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VOLUNTARY GROUPS - EAST SUTHERLAND

is a Company Limited by Guarantee

Registered in Scotland Number: SC154183

Scottish Charity Number: SC001528

Registered Office

ALBA, MAIN STREET, GOLSPIE

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VOLUNTARY GROUPS - EAST SUTHERLAND

Chairman	Mr Jonathan Brett Young DL
Vice Chairman	Mrs Flower Thomson DL
Treasurer	Mr Ron Munro
Chief Officer	Mrs Ann Keatinge (Retired 30/06/11) Mrs Christine Ross (Appointed 01/07/11)
Administrative Officer	Mrs Liz Barron
Development Officer	Vacant Post

BOARD OF DIRECTORS

Mr J Brett Young DL	Dr S McKenzie (Resigned 27/01/11)
Mr P Carson (Resigned 30/09/11)	Mr R Munro
Mr W Faassen-De-Heer	Mr C Ritchie
Mr C Ferne (Resigned 19/11/10)	Mr W Sutherland
Mr R Gale	Mrs F Thomson DL
Mrs C Gibson	<i>Mrs A Keatinge</i> (Company Secretary - retired 30/06/11)
Mr D Hannah	<i>Mrs C Ross</i> (Company Secretary from 01/07/11)
Cllr Mrs D MacKay	

ADVISERS

Felix Spittal, SCVO
Nigel Brett Young, Area Adult and Youth Services Officer, High Life Highland

INDEPENDENT EXAMINER

Mr I MacKay, MacKay & Co, Main Street, Golspie

MEMBERSHIP 2011

1. 1st Golspie Scout Group
2. A Brighter Brora
3. Alcohol & Addictions Counselling Service
4. Alzheimer Scotland - Golspie Shop Limited
5. Ardgay & Bonar Pipe Band
6. Ardgay & District Community Council
7. Ardgay Community Centre
8. Ardgay District Xmas Party
9. Befrienders Highland
10. Bonar Bridge Badminton Club
11. Bonar Bridge Community Hall
12. Bonar Bridge Primary Parent Council
13. Bonar Bridge/Ardgay Golf Club
14. British Heart Foundation Golspie Branch
15. Brora Bowling and Tennis Club
16. Brora Community Centre Management Committee
17. Brora Community Fete Group
18. Brora Golf Club
19. Brora Harbour Users Association
20. Brora Rangers Football Club
21. Brora Scout and Guide Hall Group
22. Brora Senior Citizens Xmas Party Group
23. Brora Social Amenities Group
24. Caithness & Sutherland Women's Aid
25. Carnegie Hall Committee
26. CCAST Highland
27. CHOC - Children Helping Other Children
28. Clyne Heritage Society
29. Community Energy Scotland
30. Creich Church of Scotland
31. Creich Croick & Kincardine Day Care Association (The Bradbury Centre)
32. Crossroads (East Sutherland) Care
33. CRUSE Bereavement Care Scotland - E.S.
34. Davy Duff Tape Service
35. Doll Community Association
36. Dornoch & Cromarty Firth Wildfowlers Association
37. Dornoch & District Community Association
38. Dornoch Academy Parent Council
39. Dornoch Allsorts After School Club
40. Dornoch Area Community Interest Company
41. Dornoch Bowling Club
42. Dornoch Cathedral
43. Dornoch City Football Club
44. Dornoch Firth Group of Churches
45. Dornoch Free Church of Scotland
46. Dornoch Heritage Society
47. Dornoch Highland Gathering
48. Dornoch Hogmanay Street Party
49. Dornoch Pipe Band
50. Dornoch WRI
51. Dudgeon Park Community Centre Club
52. Dunrobin Castle Piping Championship
53. East Sutherland Art Society
54. East Sutherland Athletics Club
55. East Sutherland Bird Group
56. East Sutherland Camera Club
57. East Sutherland Citizens Advice Bureau
58. East Sutherland Community Care Forum
59. East Sutherland Gymnastics & Trampoline Club
60. East Sutherland Multiple Sclerosis Group
61. East Sutherland Rescue Association
62. East Sutherland Sea Angling Club
63. East Sutherland Swimming Club
64. East Sutherland Table Tennis Club
65. East Sutherland Wheelers
66. Embo Amateur Football Club
67. Embo Community Company
68. Embo Trust
69. Family First East Sutherland
70. Feis Chataibh
71. Four Seasons Club
72. Friends of Brora School
73. Friends of Cambusavie Equipment Fund
74. Friends of Golspie & Rogart Health Centre
75. Friends of Oversteps
76. Gearrchoile Community Wood
77. Girlguiding Sutherland
78. Gledfield Primary School Parent Council
79. Golspie Angling Club
80. Golspie Bowling Club
81. Golspie Community Council
82. Golspie Community Power
83. Golspie Fire Station Fundraising Group
84. Golspie Friends of Guiding
85. Golspie Golf Club
86. Golspie Heritage Society
87. Golspie High School Parent Council
88. Golspie in Bloom
89. Golspie Lunch Club
90. Golspie Primary School Parent Council
91. Golspie Stafford Football Club
92. Golspie Tennis Club
93. Golspie Tower Play Park Association
94. Golspie Youth Action Project
95. Golspie's Biblical Garden
96. GREAN
97. Helmsdale & District Community Association
98. Helmsdale & District Community Bus Association
99. Helmsdale & District Community Council
100. Helmsdale Badminton & Tennis Club
101. Helmsdale Church of Scotland
102. Helmsdale Primary PTA
103. Highland Hospice
104. Highland Ringing Group

