoiding the onset of loneliness.

This fosters the feeling of “belonging” that is so essential to our community work. Accompanying people to local events and activities, increases their local connectivity and possibilities.

Acting as a crucial connection between a vulnerable person and the community, this post evidences improved resilience and mental health, increased self-esteem, a reduction in loneliness, maintaining longer term independence, decreasing mortality risk and risk of serious illness and disability. (Campaign to End Loneliness; Threat to Health 2018)  
In total 60 people are supported in various ways, including group activities;

**Knitting;** This group demonstrates a high level of autonomy and a strong sense of “belonging” through shared support particularly reducing loneliness. Making choices, working with Edinburgh Direct Aid, to donate knits and blankets to refugees, has given a sense of purpose and for those with very little, joy in giving.

**Singing;** Older people, carers, those with early onset dementia, learning disability, mental health needs especially enjoy the companionship. Improved communication, memory and social connections transform the lives of the most vulnerable participants.

**Friday Friendship Afternoon:** New inter-generational development, reducing isolation; a supportive social opportunity, developing friendships, and skills, with games and music.

**Partnership working and activities** locally are supported by the Community Worker.

**Developing new ways of helping people to interact with the wider community:** Innovative outreach remains a priority for us and we have achieved different ways to encourage new interests and possibilities.

**Walk in the Park;** Small groups chose local walks, bus trips, visits to café, museum and history landmarks. Learning to use public transport, and find the way to places of interest.

**Developed our work with Young People, Children and Families: Key Outcomes:** All parents involved in our groups reported reduced loneliness, feeling happier and improved bonding, with their baby, and toddler benefiting as a result.

**Children and Young Person’s Worker & Community Art:**  
Responding to higher levels of depression amongst young people, and offering opportunities for vulnerable pupils, we provided 64 art and craft sessions to 44 different children, including P7 Burnfoot Community School and S1 to S5 children, at Hawick High School. Each session was for 5 and 8 pupils at a time, the minimum number of sessions for a child was 6, the maximum 32.  
Over the year this has benefited the children in motor skills, language, listening, problem solving, greater independence, improved social skills.

Art projects and drop in activities in community settings provided a safe and happy space to develop communication skills, talking and sharing, solving problems and using initiative.

A three dimensional "community" made out of boxes by all ages, at our different activities, was exhibited at Hawick Library, also displayed at Galashiels College during Scottish Borders Equality and Diversity Week, which we join in as a key partner.

Seeing their work on art work on display, and receiving praise is very empowering, for participants, particularly those who experience being "labelled" or judged as having "limited skills".

Many people particularly those with mental health needs, or learning difficulties find eye to eye contact difficult, and have poor literacy skills. Working together on art projects "alongside each other" improves their confidence, helping them to deal with everyday social encounters.

Our outcomes offer a mitigation of the negative effects of social disadvantage, poor mental health, long term health conditions, enabling people to access parts of themselves that have become closed when they lose "their identity" through poverty and difference.

Fostering creativity and imagination is crucial for us to provide the transformational process of achieving independence, reducing agitation, anxiety, and the impact of chronic health, which we observe in our participants. Increasing people's ability to cope with the multiple challenges of persistent inequality through the creative arts is a key strand of our work.

### **Toddlers Together**

We have 24 families who regularly attend. This year we have introduced a waiting list due to exceptionally high demand.

Good listening, sitting quietly, practical activities and safe interaction are skills which parents feel their children have learned and benefit their move into school or nursery settings.

Nutrition, preventing obesity, oral health, and exercise improve physical skills, healthy cognitive and emotional development and the importance of play, music and singing are key outcomes for this group. Regular evaluation indicates parents value the structured play, space and professional staff present.

### **Bumps to Babies**

35 new and pre-birth Mothers shared experiences of early parenting. Activities of music and singing, benefiting early development and brain cell growth for babies. Reducing risk of cardiovascular disease, through awareness of early nutrition, breast feeding. Socialising through peer support plays a critical role in helping to adjust to parenthood, reducing the likelihood of loneliness and depression.

