

## APPENDIX 1

OSCr

Office of the Scottish Charity Regulator

## Trustees' Annual Report for the period

Period start date								Period end date							
Day		Month		Year				Day		Month		Year			
From		1st		February		2022		To		31st		January		2023	

Charity name  
Other names charity is known by

Registered charity number

Charity's principal address

Ellon and District Men's Shed

SC044586

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) AGM election
1	Andy Leonard	Chairman		
2	Colin Gibb	Vice Chairman		"
3	Bill Kerr	Secretary		"
4	Andy Leonard	Treasurer		"
5	Jim Hardy	Trustee		"
6	Charles Forrest	Trustee		"
7	Sandy Burnett	Trustee		"
8	Piero Pintus	Trustee		"
9	Ronnie Gair	Trustee		"
10	Ian Elder	Trustee	17/11/2023	"
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

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**

This time I'm reporting on a year that has seen us recovering from the effects of the Covid pandemic with increasing Shed membership and visitor numbers. We have also seen significant changes to our workspaces and new equipment associated with successful fund raising.

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. Two trustees joined us during the year – Ronnie Gair and Ian Elder, and I welcome them to the team. But the team effort obviously extends beyond the trustees and a number of Shed members deserve particular credit and mention for the contribution that have made though the year. I will refer to these people and their contributions later in the report.

In terms of membership and visitor numbers – total membership now stands at 181, of course many are infrequent visitors. But, we have a good number (over 30) of 'core' members who attend on a regular basis. In terms of visits to the Shed this has shown a progressive increase over the last 3 years – the average visits per week was 16 in 2020; 23 in 2021 and 38 in 2022. This is good - but we haven't yet got back to pre Covid numbers. We also have a good number of people who visit the Shed show a great deal of enthusiasm but don't return. We need to try and understand why this is the case.

The main activities of members continues to be woodworking, furniture refurbishment, gardening and model railway. Other expanding activities includes bike restoration and picture framing. Examples of items made includes: benches, log stores, bird tables, notice boards, hedgehog boxes, dance batons, wooden mushrooms, house signs and window boxes. We have made two memorial benches, one for the Catholic Church (photo) and one for the Probus. We have restored or repaired a wide range of items including old pictures and their frames, rollators, model boats and furniture.

Indoor workspace will always be an issue for us (as it is for most sheds). Our 'extra-space' work group continued with last year's strategy, which is to increase our workspace by using 'temporary/transportable' accommodation. We finished refurbishing the steel container into a furniture assembly and light mechanical workshop (bikes, garden tools, mobility scooters etc.), installed the portacabin and erected a big garden shed.

The portacabin was lifted over the fence into the Shed's grounds on the 24<sup>th</sup> March. We then tidied it up internally, put in heating, lights, a partition wall/door and installed the carpet tiles and benches and cupboards donated by Shell. We subsequently installed the CNC machine, brought in picture framing equipment, model railway maintenance tools and model making kits. It has been an excellent addition to the Shed's workspace at relatively low cost, which was funded by the Bank of Scotland Foundation.

We also received nearly £1000 from the Formartine Committee Budget to support the container conversion and to help with the purchase of the materials for the partition in the portacabin.



Once the portacabin was in place it gave the opportunity to create a covered work area between the portacabin and the converted container. I thank Bill Higgins for his tremendous support of this. He donated a significant amount of material and put in a considerable amount of time and effort leading the building of this work area. It is a great addition to our work space.

The extra-space group also recommended to the trustees that we needed extra internal space for storing bikes and furniture that's being refurbished (currently stored outside). The decision was made to replace a small wooden shed in the garden with a larger garden shed that could house the ride-on mower and provide significant storage space. We applied to the Scottish Government's Just Transition Participatory Budget for £5000 for construction of the base and purchase of the shed. Our application was successful. The new shed was erected on 24<sup>th</sup> January. We have applied to Rotary for funding for vertical bike racks. Through the addition of new workspaces and equipment we are trying to expand activities into new areas. During this year we have increased bike restoration, started picture framing, model making, metal crafting and have held photography workshops.

We, like many other community groups, have benefitted from Shell's generosity. They have moved office from Altens to a much smaller site in the middle of Aberdeen, as a result they donated furniture and equipment to worthy causes. We have received work 4 laptop computers, high-tech work benches, tables, chairs, cupboards, projectors and carpet tiles.

