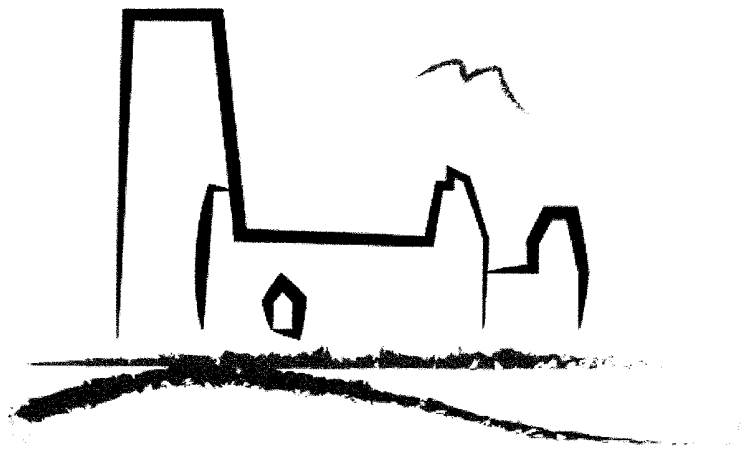


EGILSAY COMMUNITY ASSOCIATION SCIO  
Registered Scottish charity SC 050506

# TRUSTEES ANNUAL REPORT

Annual Report & Financial Statements  
For the year ended 31 May 2023



## Trustees' Annual Report

### For the year ended 31 May 2023

The Trustees have pleasure in presenting their report together with financial statements and the independent Examiners' report for the year ended 31 May 2023

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
<b>Charity Name</b> Egilsay Community Association <b>Charity No</b> SC043611 <b>Address</b> Warsett Egilsay Orkney KW17 2QD	<b>2023 AGM 11 December 2023</b> <b>Vanessa Garrett (Chair)</b> <b>Jansen Garrett (Vice Chair)</b> <b>Kye Valongo (Secretary)</b> <b>Jacinta Garrett (Trustee)</b>  <b>Christina Cox (Treasurer - Temporary)</b>
	<b>2022 AGM – 29 November 2022</b> <b>David Basford – Chair</b> <b>Edwin Dick – Vice - Chair</b> <b>Debbie Corrigan – Secretary</b> <b>Christina Cox – Treasurer</b> <b>Christine Peci - Trustee</b>

## Structure Governance & Management

### Constitution

The charity is a Scottish Charitable Incorporated Organisation (SCIO) . It is governed by its constitution which was adopted on June 2020 (amended 2022) . The unincorporated association was granted charitable status by OSCR on 29 November 2012 and granted SCIO status 01 October 2020

### 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. 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 held on **11<sup>th</sup> December 2023**

A communication is sent to all residents at least two weeks before the AGM so that members can put their names forward to become a Trustee and / or be considered for election for one of the committee roles.

### Changes to Trustee

The following changes to Trustees

**Retired**

Christina Peci – retired as Trustee 26 Jan 2023  
David Basford Retired as Trustee and Chair AGM 11 Dec 23  
Edwin Dick Retired as Trustee and Vice-chair AGM 11 Dec 23  
Debbie Corrigan Retired as Trustee and Secretary AGM 11 Dec 23

**Elected Members (AGM) 11 Dec 23**

Vanessa Garrett – Chair  
Jansen Garrett – Vice – Chair  
Kye Valongo – Secretary  
Jacinta Garrett – Trustee

**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 under the current lease
- 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**

**Acquisition of School and School House**

Discussions relating to the acquisition of the School and School House started way back in 2016 and have been ongoing in one form or another since then. Things slowed down in 2020

and 2021 and although some meetings took place and despite best efforts there was not as much professional help or progress as we would have liked.

In this financial year i.e. from 01 June 2022 things have started to move a bit more positively and we have secured funding from OIC through Community Led Local Development Fund and the Community Development Fund and a stage 1 SLF submission was successful awarding in total £18240 towards the feasibility study to purchase the school and school house. This will include Architect, QS, Independent Valuation and condition report and development of a full business plan – it was hoped that this phase would be complete February 2023 and the Acquisition phase including a Stage 2 application to the Scottish Land Fund for the negotiated sale could happen fairly quickly by late spring/early summer 2023

This is currently on hold due to further discussions taking place regarding the future use of the school house with two options being put forward for inclusion in the business plan. The aim is to make a Stage Two submission to the SLF to purchase both the School and School House by Feb 2024

### ***The project - Revitalising Egilsay Facilities***

The current community facility and car park (the old school building) and the adjoining school house and garden are situated at the centre of the island at the only cross-roads. All foot and vehicle traffic pass this point on the way to access the ferry which is situated approx 0.5 miles to the West. The old school comprises a Main hall, store, kitchen, WC and classroom the building is approx 104sqm. The school House comprises 2 living rooms, 2 bedrooms, 1 bathroom, 1 kitchen, 1 small box room.