### **Older people**

As an inter-generational organisation, we value older people who take an active part, in all our activities.

**Table Tennis** draws folk from the community of all ages, for a mixture of social doubles and with some competitive singles thrown in. It includes participants of 80 and 90 plus.

**Art for All** This weekly class has an average of 13 members, eager to take on new ideas, try new methods and media and develop technique.

### **Reducing isolation and loneliness at Christmas; a particularly lonely time**

Candlelit supper: representatives from other local churches attend; with entertainment  
Christmas Eve Candlelit service open to all



Christmas Soupalunch, supported by Bowhill Community Trust and Morrison's Christmas Party attended by 70 people of all ages

**Regular inclusive social events;**

Scots Night annual event with haggis supper and live entertainment  
Grand Autumn Coffee Morning; annual fund raising event with stalls and bacon breakfast  
Hymnalong Hymnathon, an annual chance to singalong and raise funds, Tea Dance as part of Scottish Equality and Diversity Week

A new event this year was a fundraising Craft Fayre, and Art Exhibition, organised by one of our Trustees. Our knitters took a stall, selling their items, and gaining new skills.

**Fundraising**

This continues to be a challenge as this is a low income community with little spare funds. The majority of those who use our project are not in employment due to ill health, age, or caring responsibilities, and are reliant on disability benefit, basic pension.

The situation of unemployment remains unchanged, with a rise in local job losses in 2018. Hawick remains 17<sup>th</sup> on the multiple deprivation scale and economically has not improved since 2009. (SBC 2016)

We have a Just Giving page through the National Churches Trust. In a poor community this way of giving is not a popular choice. As a small local charity we do not attract larger interest. Most people who use our services rely on pay-as-you-go phones for internet and often have no credit in their phone.

**Partnership working:** Strong links with local partner agencies strengthening community capacity including NHS Healthy Living Network, Scottish Borders Health and Social Care Partnership, Hawick Social Care, SBC Learning Disability Services, NHS South Team Mental Health; Joint Health Improvement Team, Health Visitors, Midwives; Hawick Library, Hawick High School, Elim Job club, Hawick Senior Citizens, Future Hawick, Selkirk Open Door Club, Borders College, Burnfoot Hub, Councils of Voluntary Service, Volunteer Centre. Shared Holiday clubs organised by Salvation Army with other local churches. Our church hall is also regularly used by other voluntary groups, annual Christmas Scout Post, children's parties (and other community social events)

**Evaluation:** An independent evaluation was carried out by a Robertson Scholar, a media student at Queen Margaret's University. A film was also made of our work, involving our participants, staff and volunteers. This has been shared as good practice with Community Café Network and local NHS Health Improvement (Public Health) agencies.

**Social Media:** We have a very active Facebook and Web site.

**Funding 2018;** Sincere thanks to our funders; Robertson Trust; Cattanach Trust; Prince of Wales's Charitable Trust, Weens House Eventide Homes, Bowhill Community Trust, Hawick Panto, Hayward Sanderson Trust, and private donations. Also thank you our dedicated volunteers, supporters and friends for their time and interest.

## Financial Review

### Statement of Reserves Policy:

The Hawick Congregational Community Church sold its Manse a number of years ago; the proceeds were put into designated accounts. The amount now held, £26,000 is to cover the costs of upkeep, general fabric repairs and as a roof repair fund for the Church and its Hall. It is also the wish of the Trustees that a minimum of £24,000, approximately six months running costs of the Church, be held within the designated funds. Therefore the current Designated Funds (£50,000) are held for such circumstances.

### Details of any deficit:

There is was a financial deficit this year of £11,079.64, the Trustees are aware of this deficit and will continue to monitor the situation.