The Shell furniture has also allowed us to tidy up the office and the projector and screen have been installed in the main social area. They will be particularly useful for presentations and workshops.

We continue to upgrade equipment in the workshops when we get the opportunity: including a router fitted to existing table saw, an Axminster slide for the router, Dewalt drill and a Dewalt impact driver. We've improved the ventilation with the installation of 2 extractor fans to supplement the existing air circulation system. Late in 2021 we'd put together a team to look at the potential of having a CNC router to make intricate wooden objects. John Urquhart put in a tremendous effort to pull together and submit an application to the National Lottery (Community Fund) to fund the purchase of the CNC machine. This was successful, we received £7100 from the Community Fund in July and the Shed contributed a further £500. The machine arrived in September and was installed in the portacabin shortly after. John has continued his support of the CNC by training others, creating bespoke items and running demonstrations at the Christmas Open Day. Looking ahead we envisage training of more people (probably with evening training sessions) leading to the CNC being used to produce a wide range of products.

Following the suggestion of one of our members we investigated various metal crafting tools. This resulted in us investing in a mid-range scroll forming, punching tool package to get us going. This will allow us to make garden supports, frames for window boxes, ornaments etc..

We received numerous donations of tools (manual and powered) through the year. Where appropriate we use them ourselves or we offer them to other sheds, members or to Tools for Africa. We received a very large donation of high-quality wood carving chisels. We arranged for 4 other sheds to join with us to distribute the tools to those who could make good use of them.

On the gardening front: we received 50 perennial plants from Aberdeenshire Council for planting in the raised beds and tubs and later in the year the Council gave us 10 fruit trees that we planted beyond the polytunnel. The polytunnel was pretty well used last summer – with lots of tomatoes and other veg. Learnings from last year have resulted in a revamped watering system and new raised beds in the polytunnel.

Several Shed members and their wives helped out at the opening of Parkvilla Garden in Ellon under the Scotland Garden Scheme on the 30 & 31st July – to raise money for a number of charities (including the Shed). They helped out by serving teas/cakes and welcoming visitors on the day, and by baking cakes beforehand. Last year we had a few work party visits to Ythanvale. This year Harry Emslie has continued with his gardening work there and has been largely responsible for maintaining their gardens. Thanks go to Harry who has done a terrific job at Ythanvale



In terms of 'external' events. We held an open day 14th May giving visitors a chance to have a look round, see what we are doing, play with the railway and see a model steam loco (that has now found a new home at Maud Railway Museum) and, of course, have tea, cake and burgers. Ralph Watson also brought along a great display of his bonsai trees.

In November we had a meeting for Shed members with lawyers from Raeburn Christie Clark and Wallace to discuss legal issues that were concerning members.

On the 3<sup>rd</sup> December we held a pre-Christmas Open Day. Safe to say our planning for Christmas sales could have been better. In November we had a request from Annie's Tea Room to make wooden Santas for them to sell. The discussions ended up with Annie's offering to be an outlet for us to sell items made in the Shed. Pre-Christmas demand was very high. A big thank you goes to Mike Bruce and Bob Hibbit for their frantic efforts to make santas and Christmas tree decorations. Hopefully, the relationship with Annie's will be lasting and will help get recognition for the crafting skills in the Shed as well as generating significant funds.

In early June we had visit from a group of Brownies to learn about workshops and the safe use of tools. We had a similar visit from Rainbow Guides on the 1<sup>st</sup> March 2023.

We held two fund raising quizzes at McDonald Golf Club raising c £1356.

In October, Haddo Country Park held an art festival. The Shed was heavily involved. One of our members, Mike Bruce, put in a fantastic amount of work creating a wide range of large wooden 'sculptures' which were displayed on the art trail. Mike was awarded a £200 prize by the Haddo Country Park in recognition of his great contribution. Many of his creations have been moved to the new Fairy Forrest at Haddo.

Richard Thomson MP had been very supportive of our activities and funding applications and he visited the Shed on 7<sup>th</sup> April to see how we were progressing. Gillian Martin MSP was here last week and we discussed Shed links to the NHS, community development and our options for 2030 when our current lease expires. She was delighted with the CNC plaque we presented to her.

With the cost of living crisis affecting the pockets of many people. We decided to open the Shed as a 'Warm Space' for adults to come for warmth, company, refreshment and food. We opened first on the 23<sup>rd</sup> November and then every second Wednesday (hoping to alternate with the Legion) until early March. Attendance was variable (zero to 20). To be honest few, if any, of those attending were 'needy' but on the busy days a good time was had by all. At one point it looked as if it would turn into a community café.

