



Trustees Annual Report

for

Hawick Cycling Club SCIO  
for the period

1<sup>st</sup> November 2022 to 31<sup>st</sup> October 2023

Scottish Charity No: SC048782

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## Reference & Administrative Information

**Charity Name:** Hawick Cycling Club SCIO

**Scottish Charity No:** SC048782

**The Charities Principal Address:**  
2 Teviot Crescent  
HAWICK  
TD9 9RE

**Email Addresses:** hawickcyclingclub@yahoo.com  
info@hawickcyclingclub.co.uk

**Website:** www.hawickcyclingclub.co.uk

**Facebook:** <https://www.facebook.com/hawickcyclingclub/>

**Twitter:** @hawickcycling

### Ken Laidlaw Sportive Contact Information

**Website:** www.entrycentral.com/Ken-Laidlaw-Sportive

**Facebook:** Ken Laidlaw Sportive/Hawick/Facebook

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

President	Thomas Scott
Treasurer	Ian Shiel
Club Secretary	David Kilean
Trustee	Steven Harkness
Trustee	Kevin Elliot
Trustee	Robert Scott
Trustee	Colin Telfer

### Names of other trustees during the period:

Hamish Smith	Passed away June 23
Andres Pogson – Coach	Resigned March 23
Alan Turnbull	Resigned March 23
Susan Shiel	Resigned Aug 23

**Independent Examiner:** Sue Bennett ACIE  
21 Dounehill  
JEDBURGH  
TD8 6LJ

**Bankers:** Bank of Scotland  
PO Box 1000  
BX2 1LB

## **Structure, Governance & Management**

### **Governing Document:**

Hawick Cycling Club became a Scottish Charitable Incorporated Organisation (SCIO) in October 2018.

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

At each AGM, the members may elect any member (unless he/she is debarred from membership under clause 58 the Constitution) to be a charity trustee and may also select the office bearers under clauses 68 and 69.

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

- he/she advises the Committee prior to the conclusion of the AGM that he/she does not wish to be re-appointed as a charity trustee; or
- an election process was held at the AGM and he/she was not among those elected/re-elected through that process; or
- a resolution for the re-election of that charity trustee was put to the AGM and was not carried.

## **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 Cycling Club SCIO are the following: -

- The advancement of public participation in sport
- The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

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:**

#### **Mission**

To promote cycling as a competitive sport, a lifestyle choice, a leisure pastime, and a mode of transport.

#### **Vision**

Hawick Cycling Club will be successful in sporting competition, increase participation in all forms of cycling and promote a diverse range of cycling activities in its locality.

#### **Aims**

1. To grow and diversify our membership.
2. To be successful in competitive cycle racing
3. To provide a wide range of cycling related activities
4. To increase participation and raise public awareness of the benefits of cycling.

## **Summary of the main activities in relation to these objectives cont'd**

### **To achieve our aims, we will:**

#### **1. To grow and diversify our membership.**

- ✓ Grow our women's section within the club to at least the size of the men's section.
- ✓ Promote youth involvement in cycling.
- ✓ Raise the profile of the club through media, including social media.
- ✓ Welcome new members through increasing our number of trained Ride Leaders and offering a wide range led rides.
- ✓ Develop a club e-bike section to help reduce barriers to involvement in cycling.

#### **2. To be successful in competitive cycle racing.**

- ✓ Improve training facilities and activities for cycling members.
- ✓ Improve our coaching capacity.
- ✓ Provide support to club members competing in open categorised events.
- ✓ Provide a confined time trial calendar that meets the needs of club members.

#### **3. To provide a wide range of cycling related activities.**

- ✓ Provide a year-round programme of social cycling activity including weekly club runs.
- ✓ Extend and diversify the range of different cycling activities promoted by the Club.
- ✓ Offer an annual programme of events open to cyclists beyond the club membership.
- ✓ Increase the club's capacity to host cycling events and races.

#### **4. To increase participation and raise public awareness of the benefits of cycling.**

- ✓ Promote cycling generally through the media and social media.
- ✓ Work with national cycling organisations, regional organisations, and other clubs to promote cycling and cycling events.
- ✓ Support the development of cycling facilities within the region.
- ✓ Develop, promote, and deliver a wide range of organised cycle rides open to non-members appropriate to their abilities.

