

APPENDIX 1



Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	1st	February	2021	To	31st	January	2022

Office of the Scottish Charity Regulator

Charity name	Ellon and District Men's Shed
Other names charity is known by	
Registered charity number	SC044586
Charity's principal address	Hospital Road
	Ellon
	Postcode AB41 9AW

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andy Leonard	Chairman	9/9/2021	AGM election
2	Colin Gibb	Vice Chairman	21/9/2021	"
3	Bill Kerr	Secretary		"
4	Andy Leonard	Treasurer		"
5	Jim Hard	Trustee		"
6	Charles Forrest	Trustee		"
7	Sandy Burnett	Trustee		"
8	Piero Pintus	Trustee		"
9	Jock Taylor	Trustee	Resigned 20/5/2022	"
10	Ray Shaw	Trustee	Died 10/2/2022	"
11				"
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
Colin Grieve	Resigned 9/9/21
Keith Stoker	Died 27/9/21

Type of governing document

Constitution

Trustee recruitment and appointment

Nominations at AGM and co-options at other times.

Charitable purposes

The purpose of the organisation is to provide recreational facilities and advance the social needs, health and well being of men of all ages and backgrounds living in Ellon and surrounding area

Summary of the main activities in relation to these objects

- a) Creating, developing and maintaining a facility, namely a Men's Shed.
- b) Offering opportunities for men in the Ellon area to meet and undertake creative, physical, purposeful and recreational activities of their choice.
- c) Reducing isolation of men in the area thus contributing to their physical and mental wellbeing.
- d) Developing the capacity of men in the Ellon area to share their skills and knowledge with others in the community.

Summary of the main achievements of the charity during the financial period

As with Colin last year I'm reporting on a year that has been dominated by the Covid pandemic. I'll come back to a summary of the year's activities shortly.

Before I do that, I want to reflect on the sad loss of Shed trustees and members in the last year. Keith Stoker, Bill MacDonald, Ray Shaw, Andy Bonner, Gordon Porter, Bob Taylor all passed away in the last year. Keith and Ray were both long serving trustees, Keith being a founder member of the Shed. We were honoured by Keith's family asking for donations in Keith's memory to be donated to the Shed. We have planted three fruit trees in memory and are creating a memorial bench that will be placed in the garden to help us remember and reflect on those who have contributed so well to the Shed's community. They will all be missed greatly

I would like to thank all the trustees for their help and hard work over the last year. I think we are making real progress and that's a result of a team effort through the year. Jock Taylor is stepping down tonight – Jock is a founding member of the Shed and I'd like to thank Jock for his great support and contribution to the Shed over the last 8 years.

Through the year we have had to live with Covid and I think the Covid risk assessment gave us a foundation for managing the Shed's opening. We opened as frequently as was possible with a carefully considered and pragmatic approach to mitigation measures.

We started the year under a national lockdown. We held zoom meetings to try and connect with the membership and get people to share their lockdown projects. To be honest I think we should have started them sooner and maybe held them more frequently. But the lockdowns were a learning experience for everyone.

We reopened on the 12th April with strict limitations on the number of people inside the enclosed spaces (main building, poly-tunnel etc.), we didn't use the kitchen and our normal social activities were severely constrained. But the restricted opening did allow us to get some activities going and to ensure the Shed buildings etc. were in good condition.

Despite our CCTV and security lights we had two break-ins over the summer months. The first resulted in damage to doors and windows to the small sheds (not the main building) and caravan. The second, at the beginning of August, was more serious with hand-held powered tools being stolen and removed from the site via a hole cut into the fence adjacent to Hospital Road. The culprits were caught by the police, but none of the goods have been returned to us. We opened a just giving page via Facebook and we were donated c £500 to purchase replacement items.

By late August we were essentially fully open with the social area and kitchen back in operation. Numbers of people attending started to recover and are now at similar to pre-pandemic levels. Some individuals and groups have not reappeared, in some cases because of continued concerns over Covid. We have, though, had several new members and hopefully this will continue as we seek to expand the Shed's activities.

I, and some other trustees, are visiting other Sheds to see if there are lessons we can learn, ideas we can use to help our Shed. So far we have visited Westhill, Aboyne, Alford and the Inverurie allotments.