In January we hosted the regional SMSA meeting with attendance from several other Sheds. These and other meetings with Sheds gives an opportunity to share ideas, know how etc.. For example, Stonehaven Shed visited Ellon to understand more about our CNC machine, whilst 3 men from Ellon visited Stonehaven to tap into their expertise in metal crafting.

To conclude, I look forward to a busy 2023. We will continue to try and increase membership, expand into new activities, seek to expand our workspaces and provide a safe and enjoyable space for men to socialise and progress their hobbies. We willk also look at other ways we can support the members – eg. more health talks, computer/phone technology training. If you have other ideas please let us know.

As the treasurer will tell you, we remain in a healthy financial position which gives us a solid basis to work from.

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**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Andrew Leonard	William Kerr
<b>Position (e.g. Chair)</b>	Chair	Secretary
<b>Date</b>	04/09/2023	04/09/2023

**ELLON & DISTRICT MEN'S SHED** **SC044586**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING RECEIPTS AND PAYMENTS ACCOUNT)**  
**FOR YEAR ENDED 31 JANUARY 2023**

		Restricted Funds	Unrestricted Funds	Total Funds 2023	Total Funds 2022
	Notes	£	£	£	£
<b>RECEIPTS</b>					
Grants	1	18,212	-	18,212	9,730
Donations	2	-	1,316	1,316	1,004
Receipts from Fundraising Activities		-	8,177	8,177	2,379
Receipts from Charitable Activities		-	4,353	4,353	2,748
Investment Income		-	-	-	-
Total Incoming Resources		18,212	13,846	32,058	15,861
<b>PAYMENTS</b>					
Resources Expended for Fundraising		-	72	72	-
Resources Expended for Charitable Activities	3	27,319	4,214	31,533	18,209
Governance Costs - Independent Examination		-	108	108	108
Total Resources Expended		27,319	4,394	31,713	18,317
Net Incoming / (Outgoing) resources for Year		(9,107)	9,452	345	(2,457)
Total Funds at 1 February 2022		13,221	7,909	21,130	23,587
Total Funds at 31 January 2023		4,114	17,361	21,475	21,130

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 2023

SC044586

	Restricted Funds £	Unrestricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Cash and Bank Balances at 1 February 2022	13,221	7,909	21,130	23,587
Surplus/(deficit) for the year	(9,107)	9,452	345	(2,457)
Cash and Bank Balances at 31 January 2023	4,114	17,361	21,475	21,130

**Cash & Bank Balances as at 31 January 2023:**

Treasurers Account	3,266.56
Account 2	17,834.07
Petty Cash in Hand	374.52
	<u>£21,475.15</u>

The financial statements were approved by the Board of Trustees on 4/9/23  
 and were signed on its behalf by:

.....  
 Trustee



**ELLON & DISTRICT MEN'S SHED**  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 31 JANUARY 2023**

**SC044586**

**Nature & Purpose of Funds**

The organisation successfully applied for funding for various projects and equipment with funding held as restricted and spent under the terms of the relevant funding agreements. Unrestricted funds consist of donations, fundraising and sales of new and refurbished items.

**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 7 trustees on submission of receipts. These payments amounted to £407.73.

**Grants**

1 Awards for All	£7,100 (restricted)
Bank of Scotland Foundation	£5,160 (restricted)
Just Transition	£5,000 (restricted)
Formartine Committee Budget	£952 (restricted)
	<b>£18,212</b>

**Donations**

2 Julie Shaw	£500 (unrestricted)
Susan Somner	£100 (unrestricted)
Probus	£100 (unrestricted)
Bank of Scotland Foundation	£516 (unrestricted)
Mid Formartine Guild	£100 (unrestricted)
	<b>£1,316</b>

**Movement between Funds**

- 3 Bank of Scotland Foundation** - portacabin purchased in January 2022; funds drawn down from restricted funds 2022-23 in accounts (£5,160)  
**Formartine Committee Budget** - invoiced in 2021-22; funds drawn down from restricted funds in 2022-23 accounts (£649.20)



**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 31<sup>st</sup> January 2023 which are set out on pages 7 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:**

*Jacquie Milne*

**Name:** Jacquie Milne

**Designation:** Finance & Administration Manager, Aberdeenshire Voluntary Action

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

**Date:** 5 September 2023