

EGILSAY COMMUNITY ASSOCIATION

Registered Scottish charity SC 043611

TRUSTEES ANNUAL REPORT

Annual Report & Financial Statements
For the year ended 31 May 2020



Trustees' Annual Report [check from here](#)

For the year ended 31 May 2020

The Trustees have pleasure in presenting their report together with financial statements and the independent Examiners' report for the year ended 31 May 2020

Along with all other communications this document will be uploaded to the Egilsay Community Association website which is the primary method used to update and inform the community

Reference and Administrative Information

Charity Details	Trustees / committee
Charity Name Egilsay Community Association Charity No SC043611 Address Warsett Egilsay Orkney KW17 2QD	2020 AGM – (remotely?)
	2019 AGM – 04 December 2019 David Basford (Chair) Edwin Dick (Vice-Chair) Debbie Corrigan (Secretary) Christina Cox (Treasurer) Jansen Barrett Trustee Flora Lamont Trustee Margaret Swindells Trustee

Structure Governance & Management

Constitution

The charity is an unincorporated association. It is governed by its constitution which was adopted on 06 March 2012. The association was granted charitable status by OSCR on 29 November 2012
(unless we have adopted the new SCIO constitution prior to the AGM taking place)

Appointment of Trustees

In accordance with the constitution the management committee is made up of trustees and there must be a minimum of 4 elected trustees to take up the roles of Chair, Vice-Chair, Secretary and Treasurer. (this will be 3 under the new SCIO constitution) The committee may co-opt further trustees if they consider it to be in the interest of the association. The management committee were elected at the AGM (conducted remotely due to Covid-19) on **xx xx 2020**

A communication is sent to all residents approx. three weeks before the AGM to ask if any residents would like to become Trustees and / or be considered for election for one of the committee roles.

Changes to Trustee

There were no changes to the Trustees – all stood down and were re-elected

Management

The trustees are responsible for the running of the association and managing the community facility. The day to day running of the association is carried out on a voluntary basis by the committee.

Objectives and Activities

Charitable Purposes

The provision of recreational facilities, or the organisation of recreational facilities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended

Activities

Our activities are primarily based around retaining a community facility for the benefit of all residents and visitors to Egilsay. This includes

- Repairs, cleaning, maintenance and decoration of the community building
- Liaising with Orkney Islands Council for repairs to the fabric of the building and the main utilities which remain the responsibility of Orkney Islands Council
- Taking responsibility for the community turbine its maintenance and repair and managing the revenue created through the FITs payment scheme
- Provision of equipment for the purpose of leisure and recreational activities
- Holding community social events
- Assisting residents to access health, education and recreational activities on our neighbouring islands and on Orkney mainland e.g. provision of ferry tickets for sports / theatre/pantomime / well-being courses/Seasonal events/music/training courses that cannot be provided on the island.
- Partnership working with other organisations to arrange events and enhance facilities on Egilsay
- Ensuring appropriate insurance and licences are in place.
- Holding committee meetings as appropriate and the AGM

Achievements and Performance

Note: from 20 March 2020 COVID 19 restrictions came into force which effectively put everything on hold – the notes below reflect activities up until that time.

1. Travel assistance for permanent residents – helping with ferry/bus/taxi fares to attend facilities outwith Egilsay.
2. Each household with permanent residents were allocated £200 to assist with cost of travel.
3. Egilsay Community produced leaflets that advertise the community facility to locals and visitors alike these are placed on the boat the Tingwall waiting room, Travel Centre Kirkwall and various outlets on Rousay.
4. We have seen a significant increase in tourists this year and there are many positive and appreciative comments entered into our visitors book – this is due to the launch of the Egilsay leg of the St Magnus Way, continued events arranged by RSPB and a general increase in the number of visitors to Orkney

5. We continue to work in partnership with the RSPB who continue to maintain a significant presence on the island and have had several organised groups visit this year who have been welcomed to our community facility.
6. The remaining funds from YIYC Round 2 were spent in the following categories
 - Promoting Egilsay** – New promotional materials, rack cards posters etc and to hold and an Archaeology day working with UHI Archaeology Institute in Orkney
 - Egilsay Recreation travel and welfare fund** – to assist with travel for health services, recreation and amenities and essential supplies
 - Looking after our facility** - to help with payment of keeping our community facility clean, tidy and stocks replenished