### Details of Donated Facilities & Services:

In kind voluntary time this year is in excess of 5,500 hours. This includes Board of Management, volunteers, community participants, and additional unpaid hours by staff. There has been an increase of volunteer involvement across all our activities.

## Statement of Trustees Responsibilities

The members of the Charity must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Charity during the financial year. The members of the Charity are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006.

They are also responsible for safeguarding the assets of the Charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:

Roy Millan  
Chairperson

Dated: 7.2.19



**Receipts & Payments Account  
 Year Ended 31st December 2018**

<b>Receipts &amp; Payments Account</b>	<b>Notes</b>	<b>Un Restricted</b>	<b>Restricted Funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
<b>Receipts</b>					
Donations	6	717.36	0.00	717.36	932.97
Receipts from Fund Raising Activities	1	930.00	0.00	930.00	1207.46
Other Charitable Activities	2	23772.34	0.00	23772.34	25110.92
Grants	3	0.00	19500.00	19500.00	34024.38
Bank Interest		255.36	0.00	255.36	297.10
Gift Aid		1558.59	0.00	1558.59	1622.42
		<u>27233.65</u>	<u>19500.00</u>	<u>46733.65</u>	<u>63195.25</u>
<b>Payments</b>					
Expenses from Fund Raising Activities	4	226.73	0.00	226.73	265.85
Expenses from Charitable Activities	5	33210.38	24286.18	57496.56	55794.96
Independent Examination		90.00	0.00	90.00	90.00
		<u>33527.11</u>	<u>24286.18</u>	<u>57813.29</u>	<u>56150.81</u>
<b>Surplus/(Deficit)</b>		<u>(6293.46)</u>	<u>(4786.18)</u>	<u>(11079.64)</u>	<u>7044.44</u>
<b>Statement of Balances as at 31<sup>st</sup> December 2018</b>					
		<b>Un Restricted</b>	<b>Restricted Funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
Balances at Start of Year		85166.16	5223.06	90389.22	83344.78
Surplus/(Deficit)		(6293.46)	(4786.18)	(11079.64)	7044.44
Transfer Between Funds		0.00	0.00	0.00	0.00
Balances at End of Year		<u>78872.70</u>	<u>436.88</u>	<u>79309.58</u>	<u>90389.22</u>

Financial Statements approved by the Charity and signed on its behalf by:

Signed.....

Chairperson

Signed.....

Treasurer

**Notes to the Accounts**

	<b>2018</b>	<b>2017</b>
<b>1. Receipts from Fund Raising Activities</b>		
<b>Reaching Out</b>		
Hymnalong	181.60	269.30
<b>Main Church Account</b>		
Autumn Fayre	0.00	938.16
Coffee Morning	748.40	0.00
	<b>£930.00</b>	<b>£1207.46</b>
<b>2. Other Charitable Activities</b>		
<b>Reaching Out</b>		
Art For All	665.00	858.00
Hear to Listen	25.00	110.70
Soupa Lunch	3761.76	3563.08
Toddlers Together	414.00	328.05
Bumps to Babies	0.00	110.70
Other Projects	340.00	0.00
<b>Main Church Account</b>		
Fellowship Fund	243.13	314.27
Cash Collections	525.52	1026.26
FWO Envelopes	9984.37	9477.36
Hall Lets		
50+	90.00	210.00
Archaeological Society	30.00	30.00
Other Coffee Mornings	248.00	290.00
Quilters	210.00	325.00
Reaching Out	4500.00	5500.00
Scouts	70.00	80.00
Table Tennis	545.56	654.00
Yoga	1775.00	1875.00
Assessments	345.00	358.50
	<b>£23772.34</b>	<b>£25110.92</b>
<b>3. Grants</b>		
<b>Main Account</b>		
Faith in the Community	0.00	5000.00
The Robertson Trust	8500.00	8500.00
Congregational Federation	0.00	3000.00
Cattanach Trust	8000.00	10000.00
Princes Trust	1000.00	0.00
Common Good Fund	0.00	2624.38
Tesco	1000.00	0.00
<b>Reaching Out</b>		
Hawick Eventide Homes	500.00	500.00
NHS Borders	0.00	1100.00
Agnes Hunter Trust	0.00	3300.00
Hayward Sanderson Trust	500.00	0.00
	<b>£19500.00</b>	<b>£34024.38</b>