We formed an 'extra-space' work group to develop plans to increase the Shed's indoor workspace. It has become clear that our lack of space is restricting the number and type of activities we can undertake. We have c 30-40% of the internal space available to, for example, Westhill and Stonehaven Sheds – as a consequence they have higher membership and a far larger range of activities. We had been hoping to make more use of the loft space (currently the loft can only be used for storage). We had Taylor Design services develop initial plans for a full conversion of the loft space into a proper work area – but this showed that this would require significantly more than £100k. We considered this to be too large a cost in the context of the clause in our lease that could result in us leaving the building in October 2025. So, we decided to direct our efforts and funding into providing workspace using 'temporary'/transportable accommodation.

We redirected funds that had come from the Stafford Trust and the COOP to convert the loft towards converting the metal container into a workshop and extending the wooden garage. The container has been insulated, lined, had a door and window fitted and lights and electric sockets installed. It was immediately put to good use making community notice boards for Ellon and Belhelvie Community Councils. The container will be used as a workshop for assembly and light mechanical work (eg bikes, garden tools), it will not house major tools and is intended to be a 'low dust' workshop.

Our residential caravan had suffered from roof leaks ever since we got it. These leaks and the general condition of the caravan deteriorated significantly during the lockdowns. As a result, the decision was made to scrap the 'van. We toyed with doing this ourselves but decided against this since the associated cost saving was relatively small and the activity would have entailed significant safety risk. The caravan was collected on 27th January by Williamsons of Peterhead.

While planning for the caravan to be removed we had been looking for a portacabin to replace it. We identified a suitable portacabin at Greenwell's in Aberdeen and purchased it for them to hold for us for future installation. At the same time we had drawn up plans and submitted a planning application for the portacabin. These were submitted on 24th January and approved on the 17th March. The portacabin was then installed shortly after and electrical connection was completed free of charge by Home Systems Scotland. The portacabin has two 'rooms' – one a low dust hobby space (including photography) and the other room hopefully housing a CNC machine (more about this later).

To help support our future plans we arranged a Shed visit for Gillian Martin MSP on 3rd December and a zoom meeting with Richard Thomson MP on 24th November. Both meetings were very constructive – both of them wrote letters of support and Gillian followed up with Aberdeenshire Council regarding the break-out clause in our lease. Richard Thomson subsequently visited the Shed on 7th April.

We met (by zoom) with Elaine Brown and other council members on the 19th January to discuss the Shed, our requirement to increase indoor work space and the break-out clause in our lease. This was also a very constructive meeting with Elaine agreeing to see if the Council would remove the clause from our lease – giving us guaranteed tenure until 2030. The Council has confirmed that this clause will effectively not be actioned before the end of our lease in August 2030 and this was confirmed by letter dated 18th March.

We formed a funding work group to explore funding options in support of the Shed's activities and forward plan. As a consequence we were successful with a number of funding applications. In October we submitted a funding request to the Aberdeenshire Council Formartine Committee Budget for nearly £1000 in support of the conversion of the steel container, extension of the wooden garage and repairs to the caravan. With the scrapping of the caravan, part of this money was redirected to the modifications to the portacabin.

In early December we applied for funding through the Government's Community Mental Health and Wellbeing Fund. We asked for funding to scrap the caravan, support our operating costs and to buy PPE, manual handling equipment and a replacement saw. Our application was successful receiving £9230 on the 22nd December – they declined to pay for the caravan scrappage, but funded all the other items.

In February we received funding from the Bank of Scotland Foundation to pay for the acquisition of the portacabin.

Late in 2021 we pulled together a team to look at the potential of having a CNC router to make intricate wooden objects. After an in-depth analysis led by John Urquhart a funding request was submitted to 'Awards for All' in mid-March. We await the outcome!

In February we had two work party sessions to help tidy up the gardens at the Ythanvale Care Home.

Thanks go to Harry Emslie for doing a lot of the work and for carrying on with it during the spring. We are now building a ramp so one of the residents can access the potting shed with his wheel chair.

We look forward to a visit by a group of Brownies in early June to visit the Shed and learn about workshop tools.

To conclude, as we, hopefully, move away from lives dominated by Covid, I look forward with a great deal of optimism to the future of the Shed. As the treasurer will tell you shortly, we are in a healthy financial position, have a lease to 2030, have expanded our workspace and are well respected and integrated in the community. We want to reach out to more people by increasing the range and number of activities we undertake by further expanding our internal workspace. We will be developing plans over the next few months on how we do this.