105. Invercharron Highland Games Association
106. Key Housing Association Ltd
107. Kilbraur Sheep Stock Club
108. Kilbraur Windfarm Community Benefit Trust
109. Kildonan, Kinbrace Amenities Association
110. Kyle of Sutherland Gala Week
111. Kyle of Sutherland Fisheries Trust
112. Kyle of Sutherland Heritage Society
113. Kyle of Sutherland Youth Development Group
114. Lairg & District Community Initiative
115. Lairg & District Learning Centre
116. Lairg Community Association
117. Lairg Gaelic Choir
118. Lairg Gala Week
119. Lairg Music Festival
120. Lairg Primary School Parent Council
121. League of Friends of the L M Hospital
122. Loch Brora Angling Club
123. Lodge Clyne No. 1400
124. Lodge St Donan No. 933
125. Lodge St. Andrew No. 1318
126. Lodge St. Gilbert No. 790
127. Loth and Helmsdale Flower Show Society
128. MacMillan Cancer Support (Dornoch Branch)
129. MacMillan Cancer Support Golspie
130. New Futures Sutherland
131. North Highland Curling Trust
132. North Highland Forest Trust
133. Pamoja Alternative Gifts
134. Perfect Paws Canine Club
135. Pittentrail Recreation Hall Committee
136. Portgower Public Hall Association
137. Provincial Grand Lodge of Sutherland
138. R S P B
139. RBLS - Golspie Branch
140. RBLS Rogart & Lairg Branch
141. Rogart for the Future
142. Rogart Heritage Society
143. Rogart Nursery Sheepdog Trials
144. Rogart Parish Church
145. Rogart Primary School PTA
146. Rogart SWRI
147. Rosehall & District Community Arts
148. Rosehall First Responders
149. Rosehall Local History Group
150. Rosehall Parish Church
151. Rosehall Village Hall Committee
152. Rosehall Youth Club
153. Rotary Club of East Sutherland
154. Rotary Club of Tain & District
155. Royal Dornoch Golf Club
156. Royal Naval Association Sutherland Branch
157. Scottish SPCA - Sutherland Branch
158. Scottish Tenant Farmers Association
159. Spinningdale Ladies Committee
160. SSAFA Forces Help
161. St Andrews Parish Church
162. St Finnbarrs Episcopal Church
163. Strathfleet Buttons & Bows
164. Struie Action Group
165. Support in Mind (Scotland)
166. Sutherland & Caithness Provincial Mod (Bonar Bridge)
167. Sutherland Access Panel
168. Sutherland Accordion & Fiddle Club
169. Sutherland Agricultural Society Show Ltd
170. Sutherland Bee-Keepers Association
171. Sutherland Caledonian Pipe Band
172. Sutherland Chapter No 650 Order of the E Star
173. Sutherland Drug & Alcohol Forum
174. Sutherland Floral Art Club
175. Sutherland Partnership
176. Sutherland R.C. Parish Church
177. Sutherland Riding Club
178. Sutherland Schools Pipe Band
179. Sutherland Squash Club
180. Sutherland Writers Group
181. SWRI Sutherland Federation
182. The Ladybird Club
183. Timespan - Helmsdale Heritage Society
184. TYKES (The Young Carers East Sutherland)
185. Who Cares? Scotland
186. Women for Mission
187. WRVS Brora



Liz Barron
Administrative Officer

CHAIRMAN'S REPORT

The year has been one of great change at Voluntary Groups – East Sutherland.

In June Ann Keatinge, who had been Organiser and then Chief Officer for nearly 20 years, retired. She had represented the Third Sector in East Sutherland and further afield with dedication and great attention to detail and was much respected throughout the Highlands. I have found it a pleasure to work with her over the years and thank her for all her hard work.

