COLONSAY COMMUNITY DEVELOPMENT COMPANY

CCDC Board Meeting
9th March 2023

Document Pack

Public

Please note that not all items on the agenda have supporting papers

Confidential items (e.g. relating to staffing) are not published in public

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Board Meeting

Thursday 9 March 2023 – 19:00 – Colonsay Village Hall and by Zoom

Agenda

Public

1.	19:00	Attendance and apologies	
2.	19:02	Minutes of last meeting and matters arising	
3.	19:04	Declarations of interest	
4.	19:05	Briefing Note	Dannie
5.	19:10	CCC update	William
6.	19:15	Scalasaig report	Carrie
7.	19:25	Housing management report	Helen
8.	19:30	Campsite report	Dannie
9.	19:40	Electric bikes update	Callum
10.	19:45	Annual Accounts	Callum
11.	19:50	AOCB	

DONM

Private

12.	20:00	Port Mor	Dannie
13.	20:05	Old Manse furniture	Dannie/ Helen
14.	20:10	AOCB	

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Colonsay Community Development Company Board Meeting
Public Minutes
Thursday 9 February 2023

1. Attendance and apologies

Present: Helen Mann (HM), Caitlin MacNeill (CM), Callum Hay (CH), Dannie Onn (DO), Sarah Hobhouse (SH), Andrew Abrahams (AA)

Apologies: William Joll (WJ), Darragh Keenaghan (DK), Lesley McInnes (LM)

2. Minutes of last meeting and matters arising

Amendment: Under item 12 the property refers to the Baptist Manse.

Minutes agreed.

3. Declarations of interest

HM camping

4. Minute-taking

Thank you to Clare Hay for taking minutes for the past year.

5. Briefing Note

Community Plan – is there business or organisation that CCDC has missed to support the plan? The proposed list was discussed and modified. All organisations, businesses and individuals will be invited to support the plan. (A note to be added to the list to that effect.)

Mooring Fund – It was agreed that CCDC should not stretch to a further two moorings. Lizzie Keenaghan (LK) to ask if the money CCDC does have allocated for the moorings could be used for materials for maintaining existing moorings.

Paths for All – two ideas for the use of the fund have been suggested so far. Remaking a footpath through the Scalasaig site, between The Pantry and Church, and improvements to the old road between Scalasaig Farm and the old reservoir. LK to be asked to trawl for ideas.

Island Profiling – CM will be starting this employment next week and LK will be starting in a couple of weeks.

6. CCC update

CM reported that they discussed whether there will be a formal working understanding between the CCC and CCDC. Their next meeting will decide.

If WJ unable to attend CCC meeting, as CCDC representative, CCC to invite another representative if need be.

7. Scalasaig update

Launch of the application process for the new housing has gone to press release nationally.

Adjustment of the allocation process it is recommended by CHT that the policy not be too prescriptive, and some changes have been made.

Banner for the site needs to be reconsidered as to where it can go so that it doesn't get wrecked by the weather. DO to ask the site manager to either fix it or remove it until weather improves.

8. Electric bikes

The main grant funder (Transport Scotland) has put back the decision date to May 2023. National Lottery have agreed match funding and Islay Energy have already put match funding into our bank account. The community fund application is pending.

9. Annual Accounts

Apologies but these are not yet approved, awaiting valuation of crofts. Details have been provided with the help of Jan Binnie and the accounts can now be finalised. The board discussed and agreed unanimously to paying the cost of £600 for a professional valuation.

CM said that £180 needs to be paid to the crofting commission, which was agreed.

10. Future of the Service Point

A&B are proposing to close the Service Point. Both CCDC and CCC will argue to keep the Service Point open. CH has drafted a letter to share with CCC.

11. Fibre broadband

Discussed whether the community is putting enough pressure to ensure that we get fibre broadband as soon as possible. Wayleave negotiations with Colonsay Estate may be holding up any progress. CCC has a working group chasing both locally and nationally. CH to investigate the hold up with the working group.

12. Port Mor Housing

The de-crofting has been approved, however there is 42-day period for objection. WHHA have confirmed that they will proceed and not wait the 42 days. The remaining hurdles include completion of the rights from Rhona Robinson and appointment of TSL as the contractor.

The board is delighted that this next stage has been reached.

13. Website

SH presented a mock-up of The Corncrake, now fully imbedded into the website. The board was impressed. SH will now gather contributions and go live. Each section now in place; list of directors, financial, chairs report, updates etc. SH thanked for the work undertaken.

Advertising rates – discussed and it was agreed that SH, AA and CH to get together in the next few days and finalise a rate.

14. AOCB

Colonsay Tourism Marketing Group Rates going up by £10. It was discussed whether CCDC wanted to continue with being a member. It was carried by majority that membership does not continue this coming year.

Note: SH objects strongly to paying anything to the existing Marketing Group.

DONM

Thursday 9th March 2023 @ 7pm

COLONSAY COMMUNITY DEVELOPMENT COMPANY

GENERAL BRIEFING NOTE March 2023

Visitor Moorings

As directors will know, there is insufficient underspend to provide additional moorings. To use up the underspend we have agreed additional chain risers and spare parts, and these are on order. MOWI management has agreed to install the new chain risers in due course.

Old Baptist Manse

Agreement has now been reached to let the property to Colm and Tanya. They have organised cleaning and clearing of the property in preparation for occupation on or around 14 March. They have also carried out some redecoration and will be fitting window opening restrictors. Unsuitable soft furnishings have been taken disposed of.

Service point

Argyll and Bute Council has overturned officer recommendations to close Colonsay Service Point. Thanks to Callum for writing on our behalf to our ward councillors.

Registrar

As a consequence of maintaining the service point for the coming year at least, Argyll and Bute Council have agreed to resume the island based Registrar. CCDC are working with ABC to fill the role, initially seeking interest from existing staff, and if necessary, opening this up to the wider community.

SPR MachairWind visit

Scottish Power Renewables will be visiting Colonsay to meet with CCC and CCDC and to look around the island. Their visit will be on 19 April and they will meet with us at 17:30 in the village hall. There will not be a public meeting. Dannie has agreed with SPR that we should have a Memorandum of Understanding, similar to that agreed between them and Islay Energy Trust and that this will be circulated in advance of the meeting so that a meaningful discussion can take place. Dannie has prepared a draft MoU for agreement with CCC. We await their response.

Dannie Onn

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Scalasaig Development

Project	Scalasaig Development			
Report Compiled by	Caroline Seymour			
Reporting Period	March 2023			
Project Status	Previous Status:		Current Status:	

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

TSL PROGRESS (From 15th February TSL Contractor's report)

Housing

Plots 1 and 2: The rafts have been set out and are being poured at this time ready for the stripping of formwork and preparing for the brickies to build the underbuilding, Brickies are due back on site for this on 27th February to complete this underbuilding and build block work across road at the business units.

Plots 3 and 4: We have poured, stripped and stood the timber kit of these 2 kits and will be progressing with roof trusses as soon as the scaffolding has been dropped from 7/8 and built around 3 and 4 again we are about 2 weeks behind with this but will make time up on the kit erection I am sure.

Plots 7 and 8: Joiners have completed the 1st fix on both plots and tapers will be going in on 22nd February to start the ames taping, kitchens are ordered and have been scheduled for delivery w/c 6 /3 / 23, just to double check the kitchens are charcoal grey to all houses

Externally the roughcasters are complete on both plots and scaffolds are ready to be moved to 3 and 4.

Plot 9: Is in a similar position to 7/8 but slightly behind and joiners will be out and tapers in by 6/3/23. Scaffold again ready to drop as roughcasters complete.

Plot 10/11: Again well under way and will be ready for tapers the week after they come out of 9. Externally again the roughcasters are complete and scaffolds ready to drop

Industrial Units

Steel structure is complete. Brickies ready to go in shortly to allow floors to be constructed.

CONTRACTOR MATTERS

Road Construction Consent

RCC not obtained as yet still waiting for confirmation from SEPA and Scottish Water that design is acceptable. SW currently have a dedicated case manager attached to the project and SEPA have advised they are working through it their end also.

Fire Appliance Turning Head

The Fire Service have advised that a turning head for a fire appliance needs to be provided at the end of the non-adopted section of the road in the housing development. We are looking into how this can be done without impeding on the self-build plots.

SSEN Wayleave

SSEN have advised TSL that they have been unable to sign a wayleave agreement with Colonsay Estate to run the SSE cables to the business units as Colonsay Estate are looking for compensation which is outside the remit of usual agreements. CHT are working with TSL and SSEN to resolve this, it may be that TSL / SSEN will have to find an alternative route that does not go over CE land.

MARKETING, ALLOCATIONS & APPLICATIONS

Housing

CHT are managing the marketing, allocations and applications for the housing. Applications for the housing opened at the beginning of February. The deadline to apply for a discounted home or self-build plot is 19th March. This is to allow time for CCDC to apply to switch any unsold housing to rental, if no applications are received. The deadline to apply for rental is 2nd July.

Business Units

CCDC are managing the marketing, allocations and applications for business units. I have produced a draft application form and allocations policy and have a couple of amendments I need to make before issuing for approval. I hope to open up for applications by the end of next week. We are expecting that the units will be available to rent from the 1st July. We have had initial discussion with our solicitor regarding leases and he has advised that we should look to have allocated the units by the 1st May to allow time for the leases to be drawn up and agreed.

2. KEY ISSUES

None

3. FORMAL APPROVALS / DECISIONS REQUIRED

Approval of Housing Allocations Policy

4. NEXT REPORTING PERIOD ACTIVITIES

- Open up applications for Business Units and finalise allocations policies
- Confirm whether there will be a need to revert LCHO to rental
- Confirm loan requirements
- Produce initial draft of Deed of Conditions on the housing development
- Finalise MOWI Heads of Terms

5. APPENDICES

Housing Allocations Policy (draft)

COLONSAY COMMUNITY DEVELOPMENT COMPANY

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COMMUNITY HOUSING

ALLOCATION POLICY

Version 0.2

CONTENTS

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Allocation Policy

1. Background

The Colonsay Community Development Company (CCDC) is a registered Scottish Charity SC030317. Formed in 2000 CCDC is committed to the continued development of the islands of Colonsay and Oronsay. One of the primary aims of the CCDC is to provide / and or assist in the provision of housing. CCDC is a registered private landlord reg XXXXXXX, a member of the landlord accreditation Scotland, and is a member of the Scottish Landlord association. Despite being a private registered landlord, because we are delivering community led housing, we aim to follow where possible best practice set out by Scottish Government social housings allocations framework.

Like many other rural communities, our resident population has decreased significantly, and has reached a point where the demographic has become unsustainable. We are critically close to losing some of our lifeline services, and our primary school roll has dropped to one.

There are many factors that have led to the decrease in our working age population, but the primary issue identified is the lack of affordable and secure housing.