Once again thank you to the trustees for their hard work and to all the members for their help and support.

Please remember this is your Shed and we welcome your ideas and feedback on better ways to support you and the community.

Brief statement of the charity's policy on reserves

We aim to maintain reserves amounting to c 3 months' running costs.

Details of any deficit

No deficits

Donated facilities and services (if any)

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ANDREW LEONARD	WILLIAM KERR .
Position (e.g. Chair)	CHAIR	SECRETARY
Date	10/9/2022	12/9/2022

ELLON & DISTRICT MEN'S SHED **SC044586**
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING RECEIPTS AND PAYMENTS ACCOUNT)
FOR YEAR ENDED 31 JANUARY 2022

		Restricted Funds	Unrestricted Funds	Total Funds 2022	Total Funds 2021
	<i>Notes</i>	£	£	£	£
RECEIPTS					
Grants	1	9,230	500	9,730	15,743
Donations	2	481	523	1,004	-
Receipts from Fundraising Activities		-	2,379	2,379	970
Receipts from Charitable Activities	3	1,080	1,668	2,748	125
Investment Income		-	-	-	-
Total Incoming Resources		10,791	5,070	15,861	16,839
PAYMENTS					
Resources Expended for Fundraising		-	-	-	126
Resources Expended for Charitable Activities		8,313	9,897	18,209	3,505
Governance Costs - Independent Examination		-	108	108	108
Total Resources Expended		8,313	10,005	18,317	3,739
Net Incoming / (Outgoing) resources for Year		2,478	(4,935)	(2,457)	13,099
Total Funds at 1 February 2021		10,743	12,844	23,587	10,488
Total Funds at 31 January 2022		13,221	7,909	21,130	23,587

The statement of financial activities includes all gains and losses in the year.
The above receipts and payments are split between restricted and unrestricted funds.

ELLON & DISTRICT MEN'S SHED
STATEMENT OF BALANCES
AS AT 31 JANUARY 2022

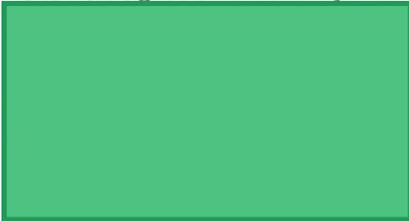
SC044586

	Restricted Funds £	Unrestricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Cash and Bank Balances at 1 February 2021	10,743	12,844	23,587	10,488
Surplus/(deficit) for the year	2,478	-4,935	(2,457)	13,099
Cash and Bank Balances at 31 January 2022	13,221	7,909	21,130	23,587

Cash & Bank Balances as at 31 January 2022:

Treasurers Account	3,402.11
Account 2	17,654.07
Petty Cash in Hand	73.81
	£21,129.99

The financial statements were approved by the Board of Trustees on.....*12/9/22*.....
and were signed on its behalf by:



ELLON & DISTRICT MEN'S SHED
NOTES TO THE ACCOUNTS
FOR YEAR ENDED 31 JANUARY 2022

SC044586

Nature & Purpose of Funds

Restricted funding from previous year was used for further garden project work under the terms of funding. All other funds are unrestricted.

Trustee Remuneration & Expenses

No remuneration was paid during the period to any charity trustee or person connected to a trustee in this period.

Direct reimbursement of purchases on behalf of the organisation were paid to 5 trustees on submission of receipts. These payments amounted to £4175.45.

Grants

1 CMHW Fund	£9,230 (restricted)
Round Table	£500 (unrestricted)
	£9,730

Donations

2 Just Giving per replacement tools	£481 (restricted)
Keith Stoker Memorial donations	£398 (unrestricted)
Ellon Fish Shop	£125 (unrestricted)

Charitable Activities

3 Insurance Claim per gate post damage	£1,080 (restricted)
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**Independent Examiner's Report to the Trustees of
Ellon & District Men's Shed
Registered Charity Number: SC044586**

I report on the accounts of the charity for the year ended 31st January 2022 which are set out on pages 1 to 9.

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 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 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 2006 Accounts 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.

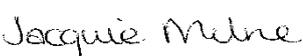
Independent examiner's statement

In 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
 - 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: 

Name: Jacqueline Milne

Address: AVA, PO Box 18706, Peterhead, AB42 9BA

Date: 12 September 2022

Relevant professional body: Affiliate Member, Association of Charity Independent Examiners