The Highland Third Sector Partnership is now up and running. The emphasis of our work will change. The four areas that need our attention will be: Social Enterprise, Supporting and Developing a Strong Third Sector, Building the Third Sector Relationship with Community Planning, and finally Promoting Volunteering.

The day to day running of VG-ES is in the hands of Christine Ross, who was appointed as Chief Officer in July. Previously Christine was the Development Officer. Also appointed at this time was Marion Rhind, who takes over as Development Officer. We wish them both well in dealing with the changes and challenges that are now taking place.

The office in Golspie has been busier than ever in supporting the Voluntary Sector in East Sutherland, and we have 187 groups in membership. The building is a centre of excellence for the Third Sector. An average of 94 people per week call or phone to seek advice, help, information or guidance on a whole range of matters and the Lovell Meeting Room is used on an average of 7 times per month. In addition, we are the landlord for five important organisations who share our premises.

I am pleased to report that the Business Plan for 2011-12 has been approved by the Directors. This will link with the requirements of the Highland Interface – The Highland Third Sector Partnership.

We also achieved final validation for the EFQM Levels of Excellence Scheme in October.

The Board thanks the Scottish Government and the Highland Council for their funding. It should also be noted that 21% of our income is raised through our agency work.

I would like to thank the Board of Directors for their work and support throughout the year. And finally, thank Ann Keatinge, Christine Ross, Marion Rhind and Liz Barron for their hard work and professionalism in supporting the Third Sector in East Sutherland.

Jonathan Brett Young
Acting Chairman



CHIEF OFFICER'S REPORT

This has been a year of significant changes for Voluntary Groups - East Sutherland:- we became a Partner in the Highland Third Sector Partnership (HTSP) and long standing Chief Officer, Ann Keatinge retired.

Highland Third Sector Partnership: As reported in last year's report, the Scottish Government's requirement was for a Third Sector Interface to be set up in each of the 32 local authority areas. It will be the single point of contact with the Scottish Government for the delivery of the following four functions:-

1. supporting and developing a strong third sector
2. volunteering development
3. social enterprise development
4. building the third sector relationship with community planning.

The journey in forming the Interfaces has proved to be more difficult in some areas and the Scottish Government funding is dependent on an Interface being formed. The Highland Interface is now an informal partnership which eventually went ahead with 9 partners. It was accepted by the Scottish Government in May 2011. The Scottish Government funding is channelled through the Interface and we received our first quarter grant at the end of May.

Thanks goes to Ann for all the hard work and dedication she put into setting up and developing the Highland Interface with colleagues across Highland. Some of these meetings were contentious. Involved were representatives from the 3rd Sector Team of the Scottish Government and the Highland Council to discuss how the interface will operate and deliver against the four specified functions. Director, Deirdre MacKay and I attend HTSP partnership meetings on regular basis. The HTSP will support, promote, develop and represent the Third Sector. It is now a vital connection between the Community Planning Partnership and the Third Sector.

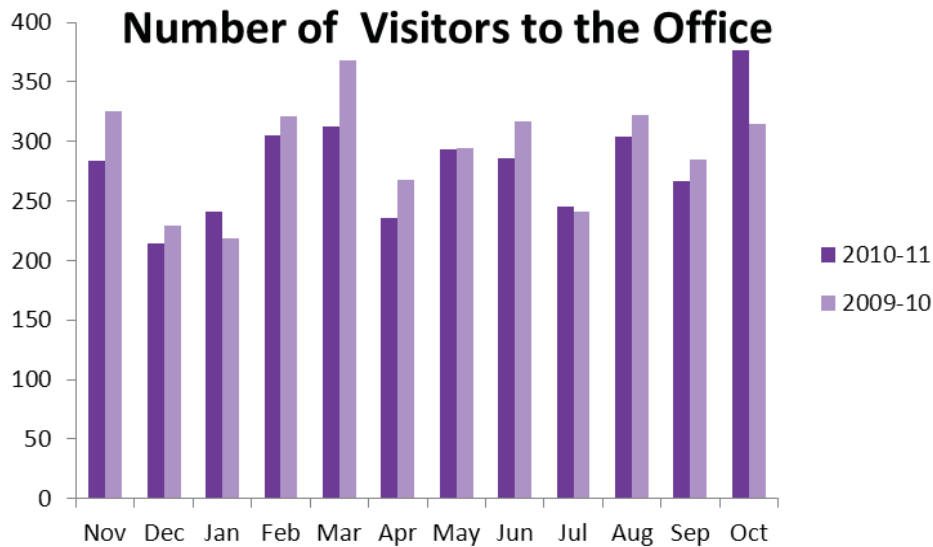
An example of this is in 2011/12 the Scottish Government allocated £70 million to a Change Fund to enable NHS Boards and local authorities, together with voluntary agencies, to redesign services for our growing older population. The HTSP is working with NHS Highland and the Highland Council to decide where this money needs to be invested to improve services, under the banner of Reshaping Care.