CCDC, with majority funding from Scottish Government's Rural & Islands Housing Fund, , Argyll and Bute Council and private industry partner MOWI, are creating an initial phase of affordable housing and comprises of:

- 2 homes for low-cost home ownership
- 4 homes for affordable rent
- 3 discounted serviced self-build plots

2. Aims

The CCDC's aims through this policy are to:

- Provide affordable, secure homes improving the living conditions for the existing residents of Colonsay and Oronsay
- Contribute to the viability of the local economy through the provision of homes
- Increase school numbers
- Support the retention and growth of the population to ensure the survival of essential services

3. Partnership Working

This policy has been developed by CCDC, Communities Housing Trust (CHT) and West Highland Housing Association.

CHT is a registered charity and Social Enterprise focused on building sustainable rural communities across central and northern Scotland. Since 1998, they have supported and developed 120 community led projects, supporting the provision of over 1000 crucial affordable homes in remote and rural locations.

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CHT will administer this allocations policy on our behalf, not only to provide a wealth of their experience and guidance, but also to ensure a fair and transparent approach to allocating the homes in our community.

4. Equality, transparency and fairness

We are committed to the principle of equality of opportunities in the delivery of our services. CCDC will seek to ensure that this allocation policy is applied in a manner that is fair to the community regardless of nationality, ethnicity, marital status, age, gender disability maternity and pregnancy.

CCDC will, where necessary, make this policy available in alternative formats such as large print, braille, or audio. Translation for other languages will be sought if required.

Due to the structure and size of the CCDC and its prominence within a small community, it is vital in the interests of fairness and transparency, that CHT will administer this policy. All marketing, allocations, and sales of the properties and plots outlines in section 1 of this policy will be undertaken by CHT. This service will comply with relevant statutory and legal requirements.

CHT will be the first point of contact for enquiries, applicants, purchasers, and their agents.

5. Applying for a home / Eligibility

CHT will market and advertise the properties via social media and their website. Details on how to obtain an application form will be stated within the advertisement.
All former expressions of interest previously gathered by CCDC will be passed to CHT, and application forms will be sent, no details will be held by CCDC.
There may be a closing date for applications for all properties / plots – this will be detailed on the marketing information.

Before filling in the application form, you must check you are eligible for housing / purchasing a home or buying a self-build plot.

Eligibility includes:

5.1 Rental Housing:

- Difficulties in securing housing opportunities that meet the accommodation needs of your household
- Capacity to meet the costs of the rentals offered
- No outstanding rent arrears with a landlord
- No history of anti-social behaviour or criminal activity, (subject to the rehabilitation of offender's act). When action has been taken (or is pending) by police, local authority, landlord etc

5.2 Purchase Home / self-build plot

- Difficulties in securing housing opportunities that meet the accommodation needs of your household
- The applicant will not already own their own home

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- The applicant will meet the requirements set out in the NSSE Scottish Government allocation policy New Supply Shared Equity scheme - mygov.scot
- The applicant will meet the requirements and conditions set out in the CHT rural housing burden.

6. Verifying Circumstances

Applicants will be required to provide information in support of their application and to provide verification of their circumstances. The information required is outlined below. Additional documents may be asked for.

Circumstance	Proof required
All applicants	Proof of identity, such as passport, birth certificate etc
Homeless or threatened with homelessness	Assessment undertaken by Argyll and Bute
Given notice to quit or notice to leave current accommodation	Copy of valid notice to quit or notice to leave
Moving for job offer	Letter from future employer
Currently employed in \Colonsay or Oronsay	Letter / contract from employer
Access to children	Evidence of access, for example birth certificate, letter from child's other parent or professional
Moving to set up business	Business plan / strategy
Purchasing applicants	Mortgage offer in principle
Purchasing applicants	Savings / access to funds

Where further information is required to fully assess an application, CHT will carry out a telephone interview

7. Types and size of housing – Rentals

We aim to make the best use of our properties. Properties will be allocated as deemed appropriate to the number and make up of people on the application in conjunction with their housing need and the size of housing available.

Because we have no one bedroomed properties, all single applicants will automatically be considered for a two bedroomed home.

We recognise there may be circumstances under which we may consider offering a larger than required property – reasons for this might include:

- Where there is a health reason for requiring a separate or additional bedroom
- Where a separated partner has access rights to a child/children
- Where a household member is pregnant
- Where there is no housing of suitable size

8. Prioritising / Allocations – Community sustainability factors

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This policy has been developed to give priority to those in greatest housing need, whilst addressing the specific needs of the community sustainability factors that are most vital for the residents of Colonsay and Oronsay.
CHT will use this system of awarding points set out in this section to prioritise applications. The following points award system also applies to house and plot purchases where there are more applicants than homes / plots for sale, alongside the eligibility criteria in 5.2
Only one set of circumstances will apply, use the highest point score.

Circumstances	Points
Homeless and resident in Colonsay or Oronsay *	250
Currently employed or job offer in essential services i.e., NHS, school, care, fire, ferry port, airport	200
Currently employed or have a job offer within a non-essential role	150
Moving to offer care or support to Colonsay / Oronsay resident	100
Self-employed tradesperson **	150
Resident living in substandard accommodation	150
Moving to set up new socially economically viable business contributing to island well being and economy	150
Under occupying CCDC or Colonsay RSL (ACHA or West Highland properties)	240?
Overcrowding CCDC or Colonsay RSL (ACHA or West Highland properties)	240?
Leaving parents' home to set up new household	150
Currently living in tied accommodation	150
Established family connection to Colonsay or Oransay	100

* Homeless as defined by Argyll and Bute Council and includes living in a caravan.
Homelessness - Definition of Terms (argyll-bute.gov.uk)

** For tradesperson category, please see Annex 1

***Priority consideration will be given for families with primary school aged children**

If there are not enough applicants to fill the homes for rentals, we can revert to the HOME argyll priority criteria detailed below:

Circumstances	Points
If you are statutorily homeless	200
If you are or have been a member of HM armed forces, completed at least 3 yrs. service and leaving withing the next 12 months	150
If you must move out of your current accommodation withing 2 months	50
If you are being forced to sell your home following a relationship breakdown	50
If you must leave tied accommodation	50
Leaving care or throughcare	200
If you or a member of your household is experiencing domestic abuse	200

If you or a member of your household is experiencing severe harassment	50
If you or your household is experiencing significant harassment	20
If you have an urgent health need or disability that would be helped with a move	200
If your current social home is too big or too small for your needs	30
If your home has significant problems or is below tolerable standard	50
Your home us significant condition problems	10
You need to be nearer to family or friends for support	10

For further information on HOME Argyll please visit: HOME ARGYLL

9. Employees and directors of CCDC

We will not exclude any employee, former employee, or volunteer director, former volunteer directors or close relatives of employees, former employees, volunteer directors or former volunteer directors from applying for a tenancy, or house or plot purchase. These individuals must apply through the normal application process, will be subject to the same assessment procedure and will be allocated housing based on their housing need as assessed through the allocation policy, by CHT.

10. Making an offer

CHT will be responsible for allocating the properties in accordance with CCDC allocation policy and will:

- Allocate the NSSE properties in accordance with Scottish Government NSSE allocation policy (NSSE homes only)
- Short list to those applicants who meet with at least one of the allocation criteria for sale.
- Undertake an application assessment confirming the following:
  - Household size, ages, and number of adults/children
  - Number of bedrooms required
  - Current accommodation – tenure/condition/insecurity of let etc
  - Employment status
  - Income (including benefits and savings and parental gift)
  - Mortgage approval in principle
  - Debts (former landlord debts for rental homes only)
  - References from either a previous (or existing where landlord is Council or RSL tenant), employer and or character reference
  - Community connection / residency
  - Need to reside/return to live in the community
  - Financial appraisal based on income V sale price, mortgage availability and level of savings.
  - Evidence of live/work proposals for new home (house and plot purchases only)

- Where further information is required in order to fully assess an application, CHT will carry out a telephone interview.
- CHT will propose allocations to the CCDC Board for final approval. The applicant summary is anonymized to ensure transparency in the allocation process

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- CHT will make written offers to the approved applicants, giving all the relevant guidance on what is required for the sale/let to progress.
- In the event of an offer being declined, the property will be re-allocated in accordance with the next applicant considered priority for allocation, or where required, re-advertised.
- Any enquiries from unsuccessful applicants will be directed through CHT staff.
- Allocation disputes and appeals – in the event of the CCDC board not agreeing with the allocation proposals made by CHT, CCDC will provide CHT with clear reasons for their decision, and opportunity for further discussion. Where there is intervention via a third party over the allocation decisions, CHT will discuss with CCDC and agree an appropriate response.

11. Next Steps: House / Plot Sales

CHT will carry out the following:

- Issue offer letter to purchasers
- Issue reservation payment form and letter re deposit arrangements for house and plot sales
- On receipt of reservation payment request details of purchasers' solicitors and lender
- Liaise with lender/solicitor/purchaser with regard to rural housing burden for plots sales
- Advise CCDC Solicitor of purchasers' details
- Instruct CCDC solicitor to deal with sale
- Liaise with lender/solicitor/purchaser regarding NSSE process and sale
- Provide guidance and process applications for the self-build loan fund with plot sales
- Ensure completion of disclosure form (required for discounted sales)
- Confirm settlement date to CCDC
- Provide ongoing guidance to purchaser where required
- Ensure signing of any legal paperwork to allow sale to proceed, where required
- Coordination of release of keys via community

12. Next Steps: Rental offers

- CHT will issue offer letter to successful applicants
- Once the offer has been accepted by the new tenant, CCDC will then provide a Private Residential Tenancy Agreement (PRT) along with the following:
  Easy Read Notes (PRT)
  EPC
  Rent agreement
  EICR (electrical certificate)
  Inventory – signed and returned by tenant
  New Tenancy Introductory letter
  Tenant handbook
  New tenancy Introductory Letter
  Issue of Keys
  Council tax payment guidance
  Utilities – meter readings

13. Storing Information

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The storing, sharing and disposal of all personal information will be compliant with current data protection guidelines.
A copy of CHT GDPR and CCDC GDPR policies are available on request

14. Complaints and appeals

Complaints arising during the allocations process will be dealt with by CHT's complaints policy, a copy of which will be provided where requested.
Once tenants have signed their tenancy agreement, or when house / plot sales have been finalised, all complaints will then be under the terms of the CCDC complaints procedure. This policy is available on request.

15. Policy Review

This allocation policy will run for an initial 2 years. At the end of this period we will consult with our partners and with the community of Colonsay and Oronsay in reviewing this document, so that we may continue to effectively meet the aims of the CCDC outlined in section 2 of this document.