## **Achievement & Performance for 2022-23**

### **Strategic Aim 1 – To grow and diversify our membership**

#### **Points of Note:**

- Women remain more involved in the organisation of the club with two women members of the Committee and improving the range of activities for women members. The confined events calendar was adjusted again this year based on feedback from women members. The Club continues to support the Breeze groups, the Hawick Belles, assisting with their charity fund raising sportive and providing financial support for their equipment needs. The club has 27 women members out of a total of 91. We have no members under the age of 18.
- The use of social media has meant that cyclist out with the region have remained connected with the club and have joined in with club activities primarily through e-sport but also in visiting the town to take part in club organised events i.e. The Ken Laidlaw Sportive.
- The club introduced an associate membership acknowledging the more limited service the club can provide to those living out with the region but still allowing them access to club events.
- Guided rides are offered through the British Cycling Let's Ride scheme to provide a non-competitive way to enjoy cycling with a group in our area.

### **Strategic Aim 2 – To be successful in competitive cycling**

#### **Points of Note:**

- The Cycling World Championships were held in Scotland this year across all disciplines. The club had one member taking part in the over 70s age group in both the time trial and the road race.
- There has been very limited involvement in the confined club events this year with fewer members taking part in open events.
- The club did not have a team taking part in the Border Trophy.
- The club has one member qualified as a timekeeper with British Cycling.
- The club will review its confined calendar for 2024 after consulting with members on what they would find beneficial and enjoyable.
- The Club has continued its involvement in e-sport through the online racing platform Zwift. This has allowed club members to compete together in races and international leagues at an appropriate level. Riders interact with one another through the online Zwift platform and through social media during the events. This activity has been enjoyed by those taking part and allowed members in other parts of the country to be involved.

### **Strategic Aim 3 – To provide a wide range of cycling related activities**

#### **Points of Note:**

- Fewer club members have been taking part in open events during the year.
- The club organised and ran three Audax UK events which were well attended by both club members and other riders. There were no incidents of concern to report, and all received positive feedback from participants. They were organised as basic events to minimise person to person interaction.

## Achievement & Performance for 2022-23 cont'd

- The Ken Laidlaw Sportive continued to run on the new format to reduce risks with limited numbers. Places sold out quickly and the event was a success.



Club members taking part in the Seahouses and Back Audax in July 2023

## Strategic Aim 4 – To increase participation and raise awareness amongst the community of the benefits of cycling

### Points of Note:

- We have continued to participate in media events to promote cycling and cycling safety
- We have increased the number of events and activities open to the public through our Ride Leaders offering come and try rides at different ability levels.

### Future Plans

The Trustees will continue to support the club in striving towards achieving its objectives over the coming years, however its ability to achieve these will depend on its members giving time to the club in a voluntary capacity. This is the most significant factor in the club's ability to achieve these objectives.

A wet start to the Ken Laidlaw Sportive, August 2023.



## Financial Review

### Statement of Reserves Policy:

We approved this policy at the AGM in January 2023 which sets out our approach to the sound financial management of the club/charity. It sets our approach to budgeting, managing expenditure, investment, remuneration of Trustees and expenses. It has been written to adhere to OSCR requirements.

We consider it is necessary to hold a minimum of £10,000 cash reserves to ensure we have sufficient funds for the repair and maintenance of our clubrooms.

This year's events have contributed to ensuring the club has sufficient cash reserves. We look to keep subscriptions to a minimum so that cost is not a barrier to joining the club. Events confined to club members are free.

Our major expenditure is on the clubrooms for utilities and maintenance.

### Details of any deficit:

There is no financial deficit this year, the Trustees will continue to monitor the balances of all accounts.

### Details of Donated Facilities & Services:

The Charity benefits from the time given by all the Trustees to the running of the Charity.

### 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:

Thomas Scott  
President

Dated:

  
18 DEC 2023.



**Receipts & Payments Account**  
**Year Ended 31<sup>st</sup> October 2023**

	Notes	Un Restricted	Restricted Funds	Total 2023	Total 2022
<b>Receipts</b>					
Donations		0.00	0.00	0.00	0.00
Receipts from Fundraising Activities	1	934.67	0.00	934.67	13,690.60
Other Charitable Activities	2	12,615.00	0.00	12,615.00	4,778.49
Grants	3	0.00	0.00	0.00	4,873.22
Bank Interest		76.47	0.00	76.47	14.86
<b>Total Receipts</b>		<b>13,626.14</b>	<b>0.00</b>	<b>13,626.14</b>	<b>23,357.17</b>
<b>Payments</b>					
Expenses from Fundraising Activities	4	1,163.21	0.00	1,163.21	9,412.44
Expenses from Charitable Activities	5	4,590.66	0.00	4,590.66	9,820.00
Independent Examination		175.00	0.00	175.00	420.00
<b>Total Payments</b>		<b>5,928.87</b>	<b>0.00</b>	<b>5,928.87</b>	<b>19,652.44</b>
Net Receipts/(Payments)		7,697.27	0.00	7,697.27	3,704.73
Transfer between Funds					
<b>Surplus/(Deficit) for Year</b>		<b>7,697.27</b>	<b>0.00</b>	<b>7,697.27</b>	<b>3,704.73</b>
<b>Statement of Balances as at 31<sup>st</sup> October 2023</b>					
		Un Restricted	Restricted Funds	Total 2023	Total 2022
Balances at Start of Year		26,386.17	1,200.00	27,586.17	23,881.44
Surplus/(Deficit) for Year		7,697.27	0.00	7,697.27	3,704.73
Balances at End of Year		<b>34,083.44</b>	<b>1,200.00</b>	<b>35,283.44</b>	<b>27,586.17</b>
<b>Other Assets</b>					
See Note	6			300,957.60	301,177.20
<b>Liabilities</b>					
No Outstanding Liabilities					