The community facility is used for events and functions, committee meetings and the AGM as well as hires to RSPB and other visiting groups. We have welcomed numerous independent walkers and several repeat visitors. We have facilitated several St Magnus Way events and the table below summaries the main events that have taken place 01 June 2019 to 31 May 2020

Significant dates in the Egilsay calendar - 01 June 2019 to 31 May 2020

June 2019	Talks started with Hayley Green (OIC) re purchasing assets known as The School and School House and an offer letter was sent by Egilsay Community Association to proceed with ownership for a nominal sum
June 2019	Discussions continued with the Community Council, OIC and the contractor to provide quotes and construction methods for a new bin store at Egilsay Pier
July 2019	Archaeology Day - Run by Dan Lee from Orkney Archaeology Dept of UHI based around informal talks, workshops and fieldwork. This was attended and enjoyed by island residents
July 2019	Lia McArthur MSP – annual island surgery for all residents to attend if they wish
July 2019	Wind Turbine annual service and maintenance check carried out by Ross Gazey of PEC – Shetland – it was noted that a welding repair was necessary and ECA would source a contractor to do this
August 2019	The Egilsay leg of the larger St Magnus Way was officially opened with an unveiling of a Stone Sculpture and information board located at the Egilsay Waiting room. A St Magnus Way information board has also been erected at Tingwall
September 2019	North Isles Landscape Partnership met with RSPB and residents to discuss how they may possibly help Egilsay – some work as been carried out on heritage and interpretation boards
September 2019	Meeting with Gary Amos VAO Re School and School House
September 2019	RSPB booking at hall
October 2019	RSPB booking at hall
November 2019	Egilsay Community Association Bonfire night
November 2019	RSPB open meeting – reserve update
November 2019	Egilsay Remembrance Sunday
December 2019	Egilsay Community Association AGM
January 2020	Received first drafts from NILPS for Egilsay Natural Heritage Interpretation in the form of Natural Heritage Scrapbook and Treasure Box and Two moveable Natural Heritage Display Panels – We are still waiting for

	confirmation following an earlier meeting where a digital display was also considered.
February 2020	The new Bin Store was constructed at Egilsay Pier ensuring the heavy bins do not get blown over in the frequent gales - making life for our residents a lot easier.
March 2020	Coronavirus and COVID-19 restrictions meant the community went into lockdown and the community facility closed until government guidelines state it is safe to reopen – relaxation on current restrictions expected late in 2020
July 2020	With some easing of COVID 19 restrictions the annual service, maintenance and repairs were completed on the Community Turbine

Community Facilities

During this period Egilsay Community Association have also entered into discussions (that are ongoing) with Orkney Islands Council and Voluntary Action Orkney to establish a way forward to purchase the School House and School building so that they can be secured as a facility for the future benefit of the Egilsay Community. The lease between Orkney Islands Council and Egilsay Community Association for the current school building expires in 2021 and OIC have expressed the view that they are seeking a transfer of ownership rather than to carry on as Landlord.

In order to take on this responsibility and after advice from Voluntary Action Orkney, ECA agreed to convert to a SCIO (Scottish Charitable Incorporated Organisation) and adopt a new constitution

ECA committee are at the time of writing in the process of converting to a SCIO and a new constitution has been prepared and agreed. The application and associated documentation will be submitted to OSCR during September 2020

Community Turbine

Since the major repairs that were completed in May 2017 the turbine has been up and running with no identifiable issues. The turbine undergoes annual maintenance checks from Pure Energy Centre – Shetland.

It was noted that at around February time the turbine production output was not being recorded and therefore revenue was lost. Bad storms meant that the team from Shetland couldn't be here and this was closely followed by the COVID-19 lockdown meaning the turbine service didn't happen until July – although the service was completed recording of turbine output remains in doubt and is being monitored.

