



**The Wash House**  
**Portobello Community Centre**  
**Association**  
**Trustees' Annual Report**  
**Year to end March 2020**



## Charity contact information



Portobello Community Centre Association

Scottish Charity Number: SC001903

3 Adelphi Grove

EH15 1AP

-  0131 669 8275
-  [info@thewashhouse.org](mailto:info@thewashhouse.org)
-  <http://www.thewashhouse.org/>
-  [@portywashhouse](#)

## Charity Trustees

1. Elaine Briggs
2. Claire Roden
3. Gica Loening
4. Barbara Middleton
5. Lynn Aitchison
6. David Scott
7. Jayne Saywell (joined November 2019)
8. Elaine Armstrong (joined November 2019)
9. Val Stokes (left June 2019)



## Objectives and activities

Portobello Community Centre Association was established to advance education and to provide, or assist in the provision of, facilities for recreation or other leisure-time occupation where such provision or assistance in provision:

- a) is in the interest of social welfare;
- b) is made with the object of improving the conditions of life of the members of the community in the area of benefit;
- c) to advance citizenship and community development within the area of benefit.

The building itself, and certain services, are provided by City of Edinburgh Council (CEC). The Association takes care of day to day management.

In 2019/20 28 different clubs, classes and groups regularly used the facilities ranging from knitting classes for kids to gentle exercise for the over-50s; addiction support groups to puppy training.

In addition to this we had ad hoc bookings for events, kids parties and to house the neighbouring primary school after school club during holidays.

2020 was challenging. The first inclinations of what was to come started in February with queries about future bookings. On the 19<sup>th</sup> March 2020 Community Centres were closed across Scotland due to COVID. At this point our income evaporated and we refunded any booked events.

CEC pay for Portobello Community Centre utilities which meant outgoings when closed were minimised. The Association used this time to finish renovations of our Youth Lounge using a single workman.



## Structure, governance and management

### Type of governing document

Portobello Community Centre Association (the Association) has a constitution, last updated in 2019. Our constitution is a written statement that sets out our purpose, structure and describes how we will operate. The trustees make sure that the charity complies with the constitution.

### Trustee recruitment and appointment

In 2019/20 we welcomed 2 new management committee members (trustees), Jayne Saywell and Elaine Armstrong and waved goodbye to one, Val Stokes. Jayne has a financial background and Elaine deep experience of community teaching. Both were approached by existing trustees and invited to attend a trial committee meeting prior to deciding whether or not to seek membership. They were appointed by the Committee in line with the recruitment process laid out in the constitution.

We continue to run with a number of vacancies according to our constitution:

- 1 (one) authorised representative of the Community Councils serving in the area of benefit; and
- 1 (one) authorised representative of the School Boards serving in the area of benefit; and
- 1 (one) authorised representative of the Council of Churches serving in the area of benefit;

Serving councillors are invited to attend each meeting and do so when able.

We plan to update the constitution to amend reference to “School Board” and instead use authorised Parent Group or school management members. We also plan to amend the constitution to incorporate online meetings, which we have recently embraced while unable to meet in person.

## Achievements and performance

Our main achievement in 2020 was the redecoration of the centre using Association funds.

This resulted in a brighter, cleaner environment with updated toilets, art room facilities and, most exciting of all, our Youth Lounge is now watertight with damp proof membrane added to the wall and windows fixed. It has also been freshly decorated as a blank canvas, waiting for our next Youth Group to add their own personal touches.



The Council have limited funds for capital expenditure, primarily focused on schools. While the Association does not have sizeable funds for large projects, such as a new roof, we use a portion of the funds we generate to improve the premises to advance our purpose.

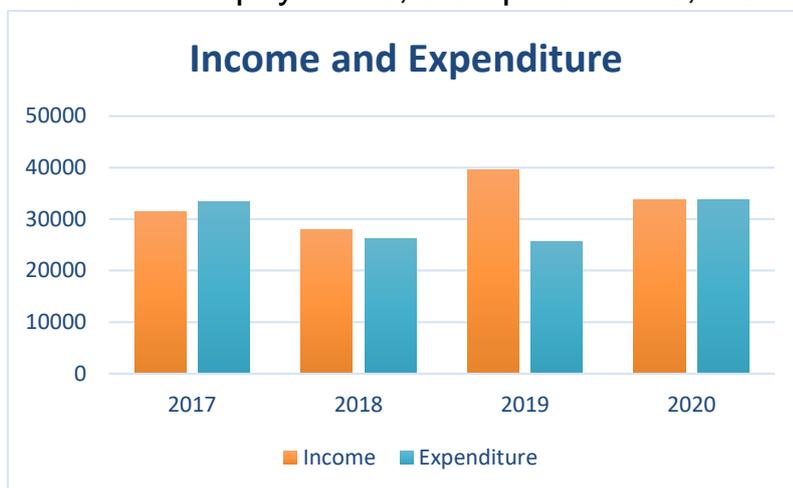
2019/20 was also a tough year for the centre.