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

Signed..... *I. Shiel* .....  
 Treasurer

Dated..... *18/12/23* .....

**Notes to the Accounts**

	<b>2023</b>	<b>2022</b>
<b>1. Receipts from Fundraising Activities</b>		
Club Book	0.00	70.00
Le Col – Club Kit	379.60	4,380.90
Sundries & Refunds	0.00	25.91
Ken Laidlaw Sportive	0.00	8,615.00
Audax	555.07	598.79
	<b>£934.67</b>	<b>£13,690.60</b>
<b>2. Other Charitable Activities</b>		
Subscriptions	2,010.00	2,265.00
Ken Laidlaw Sportive	10,150.00	0.00
Events (Border Trophy)	455.00	319.00
Club Championships	0.00	616.00
Scottish National Olympic TT	0.00	345.00
Hawick Belles	0.00	958.49
Training	0.00	275.00
	<b>£12,615.00</b>	<b>£4,778.49</b>
<b>3. Grants</b>		
Springboard Fund	0.00	1,200.00
Future Hawick	0.00	2,992.82
TOB Competition	0.00	680.40
	<b>£0.00</b>	<b>£4,873.22</b>
<b>4. Expenses from Fundraising Activities</b>		
Le Col – Club Kit	0.00	4,953.90
Ken Laidlaw Sportive	1,015.03	4,289.54
Audax	148.18	169.00
	<b>£1,163.21</b>	<b>£9,412.44</b>
<b>5. Expenses from Charitable Activity</b>		
Insurance	1,209.60	1,182.12
Light, Heat & Water	1,374.70	393.14
Club Rooms	1,059.88	306.94
Events (Border Trophy's)	340.70	645.87
Club Championships	0.00	1,119.00
Hawick Belles	0.00	1,458.48
Women's Coaching	0.00	102.50
Training	0.00	661.00
Grant Spend (Future Hawick & TOB Competition)	0.00	3,626.82
Affiliations/Subscriptions	318.00	140.00
Computing/IT	262.64	149.48
Sundries	25.14	34.65
	<b>£4,590.66</b>	<b>£9,820.00</b>

**Notes to the Accounts cont'd**

**6. Assets of Hawick Cycling Club SCIO as at 31<sup>st</sup> October 2023**

The Charity owns premise at 2 Teviot Crescent Hawick. This was purchased by Trustees on 3<sup>rd</sup> September 2019 and fully funded by grant funding. Title for these premises was transferred from the Trustees to the Charity during the year ended 31<sup>st</sup> October 2019. Insurance value of the premises is stated by their insurers as £300,000.

The Charity holds the following items as at 31<sup>st</sup> October 2023

Pro Short Sleeve Jersey - 2	144.00
Club Short Sleeve Jersey – 2	115.20
Pro Bibshorts (Men) – 4	331.20
Pro Bibshorts (Women) – 2	165.60
Elite/Pro Long Sleeve Jersey – 2	144.00
Socks – 8	57.60
<b>Total</b>	<b>£957.60</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**

The statements of account for the year show the financial figures for the Charity. All funds are un-restricted and for the sole use of the Charity and its running costs, one grant has been brought forward to the new financial year £1,200 from the Springboard Fund.

Funds are made up as follows:

Bank of Scotland – Treasurers Account	
Un-Restricted Funds	272.32
Bank of Scotland – Instance Access Accounts	
Restricted Funds	1,200.00
Un-Restricted Funds	33,811.12
<b>Total Funds</b>	<b>£35,283.44</b>

### Independent Examiner's Report on the Accounts

Report to the trustees of Hawick Cycling Club SCIO  
Registered charity number SC048782  
On the accounts of the charity for the period to 31<sup>st</sup> October 2023  
Set out on Pages 9 to 11

#### 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 21 Dounehill Jedburgh

Date: 20 Dec 23 .....

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