Hire Rates for the Hall – these remain unchanged and are as follows

The Main Hall (groups up to approx. 40 people) £25 per hour
The Classroom (groups up to approx 12 people) £15 per hour
The Main Hall and Classroom together £30 per hour

Repairs No major repairs have taken place at the community hall this year - 5 grass cuts took place at both the school and school house

Cleaning The hall is checked and cleaned regularly and stocks of consumables and cleaning materials are purchased as required

Toilet Facilities

The number of large groups experienced over the last couple of years highlighted the need for the old school toilets at the back of the building to be refurbished. They are functional with a cold-water supply but the sanitary ware needs replacing and the outbuildings need to be made weathertight and re-decorated. Decisions on this have been put on hold due in part to COVID 19 and also pending the outcome of the transfer of ownership

Outside Tap

It was agreed that as well as the new bin storage area and an outside tap should be installed at the Egilsay Pier waiting room. This would be beneficial for washing salt of cars and washing out the large commercial waste bins ECA have presented the quote to the Community Council who have agreed to go 50/50 on costs with Egilsay Community Association – this work was also put on hold during COVID 19

Heating

It was agreed that the large, old heater should be removed from the hall as it is no longer fit for purpose and is taking up valuable space. This will be replaced with more suitable and efficient heating, quotes have been requested - this work was also put on hold during COVID 19 it is hoped that this work can be carried out before winter 2020/2021

Financial Review

Payments to individuals (including charity trustees and connected persons)

As part of our application to become a charity we informed OSCR that ECA intended to pay nominal amounts to inhabitants of Egilsay for work undertaken at the community facility on the Associations behalf. A population of 20, living on a very small remote island, by definition everyone is connected.

It was agreed that it was important to get work done by the community for the community avoiding the high costs of importing labour from mainland Orkney.

It was agreed at the AGM 17 July 2012 that to complement the voluntary work already undertaken nominal payments for small jobs on an ad-hoc basis was acceptable on the following grounds.

Work is undertaken on behalf of the community and for which the association is responsible. E.g. grass cutting, Decorating and maintenance, cleaning, book-keeping/accounts and ad-hoc requirements decided and agreed by the committee.

Work can be carried out on a self-employed basis payable on invoices received.

All monies paid will be recorded in the Egilsay Community Association accounts. Paid work will be minuted and a summary presented in the Trustees Annual Report and at each AGM

Book keeping

This is carried out by the treasurer and submitted to the approved accountant Davie Campbell for The Independent Examiners Report after accounts are approved at the AGM

EXPENDITURE

Expenditure - Restricted funds

Ferry tickets for residents **£2719**

Marketing / Archaeology Day **£1292**

Looking after our facility – cleaning, checking consumables reporting faults etc **£ 460**

Fireworks **£300**

TOTAL – Restricted funds expenditure £4771

Expenditure- Unrestricted funds

General expenditure in this financial year has been attributed to the running of the facility including telephone and broadband payments **£693** - renewal of TV licence - **£159.50** - 5 x grass cuts school house **£400** Grass cutting community hall **£150** - book keeping, preparation of accounts and Trustees Annual Report **£150** Accountant **£70**

Bin Store at Pier **£972** Turbine Maintenance and repair **£ 1110** Travel welfare fund **£200** (late request not included in YIYC2 funding0)

Sundry items and consumables such as printer ink and paper, McAfee virus protection, small items of kitchen equipment. Loo rolls, kitchen roll, cleaning supplies. Bottled water, tea, coffee, milk, biscuits, and providing refreshments for groups of visitors made up the remainder of expenditure. **£421**

TOTAL – unrestricted funds expenditure £4325

TOTAL Expenditure £9096

INCOME

Restricted funds

OIC Fireworks £300

Unrestricted funds

Sale of Cards at Craithub
£5.00

SSE FITS payments
Oct 2019 £1848
Dec 2019 £61
Mar 2020 £48

Cash donations
£294

OIC small business grant COVID – 19
£10,000

TOTAL Income £12,556

The Egilsay Association Community funds at 31 May 2019

Current Account £ 21,656

Cash in Box £129

TOTAL Funds £ 21,785

Reserves

The trustees policy is to retain sufficient funds to cover its leasehold responsibilities to Orkney Islands Council such as ad hoc maintenance, internal repairs and decoration and on going liabilities such as turbine maintenance, insurance, licences, telephone and broadband and the annual fee for the Orkney Communities website and independent examination of accounts. The trustees also wish to retain sufficient funds to repair or replace equipment owned by the association. Around £5000 held as a reserve is thought to be a realistic amount to cover this.