Membership: We are delighted to report that VG-ES has 187 groups in membership this year, plus 8 individual members. After seventeen years at £5, the annual subscription fee was raised to £10, with fears that the membership might drop. However, it remains high, reflecting the breadth and diversity of voluntary sector activity in East Sutherland to meet local needs.

Quality Standard: a condition of grant funding from the SG was for all Interfaces to work towards the Committed to Excellence award through European Foundation for Quality Management (EFQM). This followed on from the PQASSO quality standard work undertaken two years ago and provided a good starting point for EFQM. Vice-chair, Flower Thomson, Ann and I worked on completing our self-assessment. 3 areas for improvement were identified and an action plan was developed. This plan was then accepted by Quality Scotland. We were validated and received our award as Committed to Excellence in October.

VG-ES Resource Centre at Alba, Main Street, Golspie: We continue to provide office accommodation for five voluntary sector organisations: Caithness and Sutherland Women's Aid (CASWA), North Highland Forest Trust, Crossroads Caring Scotland, Family First and the RSPB. The CRUSE Bereavement Care dedicated telephone-line is based in our office too and we facilitate the group's meetings. VGES acts as a "mailbox" for groups that do not have a mailing address.

Services: from November '10 to October '11 we had 3365 visitors to the office. This is approximately 280 per month.



Over the year Liz co-ordinated the following for groups:-

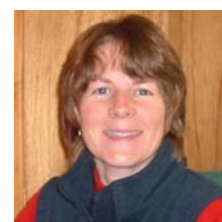
- The Small Society Lotteries Licence held by VG-ES was used for ticketed raffles by 25 groups during the year (25 last year).
- 82 groups placed fund raising adverts in the dedicated box on the back page of the Northern Times local weekly newspaper (88 last year). We are limited to two per week so are often over-subscribed. We try to help those groups to publicise fund raising events through posters and Moray Firth Radio's *Community Events* slot. In January 2010 we have introduced an events calendar on our website which offers a further opportunity to publicise forthcoming events. Uptake is good.
- The laptop, projector & screen were used by 56 groups during the year (55 last year).
- The meeting room was used for 84 meetings during the year (140 last year).
- 143 laminates were produced (263 last year).
- 201388 black & colour copies!

Thanks: as always I wish to thank all the Directors for their support and sound advice, especially the Chairman, Jonathan Brett Young, Vice-chair, Flower Thomson and Director, Richard Gale who make up my immediate line management team and to Director, Deirdre MacKay for support with Interface business. The range and diversity of expertise of the Directors has provided a good mix for the governance of the organisation over the past year.

I wish to thank Liz Barron, VGES Admin Officer, who is always cheerful and dedicated – nothing is ever too much for her and to Marion Rhind, Development Officer, for sharing her experience of the sector for the time she was with us. Thanks to the Scottish Government via SCVO (& now the HTSP), and the Highland Council for continued financial assistance which has enabled VG-ES to support voluntary/ community sector activity in East Sutherland.

And finally thanks also to Ann Keatinge for making the change to Chief Officer easier as a result of her dedication to the efficient and sustained development of VG-ES over the years.