During this period, CCDC will report to the community, its partners and funders on:

- The number of household members in permanent employment (including self-employment)
- The number of household members delivering vital services in Colonsay and Oronsay
- Number of children on the school roll

16. ANNEX 1

When prioritising applications under the 'self-employed tradesperson' circumstance set out in Section 8, CCDC will give greater priority to the following trades as identified in the CCDC Community Plan (Insert link to plan):

- General builder / contractor
- Gas safe plumber / heating / heat pump engineer
- NEC EIC certified electrician
- Mechanic
- Vet
- Countryside ranger

We are also keen to develop the skills and roles within the CCDC and therefore we would welcome applications from any persons that have experience in charity and or community company management.

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COLONSAY COMMUNITY DEVELOPMENT COMPANY

Community Housing Management (Post Allocation)

Report to CCDC Board – 9th March 2023

This report has been prepared to address the need to develop a housing management strategy for our rental properties (post allocation). It will provide an overview of our responsibilities as a Registered Private Landlord, as well as the options we have to deliver the housing management. It will make a recommendation, and invite directors to approve the recommendation submitted here.

Background

1. What is Housing Management?

There is not an up to date or universal definition of housing management, however there is certainly a range of services and functions, which are traditionally seen as 'housing management'. The Chartered Institute of Housing interprets housing management, not just as the landlord meeting their contractual obligations to rent paying tenants, but also the social activity such as community development and regeneration, tenancy support and employment support. Whilst these social aspects of housing management are more commonly associated with Registered Social Landlords, (RSL's) CCCDC would where possible, and in time develop a strategy to align and create additional housing management functions as best practice and in support of accreditation via Landlord Accreditation Scotland.

2. Why is Housing Management important?

Good housing management is vital for both the tenants and the landlord. We have both contractual and legal responsibilities, and not operating efficiently within these would mean severe financial consequences as well as reputational damage.

3. What are our responsibilities?

According to Scottish Government, these are:

- Register with the local council that covers the area where our let property is located.
- give the tenant our name and address
- give the tenant a tenancy agreement and the correct information notes for their tenancy
- have an Energy Performance Certificate for the property
- respect the tenant's peace and quiet, and give them the correct amount of notice (48 hours) if we want to enter the property
- meet electricity, carbon monoxide and fire safety checks
- make sure we've carried out a legionella risk assessment

- maintain the property's structure and exterior (including drains, gutters and external pipes)
- allow adaptations for disabled people, within reason (your local council might be able to provide some support)
- make sure the property meets the Repairing Standard and give the tenant information on it (this is contained in the information notes which we legally have to give your tenant)
- meet our obligations for common repairs
- ensure we have appropriate buildings insurance
- give the tenant written notice if there's any defect in the property or work that needs to be carried out
- take action to deal with any antisocial behaviour by our tenants in or around our property
- follow the right legal procedures if we want your tenant to leave
- arrange to pay any income tax we need to pay on our income from letting the property

See **Annex 1** – Housing Management Checklist. This details the responsibilities in simple terms from pre to post allocation.

4. How can we manage our rental housing?

We can deliver good housing management in two ways. We can choose to do it ourselves, or hire a letting agent to manage it for us.

4.1 Letting Agent

A full management service means the letting agent is responsible for the day-to-day operations of the property. This service means that the landlord is only contacted during an emergency, at contract renewal phase or the end of a tenancy. Full management services include:

- Property inventory
- Rent collection
- Rent chasing (if required)
- Repairs and maintenance
- Regular property inspections
- Notice processing
- Final inspection

A letting agent can manage the rent collection process, and be on top of any infringements due to non-payment of rent etc., and therefore issue legal paperwork quickly and confidently. We must also still develop our housing management policies, but the letting agent will use most of these

Some of the housing management tasks are required to be done in person, which will inevitably cause issues due to our remote location.

A letting agent will normally take between 4-6% of the monthly rental income, as well as a standard annual charge, the level of which will reflect the amount of tasks undertaken.

Although a letting agent can carry out some of these duties on our behalf, CCDC is still legally responsible for them. Any legal action that happens because these were not carried out will be CCDC's responsibility, not the letting agent's.

We are currently working with Communities Housing Trust (CHT), and are in the process of developing a service level agreement for all pre allocation and allocation management, including marketing, applications, financial checks, references etc., as well as allocating the rental properties. (This will be discussed and presented to the board separately. CHT are a registered letting agent, and experts in their field. They also undertake housing management for other community housing bodies, so if agreed to hire an agent for post allocation housing management, CHT would be a preferred option.

4.2 Managing the housing ourselves

As a Private Registered landlord, we will be responsible for developing any policies, procedures and paperwork that will be required whether we take on a letting agent or not. Therefore, we will be in a good position to administer the management. We also have the advantage of our location, being able to administer the face- to -face duties with relative ease, as opposed to an external body travelling over.

Four properties, (5 including the manse) will not be onerous on our time once the tenants are in situ. There will be a requirement to check bank accounts for rent payments once a month. There will be an initial 6-month tenant follow up visit, and property inspections annually.

We recently became members of the Scottish Landlord Association (SAL). As members, we can access all of the templates, factsheets, guidance and many resources they provide, as well as unlimited advice from their legal housing team. They also provide face- to -face training, webinars, and Landlord accredited training online 24/7, as well as an online meetings and forums and events to keep up to date with changes in the sector.

The membership with SAL means that when things go wrong, and they inevitably will, we will have access to all the information and support we will need to deal with whatever problems arise.

We are currently in talks with WHHA, looking at the potential for them to provide the first contact for repair calls. This means that if something goes wrong in a property, out of hours, there is someone to support the tenant, and we will be contacted by WHHA to manage the repair.

Section 2 Progress to date

CCDC is a fully registered landlord with Argyll and Bute Council

CCDC is a member of the Scottish Association of Landlords, and as such has resources to support the housing management policies and procedure that will be produced.

CCDC has successfully rented out the manse on three separate occasions, to a family, contractors, and again to a family with relatively few issues.

Section 3 Next Steps

With agreement today, I propose to begin writing the suite of housing management policies, procedures and resources and bring these to the board meetings for sign off between now and the housing completion. List and context explained on **Annex 2**

Finalise repair call proposal for next board meeting

Work with Callum and Lesley to develop rent setting / rent management accounts

Issue final draft of Allocation policy and pre allocation documents for next board meeting

Proposal

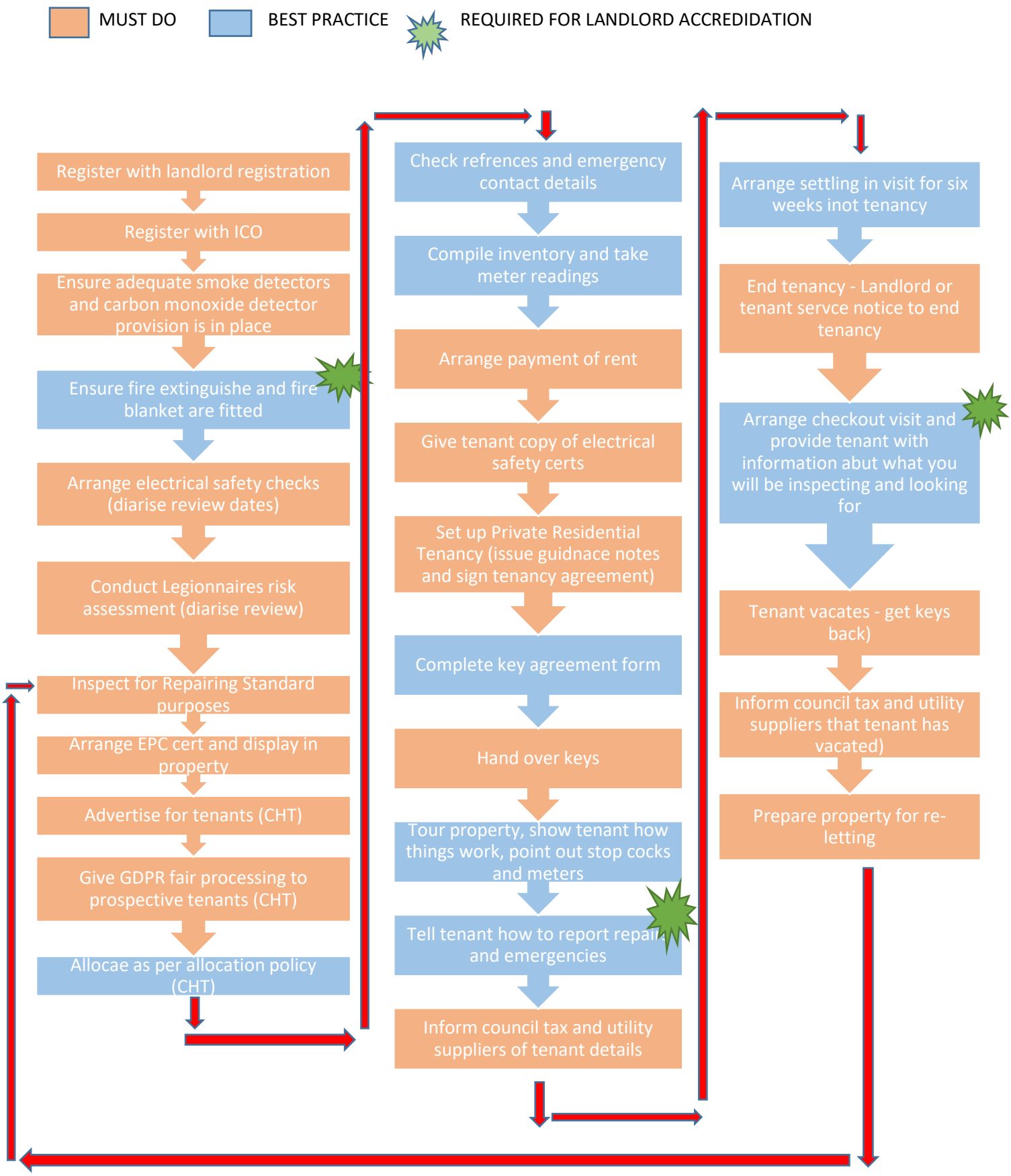
For CCDC to undertake the post allocation housing management for our tenanted properties, without the need to bring in a letting agent