The two properties and external grounds have a footprint of approx 1129 sqm

The community building was originally the island school and was officially closed in 2011. Since then it has been leased on a rolling 5 year lease to the Egilsay Community Association. The last 5 year lease ran out 30 November 2021 and now OIC have offered the ECA the opportunity to purchase before it goes on the open market and have indicated a preference for a negotiated sale.

The School House, formerly used as accommodation for the head teacher of the school has remained empty, unoccupied and unused for a period of approx 20 years.



School & Schoolhouse the Main Hall the Classroom

The community centre (Old School) is the only community building on the island, there are no hospitality, retail, fuel or recreational amenities on Egilsay. Since 2011 ECA have been responsible for basic maintenance of the building and surrounding grassed area, repair and decoration and have contributed their own funds to do this.

The adjoining school house has been empty for at least 20 years it has remained the responsibility of OIC and has had no maintenance or repair undertaken during that time. ECA have paid for grass cutting to tidy up the external areas of the school house. The School House is thought to be of sound structure but in need of extensive refurbishment to bring it back to habitable and public use.

OIC approached the Egilsay Community back in 2016 indicating that they wished to dispose of the school and in 2018 representatives from OIC opened up discussions on disposing of both assets

together and wished to discuss options going forward. A series of discussions took place within the community culminating in the ECA AGM 2018 where it was agreed to proceed with acquisition of both properties to help future-proof the sustainability and resilience of the small and fragile island community of Egilsay

At the AGM on 29 November 2022 it was decided to take the project to acquire the school and school house forward. Keeping the community facility as it is with an upgrade to the old school toilets and to move forward with the refurbishment of the school house as a hostel.

Early 2023 ECA sought community support for this project which resulted in various discussions and an open meeting to discuss options on June 5<sup>th</sup> 2023.

During this meeting members of the community expressed a desire to explore other options for the school and school house and were asked by the board to come forward with an alternative proposal.

A new proposal has been passed to Davie Campbell along with the original proposal to develop a business case with an appraisal of the two options including, costing, operational management, resource requirements and how feasible each would be for our small community to manage and maintain going forward.

It should be noted that there is insufficient funding from the SLF Stage One award to develop two separate business cases with the required Surveying and Architectural input.

We have asked that the two options can be considered in one business case that will provide the likely cost, resources and support that may be required and attainable for each.

At the time of writing, discussions are currently ongoing with no firm conclusions reached.

It is hoped that a full report will be available at the next AGM summarising decisions and actions taken.

### ***Community Wind Turbine***

The repairs to the community wind turbine presented significant financial loss during the last accounting period. Major repairs were needed which meant that not only was the turbine grounded, not turning or providing revenue. Repair costs reached an eye watering £ 8382 a hefty blow to the community finances.

The turbine has performed well in this financial year with no repairs necessary and a decision was made with the turbine maintenance team to leave the next full maintenance until the next financial year.

The cost of the annual maintenance will show in the accounts for 2023/2024

### ***North Isles Landscape Partnership( NILPS )***

Towards the end of this financial year our Egilsay Secretary worked with NILPS to provide content for the Interpretation boards for the community buildings and the development and facilitation of a very well-attended and enjoyable Heritage Day and as a result of this work there will be ongoing research and compilation of photos and information relating to Egilsay Heritage that will eventually be displayed in the community buildings for residents and visitors to enjoy.

Alice Mainland has been commissioned to undertake the research and develop material that will be made available to residents and visitors in the community facility once it is complete.

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 with many visitors writing in the visitor's book thanking us for the facilities.

