



# **Royal Scottish Country Dance Society Dunfermline Branch**

Registered Scottish Charity, Number SC027501



## **Trustees' Annual Report**

Financial Year: 1 July 2018 – 30 June 2019

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*Front Cover Photo: (Left to Right) RSCDS President Jean Martin, RSCDS Dunfermline Branch Honorary President Janette MacSporran and RSCDS Chairman Andrew Kellett at the Branch 90th Anniversary Ball*

This report has been prepared on behalf of the Trustees and is an accurate record of the activities of the charity during the named financial year.



Amy Drysdale

Honorary Secretary, Royal Scottish Country Dance Society Dunfermline Branch

# Introduction

This Report covers the financial year from 1st July 2018 to 30th June 2019.

Although a relatively small branch of the Royal Scottish Country Dance Society, RSCDS Dunfermline Branch is a very friendly and active group. This report is designed to give the reader an idea of the types of activity undertaken by the Branch over the course of the year.

The constitutional aim of RSCDS Dunfermline Branch is to advance the education of the public in the area of Dunfermline and its neighbourhood in traditional Scottish Country Dancing. To do this, the Branch undertakes to:

- a) preserve and further the practice of traditional Scottish Country Dancing
- b) provide or assist in providing instruction in dancing of Scottish Country Dances
- c) promote the enjoyment and appreciation of Scottish Country Dancing and Music by any suitable means, and
- d) generally do such other lawful things as are or may be considered by the Local Association to further the foregoing objects of the Society in the district or area to which it relates.

## Charity Trustees during the Financial Year

<b>Role</b>	<b>Name</b>	<b>Applicable Dates</b>
Chairman	Lynda Laird	1 July 2018 – 11 March 2019
	Linda MacDougall	11 March 2019 – 30 June 2019
Vice Chairman	Linda MacDougall	1 July 2018 – 11 March 2019
	Fhionnagh Hewitt	11 March 2019 – 30 June 2019
Secretary	Amy Drysdale	Full Year
Treasurer	James Laird	Full Year
Committee Members	Sandra Ritchie	1 July 2018 – 11 March 2019
	Andrea Wilson	Full Year
	Margret Plummer	11 March 2019 – 30 June 2019
	Sandra Welch	11 March 2019 – 30 June 2019
	Rebecca Witts	11 March 2019 – 30 June 2019

# The Teaching of Scottish Country Dancing

RSCDS Dunfermline Branch provides a range of classes to encourage the learning of Scottish Country Dancing (SCD) and its dances. Each class is taught by a fully qualified RSCDS teacher. In some instances, a trainee teacher may teach a class while supervised by a qualified teacher, as part of the Branch commitment to providing opportunities to the SCD teachers of the future.

## Beginners / Improvers Class (September – May)

The Branch runs a small class aimed at new and early-stage dancers, which provides a supportive and fun atmosphere for individuals to learn the basics of SCD. Over the course of this year, the class had an average of around 6-8 dancers on each evening.

## General Class (September – May)

The Branch General Class is the most popular class offered by the Branch. Each week, around 37 dancers attend the class to learn new dances and enjoy old favourites. At the end of each term, the Beginners / Improvers class and General Class come together to enjoy a fun social dance.



*Photo: Dancers enjoying the 2019 Spring Dance*

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*Winter Term: c.37 dancers per night (17-18: c.37 dancers per night)  
Spring Term: c.39 dancers per night (17-18: c.40 dancers per night)  
Summer Term: c.35 dancers per night (17-18: c.30 dancers per night)*



### Technique Class (September – February)

The Technique Class is aimed at more experienced dancers, providing expert tuition from a range of external qualified teachers in the East and Central Scotland area. 5 monthly classes were held during this financial year, with an average of 24 dancers at each class.

*September: Margo Priestley (27 attendees)*

*October: Heather Cowan (22 attendees)*

*November: June Templeman (26 attendees)*

*January: Janet Johnston (24 attendees)*

*February: Rachel Shankland (22 dancers)*

*The overall profit for the year was £73.33 (17-18: £108.06).*



*Photo: Dancers enjoying the September 2018 technique class*

### Book 52 Teach-In Class (Saturday 6 October 2018)

The teach-in class provides a service to local dancers and teachers who have not had the opportunity to learn new dances published by the RSCDS at another class or at Summer School. With Margo Priestley (teacher) and Alan Ross (musician), there were 22 enthusiastic attendees at the RSCDS Dunfermline event, which made a £34 profit.