Notes to the Accounts cont'd

	2018	2017
<b>4. Expenses from Fund Raising Activities</b>		
<b>Reaching Out</b>		
Photocopying/Printing	65.75	0.00
Stationery	88.98	134.38
Website	72.00	72.00
	<b>£226.73</b>	<b>£265.85</b>
<b>5. Expenses from Charitable Activity</b>		
<b>Reaching Out</b>		
Art For All	665.00	858.00
Bumps to Babies	300.00	423.08
Hear to Listen	25.00	110.00
Soupa Lunch	4261.76	5193.98
Toddlers Together	414.00	1117.66
Other Project Costs	713.10	660.26
<b>Main Church Account</b>		
Fellowship Fund	94.00	431.00
Salaries & Expenses		
Project Worker	12103.22	12105.56
Bumps to Babies	4315.98	3832.50
Mission Worker	6864.00	7488.00
Faith Worker	6714.62	4692.31
Toddler Group Workers	3940.93	4301.00
Property Costs		
Electricity	2055.00	2412.00
Gas	1550.00	1278.00
Organ/Piano Costs	0.00	55.00
Repairs	1821.10	882.69
Renovation Work	3838.00	0.00
Church Sundries		
Hygiene Products	438.44	545.26
Pulpit Supplies	1395.00	1665.00
Other Sundry Costs	832.06	350.67
Charitable Donations	0.00	140.00
Project Costs	468.50	2624.38
Administration Costs		
Advertisements	259.20	268.40
Insurance	2821.31	2733.17
Performance Licence	228.36	215.92
Subscriptions	66.00	45.00
Stationery	95.38	118.21
Telephone	513.60	574.91
Assessments		
Glasgow	370.00	370.00
Nottingham	333.00	303.00
	<b>£57496.56</b>	<b>£55794.96</b>

Notes to the Accounts cont'd

	2018	2017
<b>6. Donations</b>		
<b>Reaching Out</b>		
Cash Donations	62.70	254.00
<b>Main Church Account</b>		
Gift Day	264.00	295.00
Church World Mission	0.00	144.00
Other Donations	390.66	267.00
	<b>£717.36</b>	<b>£932.97</b>

**7. Trustee Remuneration and Related Party Transactions**

The Trustees did not receive any remuneration or expenses during the year.

**8. Nature & Purpose of Funds**

Grant funds are restricted and used for the projects run by the Hawick Congregation Church, all other funds are unrestricted and used for the general running of the Church and the hall.

As at the end of the financial year 31<sup>st</sup> December 2018 the bank balances were as follows:

Royal of Bank of Scotland		
Treasurers Account	45784.53	
Reaching Out Account	634.76	
60 Day Account	41.33	
		46460.62
Scottish Building Society		
Instant Access (5)	21522.62	
Instant Access (8)	11326.34	
		32848.96
<b>Total Funds</b>		<b>£79309.58</b>
<b>Breakdown of Funds</b>		
Restricted Funds		
Cattanach Trust		436.88
Un-Restricted Funds		78872.70
<b>Total Funds</b>		<b>£79309.58</b>

**Independent Examiner's Report on the Accounts**

Report to the trustees of Hawick Congregational Church  
Registered charity number SC004211

On the accounts of the charity for the period 1<sup>st</sup> January to 31<sup>st</sup> December 2018  
Set out on Pages 1 to 14

**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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts 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.

Signed:.....  
Sue Bennett

Date:..... 7-2-13 .....

Relevant professional qualification(s) or body:  
ACIE & Dip Business & Finance