Christine Ross
Chief Officer



PROJECTS & DEVELOPMENTS

DEVELOPMENT OFFICER PROJECT

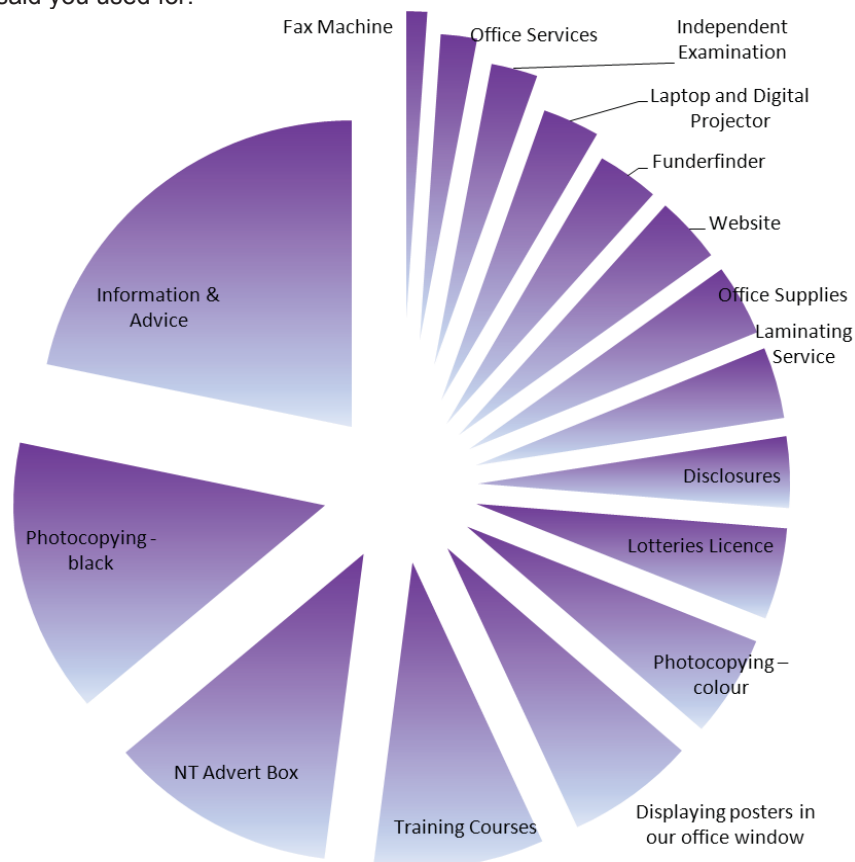
Originally a three-year project funded through CASE and CED, the work of the Development Officer project is now in its eighth year. Increased core funding from the Scottish Government plus further funding from East Sutherland & Edderton Ward discretionary budgets has ensured continuation of the post for a further year.

The focus has been to consolidate the work from previous years. Capacity building of the voluntary sector through training and support has been an ongoing function of the post; plus maintaining the website and a database of groups active in East Sutherland. As always, running a thriving voluntary/third sector organisation is a serious business. Keeping abreast of new regulations and legislation, such as employment, company law, charities, health and safety, human rights, equalities and disclosures can be daunting. The Development Officer post enables VG-ES to assist, inform or signpost as appropriate in order to help the sector to grow, and to develop good core skills to ensure its robustness and sustainability.

Currently the database contains information of 325 voluntary organisations and the E-bulletin list consists of approximately 233 email addresses. We use the E-bulletin list to disseminate information about funding sources, training events etc that arise between newsletters to our members and also distribute our newsletter to members groups and public agencies. In the East Sutherland area there are 123 registered charities in operation with a total annual income of approximately £3.49 million for the last year. The Community Directory lists all known voluntary organisations by the different village areas in East Sutherland. It can be downloaded from our website, www.vges.org.uk and is also available on request for a small fee from the VG-ES office.

ANNUAL SURVEY – Of our 187 member groups 129 have email contact. In our operational area our members groups employ 48 full time equivalents and 133 part time equivalents.

From our survey you said you used for:-



Following on from feedback from the annual survey and evaluation forms we have continued to address training requirements. As previously reported we successfully applied to the Highland Leader Programme 2009 – 13 for a programme of 11 training events:-Successful Funding Applications; Village Halls event; Grievance and Disciplinary Training; Local Funding Opportunities; Personal Safety; Management Committee; Treasurer; Insurance; Basic Food Safety; Developing a Business Plan and Basic First Aid. We successfully completed all these sessions and had a small underspend which we were allowed to use for a Web/Blog Training event. In our application we stated that 100 groups would benefit from these sessions and we ended up having 119 groups benefiting. All the training courses were well attended and in most cases were over-subscribed. The feedback from all the courses was very positive.

WOMEN AT WORK PROJECT (W@W) – We have continued to act as the Sutherland Network Co-ordinator for the W@W project. The W@W Project is a Highland-wide women's network, which provides information, learning and support for working women (paid and unpaid). The Project helps women to understand issues, develop skills and become more able to speak out about things that matter to them at home, at work and in the community. The role involves the organisation and administration of a programme of regular training events; promoting and publicising local network and other W@W events; developing and promoting the network, by liaising with local organisations and individuals; contributing to W@W project development, and communication with WEA and the other W@W local coordinators; representing the Sutherland network at quarterly meetings of the Advisory Group in Inverness.

This year to date we have co-ordinated the following sessions:- The Power of Positive Thinking; International Women's Day Event; Listen-Up Sharpen Your Listening skills; Voicing Your Passion and Wisdom; Social Networking Day; Roles and Messages and coming up Speed Reading.