Helen Mann – Director

March 2023

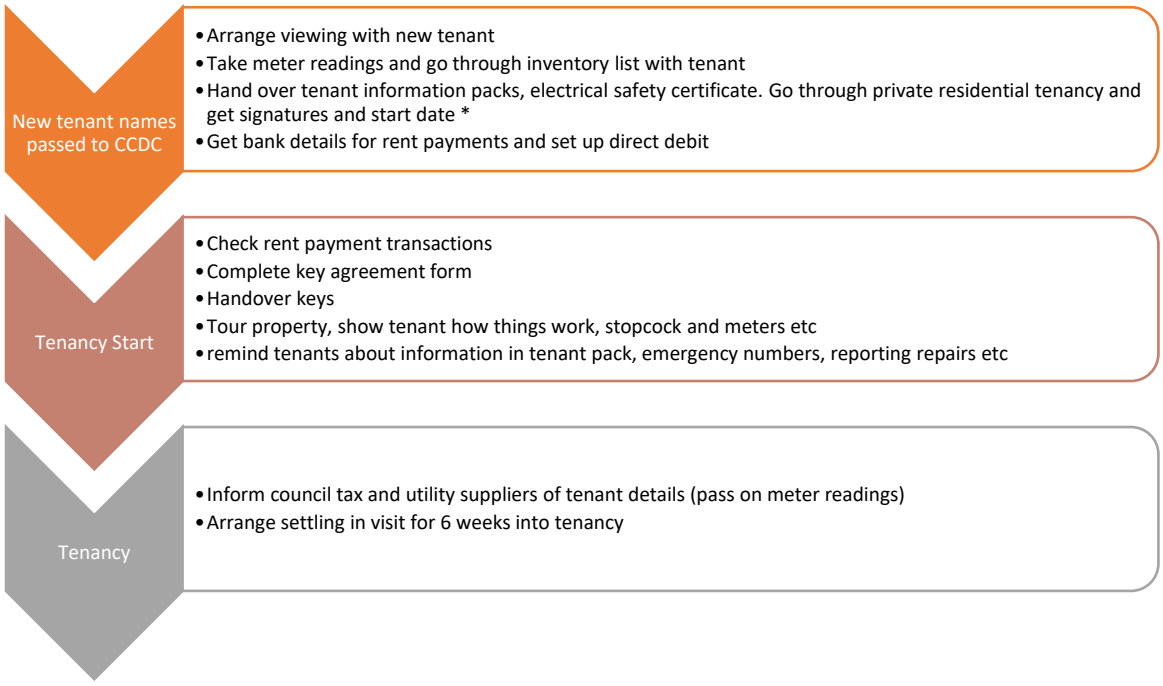
Appendix 1

Housing Management Checklist



Appendix 2

Overview Post Allocation



Key Documents - for tenants

Tenant Information pack will include: Accessing the property, and property inspections, Rent increases, managing arrears, Guide to universal credit, factsheet on anti social behaviour, rules on subletting, pets, and change of tenant on PRT tenancy, complaints procedure, adaptations and adjustments for disabled tenants.

Private Residential Tenancy

Repairing standard letter

End of tenancy procedures

Direct debit agreement for rent payments

***Service Level agreement with WHHA for repair reporting if agreed**

CCDC Policies / Information

Tenancy management, including, abandonment, serving notice to end tenancy, breaches, managing arrears, property inspections.
Safeguarding
Antisocial Behaviour
Death of a tenant
Complaints
Inventories / key agreement
Managing voids

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Campsite

Project	Campsite			
Report Compiled by	Lizzie Keenaghan			
Reporting Period	March 2023			
Project Status	Previous Status:		Current Status:	

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

- Planning application – This application has, at last, been validated by the planning department and is live on the planning portal. Directors will be aware that the responsibility for consents was passed to the croft tenant. This has turned out to be a difficult process because of the low-key, low-cost approach to submission, i.e. not using professional architects or technicians for the work. On the plus side, the planning officers have carried out a site inspection already and estimate that the application can be dealt with in 8 to 12 weeks.
- The early indication from the planning officer is that the access road will need to be assessed but that other elements appear to be more straightforward. The access road, as with our other developments at Port Mor, may rely on the progress of the WHHA housing project.
- Without planning permission in place, the council as administrators of the infrastructure fund has questioned the risk to the project of committing to further spend until there is a consent. They are therefore planning to carry over the funding for another year. This is not unusual, and we are one of several projects in that position with that funding. Although this will involve a further delay to opening day, it will take the pressure off committing to spend the money by the end of this month.
- The opportunity to extend the delivery time for the project will allow us to take additional and actual costs into account to re-profile the expenditure to best match the grants and operator costs. We will be working closely with the Argyll and Bute team to agree the budget and timetable for delivery.
- The project funding has now been put into line with our VAT status. This will allow us to increase spend on some elements. As a consequence, our croft tenant will become VAT registered. The development agreement between the tenant & CCDC will be amended accordingly. This too will be brought to the April meeting.

2. KEY ISSUES

- As set out above, the planning permission remains a key risk to this project.

3. FORMAL APPROVALS / DECISIONS REQUIRED

PROJECT REPORT – Campsite

- **None**

4. NEXT REPORTING PERIOD ACTIVITIES.

- Report to be brought to the April board in respect of budget and a revised timetable for delivery.

5. APPENDICES

None

COLONSAY COMMUNITY DEVELOPMENT COMPANY

E-Bike Project - Update

Report to CCDC Board – 9th March 2023

Background

Last summer, Transport Scotland (TS) announced new funding to promote the take-up of e-bikes in local communities, following successful schemes in previous years.

Following a survey amongst local residents, it was clear that there was a lot of support for a project that would provide e-bike familiarisation loans for Colonsay residents. It was agreed by the Board that a bid should be submitted, in collaboration with Colonsay Bikes and Boards who were keen to be involved and who agreed to manage the project day-to-day on CCDC's behalf. A bid was made on 18th November 2022.

Transport Scotland announced winning bids on 23rd February, including our own by which time match funding from the National Lottery Community Fund, the Islay Energy Trust Community Fund and the Colonsay and Oronsay Community fund had also been confirmed.

Transport Scotland's award process was seriously delayed, so CCDC has been granted a delivery extension until 31st March 2024 – a year later than originally anticipated. This is unusual, but very welcome!

A condition of the TS grant award was that it should be accepted no later than 9th March so the CCDC Board were polled by email prior to the March meeting. Although it was recognised that the project may present some resourcing issues, the Board were content that the project should go ahead. The grant offer was formally accepted on 8th March 2023 on this basis.

Project Delivery

An indicative delivery programme is set out at **Appendix A**

A summary of the planned bikes and equipment to be provided is set out in **Appendix B.** These are indicative and may change in negotiations with suppliers, which are currently underway.

An indicative loans programme is shown at **Appendix C**. We plan to offer short "taster" sessions to all residents who are interested, so everyone gets a go in the first few weeks. Thereafter we will need to set some bikes aside for tourist hires (the income from these hires is required to pay for our project running costs and Colonsay Bikes and Boards management fee) then we will start longer-term loans to residents.

Comments and suggestions from the Board for a successful "launch" are welcomed

Progress reports will be brought to future meetings in the usual project report format

Recommendation to the Board

It is recommended that the Board:

1. Formally approve the decision to accept the TS Grant Offer, and commit to the project;
2. Note the outline plans for project delivery provided in the appendices;
3. Develop resourcing options should this prove to be an issue during initial project delivery; and
4. Receive project updates at future meetings in the usual format

Callum Hay – Director

March 2023

Appendix A

Indicative Project delivery (Project Plan extract)

Task Name	Duration	Start
Funding confirmation	**32 days**	**Thu 12/01/23**
CCF confirmation (date tbc)	0 days	Thu 23/02/23
Lottery Community Fund confirmation (date)	0 days	Thu 19/01/23
IET CBF confirmation (date tbc)	0 days	Thu 12/01/23
EST/TS confirmation (date tbc)	0 days	Mon 27/02/23
All funding secured	**0 days**	**Mon 27/02/23**
Project Delivery	**61 days**	**Mon 27/02/23**
Delivery start	1 day	Mon 27/02/23
Update quotes, place orders	10 days	Tue 28/02/23
Lead time - bikes and equipment	30 days	Tue 14/03/23
Publicity, Management, Admin	30 days	Tue 28/02/23
Update websites	30 days	Tue 28/02/23
Plan open day	3 days	Tue 28/02/23
Commission Training materials	15 days	Tue 28/02/23
Bike & equipment delivery & commissioning	**5 days**	**Tue 25/04/23**
Invoicing and Grant draw-down	**2 days**	**Tue 02/05/23**
Public Open day	1 day	Sat 13/05/23
Update schedule, arrange deliveries	5 days	Mon 15/05/23
Ready	**0 days**	**Fri 19/05/23**
Loan Programme	**280 days**	**Mon 22/05/23**
Initial short loans - residents	40 days	Mon 22/05/23
Extended loans - 1st Phase (residents)	100 days	Mon 17/07/23
Tourist Loans (essential revenue generation)	40 days	Mon 17/07/23
Winter recess - repairs and maintenance	20 days	Mon 04/12/23
Extended loans - Phase 2 (residents)	120 days	Mon 01/01/24

Colonsay Community Development Company

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Transport Scotland/EST e-bike Scheme - Bid summary

Costs		inc VAT	ex-VAT	No.	Total ex-VAT	Example
Unisex, step-through hybrid e-bike		£2,175.00	£ 1,813	2	£ 3,625.00	Trek Verve +1
Off-road e-bike		£3,250.00	£ 2,708	2	£ 5,416.67	Trek Powerfly
Adult e-tricycle (fat tyre)		£2,750.00	£ 2,292	1	£ 2,291.67	Alpine Explorer
Cargo trailer		£ 700.00	£ 583	1	£ 583.33	Radical Trekking *
Child trailer		£ 275.00	£ 229	1	£ 229.17	Halfords Bellelli
Spares (Charger, inner tube/valve sets)			£ 171	1	£ 170.83	see separate tab
Equipment (helmets, hi-vis etc)			£ 1,052	1	£ 1,052.08	see separate tab
Delivery to Colonsay (Hebrides) inc. assembly & set-up			£ 750	1	£ 750.00	estimate
Contingencies (model substitution, inflation, currency fluctuations)	7.5%		£ 1,059	1	£ 1,058.91	
				Total	**£ 15,177.66**	* Cargo trailer price inc. UK shipping
See "Links" tab for URL's to preferred equipment				Transport Scotland / EST (75%)	£ 11,383.24	
				Match funding to find (25%)	£ 3,794.41	

	Match funding	£	3,794.41
Funded from			
CCDC in kind contribution (4 hrs. month / 36 months / £9.50 hr)	£ 1,368.00	£	-
National Lottery Communities Fund		£	1,250.00
Islay Energy Trust Community Benefit Fund - pending decision		£	1,250.00
Colonsay Community Benefit Fund - pending decision		£	1,294.41 balance
		£	3,794.41

Appendix B

Colonsay Community Development Company

COLONSAY COMMUNITY DEVELOPMENT COMPANY

E-Bike trials
Indicative loan and hire schedule: 2023/24 (ver 3.0)

