

APPENDIX 1



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	1	April	2021	To	31	March	2022

Reference and administration details

Charity name	Melvich Community SCIO
Other names charity is known by	
Registered charity number	SC050942
Charity's principal address	2 Sinclair Gardens Portskerra Melvich Sutherland
	Postcode KW14 7YX

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

	Trustee name	Office (if any)	Dates acted in (not for whole year)	Name of person (or body) entitled to appoint trustee (if any)
1	Robert Kerr	Chairperson		
2	David Hodge	Vice Chair		
3	Trudy Perry	Secretary		
4	Deborah Smith	Treasurer		
5	Suzanne Mackay	Project Manager		
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Reference and administration details

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

Structure, governance and management

Type of governing document

The Charity was formed as a Scottish Charitable Incorporated Organisation and approved by OSCR on 29 April 2021 and is governed by constitution. The charity has been established to replace the former charity Melvich Village Hall Association (SC029590).

Trustee recruitment and appointment

Trustees are appointed in accordance with the terms of the constitution. The minimum number of trustees is five with a maximum of eleven, and no more than one of those trustees may be co-opted on to the board. Members may elect any member to be a trustee at the AGM or they may be appointed by the board. All trustees will retire at each AGM but are eligible for re-election. The trustees are not remunerated for their services.

Objectives and activities

Charitable purposes

The purpose of the charity is to provide or assist in the provision of facilities for recreation and other leisure-time occupation in the interests of the social welfare in an effort to improve the conditions of life of the inhabitants of the district of Bighouse, Melvich, Portskerra, Golval and Kirkton in the parish of Farr.

Summary of the main activities in relation to these objects

Melvich Community SCIO's charitable object at the time of formation was exactly the same as the former charity Melvich Village Hall Association which it replaced. Melvich Community SCIO was formed at a time when there were COVID-19 restrictions in place and these restrictions were frequently changing. As a result, during this financial year Melvich Community SCIO has been primarily focussed on the charitable element of providing the provision of facilities for recreation and other leisure-time occupation. Melvich Community SCIO have been working systematically towards the provision of a new community hub facility to replace the old Melvich Village Hall which was no longer fit for purpose. This is a multi-year activity that in the long term will provide a much needed suitable facility to enable recreation and other leisure-time activities for our community. There is never a good time to start the journey of replacing a much needed community asset however commencing the journey during a pandemic when people were not allowed to mix indoors was as good a time as any (if not better). Although Melvich Community SCIO demolished the Melvich Village Hall during this period (see summary of main achievements section for further information), various social events were run and supported for our community. Of particular note were that we had catering provided for Remembrance Sunday; we held an outdoors Christmas Carol Singing event at the site of the former village hall; and we assisted the Melvich Christmas Tree committee deliver an outdoor Christmas event for the children of our community (and the children from Strathy) so that the kids could all get their presents from Santa in 2021.

Achievements and performance

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

At the start of the financial year, the charity was operating as Melvich Village Hall Association. On 29th April 2021, OSCR approved the formation of Melvich Community SCIO. A significant amount of work was performed by the trustees to transfer all assets and liabilities of Melvich Village Hall Association over to Melvich Community SCIO during the financial year. OSCR consented to the charity Melvich Village Hall Association being formally dissolved as at 31st December 2021 as all assets and liabilities had been legally transferred across to Melvich Community SCIO successfully.

An options assessment had been performed under Melvich Village Hall Association as to what to do with Melvich Village Hall. The preferred option selected, as a result of a multi attribute decision analysis process, was to demolish the existing hall, acquire adjacent land and construct a new village hall. A public meeting was held in relation to the outcome of the options assessment and the community were supportive of the preferred option being implemented. The top 3 options (out of 10 assessed) all involved the demolition of the 110+ year old Melvich Village Hall. After the title of Melvich Village Hall had been transferred over to Melvich Community SCIO, a contract was placed with a demolition contractor to demolish the old village hall. This work had been competitively tendered and was supported by a grant from the SSE Strathy North windfarm.

Melvich Community SCIO established a website (www.melvichcommunityscio.org) and a presence on social media during the financial year.

Melvich Community SCIO actively consulted our community on what they would like to see in the replacement building for our community and held a workshop to define the initial specification. This initial high level specification was distributed around our community and feedback sought. The feedback on the high level specification has helped inform the work being delivered after this financial year. Melvich Community SCIO is working towards the construction of a multi-generational multi-functional inclusive community hub building which will serve our community for their routine needs but it is also being designed to act as a resilience centre when required.

Melvich Community SCIO has been actively engaging with potential grant funders and has made various successful grant funding applications to help our community on our journey towards establishing our new community hub. The accounts for this financial year show the receipt of grant funding (in the restricted reserves) that have a specific purpose as part of this journey and will be paid out when the relevant stage of work has been completed.