Plans for future periods

The trustees plan to maintain and develop the facility for the benefit of the community and will actively seek suggestions for the next stage in revitalising and rejuvenating our community facility. The wooden floor in the hall was refurbished during January 2019 and we hope to progress with upgrading the old school toilets at the back of the main building and to install suitable heating to the hall. The main focus over the coming months will be to continue discussion and negotiation with OIC over the future of the school and school house before the current lease expires in 2021.

Egilsay School House – Following on from previous meetings and discussions held with representatives of OIC and VAO, Communications and negotiations are continuing with OIC. We are waiting for a formal proposal of options from Orkney Islands Council and are in the process of converting to a SCIO. (Scottish Charitable Incorporated Organisation)
We will continue to consult with OIC, VAO and other parties to develop this project through the coming year.

St Magnus Way – The way markers, information boards and stone sculptures were installed last summer ready for the official opening of the Egilsay leg of The St Magnus Way. Unfortunately COVID 19 restrictions meant that visitors could not visit from March to July 2020 but the hope is that the St Magnus Way will again encourage walkers who have an interest in St Magnus and provide a legacy for the future. <https://www.stmagnusway.com/>

RSPB – The RSPB continue to support Egilsay by inviting visiting groups for walks and talks on their managed farm Onziebust and nature reserve <https://www.rspb.org.uk/reserves-and-events/reserves-a-z/onziebust/> (COVID 19 restrictions affected RSPB groups from March to July 2020)

Partnership working - We plan to develop partnership working with Rousay School, RSPB , The Rousay, Egilsay & Wyre Heritage Trust, REWDT, St Magnus Way, OIC and other interested parties with a view to promoting Egilsay as a place to visit and facilitating various interests and events for visiting groups.

Approved by the Trustees at the Egilsay Community Association AGM on dd/mm/yyyy and signed
on their behalf by

xxxxxxxxxxxxxx - Chair

Independent Examiners Report

For the year ending 31 May 2020

Independent Examiners report to the Trustees of Egilsay Community Association

I report on the financial statements of the charity for the year ended 31 May 2020 which are set out on the following pages 9 – 13 inclusive.

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. ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 regulations"). The charity's trustees consider that the audit requirement of Regulation 10 (1) (d) of the 2006 regulations does not apply. It is my responsibility to examine the accounts as required under section (44)(1) (c) of the 2005 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 2006 Regulations. 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

In connection with my examination, no matter has come to my attention:

1. That gives me reasonable cause to believe that, in any material respect, the requirements:
 - a. To keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
 - b. To prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have not been met, or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of accounts to be reached

Independent examiner name and address date and signature

Davie Campbell

Address:

Signature

Date:

Statements of Receipts and Payments – For the year ended 31 May 2020

RECEIPTS	Note	Unrestricted Funds	Restricted Funds	Totals 2020	Total 2019
YIYC	1	-	-	-	5563
Voluntary Receipts					
Donations	3	294	-	294	
Legacies		-	-		
OIC Grants		10000	300	10300	500
Fund Raising		-			
Investments	2	1956	-	1956	7069
Rent from land buildings		-	-		
Gross trading		-	-		
Bank Interest		-	-		
Receipts from Charitable Activities	3	5	-	5	2626
TOTALS		12255	300	12555	15758
PAYMENTS	Note	Unrestricted Funds	Restricted Funds	Totals 2020	Total 2019
Gross trading payments			-	-	-
Investment management costs	4	1110	-	1110	
Relating to Charitable activities	5	3216	4771	7987	9509
Grants and Donations Accounts	6	-	-	-	1227
TOTALS		4326	4771	9097	10736
PURCHASE OF ASSETS		Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
		-	-	-	-
TOTAL PAYMENTS				9097	10736
Surplus/(Deficit) for the year	Note	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
Transfer between funds		-	-	-	-
Surplus/(deficit) for year		3458	0	3458	5022
Funds reconciliation	Note	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
Cash at Bank and In Hand at 31 May 2019		13464	4771		
Surplus/(deficit) for year		3458	-	3458	5022
Cash at Bank & In hand at 31 May 2020				21785	18235