4 week period (commencing)	22 May 23	19 Jun 23	17 Jul 23	14 Aug 23	11 Sep 23	09 Oct 23	06 Nov 23	04 Dec 23	01 Jan 24	29 Jan 24	26 Feb 24	25 Mar 24	22 Apr 24	20 May 24
Residents	Short term loans - "first taste"		Longer term (4 week) loans								Longer term loans - 2nd Phase			
Hybrid e-bike 1	1 2 3 4	1 2 3 4	*Tourist*	*Tourist*	Loan 1	Loan 2	Loan 3	Maint	Loan 4	Loan 5	on demand	on demand	on demand	on demand
Hybrid e-bike 2	1 2 3 4	1 2 3 4	*Tourist*	*Tourist*	Loan 1	Loan 2	Loan 3	Maint	Loan 4	Loan 5	on demand	on demand	on demand	on demand
Off Road e-bike 1	1 2 3 4	1 2 3 4	*Tourist*	Loan 1	*Tourist*	Loan 2	Loan 3	Maint	Loan 4	Loan 5	on demand	on demand	on demand	on demand
Off Road e-bike 2	1 2 3 4	1 2 3 4	*Tourist*	Loan 1	*Tourist*	Loan 2	Loan 3	Maint	Loan 4	Loan 5	on demand	on demand	on demand	on demand
e-Tricycle (Adult)	1 2 3 4	1 2 3 4	Loan 1	*Tourist*	*Tourist*	Loan 2	Loan 3	Maint	Loan 4	Loan 5	on demand	on demand	on demand	on demand
Resident loans	5 5 5 5	5 5 5 5	1	2	2	5	5	0	5	5	5	5	5	5
cumulative	5 10 15 20	25 30 35 40	41	43	45	50	55	55	60	65	70	75	80	85

participants can try each type — *Participants go on to longer trial of their preferred e-bike*

Cargo Trailer Child Trailer	Trailers provided on-demand with other loans / hires according to availability - arrangements tbc

Limited season tourist hires to cover running costs (Resident loans are free)

	17 Jul 23	14 Aug 23	11 Sep 23
1-day hires (assume 1 day per week, per bike)	16	12	12
Hire fee (per day)	£ 65	£ 65	£ 65
Projected tourist income	£ 1,040	£ 780	£ 780

Total tourist income **£ 2,600**

Tourist hires may be stopped once target income achieved
Tourit hire "season" and rates to be reviewed (cost recovery, not profit)

Profile

Residents loans (weeks)	5 5 5 5	5 5 5 5	4	8	8	20	20	0	20	20	20	20	20	20
Tourist hires (weeks)	0 0 0 0	0 0 0 0	16	12	12	0	0	0	0	0	0	0	0	0

Total resident usage (bike - weeks) - max	220	85%
Total tourist hires (bike-weeks) - max	40	15%

Notes:

1 Initial short loans — Allows user to choose preferred bike for longer loan

Loan 1	A coloured block shows 4-week loan of an e-bike to a resident
Tourist	A grey block shows limited tourist hires, to recover operating costs. Assumes 4 x 1 day hires per bike, in a 4-week period
on demand	No formal block booking planned from end of November. Ad-hoc arrangements, or a new schedule developed if required
Loan 5	After Loan 5, the cycle will repeat and residents can either extend their loan or try a different type of e-bike depending on preference / demand
Maint	Pause for planned repairs and maintenance (provisional)

Appendix C

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Annual Accounts

Report to CCDC Board – 9th March 2023

Background

Annual Accounts for CCDC and the Trading Company for 2021/22 were due by the end of December last year.

A difficulty with market valuation of CCDC's croft land holdings proved difficult to resolve by the deadline, and dispensation was sought from Companies House and OSCR for the delay. The matter was finally resolved last month and the accounts unanimously approved by the Board by email so as not to delay submission to the authorities any further.

This report is presented so the Board may formally endorse that decision.

Commentary

There were two key issues in the 2021/22 accounts:

The necessity to deal with a historical stock discrepancy, rapidly changing fuel prices, and a failure to re-price soon enough during turbulent market conditions had an impact on the Trading Company's position in 2021/22. It did not make a loss, but it did not make the traditional surplus for return to CCDC. In past years this has typically been c. £5,000. A smaller surplus (c. £2,500) is expected in the current year. These surpluses are to made to ensure CCDC holds sufficient funds to cope with unplanned maintenance and repairs, testing and certification and provide a cashflow buffer for the Trading Company when multiple fuels require restocking simultaneously. At current prices, a full re-stock would cost c. £41,000 + VAT

The Kilchattan crofting re-valuation (that was holding everything up) has produced a figure significantly less than the historical asset register value. This requires a write-down of the company's assets of £52,313. This is largely an accounting exercise, in that the true value of the company's assets will be whatever the they sell for if and when the company ever put them on the market.

Otherwise the Trading Company's accounts are very similar to previous years. Those for CCDC continue to show the "turbulence" that large projects like the Scalasaig development bring with them, dwarfing everything else and making comparison with previous years difficult.

Recommendation

Our accountants / auditors have offered an unqualified opinion and have issued no requirements or recommendations for action that the company needs to take.

They are also satisfied that CCDC is a “going concern”. This latter opinion is essentially looking forward from the accounting year (2021/22) to make sure that the company is in good shape, and a viable business.

I recommend that the Board:

- Note the issues in the Trading company in the 2021/22 year;
- Note the re-valuation of the Kilchattan crofts and asset write-down of £52,313; and
- Formally endorse the earlier unanimous decision (by email) to approve the accounts.

Callum Hay – Director

March 2023

Colonsay Community Development Company

Company Limited by Guarantee

Company registration No – SC208892
Charity registration No – SC030317

Unaudited financial statements
for the year ended
31 March 2022

Simmers & Co
Chartered Accountants
OBAN

Colonsay Community Development Company

Company Limited by Guarantee

Financial Statements

Period ended 31 March 2022

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Detailed statement of financial activities	**29**

Colonsay Community Development Company

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Period ended 31 March 2022

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2022.

Reference and administrative details

Registered charity name	Colonsay Community Development Company	
Charity registration number	SC030317	
Company registration number	SC208892	
Principal office and registered office	Colonsay Service Point Scalasaig Isle of Colonsay Argyll PA61 7YW	
The trustees	Mr A Abrahams	
	Ms S Dance	(Resigned 6 December 2022)
	Mr C Hay	
	Mr W Joll	
	Ms C McNeill	(Resigned 7 October 2021)
	Mr L McNeill	(Resigned 6 December 2022)
	Mr D Onn	
	Ms H Mann	
	Ms S Hobhouse	
	Mr D Keenaghan	(Appointed 29 September 2022)
	Ms L M McInnes	(Appointed 25 August 2022)
Statutory Auditor	David McGregor CA Simmers & Co Chartered accountants & statutory auditor Albany Chambers Albany Street Oban Argyll PA34 4AL	

Structure, governance and management

The Company (registration number SC208892) is limited by guarantee of its members. It is a charity registered in Scotland (SC030317) and is governed by a memorandum and articles of association. All directors, including those appointed during the year by the existing directors to fill vacancies, resign and offer themselves for re-election at the Annual general Meeting of members. All the directors are volunteers and none of the directors, nor anyone connected with them, receive any remuneration or other benefit from the company.

Objectives and activities

Colonsay Community Development Company (CCDC) is a registered charity with the following aims: Promoting the wellbeing of the residents of Colonsay and Oronsay.

1. Advancing education amongst the community, particularly among young people and the unemployed.
2. Addressing the issues of social and economic exclusion and providing access to employment and enterprise.
3. Protection and preservation of the natural environment of Colonsay and Oronsay, for the benefit of the local population

The organisation works with the community to find out what their basic needs are - particularly for those who experience disadvantage or acute isolation. They respond by fundraising and delivering a wide range of community learning and development activities. We aim to create opportunity for islanders, their families and visitors to come together through learning, history and celebration, Owned and managed by the community, we aim to promote a more sustainable future for our residents. CCDC is independent but seeks to work in partnership with other private public and third sector organisations, it has the ambition to reduce dependency on grant support by generating income through enterprise and the ownership of assets. All trading surpluses are reinvested in the organisation and the community. The Trustees have paid due regard to guidance issued by the Office of the Scottish Charity Regulator in deciding what activities the Charity should undertake. All the organisations' directors are volunteers. We also have volunteers who assist with fundraising which is carried out throughout the year.

Achievements and performance

2021-22 has been another active period for the company. Although Covid-19 restrictions have stalled construction on key sites, our contractors were able to make a start in August. The site was set up and groundworks well under way on the Scalasaig housing and business unit sites before a winter break. After many years of community effort, the much-needed community-led housing is underway. We look forward to completion in 2023. The six community houses are intended to complement the 5 affordable housing units being built at Port Mor by West Highland Housing Association. The total of 11 will meet the immediate housing need on Colonsay. Further phases in the future will allow for growth towards a sustainable population ordinarily resident on the island.

Three of our community crofters are moving forward with their plans to build croft houses. We look forward to at least two of these starting construction in 2022. These crofts have been successful in bringing younger people and families to the island, despite the difficulties associated with crofting law. We are delighted that homes can now be built on the crofts.

Our tourism projects include the new visitor moorings proposed for Queens Bay and a campsite. The Moorings installation at Queens Bay has been delayed by Covid restrictions, but a marine license has been granted and a proximity agreement signed with SSEN in relation to the marine cable. The moorings will be available in 2022.

The campsite project has been revived following a community council survey showing support for a formal campsite on the island. A site has been identified on a community-owned croft and part funding has been granted by Argyll and Bute Councill from the Islands Infrastructure Fund. The site will be tent only and off grid, essentially to provide a wild camping experience for those who do not meet the rules for true wild camping. CCDC is working with its croft tenant to deliver the project in 2022-23.

The recently acquired Old Baptist Manse was made available to one of our families in temporary need of a home and then let to our contractor for the housing and business units. The income from this will go towards necessary repairs and a new driveway for the building.

Our trading subsidiary, Colonsay Trading Company, provided a vital support role by supplying various types of fuel for vehicles and home heating.

Financial review

Principal risks and uncertainties

The directors regularly examine the charity's exposure to strategic, financial, business and operational risks at board meetings with specific emphasis more recently on risks arising from the major housing and business space project. Details of mitigation actions are noted in the minutes of the meeting.

Financial outturn
Under the Statement of Recommended Practice (SORP) for charity accounts, income is reported in the year it is received whilst expenditure may be reported in future years. As a result, funds may be carried forward to future years and expenditure in those years made out of those funds may exceed the income for the year.

The results for the year were total group income of £1,255,532 (2021 - £512,051) of which £1,169,720 (2021 - £432,264) was restricted income and £85,812 (2021 - £79,787) unrestricted. Group expenditure totalled £202,914 (2021 - £166,984), of which £56,143 (2021 - £70,616) was restricted and £146,771 (2021 - £96,368) was unrestricted. After transfers, the result for the year was a group surplus of £1,052,618 (2021 - £345,067) of which £1,116,302 (2021 - £361,648) was restricted funds and deficit £63,684 (2021 - £16,581) was unrestricted.

Total group reserves at the year-end were £2,191,169 (2021 - £1,138,551) of which £2,001,590 (2021 - £885,288) of funds were restricted and £189,579 (2021 - £253,263) were unrestricted. Total charity's reserves at the year-end were £2,169,479 (2021 -£1,117,741) of which £2,001,590 (2021 - £885,288) of funds were restricted and £167,889 (2021 - £232,463) were unrestricted.