Melvich Community SCIO recognise that we need to build up significant financial reserves to allow us to sustainably operate the charity but also to help us be in a position to construct a new community hub building (with financial contingency available) then subsequently operate the facility. To commence the process of building up reserves Melvich Community SCIO has established a "100 Club" under a small lottery license registration. This commenced operating in October 2021 with 40% of proceeds being kept by Melvich Community SCIO and 60% of proceeds awarded as prize funds for the participants (many of whom live within our charitable area). It is hoped that the "100 Club" will grow over time and fund raising activities will be performed to help grow the reserves in due course.

We would like to thank our community, our grant funders and all of our volunteers for helping us have such a successful first financial year of Melvich Community SCIO. The support given to date gives the charity's trustees confidence that the challenging objective of having a multi-generational multi-functional inclusive community hub building is achievable.

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Financial review

Brief statement of the charity's policy on reserves

We aim to keep reserves in order to ensure there are sufficient funds to allow continued day to day running of the charity. In line with good practice for charities we aim to hold a minimum of one year's operating costs in reserve and in addition now intend to try to increase our reserves to enable the delivery of a new community hub for delivering our charitable object in the future.

Details of any deficit

Donated facilities and services (if any)


Other optional information

The results for the year are reported in the financial statements. The Charity has adopted merger accounting and the results for the corresponding year relate to the activities of the former charity Melvich Village Hall Association.

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	Robert Kerr
Position (e.g. Chair)	Chair
Date	29/11/2022.

Melvich Community SCIO

SC050942



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2021		31	March	2022

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	1,660				1,660	-
Legacies					-	-
Grants	10,865	80,968			91,833	-
Receipts from fundraising activities	2,116				2,116	-
Gross trading receipts					-	-
Income from investments other than land and buildings					-	-
Rents from land & buildings					-	-
Gross receipts from other charitable activities	34				34	-
A1 Sub total	14,675	80,968	-	-	95,643	-
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	14,675	80,968	-	-	95,643	-
A3 Payments						
Expenses for fundraising activities					-	-
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	2,605	43,733			46,338	2,769
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination	282				282	270
Preparation of annual accounts					-	-
Legal costs	-				-	2,706
Other					-	-
A3 Sub total	2,887	43,733	-	-	46,620	5,745
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	147	837			984	-
Purchase of investments					-	-
A4 Sub total	147	837	-	-	984	-
Total payments	3,034	44,570	-	-	47,604	5,745
Net receipts / (payments)	11,641	36,398	-	-	48,039	(5,745)
A5 Transfers to / (from) funds						
Surplus / (deficit) for year	11,641	36,398	-	-	48,039	(5,745)

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

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C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	X
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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	X
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C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

All land and title deeds associated with Melvich Village Hall Association have been legally transferred into the name of Melvich Community SCIO

Melvich Community SCIO

SC050942

Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Donations	1,660				1,660	-
					-	-
					-	-
Total	1,660				1,660	

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Melvich Community Council Grant	865	800	1,665	-
SSE Strathly North Community Fund	10,000	70,653	80,653	-
SSE Sustainable Development Fund		2,750	2,750	-
Highland Council Ward Discretionary Fund		2,750	2,750	-
Kyto of Sultherland Community Dev. Trust		2,765	2,765	-
North Highland Initiative		1,250	1,250	-
Total	10,865	80,968	91,833	

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	-
					-	-
					-	-
Total					-	-

reference error

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Preparation & Demolition of old hall	365	30,225			39,590	-
Remembrance Sunday Event	10	150			160	-
Carol Singing Event	199	150			349	-
Community Growing Project		4,208			4,208	-
Insurance	228				228	774
Business Stream refund	316				316	-
SSE Scottish Hydro	32				32	207
Printing, stationery & advertising	1,124				1,124	255
Boarding up old hall	132				132	-
Small lottery fees	60				60	-
Website & email costs	220				220	-
Smart Survey	388				388	-
Performing Rights Society: refund 2021					-	125
EICR & PAT Testing					-	288
Zoom fees	144				144	143
Asbestos Survey					-	216
Covid-19 supplies					-	102
Consultation event costs					-	173
VGS membership	10				10	10
Miscellaneous					-	28
Arch Henderson - Structural Inspection of Hall					-	720
Total	2,605	43,733			46,338	2,769

APPENDIX 3



		Independent examiner's report on the accounts v2					
Report to the trustees/members of	Charity name	MELVICH COMMUNITY SCIO					
Registered charity number		SC050942					
On the accounts of the charity for the period	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2021		31	March	2022
Set out on pages	6 to 9					(remember to include the page numbers of additional sheets)	
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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 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	<p>In the course of my examination, no matter has come to my attention</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> 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 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 						
Signed:	<i>Linda Cameron</i>					Date:	30.11.22
Name:	Linda Cameron						
Relevant professional qualification(s) or body (if any):	FCCA CTA CA						
Address:	Reid & Fraser, Chartered Accountants						
	15 Princes Street						
	Thurso KW14 7BQ						

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.