Our website facility continues to be a useful service – and is updated regularly. The pages which have been looked at the most over the last year are: Funding News, About Us, Community Directory and Newsletters. The event calendar is a well-used service – please take a look:- www.vges.org.uk/calendar/calendar.htm.

Other aspects of the project are to offer support and advice on such topics as:- advice to groups on funding sources; advice on constitutions, charitable status queries and company limited by guarantee queries and the new Scottish Charity Incorporated Organisation (SCIO). Increasingly we have had queries relating to staff redundancies which sadly will be a reflection of the present economic times.

VG-ES continues to act as an intermediary signatory for disclosures and we have 32 groups registered to have disclosures processed. We have processed 25 disclosures over the last year. The Protection of Vulnerable Groups (Scotland) Act 2007 (commonly referred to as the PVG Scheme) came into force in February 2011. The change from the current Disclosure Scheme to the new PVG Scheme has meant new application forms; certificates; guidance and criteria against which posts and positions must be assessed before an application to become a member of the PVG Scheme. Groups have also had to re-new their contracts which allow them to access disclosure information through us. A new component of the PVG Scheme for groups is the requirement for a job description for each different position. We have helped 3 groups develop their job descriptions.

We acted as Independent Examiner (IE) for small charity accounts, i.e. unincorporated charities with an income of up to £100k per year (this changed to £250k from the 1st April), and undertook 17 independent examinations over the year in compliance with OSCR annual returns. Through the IE work we have been able to help groups setup accounts records both in paper copy and electronic format. We have also being able to advise groups on constitutional issues which are no longer compliant with current legislation for example the removal of the term audit/audited/auditor.

One of the 4 functions required by the Scottish Government is the development and support of volunteering. We now have access to Vbay – an online database specifically designed for organisational volunteering opportunities and individuals looking for a volunteering position. We are now the delivery mechanism for the award of MV Awards for 16-25 year olds in East Sutherland. We are working with both Golspie High School and Dornoch Academy to support and promote MV Awards. MV Awards will be replaced in April by the Saltire Awards which are also supported by the Scottish Government.

OFFICE SERVICES

- **Advice and Information:** on sources of funding, fundraising, grant-aid, constitutions, charitable status, committee and management matters, employment, company formation.
- **Combined colour/black + white photocopier:** enlarging, reducing, overlay facilities; document feeder, collation. Networked to VGES' computers.
- **Use of Small Societies Lotteries Licence:** for printed ticket raffles and draws.
- **Typing and computer printing:** in a variety of styles, plus graphics for posters, leaflets, letterheads, tickets etc. Colour copying available.
- **Scanning:** A4 colour flatbed scanner.
- **Comb-binder and/or Wire binder:** for booklets and reports.
- **Fax:** can be used to send or receive information. Fax number 05601 146813.
- **Laminating:** A4 and A3 plus identity card size. Hot and cold laminators. Cold laminating allows for laminating photographs and fragile, delicate originals.
- **"Funderfinder":** Computer software package - helps groups to target appropriate sources of possible funding for their needs. The Funderfinder data is updated every six months. Plus **Directory of Grant-making Trusts on CD Rom** – the two facilities are interlinked for cross-referencing. Plus several specialist funding directories. We can email the results of a Funderfinder search with funders' web links back to you.
- **Window display space:** for posters, adverts, and displays.
- **Information racks at Alba:** leaflets, booklets, forms, reports etc.
- **Stationery, sundries and office equipment:** ordering service.
- **Quarterly Newsletter plus regular e-mail bulletins.**
- **Advertising Box in the Northern Times:** a designated space for 2 x fund raising adverts every week, plus e-mail of adverts to Moray Firth Radio's "What's On".
- **Events Calendar:** available on our website. Publicise your event and check that there are no clashes of dates when organising one.
- **Meeting/Training Room:** equipped with OHP, slide projector, video/monitor, flip chart & stand, and whiteboard; plus laptop and digital projector on request.
- **Small library of reference books:** updated regularly.
- **Paper shredder:** discreet disposal of unwanted documents
- **2 x Laptop computers, digital projector, & screen; Digital Camera**
- **Disclosure Scotland:** VG-ES is registered with the Central Registered Body in Scotland to sign Disclosure applications for potential staff and volunteers who will be working with children or vulnerable adults.
- **VGES Website: including a link to "Community Toolkit".** Up-to-date advice and information on a whole range of topics relevant to the voluntary sector with monthly "What's New" e-bulletins.
- **VG-ES Policies:** on our website.
- **Independent Financial Examination of Small Unincorporated Charity Accounts** – for OSCR compliance

COMMUNICATION

Communication is a two-way process. We strive to communicate with the sector through a variety of mechanisms. VG-ES produces four newsletters per year, in March, June, September and December. These are distributed in hard copy, and electronically to those in receipt of our e-bulletin facility (currently 233). The newsletters are also available on the VG-ES website.