The group's reserves policy are to secure sufficient grant funding to complete the planned projects and thereafter through detailed management of the business plan, obtain income through sales and other grant and voluntary revenue funding to allow the company to operate successfully and achieve its stated charitable aims.

In order to improve reporting the group and charity changed the accounting reporting date from 30 March to 31 March in the year thus the accounts represent the period from 31 March 2021 to 31 March 2022 (2021 year ended 30 March 2021)

Plans for future periods

The year 2022 to 2023 promises to be a busy year for the Development Company. We are fortunate to have strengthened the board by the addition of a new director with skills and experience of website development and design and another with previous experience of management in a housing association. These new directors will be invaluable to us in taking forward a rebranding of the company and the transition from project development to asset management. Rebranding and a new website should be launched early in the coming year.

The housing and business unit construction should accelerate through the year. The board will be busy preparing allocations policies and management structures to look after these valuable community assets when they are built. We will be developing the suite of management structures, forward plans, marketing, allocation policies and the like.

A consultation will be carried out in 2022 to identify the best use for the Old Baptist Manse and site in future years. We will then set up a project in 2023.

For some years now, CCDC has been co-operating with West Highland Housing Association to deliver affordable housing at Kilchattan. Planning permission was obtained in 2017, but implementation has been stalled. Covid has again been a factor, and the legal processes for acquiring suitable access to the site for the development are taking some time. CCDC has given the right to develop to WHHA. They continue to pursue this project and expect it to be underway in earnest in 2022.

As last year, we continue to work towards a sustainable future for the community company, where the income from the assets is used to pay for their management and upkeep. The board recognises that the responsibility for the assets will rest with the community, but the management tasks should be handled by suitably qualified or experienced paid staff. Some elements of this will be outsourced to specialist companies, but CCDC seeks to employ an asset or a charity manager to oversee the business of the company. Our property co-ordinator, funded by SLF, is working towards this aim.

CCDC has carried out an internal review of the progress made against the recommendations of the Gass Report. In brief, we have made significant progress in terms of engagement with external stakeholders; risk management; communication of our projects; delivery of key projects; streamlining of board meetings; strengthening the board; and raising money through crowdfunding. We have been less successful in engaging with Colonsay Community Council on an inclusive ambition due to their reduced role following mass resignations last year. We look forward to picking up on this in the second part of the coming year.

We have received funding for a graduate placement for one year running until October 2022. This placement has been filled by a law graduate and island resident, who will assist with the preparation of information in relation to croft and legal matters. She will also be leading on the preparation of a new community plan. The last plan was published in 2012 and a number of the projects identified then have been or are on the way to being delivered. The new plan should be completed in 2022 and guide our community development for the next ten years. We are currently in a comprehensive consultation phase, to be followed by a consultation draft of the plan in late summer 2022.

The company continues to act in the best interests of its community and frequently receives suggestions for opportunity projects. Most recently the island's hotel has been put on the market and the Colonsay Village Stores is for sale. CCDC is investigating the opportunity for community ownership of these vital community services. Whilst private sale may be in the best interests of the community, these businesses and premises do not appear to be selling quickly. We therefore prepare for the possibility of stepping in if needs be.

We anticipate that the Colonsay Trading Company will continue to provide a vital fuel supply service for both the island's residents and visitors, although we are planning now for the eventual phasing out of solid fuels and a reduction in demand for vehicle fuel. This combined with a desire to minimise the cost to customer means that the trustees will no longer be assuming a contribution from the company to the activities of CCDC.

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 21 February 2023 and signed on behalf of the board of trustees by:

Mr C Hay
Trustee

Mr D Onn
Trustee

Opinion

We have audited the financial statements of Colonsay Community Development Company (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;

- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out below, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the

going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In undertaking the audit, the auditors use best endeavours to evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management and the consequential risk of fraud occurring.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charity's members, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

David McGregor (Senior Statutory Auditor)

For and on behalf of
Simmers & Co
Chartered accountants & statutory auditor
Albany Chambers
Albany Street
Oban
Argyll
PA34 4AL
21 February 2023

Colonsay Community Development Company

Company Limited by Guarantee

Statement of Financial Activities (Group)
(including income and expenditure account)

Period ended 31 March 2022

	Note	Unrestricted funds £	2022 Restricted funds £	**Total funds £**	2021 Total funds £
Income and endowments					
Donations and legacies	**5**	74	1,160,271	1,160,345	423,155
Charitable activities	**6**	8,041	9,449	17,490	11,981
Subsidiary Trading Income		77,670	-	77,670	68,473
Other trading activities	**7**	27	–	27	8,412
Investment income	**8**	–	–	–	30
Total income		85,812	1,169,720	1,255,532	512,051
Expenditure					
Expenditure on charitable activities	**9,10**	146,771	56,143	202,914	166,984
Total expenditure		146,771	56,143	202,914	166,984
Net income		(60,959)	1,113,577	1,052,618	345,067
Transfers between funds		(2,725)	2,725	–	–
Net movement in funds		(63,684)	1,116,302	1,052,618	345,067
Reconciliation of funds					
Total funds brought forward		253,263	885,288	1,138,551	793,484
Total funds carried forward		189,579	2,001,590	2,191,169	1,138,551

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 15 to 27 form part of these financial statements.

Colonsay Community Development Company

Company Limited by Guarantee

Statement of Financial Position (Group)

31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible fixed assets	**16**	1,498,132	965,536
Investments	**17**	-	-
		1,498,132	965,536
Current assets			
Stocks	**17**	19,119	8,600
Debtors	**18**	71,950	14,570
Cash at bank and in hand		638,801	177,177
		729,870	200,347
Creditors: amounts falling due within one year	**19**	36,833	27,332
Net current assets		693,037	173,015
Total assets less current liabilities		2,191,169	1,138,551
Net assets		2,191,169	1,138,551
Funds of the charity			
Restricted funds		2,001,590	885,288
Unrestricted funds		189,579	253,263
Total charity funds	**21**	2,191,169	1,138,551

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 21 February 2023 and are signed on behalf of the board by:

Mr C Hay
Trustee

Mr D Onn
Trustee

The notes on pages 15 to 27 form part of these financial statements.

Colonsay Community Development Company

Company Limited by Guarantee

Statement of Financial Position (Charity)

31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible fixed assets	**16**	1,497,914	965,265
Investments	**17**	100	100
		1,498,014	965,365
Current assets			
Debtors	**18**	83,272	28,537
Cash at bank and in hand		623,276	147,328
		706,548	175,865
Creditors: amounts falling due within one year	**19**	35,083	23,489
Net current assets		671,465	152,376
Total assets less current liabilities		2,169,479	1,117,741
Net assets		2,169,479	1,117,741
Funds of the charity			
Restricted funds		2,001,590	885,288
Unrestricted funds		167,889	232,453
Total charity funds	**21**	2,169,479	1,117,741

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 21 February 2023 and are signed on behalf of the board by:

Mr C Hay
Trustee

Mr D Onn
Trustee

The notes on pages 15 to 27 form part of these financial statements.

Colonsay Community Development Company

Company Limited by Guarantee

Statement of Cash Flows (Group and Charity)

Period ended 31 March 2022

	Group		Charity	
	2022	2021	2022	2021
	£	£	£	£
Cash flows from operating activities				
Net income	1,052,618	345,067	1,051,738	345,154
Adjustments for:				
Depreciation of tangible fixed assets	10,003	9,577	9,949	9,510
Impairment of tangible fixed assets	52,313	-	52,313	-
Other interest receivable and similar income	(3)	(30)	–	(30)
Accrued expenses	5,988	7,412	5,810	6,539
Changes in:				
Stocks	(10,523)	8,265	-	-
Trade and other debtors	(57,201)	1,317	(54,735)	98
Trade and other creditors	3,340	(39,921)	5,784	(32,204)
Cash generated from operations	1,056,535	331,687	1,070,859	329,067
Interest received	-	30	–	30
Net cash from operating activities	1,056,535	331,717	1,070,859	329,097
Cash flows from investing activities				
Purchase of tangible assets	(594,911)	(227,024)	(594,911)	(226,775)
Net cash used in investing activities	(594,911)	(227,024)	(594,911)	(226,775)
Net increase in cash and cash equivalents	461,624	104,693	475,948	102,322
Cash and cash equivalents at beginning of year	177,177	72,484	147,328	45,006
Cash and cash equivalents at end of year	638,801	177,177	623,276	147,328

The notes on pages 15 to 27 form part of these financial statements.

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is Colonsay Service Point, Scalasaig, Isle of Colonsay, Argyll, PA61 7YW.

2. Statement of compliance

The Group financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Consolidation

The financial statements consolidate the results of the charity and its wholly owned trading subsidiary Colonsay Trading Company.

Judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumption about the carrying amount of assets and liabilities that are not readily apparent from other sources, The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant, Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3. Accounting policies *(continued)*

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- legacy income is recognised when receipt is probable and entitlement is established.

- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

3. Accounting policies *(continued)*

- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	-	2% straight line
Plant and machinery	-	15% reducing balance
Fixtures and fittings	-	20% reducing balance
Equipment	-	20% reducing balance

Investments

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-

3. Accounting policies *(continued)*

generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

The charity is limited by guarantee of its members. In the event of a wind up, individual members liability will be limited to £1 each.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**
Donations			
Donations	–	29,695	29,695
Grants			
Grants HIE	–	56,330	56,330
Grants Argyll & Bute Council	–	–	–
Grants Colonsay and Oronsay Common Good Fund	–	–	–
Grants Scottish Land Fund	–	–	–
Grants MOWI	–	500,181	500,181
Grants Scottish Government	–	574,065	574,065
Subscriptions			
Membership fees	74	–	74
	74	1,160,271	1,160,345

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Donations	-	5,160	5,160
Grants			
Grants HIE	–	37,611	37,611
Grants Argyll & Bute Council	–	28,900	28,900
Grants Colonsay and Oronsay Common Good Fund	–	11,250	11,250
Grants Scottish Land Fund	–	241,682	241,682
Grants MOWI	–	–	–
Grants Scottish Government	–	98,500	98,500
Subscriptions			
Membership fees	52	–	52
	52	423,103	423,155

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**
Services provided under contract	–	9,449	9,449
Charitable rental income	6,297	–	6,297
Web advertising	1,180	–	1,180
Other income from charitable activities	564	–	564
	8,041	9,449	17,490

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Services provided under contract	697	9,161	9,858
Charitable rental income	1,131	–	1,131
Web advertising	992	–	992
Other income from charitable activities	–	–	–
	2,820	9,161	11,981

7. Other trading activities

	Unrestricted Funds £	**Total Funds 2022 £**	Unrestricted Funds £	Total Funds 2021 £
Other income from other trading activities	27	27	8,412	8,412

The Charity controls the Company listed below by a virtue of holding a controlling interest in the equity share capital.