## Supporting New Teachers (July – August)



As part of its commitment to ensuring the continuing teaching of Scottish Country Dance in Dunfermline, the Branch regularly supports new and emerging teachers in various ways.

As a trainee teacher, Fhionnagh Hewitt has regularly taught branch classes under the supervision of a qualified RSCDS teacher. In July and August 2018, Fhi sat her final exams to become a fully qualified RSCDS teacher – as this involved two weeks of study at a residential school, the Branch contributed financially to the cost of her accommodation, class and exam fees.

We were delighted that Fhi successfully passed her exams and is now regularly teaching both our beginner / improver and general classes.

## RSCDS Dunfermline Branch – At Home and Abroad

As a small but friendly Branch, members of RSCDS Dunfermline Branch attend a range of events to engage with the wider world of Scottish Country Dancing. This benefits dancers in the local community, as it enables the Branch to identify potential teachers for technique classes and promote our own events to dancers outwith the local area.

Events attended in this financial year included:

- The Helensburgh Dance Weekend
- Oban Weekend
- The competitive Newcastle Festival

Branch Secretary Amy Drysdale was also part of the RSCDS Youth Demonstration Team which performed at the RSCDS AGM Weekend Ball and Civic Reception, hosted by the Lord Provost of Perth.



*Photo: the RSCDS Youth Demonstration Team at the RSCDS AGM 2018*

## The Next Generation of Dancers

The RSCDS Dunfermline Branch Children's Class has around 11 regular members.

As part of its charitable aims, RSCDS Dunfermline Branch provides financial support to the class. Although some funding comes from the class fees paid by attendees, the Branch assists by subsidising the hall fees and teaching fees, at a cost of around £200 each financial year.

This financial year, the children's class participated in events including:

- Demonstrations at a Burns Night for Kelty Scottish Women's Rural Institutes on Thursday 17th January, and at a Burns Night for Kelty Women's Guild on Monday 28th January
- The RSCDS Edinburgh Branch Children's Ball, at Lauriston Hall on Friday 22nd March. This year a competition was again held for the children to devise a dance, and three dancers entered from our class. We were delighted to hear that our class won the competition again, this time Gabrielle Tuffy with her dance *Are You Sure It's a Square?*

The highlight of the year for the children's class was an invitation to dance at the RSCDS Dunfermline Branch 90th Anniversary Ball, on Friday 31st May at the Glen Pavilion with music provided by Frank Thomson and his band. The class demonstrated 3 dances with a Dunfermline connection - *The Countess of Elgin* (devised by Janet Johnston, from the RSCDS Dunfermline 90th Anniversary book), *A Reel for Chocolate Bourbons* (devised by Alice Reddie and winner of the 2019 RSCDS Edinburgh Branch competition) and *Are You Sure It's a Square?* The dancers were all delighted to be asked to perform at such a special event.

We hope that all of the class members will continue to enjoy Scottish Country Dancing for many years to come!



*Photo: the RSCDS Dunfermline Children's Class demonstrating at the 90th Anniversary Ball*



# Promoting the Enjoyment of Scottish Country Dancing and Music

Over the course of the year, the Branch arranged a number of social dances, which provide fun and enjoyment and encourage dancers to travel to Dunfermline from across Fife and Central Scotland.

## Summer Dances

In July and August 2018, three Dunfermline Summer Dances were held, with well-known and popular dance bands playing.



*Photo: Dancers enjoying the 11 July 2018 Summer Dance*

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*11 July 2018: Susan MacFadyen's Band: 43 attendees*

*25 July 2018: Alan Ross's Band: 40 attendees*

*8 August 2018: James Coutts' Band: 36 attendees*

*The overall loss for the year was £194.51 (2017-18: loss of £33.99).*



## The Dunfermline Ball

The Dunfermline Ball is the highlight of the dancing calendar in Dunfermline. This annual Ball, held in Dunfermline every December in the Glen Pavilion, attracts dancers from across Scotland – and even further afield!

In 2018, 104 dancers attended the Ball, dancing to the music of Jim Lindsay. (17-18: 101 dancers)



*Photo: Dancers enjoying the 2018 Dunfermline Ball*

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*The 2018 Ball provided a profit of £48.09 (17-18: £15.49).*

## Branch 90th Anniversary Celebrations

During this financial year, final preparations have been underway for the Branch's 90th anniversary celebrations, as well as the launch of our celebrations in early 2019.