E-bulletins are sent out regularly to inform groups of, for example: conferences, events, training opportunities, changes in legislation, funding opportunities and consultations.

Over the past year we have provided opportunities for groups to respond to both local and national consultations. We have conducted our own surveys too to ensure that we respond to local needs. These include a members survey, and a non-members questionnaire. Groups can contact us by post, telephone, e-mail, fax, and by visiting to the office.

NEW FUTURES SUTHERLAND

New Futures Sutherland, (NFS) established in 1999 as a project within the Sutherland Partnership, it has just completed Year 4 of a five year Big Lottery funded initiative. Its funding is assured until March 2012. Whilst giving the project the financial security and stability required to market and develop its service, its management committee has now begun planning to secure funding for the future of the service beyond 2012. A consultant has been engaged to analyse the service, develop a business plan and make an application to the Big Lottery and suggestions for other sources of funding.

Ann (Christine from 1st July) has continued to serve on the management committee and to line-manage the Project Leader, Mary Macleod. NFS continues to help unemployed people in Sutherland to become more ready for work. Clients receive one-to-one support from a dedicated Project Worker who helps them to assess their needs, and then to help them on the road to employment. No two clients are the same and everyone has their own personal development plan. Clients are helped into training, employment or volunteering.

SUTHERLAND PARTNERSHIP

The Sutherland LEADER Local Area Partnership (LAP) - The Sutherland Partnership has continued to facilitate the LAP over the past year, whose remit is to assess local funding applications for the Highland LEADER Programme funding. The composition of the LAP is a mix of community and public agency members. Ann Keatinge along with Frances Gunn, CVS North, has shared the role of chairman for the LAP. Frances and Ann both have joined the Highland LEADER strategic group, the Local Action Group, (LAG) which involves assessing strategic Highland-wide bids for funding. Christine now attends the LAP meetings.

VG-ES continues as an active partner in the Sutherland Partnership, working collaboratively and cohesively to identify and deliver better services for the benefit of the public in Sutherland. The formulation of the Sutherland Development & Action (D&A) Plan, following the work of the Sutherland Summit last year, has formed the basis for the work of the Partnership for the foreseeable future. The Sutherland Partnership will be the key driver to activate the Plan.

Ann was appointed vice-chair of the Partnership set up an implementation working group to advance the actions identified in the Plan; and to look at a possible re-structuring of the SP itself to be fit-for-purpose to take forward deliverable actions. In March, SP Manager, William Sutherland retired and Ann participated in the recruitment of a Development Officer. Following that recruitment process Fiona MacKenzie was appointed in March. The Sutherland Summit Working Group, composed of officers from public agency and voluntary sector partners, has metamorphosed into the D&A Plan Working Group has continued to meet. Positive outcomes are being achieved through a collaborative partnership.

VG-ES successfully applied for £1900 from the Community Project Development Fund to take on a consultant to collect data for a mapping resource, as has CVS North (as identified in the D&A Plan). We worked in partnership with CVS North to develop compatible briefs for the work to cover our respective areas with the aim of having an interactive map-based resource to identify and provide information and links to businesses, projects and initiatives which are currently under way within the County of Sutherland.

VG-ES and CVS North also successfully applied for £1900 from the Community Project Development Fund to take on a consultant to collect data for a Homecoming 2014 Scoping Exercise, (as identified in the D&A Plan). Again we worked in partnership with CVS North to benchmark compatible briefs for the work to cover our respective areas. This aim is to carry out a scoping exercise to identify activities that can be programmed for targeted audiences in the Central & East Sutherland, Highland 2014. We propose to identify a selection of events and with a coordinated approach produce a calendar of occasions we can programme, identify the logistics and costs to allow this to become part of the event. This in turn will lead to a marketable programme of events taking place in the county in the year of Homecoming 2014 to attract visitors to the North.

LORD LIEUTENANCY & VG-ES PARTNERSHIP

As reported last year VG-ES is pleased to be assisting the Lieutenancy on behalf of Flower Thomson – a Deputy Lieutenant, to produce a booklet and CD to commemorate the Armed Forces Days held in 2009 and 2010 at Drumbuie. We secured funding from the Kilbraur Windfarm Community Benefit Trust and the CD's and Booklets were produced in time for the 2011 Armed Forces Day event held in June.