The table below summaries the diary of events that have taken place 01 June 2022 to 31 May 2023

***Dates in the Egilsay Community Association calendar - 01 June 2022 to 31 May 2023***

June 2022	Meetings with Kolekto Cultural Heritage and Arts Re Heritage Day (NILPS project)
21 July 2022	Liam McArthur Surgery
25 July 2022	Meeting with NILPS and representatives from OIC
August 2022	Meetings with SLF re funding for Phase One feasibility for acquisition of school and school house
10 September 2022	Heritage Day – vey well attended and enjoyed by all.
22 September 2022	SW tested water – Boil notice – bottled water supplied at hall until UV installed
October 2022	Grant applications made to CDF and CLLD and SLF for phase one feasibility
05 November 2022	Community Bonfire Night
29 Nov 2022	ECA AGM
09 Dec 2022	Christmas tree and lights installed at pier waiting room
12 Dec 2022	Formal offer of SLF Grant Stage 1
January 2023	Ceri Biddle (local artist) Tapestry installed at pier waiting room as part of the three island triptych
06 March 2023	Payments made to Orkney Surveing and J Burgher Architect to provide information to assist in the development proposals for business plan.
27 March 2023	Payments made to Orkney Business Services to develop Business Plan

## Community Facilities

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 weather tight and re-decorated. Decisions on this have been put on hold pending the outcome of the transfer of ownership and the Revitalising Egilsay facilities project

#### Outside Tap - Outstanding

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 and may need to be revised and a new application made to the Community Council

#### Heating

New heating installed in the hall 2 years ago is working well

### 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

Fireworks £300  
 Professional Fees £18,240  
 Events & General Costs £1,225

<b>TOTAL – Restricted funds expenditure £19,765</b>
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#### **Expenditure- Unrestricted funds**

General expenditure in this financial year has been attributed to the running of the facility including telephone and broadband payments **£1,212** - renewal of TV licence - **£164** - grass cuts school house **£1,693** - book keeping, preparation of accounts and Trustees Annual Report **£150**, Accountant **£90** Cleaning **£561** Insurance **£425**, RSPB 5 Year Rent **£401**

Sundry items and consumables such as printer ink and paper, MacAfee 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. **£569**

<b>TOTAL – unrestricted funds expenditure £5,265</b>
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<b>TOTAL Expenditure £25,030</b>
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#### **INCOME**

##### **Restricted funds**

Scottish Land Fund, OIC & REWDT £19,765

##### **Unrestricted funds**

SSE FITS payments  
     Jan 2023     £5,468  
     March 2023 £2,657  
 Cash donations  
     £570  
     Hall Hire £240

<b>TOTAL Income £28,700</b>
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#### **The Egilsay Association Community funds at 31 May 2023**

Current Account £ 8,939  
 Cash in Box £160

<b>TOTAL Funds £ 9,099</b>
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#### **Reserves**

The trustee's 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 ongoing 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 main focus for trustees going forward is for trustees 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 as part of community engagement for the second phase Scottish Land Fund application – submission due 24<sup>th</sup> February with a decision in the spring.

This will include both the Old School and School House

We will continue to consult with OIC, VAO, SLF and other parties to develop this project through the coming year.

**St Magnus Way**– <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/>

**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.

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Approved by the Trustees at the Egilsay Community Association AGM on 11 December 2023 and signed on their behalf by



David Basford - Chair

## **Independent Examiners Report**

For the year ending 31 May 2023

### **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 2023 which are set out on the following pages 11 – 14 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: Tigh-Na-Mara, Mount Drive, Kirkwall KW15 1LL

Signature



Date: 12th December 2023

**Statements of Receipts and Payments – For the year ended 31 May 2023**

RECEIPTS	Note	Unrestricted Funds	Restricted Funds	Totals 2023	Total 2022
YIYC	1	-	-	-	-
<b>Voluntary Receipts</b>					
Donations	3	570	-	570	342
Legacies		-	-	-	-
OIC Grants		-	19,765	19,765	300
Fund Raising		-	-	-	150
Investments	2	8,125	-	8,125	5,276
Rent from land buildings		-	-	-	-
Gross trading		-	-	-	-
Bank Interest		-	-	-	-
Receipts from Charitable Activities	3	240	-	240	210
<b>TOTALS</b>		8,935	19,765	28,700	6,278
<b>PAYMENTS</b>	Note	Unrestricted Funds	Restricted Funds	Totals 2023	Total 2022
Gross trading payments			-	-	-
Investment management costs	4	-	-	-	11,749
Relating to Charitable activities	5	5,265	19,765	25,030	5,633
Grants and Donations Accounts	6	-	-	-	-
<b>TOTALS</b>		5,265	19,765	25,030	17,382
<b>PURCHASE OF ASSETS</b>		Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
		-	-	-	-
<b>TOTAL PAYMENTS</b>		5,265	19,765	25,030	17,382
<b>Surplus/(Deficit) for the year</b>	Note	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Transfer between funds		-	-	-	-
Surplus/(deficit) for year		3,670	-	3,670	(11,104)
<b>Funds reconciliation</b>	Note	Unrestricted Funds	Restricted Funds	Total 2022	Total 2022
Cash at Bank and In Hand at 31 May 2022		5,429	-	5,429	16,533
Surplus/(deficit) for year		3,670	-	3,670	(11,104)
<b>Cash at Bank &amp; In hand at 31 May 2023</b>		9,099	-	9,099	5,429