### 90th Anniversary Book and CD

A new book of dances was published to celebrate this anniversary, with dances submitted from Branch members and friends. In previous financial years, preparation work included dance testing along with drafting and review of the printed book. 16 dances were selected from around 35 entries; accompanying music was either written for the dances or selected from available tunes, and recorded onto CD by Frank Thomson and his band. This involved a considerable outlay from the Branch financial reserves, and it was planned that sales of the books and CDs would help to offset this cost.

Based on feedback and experience of other branches, we worked to ensure that the book and CD were available to purchase from late 2018, so that dancers and teachers could make use of the book throughout the anniversary year. A teach-in class was held on Saturday 19 January 2019 to guide local dancers and teachers through the dances. With 33 attendees, there was a small profit of £15.25.

The wide variety of dances, high quality of production and production of an accompanying CD has led to book and CD sales far exceeding expectations. Although initial production was 400 books and 500 CDs, demand from dancers, online branch shops and bulk overseas orders to locations including Japan and Canada meant that a total of 600 books and 1000 CDs have now been produced. In the 2018-19 financial year, **394 books and 471 CDs were sold**. Accounting for all production and reprint costs, this provided the Branch with a **total profit of £1468.91** by the end of this financial year. All further sales will be counted as additional profit.

The dances were also filmed for general release via YouTube and other Scottish Country Dance websites, with members of the Branch dancing to the accompanying CD.



*Photo: Filming the 90th Anniversary Dances, March 2019*



## 90th Anniversary Ball

As is traditional for RSCDS Dunfermline Branch major anniversaries, an Anniversary Ball was held in the Glen Pavilion at Pittencrieff Park on Friday 31 May 2019. RSCDS President Jean Martin and RSCDS Chairman Andrew Kellett both attended and spoke at the event, and the Branch children's class provided a demonstration of dances related to Dunfermline. With all 160 tickets for the event sold, and dancers travelling from near and far to attend, the night was a great success. In celebration, every attendee was presented with a gift bag, containing a dance shoe bag and a stationary set printed with the Branch anniversary logo.



*Above and Below: Dancers enjoying the 90th Anniversary Ball*





### Class Celebration Night

The last night of the normal class term, Monday 20 May 2019, was a celebration for class members unable to attend the Branch 90th Anniversary Ball. With catering, cake and an enjoyable programme of dances, it was a fun and enjoyable evening.



*Above: Class members at the Celebration Night in the Dell Farquharson Centre*

### Fife Council Civic Reception

In recognition of the significant achievement of the Branch, representatives were invited to attend a civic reception on Thursday 25 April 2019 held by Fife Council and hosted by the Lord Provost of Fife, James Leishman. Along with two other organisations celebrating anniversary years, Branch members were treated to a special presentation, catering and the award of a glass plaque and certificate.



*Above: Branch members with the Lord Provost of Fife at the Civic Reception*

*Front Row (L to R): Sheila McLean, Amy Drysdale (Hon. Secretary), James Leishman (Lord Provost), Linda MacDougall (Chairman), Fhi Hewitt (Vice-Chairman), Janette McSporran (Hon. President)*



*Left: Branch Chairman Linda MacDougall with James Leishman, Lord Provost of Fife, being presented with the certificate and plaque on behalf of the Branch.*

# Ongoing Projects to Further the Objects of the Branch

## Data Protection

The Branch continues to remain compliant with the DPA2018, and data protection remains a standing item on Branch Committee agendas.

## Safeguarding and Child Protection

All regular children's class teachers and assistants continue to be PVG-checked in line with Disclosure Scotland guidance, and the Safeguarding policy with associated procedures is promoted on the Branch website.

## Advertising

Advertising takes place through a range of media, including local newsletters and posters in the local area.

## Fundraising

The Branch has adopted new fundraising techniques in this financial year, including use of online shopping avenues such as Amazon Smile and Give As You Live. These have had limited success so far, but have resulted in a £5 donation from Amazon Smile.

## Branch Procedures

Following the Branch Annual General Meeting held Monday 11 March 2019, a sub-group of committee members was formed to look at the current Branch procedures and suggest changes, clarifications or updates where required.