Bank & Cash Balances	Total 2020	Total 2019
Current Account	21,656	18199
Cash in hand	129	36
	21785	18235
Other Assets	Totals 2020	Total 2019
DEPRECIATED ITEMS		
Community 6kw Turbine	5032	6291
Community Laptop	92	115
Printer (Mar 16)	0	0
Printer	0	0
Furniture	296	370
Rugs	120	150
Display materials	169	212
Exercise Equipment	457	572
Blinds	125	157
Kitchen Equipment	84	106
Multi Media Equipment	235	294
Picnic tables and raised beds	297	372
ECA laptop	196	245
Weights and weight bench	64	81
Henry Hoover	56	71
Coffee Urn	84	105
	7307	9125

For simplicity assets are depreciated by 20% per year. It is recognised that not all items will depreciate at the same rate or have the same lifespan but that this is simply a sensible way to try and ascertain the value of assets within the Community Associations zone of responsibility and to give some indication of when the items may need replacing.

The notes on pages 13 & 14 form an integral part of these accounts

Approved by the Trustees on xx/xx/xxxx and signed on their behalf by: -

David Basford (Chair)

Christina Cox (Treasurer)

General Notes

Basis of Accounting

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

Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day to day running of the Association

Restricted funds

usually given as a grant and can only be used for the purposes for which it was given

Related Party Transactions 01 June 2019 to 31 May 2020

The following remuneration was paid with authority from the committee

£550 paid to G Cox for grass cutting and strimming at the community hall and school house

£500 paid to D Corrigan for caretaking and cleaning duties at the hall

£150 paid to C Cox for book-keeping, preparation of accounts and Trustees Report

1 Grants	Total 2020	Total 2019
REW Community OIC Council	300	-
OIC/Community council	10000	
TOTAL	10300	-

2 Investments	Total 2020	Total 2019
Community turbine gifted to the Association by REWDT and accepted at ECA AGM 9th November 2011 to provide a modest sustainable income to invest in community objectives and activities		
FITs Payment	1848	1263
FITs Payment	61	1115
FITs payment	47	4691
TOTAL	1956	7069

3 Receipts from charitable activities	Total 2020	Total 2019
Cash Donations	294	2626
TOTAL	294	2626

4 Investment Management Costs	Total 2020	Total 2019
Turbine maintenance	1110	0
TOTAL	1110	0

5 Relating to charitable activities	Totals 2019	Total 2019
Bin store	972	-
Grass Cutting	School & house 550	school only 150
Website	-	70
Public Liability Insurance	-	407
Book keeping and Trustees Annual Report	150	150
Accountant	70	70
Marketing and Archaeology inc website	1292	-
Consumables and events (fireworks)	300	1939
Donation to Rousay School	-	100
Donation to RNLI	-	200
Haulage	-	12
Caretaking / cleaning	500	510
Hall Floor	-	3071
Repairs Maint. & Dec.	-	390
Floor polish hall floor	-	175
Ad hoc Materials	-	65
TV licence	160	155
Passenger ferry tickets	2919	877
BT / Broadband	693	707
McAfee	90	90
Sundry items and consumables	290	371
TOTAL	7986	9509
6 Grants & Donations	Total 2020	Total 2019
Fireworks	300	300
OIC grant Covid 19	10000	0
TOTAL	10300	0

7 Transfers between funds

There were no transfers between funds

8 Cash at Bank and in Hand at 31 May 2020

Current Account £21656

Cash Box £129

TOTAL £ 21785