Name of subsidiary	**Country of incorporation**	**% of equity held**
Colonsay Trading Company Ltd	Scotland	100

In the year, the subsidiary generated a profit of £877 after tax (2021 – loss £81), resulting in net assets of £21,790 (2021 £20,913)

8. Investment income

	Unrestricted Funds £	**Total Funds 2022 £**	Unrestricted Funds £	Total Funds 2021 £
Bank interest receivable	–	–	30	30

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**
Charitable activities	64,922	52,791	117.713
Trading activities	74,993	-	74,993
Support costs	6,856	3,352	10,208
	146,771	56,143	202,914

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Charitable activities	24,185	70,616	94,801
Trading activities	61,979	-	61,979
Support costs	10,204	–	10,204
	96,368	70,616	166,984

10. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	**Total funds 2022 £**	Total fund 2021 £
Charitable activities	117,713	4,660	122,373	98,930
Trading activities	74,993	-	74,993	61,793
Governance costs	–	5,548	5,548	6,081
	192,706	10,208	202,914	166,984

11. Analysis of support costs

	Total 2022	Total 2021
	£	£
Staff costs	–	296
General office	1,074	5,473
Governance costs	5,548	3,807
Support costs – Website and advertising	3,586	150
	10,208	9,726

12. Net income

Net income is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation of tangible fixed assets	10,003	9,777
Impairment of tangible fixed assets	52,313	-

13. Auditors' remuneration

	2022	2021
	£	£
Fees payable for the audit of the financial statements	1,500	1,800
Other fees paid	2,498	2,781
Fees in relation to subsidiary accounts and audit	1,550	1,500
	5,548	6,081

14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022	2021
	£	£
Wages and salaries	49,181	45,762
Employer contributions to pension plans	416	296
	49,597	46,058

The average head count of employees during the year was 5 (2021: 5l). The average number of employees on a headcount basis during the year is analysed as follows:

	2022	2021
	No.	No.
Number of staff – development	4	3
Number of staff – service point	1	2
	5	5

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

15. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

16. Tangible fixed assets

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Equipment £	**Total £**
Cost					
At 1 April 2021	942,013	141,612	752	3,880	1,088,257
Additions	586,934	7,977	–	–	594,911
Revaluation	(52,313)	-	–	–	(52,313)
At 31 March 2022	1,476,634	149,589	752	3,880	1,630,855
Depreciation					
At 1 April 2021	4,536	114,779	752	2,654	122,721
Charge for the year	4,536	5,222	–	244	10,002
At 31 March 2022	9,072	120,001	752	2,898	132,723
Carrying amount					
At 31 March 2022	1,467,562	29,588	–	982	1,498,132
At 31 March 2021	937,477	26,833	–	1,226	965,536

Tangible fixed assets held at valuation

In February 2023, the 5 crofts owned by the charity were revalued by Bell Ingram, Chartered Quantity Surveyors on a continuing existing use basis at a value of £148,000 which resulted in an impairment of £52,313. The trustees consider that there has been no variation in value between the year end and the date of the revaluation, thus the revised value have been incorporated in these financial statements.

Of the above assets all assets are held by the Charity with the exception of equipment with carrying amount at 31 March 2022 of £218.

17. Stock

	Group		Charity	
	2022	2021	**2022**	2021
	£	£	**£**	£
Stock of fuel	19,119	8,600	-	-

18. Debtors

	Group		Charity	
	2022	2021	2022	2021
	£	£	£	£
Trade debtors	12,230	4,322	4,048	572
Amounts owed by group undertakings	-	-	19,504	19,684
Prepayments and accrued income	545	409	545	409
Other debtors	59,175	9,839	59,175	7,872
	71,950	14,570	83,272	28,537

19. Creditors: amounts falling due within one year

	Group		Charity	
	2022	2021	2022	2021
	£	£	£	£
Trade creditors	13,556	8,069	13,484	8,033
Accruals and deferred income	21,827	15,840	20,149	14,339
Social security and other taxes	1,450	3,423	1,450	1,117
	36,833	27,332	35,083	23,489

20. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £416 (2021: £296).

21. Analysis of charitable funds

Unrestricted funds

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
General funds	253,263	85,812	(146,771)	(2,725)	189,579

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
General funds	269,844	79,787	(96,368)	–	253,263

21. Analysis of charitable funds *(continued)*

Restricted funds

	At 31 March 2021 £	Income £	Expenditure £	Transfers £	**At 30 March 2022** £
HIE development office	-	18,850	(19,159)	309	-
Argyll & Bute Council	4,518	9,449	(8,651)	-	5,316
Waste Management	3,486	-	(523)	-	2,963
The Robertson Trust	84	-	-	(84)	-
Scalasaig Land purchase	549,611	-	-	(28,900)	520,711
Manse Development	227,562	-	(7.325)	-	220,237
Paths for all	1,500	-	-	-	1,500
RBIP/Business Innovation Grants	2,500	-	(3,114)	2,500	1,886
Supporting	27	-	(27)	-	-
Islands Green Recovery Plan	96,000	-	-	-	96,000
Moorings	-	11,907	(1,488)	-	10,419
Website	-	3,125	(3,125)	-	-
Graduate Scheme and Training	-	19,700	(12,731)	-	6,969
Scalasaig Development	-	1,106,399	-	28,900	1,135,299
Consultation	-	290	-	-	290
	885,288	1,169,720	(56,143)	2,725	2,001,590

	At 31 March 2020 £	Income £	Expenditure £	Transfers £	**At 30 March 2021** £
HIE development office	-	18,992	(18,992)	-	-
Argyll & Bute Council	3,030	9,161	(7,673)	-	4,518
Waste Management	4,101		(615)		3,486
The Robertson Trust	84				84
Scalasaig Land purchase	514,925	48,060	(13,374)		549,611
Manse Development	-	238,932	(11,370)	-	227,562
Paths for all	1,500			-	1,500
Supporting communities	-	18,619	(18,592)	-	27
Islands Green Recovery Plan	-	96,000	-	-	96,000
RBIP/ Business Innovation Grant	-	2,500	-	-	2,500
	523,640	432,264	(70,616)	-	885,288

21. Analysis of charitable funds *(continued)*

- Highland and Islands Enterprise (HIE) - Funds were received to fund to development officers to promote and develop projects to support the charity's aims

- Argyll & Bute Council - funds were received from the council to support the operation of the local service point including the fuel station.

- Waste management - funds were received from Colonsay and Oronsay Common Good Fund and Islay Energy Trust to facilitate the purchase of a waste composter.

- Scalasaig Land purchase/ Housing Project - Funds were received from Scottish Land Fund (SLF), HIE, Scottish Government Rural Housing Fund and Mowi to facilitate acquisition of land to build affordable housing.

- Manse development - funds were receive from SLF and Colonsay and Oronsay Common Good Fund to acquire and develop the former Baptist Manse Building for uses for the benefit of the community.

- Paths for all - funds were received from Paths for all to develop a path from the planned moorings to the village centre.

- Supporting communities – funds were received from Argyll & Bute Council to assist the community in dealing with the Covid 19 pandemic

- Island Green Recovery Plan – funds were received from Inspiring Scotland to develop and delivery economic growth and recovery by adopting green technology and practices

- RBIP/ Business innovation funds – funds were received from 2 organisations to provide grants to projects on the islands which promote innovation and growth.

- Moorings – funding was received from HIE to install moorings for yachting visitors to the island

- Website – funding was received from HIE to allow the charity’s website to be rebuilt

- Graduate – funding as received from HIE to employ a graduate to develop plans from the future including the local community plan.

- Scalasaig development – funding was received from Scottish Rural Island Housing and development funds, Mowi, and Scottish Land Fund to enable the construction of affordable housing and business units.

- Consultation – funding was received from ACHA to enable a consultation process on future housing neds to be undertaken.

22. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	**Total Funds 2022**
	£	£	**£**
Tangible fixed assets	167,172	1,330,960	1,498,132
Current assets	47,333	682,537	729,870
Creditors less than 1 year	(24,926)	(11,907)	(36,833)
Net assets	189,579	2,001,590	2,191,169

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Tangible fixed assets	224,885	740,651	965,536
Current assets	55,710	144,637	200,347
Creditors less than 1 year	(27,332)	–	(27,332)
Net assets	253,263	885,288	1,138,551

23. Analysis of changes in net debt

	At 1 Apr 2021	Cash flows	**At 31 Mar 2022**
	£	£	**£**
Cash at bank and in hand	177,177	461,624	638,801

24. Related parties

Two trustees paid a total of £178 for a web advertising service in the year. The amount outstanding at the year-end was nil

One trustee received a grant under the RBIP/ Business innovation scheme

One board member resigned from the board to take up an employed position with the charity.

As the charity's subsidiary is the only supplier of fuel on the island, trustees may purchase fuel as required on the same basis as any other resident.

24. Post balance sheet events

Granting of charge. After the year end, on 2 December 2022, the charity granted a charge over an area of land lying to the west of Colonsay Village Hall recorded as title ARG28288 to Argyll & Bute Council.

The following pages do not form part of the financial statements.

Colonsay Community Development Company

Company Limited by Guarantee

Detailed Statement of Financial Activities

Period ended 31 March 2022

	2022	2021
	£	£
Income and endowments		
Donations and legacies		
Donations	29,695	5,160
Grants HIE	56,330	37,611
Grants Argyll & Bute Council	–	28,900
Grants Colonsay and Oronsay Common Good Fund	–	11,250
Grants Scottish Land Fund	–	241,682
Grants MOWI	500,181	–
Grants Scottish Government	574,065	98,500
Membership fees	74	52
	1,160,345	423,155
Charitable activities		
Services provided under contract	9,449	9,858
Charitable rental income	6,297	1,131
Web advertising	1,180	992
Other income from charitable activities	564	–
	17,490	11,981
Other trading activities		
Other income from other trading activities	27	8,412
Subsidiary Trading income	77,670	68,473
Investment income		
Bank interest receivable	–	30
Total income	1,255,532	512,051

Expenditure		
Expenditure on charitable activities		
Purchases	3,270	20,350
Wages and salaries	49,181	45,762
Pension costs	416	296
Rates and water	985	–
Light and heat	1,137	–
Repairs and maintenance	2,969	–
Insurance	1,423	711
Legal and professional fees	(323)	25,619
Telephone	116	–
Other office costs	1,072	2,356
Depreciation	9,949	9,510
Impairment	52,313	-
Subscriptions and events	30	251
Website and advertising	3,586	150
Subsidiary operating costs	76,793	61,979
	202,917	166,984
Total expenditure	202,917	166,984
Net income	1,052,618	345,067

Colonsay Trading Company Limited

Company registration No – SC208892

Unaudited financial statements
for the year ended
30 March 2022

Simmers & Co
Chartered Accountants
OBAN

Colonsay Trading Company Limited

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Colonsay Trading Company Limited

Directors and other information

Directors	Ms Sarah Hobhouse	(Appointed 26 August 2021)
	Mr Andrew Abraham	
	Mr William Joll	
	Mr Liam McNeill	(Resigned 3 December 2022)
	Mrs Susan Dance	(Resigned 6 December 2022)
	Ms Caitlin McNeil	(Resigned 7 October 2021)
	Mr Callum Hay	
	Ms Helen Mann	(Appointed 26 August 2021)
	Mr Dannie Onn	(Appointed 10 March 2022)
Company number	SC253446	
Registered office	Scalasaig Isle of Colonsay Argyll & Bute PA61 7YW	
Business address	Colonsay Village Hall Scalasaig Isle of Colonsay Argyll PA61 7YW	
Accountants	Simmers & Co Albany Chambers Albany Street Oban Argyll & Bute PA34 4AL	

Colonsay Trading Company Limited

Directors report
Period ended 31 March 2022

The directors present their report and the unaudited financial statements of the company for the period ended 31 March 2022.