## Branch eNewsletter

The Branch produces an electronic newsletter for members and friends, highlighting what events are happening in Dunfermline and news items of interest. This has generated good feedback.

<b>E-Newsletter</b>	<b>Open Rate (% of emails sent)</b>	<b>Click Through Rate (% of email sent)</b>
<i>2017-18 average</i>	63.8%	22.3%
eNews 17	80.4%	26.8%
eNews 18	87.1%	14.5%
eNews 19	87.6%	29.2%

In line with the EU General Data Protection Regulations and Data Protection Act 2018 which were implemented in May 2018, the Branch has always implemented an 'opt-in' approach to its general newsletter distribution, requiring specific consent from all recipients prior to sending.

In addition, a separate newsletter is sent only to Branch members, which includes information essential to their ongoing membership of the Branch. 7 emails were distributed through this method in the financial year.



# Appendix A: Independent Examiner's Report

## Independent Examiner's Report to the Trustees of the Royal Scottish Country Dance Society Dunfermline Branch

I report on the accounts of the charity for the year ended 30 June 2019 which are set out in the following pages.

### **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) Act 2005 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 view given by the accounts.

### **Independent examiner's statement**

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

- 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.

### **Matters Arising**

None

Name: Christine Tuffy CPFA  
Address: 69 Dover Drive, Dunfermline, Fife, KY11 8HQ  
Date: 19 / 01 / 2020

Signed: 

# Appendix B: Receipts and Payments Account for the year ended 30 June 2019

**SC027501**

**Royal Scottish Country Dance Society (Dunfermline)**

## **Receipts and Payments Account for the Year Ended 30 June 2019**

	2018/19 £	2017/18 £	2016/17 £
<b>Receipts</b>			
- RSCDS Subscriptions	970.00	1,046.00	1,114.00
- Class Fees	4500.00	4,204.10	4,149.00
- Demonstrations	-	30.00	-
- Fundraising Events	4763.00	4,599.00	5,584.00
- Investment Income	-	-	19.90
- Other Income	10.00	-	-
- 90th Anniversary Income	12,315.00	-	-
<b>Total Receipts</b>	<b>22,558.50</b>	<b>9,879.10</b>	<b>10,866.90</b>
<b>Payments</b>			
Fundraising Expenses (Bands, Catering, Halls)	4,987.74	4,604.11	5,064.00
90th Anniversary	9,859.01	2,338.25	
<b>Total Payments for Fundraising Expenses</b>	<b>14,846.75</b>	<b>6,942.36</b>	<b>5,064.00</b>
<b>Payments for Charitable Activities</b>			
- Teachers, Musicians and Halls	3,422.70	4,342.20	4,035.85
- RSCDS Subscriptions Paid	970.00	1,046.00	1,114.00
- Class Videos and CDs	11.98	32.37	36.10
- Charitable Giving	-	-	30.00
- Teaching Certificate	-	570.00	-
- Equipment	-	219.95	-
- Postage, Stationary, Insurance	185.45	234.63	274.15
<b>Total Payments for Charitable Activities</b>	<b>4,620.13</b>	<b>6,445.15</b>	<b>5,490.10</b>
<b>Governance Costs</b>			
- Room Hire for Meetings and AGM	-	-	-
- Gift for Independent Examiner	30.00	25.00	25.00
<b>Total Governance Costs</b>	<b>30.00</b>	<b>25.00</b>	<b>25.00</b>
<b>Total Payments</b>	<b>19,496.88</b>	<b>13,412.51</b>	<b>10,579.10</b>
<b>Surplus / (Deficit) for Year</b>	<b>3,061.62</b>	<b>-3,533.41</b>	<b>287.80</b>

All funds are unrestricted.

Statement of Balances as at 30 June 2019

	2018/19 £	2017/18 £	2016/17 £
<b>Bank and Cash in Hand</b>			
- Opening Balances	6,843.33	10,376.74	10,088.94
- Surplus / (Deficit) for Year	3,061.62	-3,533.41	287.80
- <b>Closing Balances</b>	<b>9,904.95</b>	<b>6,843.33</b>	<b>10,376.74</b>
<b>Reserves</b>			
- General Reserves	9,904.95	6,843.33	10,376.74
- <b>Closing Balances</b>	<b>9,904.95</b>	<b>6,843.33</b>	<b>10,376.74</b>

All funds are unrestricted

Approved by the Trustees and signed on their behalf



James Laird, Treasurer



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