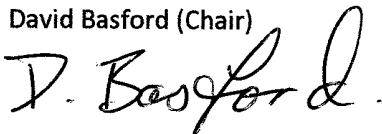
<b>Bank &amp; Cash Balances</b>	<b>Total 2023</b>	<b>Total 2022</b>
Current Account	<b>8,939</b>	5,269
Cash in hand	<b>160</b>	160
	<b>9,099</b>	5,429
<b>Other Assets</b>	<b>Totals 2023</b>	<b>Total 2022</b>
<b>DEPRECIATED ITEMS</b>		
Community 6kw Turbine	2,577	3,221
Community Laptop	47	59
Printer (Mar 16)	0	0
Printer	0	0
Furniture	152	190
Rugs	62	77
Display materials	86	108
Exercise Equipment	234	293
Blinds	64	80
Kitchen Equipment	43	54
Multi Media Equipment	120	150
Picnic tables and raised beds	152	190
ECA laptop	101	126
Weights and weight bench	33	41
Henry Hoover	29	36
Coffee Urn	43	54
	<b>3,743</b>	4,679

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.

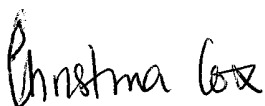
The notes on pages 13 & 14 form an integral part of these accounts

Approved by the Trustees on 11 December 2023 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 2022 to 31 May 2023**

The following remuneration was paid with authority from the committee

£540 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

<b>1 Grants</b>	<b>Total 2023</b>	<b>Total 2022</b>
SLF,OIC & REWDT	19,465	-
OIC/Community council	300	300
<b>TOTAL</b>	<b>19,765</b>	<b>300</b>
<b>2 Investments</b>	<b>Total 2023</b>	<b>Total 2022</b>
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	5,468	5,254
FITs Payment	2,657	22
<b>TOTAL</b>	<b>8,125</b>	<b>5,276</b>
<b>3 Receipts from charitable activities</b>	<b>Total 2023</b>	<b>Total 2022</b>
Cash Donations	570	342
Fundraising & Hire	240	360
<b>TOTAL</b>	<b>810</b>	<b>702</b>
<b>4 Investment Management Costs</b>	<b>Total 2023</b>	<b>Total 2022</b>
Turbine maintenance	-	11,749
<b>TOTAL</b>	<b>-</b>	<b>11,749</b>

<b>5 Relating to charitable activities</b>	<b>Totals 2023</b>	<b>Total 2022</b>
Bin store	-	-
Grass Cutting	1,693	1,085
Website	-	-
Public Liability Insurance	425	419
Book keeping and Trustees Annual Report	150	150
Accountant	90	90
Marketing and Archaeology inc website	-	86
Consumables and events (fireworks	529	300
Professional Fees	18,240	660
RSPB - Rent	401	665
Haulage	-	-
Caretaking / cleaning	561	540
Events	1,550	-
Repairs Maint. & Dec.	-	-
Floor polish hall floor	-	-
Ad hoc Materials	-	-
TV licence	164	164
Passenger ferry tickets	-	200
BT / Broadband	1,212	993
MacAfee	-	90
Sundry items and consumables	15	191
<b>TOTAL</b>	<b>25,030</b>	<b>5,633</b>
<b>6 Grants &amp; Donations</b>	<b>Total 2023</b>	<b>Total 2022</b>
-	-	-
OIC grant Covid 19	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>

**7 Transfers between funds**

There were no transfers between funds

**8 Cash at Bank and in Hand at 31 May 2023**

Current Account £8,939

Cash Box £160

**TOTAL £ 9,099**