Directors

The directors who served the company during the period were as follows:

Ms Sarah Hobhouse	(Appointed 26 August 2021)
Mr Andrew Abraham	
Mr William Joll	
Mr Liam McNeill	
Mrs Susan Dance	
Ms Caitlin McNeil	(Resigned 7 October 2021)
Mr Callum Hay	
Ms Helen Mann	(Appointed 26 August 2021)
Mr Dannie Onn	(Appointed 10 March 2022)

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

This report was approved by the board of directors on 21 February 2023 and signed on behalf of the board by:

Mr Dannie Onn
Director

Mr Callum Hay
Director

Colonsay Trading Company Limited

Report to the board of directors on the preparation of the unaudited statutory financial statements of Colonsay Trading Company Limited Period ended 31 March 2022

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Colonsay Trading Company Limited for the period ended 31 March 2022 which comprise the statement of comprehensive income, statement of financial position, statement of changes in equity and related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of ICAS, we are subject to its ethical and other professional requirements which are detailed at http://www.icas.com/accountspreparationguidance.

This report is made solely to the board of directors of Colonsay Trading Company Limited, as a body, in accordance with the terms of our engagement letter dated 1 February 2202. Our work has been undertaken solely to prepare for your approval the financial statements of Colonsay Trading Company Limited and state those matters that we have agreed to state to the board of directors of Colonsay Trading Company Limited as a body, in this report in accordance with the requirements of ICAS as detailed at http://www.icas.com/accountspreparationguidance. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Colonsay Trading Company Limited and its board of directors as a body for our work or for this report.

It is your duty to ensure that Colonsay Trading Company Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Colonsay Trading Company Limited. You consider that Colonsay Trading Company Limited is exempt from the statutory audit requirement for the period.

We have not been instructed to carry out an audit or a review of the financial statements of Colonsay Trading Company Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Simmers & Co
Chartered Accountants and Registered Auditors
Albany Chambers
Albany Street
Oban
Argyll & Bute
PA34 4AL

21 February 2023

Colonsay Trading Company Limited

Statement of comprehensive income
Period ended 31 March 2022

	Note	**Period ended 31/03/22** £	Year ended 30/03/21 £
Turnover		77,670	68,473
Change in stocks of finished goods and in work in progress		(68,063)	(54,856)
		9,607	13,617
Other external charges		(1,882)	(1,710)
Depreciation and other amounts written off tangible and intangible fixed assets		(54)	(68)
Other operating expenses		(6,794)	(11,920)
Operating profit/(loss)		877	(81)
Profit/(loss) before taxation		877	(81)
Tax on profit/(loss)		-	-
Profit/(loss) for the financial period and total comprehensive income		877	(81)

All the activities of the company are from continuing operations.

The notes on pages 8 to 12 form part of these financial statements.

Colonsay Trading Company Limited

Statement of financial position
31 March 2022

	Note	31/03/22 £	£	30/03/21 £	£
Fixed assets					
Tangible assets	**6**	218		271	
			218		271
Current assets					
Stocks		19,119		8,596	
Debtors	**7**	8,182		5,716	
Cash at bank and in hand		15,525		29,856	
		42,826		44,168	
Creditors: amounts falling due within one year	**8**	(21,254)		(23,526)	
Net current assets			21,572		20,642
Total assets less current liabilities			21,790		20,913
Net assets			21,790		20,913
Capital and reserves					
Called up share capital			100		100
Profit and loss account			21,690		20,813
Shareholders funds			21,790		20,913

For the period ending 31 March 2022 the company was entitled to exemption from audit under section 479A of the Companies Act 2006 relating to subsidiary companies.

Directors responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the period in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The notes on pages 8 to 12 form part of these financial statements.

Statement of financial position (continued)
31 March 2022

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with Section 1A of FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

These financial statements were approved by the board of directors and authorised for issue on 21 February 2023, and are signed on behalf of the board by:

Mr Dannie Onn
Director

Mr Callum Hay
Director

Company registration number: SC253446

Colonsay Trading Company Limited

Statement of changes in equity
Period ended 31 March 2022

	Called up share capital £	Profit and loss account £	**Total £**
At 1 April 2020	100	20,894	20,994
Profit/(loss) for the period		(81)	(81)
Total comprehensive income for the period	-	(81)	(81)
At 30 March 2021 and 31 March 2021	100	20,813	20,913
Profit/(loss) for the period		877	877
Total comprehensive income for the period	-	877	877
At 31 March 2022	100	21,690	21,790

1. General information

The company is a private company limited by shares, registered in Scotland. The address of the registered office is Colonsay Village Hall, Scalasaig, Isle of Colonsay, Argyll & Bute, PA61 7YW.

2. Statement of compliance

These financial statements have been prepared in compliance with the provisions of FRS 102, Section 1A, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Turnover

Turnover is measured at the fair value of the consideration received or receivable for goods supplied and services rendered, net of discounts and Value Added Tax.

Revenue from the sale of goods is recognised when the significant risks and rewards of ownership have transferred to the buyer (usually on despatch of the goods); the amount of revenue can be measured reliably; it is probable that the associated economic benefits will flow to the entity; and the costs incurred or to be incurred in respect of the transactions can be measured reliably.

Taxation

The taxation expense represents the aggregate amount of current and deferred tax recognised in the reporting period. Tax is recognised in the statement of comprehensive income, except to the extent that it relates to items recognised in other comprehensive income or directly in capital and reserves. In this case, tax is recognised in other comprehensive income or directly in capital and reserves, respectively.

Current tax is recognised on taxable profit for the current and past periods. Current tax is measured at the amounts of tax expected to pay or recover using the tax rates and laws that have been enacted or substantively enacted at the reporting date.

Deferred tax is recognised in respect of all timing differences at the reporting date. Unrelieved tax losses and other deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date that are expected to apply to the reversal of the timing difference.

Tangible assets

Tangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated depreciation and impairment losses.

Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other comprehensive income and accumulated in capital and reserves, except to the extent it reverses a revaluation decrease of the same asset previously recognised in profit or loss. A decrease in the carrying amount of an asset as a result of revaluation is recognised in other comprehensive income to the extent of any previously recognised revaluation increase accumulated in capital and reserves in respect of that asset. Where a revaluation decrease exceeds the accumulated revaluation gains accumulated in capital and reserves in respect of that asset, the excess shall be recognised in profit or loss.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:
If there is an indication that there has been a significant change in depreciation rate, useful life or residual value of tangible assets, the depreciation is revised prospectively to reflect the new estimates.

Impairment

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

When it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stocks to their present location and condition.

Financial instruments

A financial asset or a financial liability is recognised only when the company becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the transaction price, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

All other such investments are subsequently measured at cost less impairment.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised in profit or loss immediately.

Any reversals of impairment are recognised in profit or loss immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

4. Employee numbers

The average number of persons employed by the company during the period amounted to Nil (2021: Nil).

The company's business is managed by individuals thus the number of employees in the year was nil (2020 - nil)

5. Profit/loss before taxation

Profit/loss before taxation is stated after charging/(crediting):

	Period ended 31/03/22	Year ended 30/03/21
	£	£
Depreciation of tangible assets	54	68

6. Tangible assets

	Fixtures, fittings and equipment	**Total**
	£	**£**
Cost		
At 31 March 2021 and 31 March 2022	594	594
Depreciation		
At 31 March 2021	322	322
Charge for the year	54	54
At 31 March 2022	376	376
Carrying amount		
At 31 March 2022	218	218
At 30 March 2021	272	272

7. Debtors

	31/03/22	30/03/21
	£	£
Trade debtors	5,566	3,750
Other debtors	2,616	1,966
	8,182	5,716

8. Creditors: amounts falling due within one year

	31/03/22	30/03/21
	£	£
Trade creditors	72	36
Social security and other taxes	-	2,306
Other creditors	21,182	21,184
	21,254	23,526

9. Related party transactions

Due to the nature of the trade, sale of fuel, directors may have purchased goods using cash or cheque. All transactions take place at arm's length at the same prices charged to unrelated parties.

10. Controlling party

The company is 100% owned by Colonsay Community Development Company, (SC208892) having its registered office at Colonsay Service Point, Scalasaig, Isle of Colonsay PA61 7YW.

11. Impact of Covid 19

The company was adversely affected by Covid through the loss of sales to visitors to the island. But as the company's costs are minimal, the impact was minor. As such the directors consider that the impact can be viewed as a non-adjusting event and the preparation of the accounts under the going concern concept remains appropriate

Colonsay Trading Company Limited

The following pages do not form part of the statutory accounts.

Colonsay Trading Company Limited

Detailed income statement
Period ended 31 March 2022

	Period ended 31/03/22	Year ended 30/03/21
	£	£
Turnover		
Sales	77,670	68,473
	77,670	68,473
Cost of sales		
Opening stock	(8,596)	(16,865)
Purchases	(78,586)	(46,587)
Direct costs	(1,882)	(1,710)
	(89,064)	(65,162)
Closing stock	19,119	8,596
	(69,945)	(56,566)
Gross profit	7,725	11,907
Gross profit percentage	9.9%	17.4%
Overheads		
Administrative expenses		
Rent payable	-	(1,000)
Insurance	(1,873)	(1,680)
Printing, postage and stationery	(378)	(185)
Management charges - Colonsay shop	(1,065)	(600)
Accountancy fees	(2,607)	(1,764)
Bank charges	(834)	(530)
Bad debts	-	(418)
General expenses	(7)	(12)
Charitable donations to holding company	-	(5,581)
Subscriptions	(30)	(150)
Depreciation of tangible assets	(54)	(68)
	(6,848)	(11,988)
Operating profit/(loss)	877	(81)
Operating profit/(loss) percentage	1.1%	0.1%
Profit/(loss) before taxation	877	(81)