We lost our Youth Leader, support from the Council for a replacement and so, our Youth Group. Reinstating this important service is one of our key objectives for the next financial year.

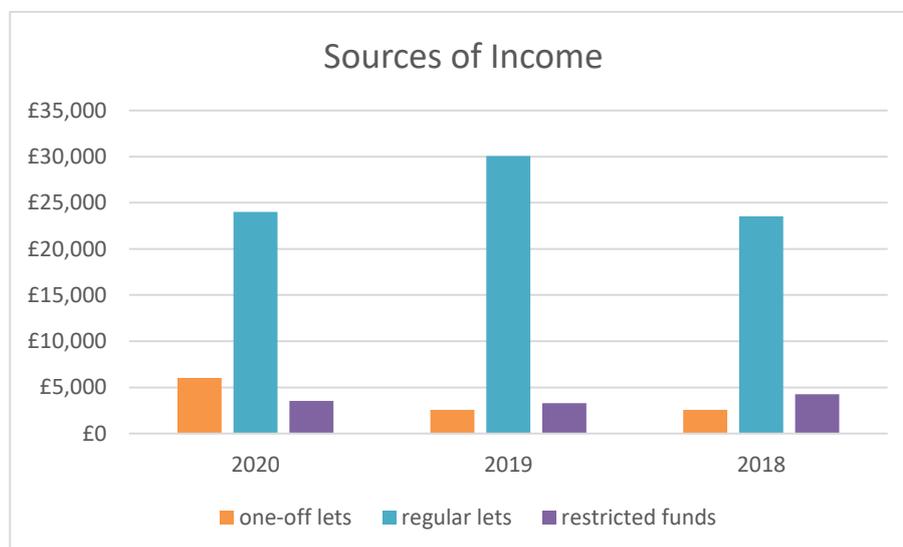
In common with other Community Centres, COVID-19 resulted in a slow down and then closure of the centre and with it, a cessation of our activities. At the time of writing, September 2020, we remain closed with no firm date for re-opening.

## Financial review

In 2020 we ran a very small deficit of £14. However, we also conducted the successful renovation programme during this time. If we exclude this we would be looking at a surplus of around £11,500. Excluding other one-off payments, a surplus of £16,400 would have



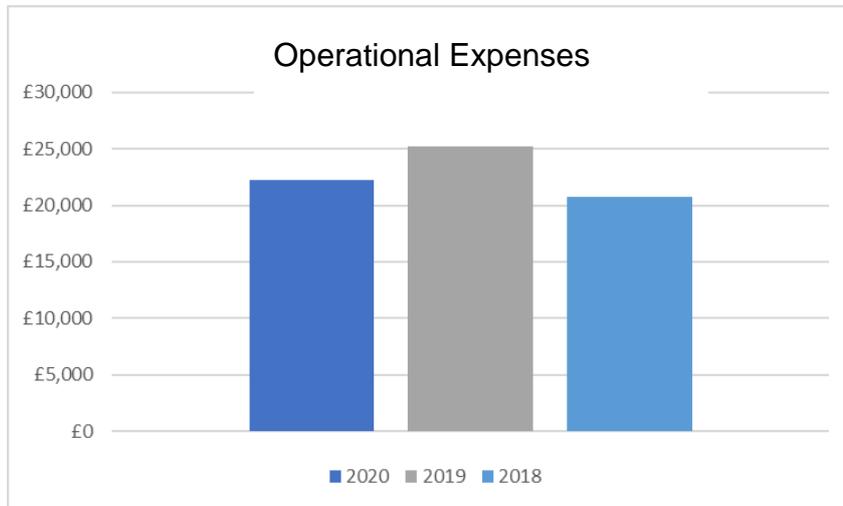
been achieved, 14% higher than 2019 and in line with our future expectations for the centre, COVID permitting.



In 2020, one-off lets were more than double previous years, most were in the last 4 months of 2020 which coincided with the closure of the local Town Hall.

Long term lets were lower than 2019, at around 2018 levels. We lost Brass Blast, Aikido and Choir in 2020. We gained Sing in the City and Towerbank After School holiday club. Income from our remaining

regular lets was down due to COVID and also, partially, due to the timing of Christmas holidays.



General expenses, under management committee were slightly lower compared to previous years, excluding renovation costs of around £11,500.

This reflects lower day to day costs following our closure.

### Statement of the charity's policy on reserves

Our reserves consist solely of our bank balance. The Association aims to maintain a balance of more than a year's management expenses to guard against unexpected drops in income or changes in relationship with or policies of CEC.

### Donated facilities and services

The Association sets and publishes the rental rates of the Community Centre. CEC, as owners of the building, are able to take the building or parts of it over at their discretion and do so for activities such as polling. We are fully supportive of this and value our relationship with the Council.

### Future plans

Our primary objective for 2020/21 is to resume activities safely.

Our secondary objective is to re-instate our Youth activities within the newly decorated Youth Lounge.