The booklet is divided into two sections and shows photographs of the day in 2009 and 2010 plus presentations to those unable to attend. It also includes real life stories written and told by the Land Army Girls who worked on local farms in the Second World War. The planning, design and composition of the booklet has been undertaken by John Ford, Rogart. Photographs were taken by Fergus Robertson. Copies were given to local branches of the British Legion, Heritage Centres and Army Cadets to mark the Armed Forces Day events and the contribution of local Sutherland people in the two world wars.

NETWORKING

VGES participates in multi-agency groups, many are strategic planning groups. This enables VGES to act as a conduit for the dissemination of information to and from the voluntary sector. By representing the interests of the sector, VGES can help to raise its profile and its unique attributes.

Voluntary Action Highland – a network of nine HTSP partners operating in Highland, Ann was the chairman until her retirement in June. Ann (and now Christine), along with Kelley Hall, represents VAH on the Compact Partnership. Kelley Hall, the Chief Executive Officer, has helped VAH to achieve much in the last year. VAH now also employs an admin officer, Sue Williams. Ann, Kelley and the board have been active in various working groups for the formation of the Highland Interface. Christine was appointed as a director of VAH in August.

CVS Network – over the past year the network of Highland CVS's has met to discuss issues of common interest, not least the Interface with all its implications for funding and service delivery these meetings were attended by Ann.

Highland Third Sector Forum – Ann has attended forum meetings but these are currently in abeyance. The forum has struggled to get members which indicates a current lack of appetite Highland-wide for such a forum. It is difficult to embrace or gauge the views of the third sector as a whole in Highland through a meeting held in Inverness where many feel disenfranchised by distance. The HTSP is hopeful of reviving these forums and indeed this is an aspiration in the current business plan.

Compact Partnership – was set up to assist the process of building a Highland Compact between the third sector and public agencies, principally the Highland Council, NHS Highland and Highland and Islands Enterprise (HIE). A Compact helps to define and manage the relationship between the sector and the named public agencies. Ann has served as a rep of VAH on the working group which has now become the Compact Partnership (CP) following the adoption of the Compact in November 2009. The Compact is a voluntary code. The implementation plan was formed and its progress monitored during the year by the CP. The first round of training for CP members to become Compact Champions has taken place. The Compact Champions will promote and monitor its use and to act as mediators in the event of a breakdown in working relationships. A Compact conference took place in June.

East Sutherland Ward Forum – VGES sits on the Ward Forum for East Sutherland along with local Councillors and Community Council representatives. There is a *voluntary sector issues* agenda item at every meeting. This helps VG-ES to raise awareness of voluntary sector issues. VG-ES helped to promote the Ward Forum meetings to members in the appropriate areas.

Sutherland Drug and Alcohol Forum – Ann/Christine participates as time permits.

Voluntary Action Scotland – VGES is a member and Ann participated in all consultations this year.

SUPPORT TO GROUPS

CRUSE Bereavement Care East Sutherland – Flower Thomson and Ann continued to be involved with CRUSE. It has been a difficult year where the whole of CRUSE Scotland has been re-structuring its branches. This process has not been finalised for the East Sutherland Branch. The branch has also been without a counsellor for part of the year. Liz Barron continues to act as referral secretary for any calls that come into the office.

East Sutherland CAB – Ann has served as chair of the board during the year. The leadership of the manager, Richard Gale has been key to the CAB's success in delivering a quality service. Ann is to continue in her role with ESCAB.

FINANCIAL STATEMENTS

VOLUNTARY GROUPS EAST SUTHERLAND

YEAR ENDED 31 MARCH 2011

Company Number – 154183

Charity Number – SC001528

MacKay & Co.

VOLUNTARY GROUPS EAST SUTHERLAND

DIRECTORS' ANNUAL REPORT

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS DIRECTORS AND ADVISERS

Company Number	SC 154183
Scottish Charity Number	SC 001528
Registered Office	Alba Main Street Golspie Sutherland KW10 6TG
Board of Directors	Jonathan Brett Young DL – Chairman Flower Thomson DL – Vice Chairman Joan Bishop (resigned 12.8.10) William Faassen-de-Heer Charlotte Gibson Ron Munro – Honorary Treasurer Colin Ritchie Tony Gibbs (resigned 22.9.10) Chris Ferne (resigned 19.11.10) Deirdre Mackay Jenifer Cameron (resigned 12.8.10) Richard Gale Dr Sheila McKenzie (resigned 27.1.11) Pete Carson (appointed 19.11.10) David Hannah (appointed 19.11.10)
Company Secretary	Ann Keatinge
Independent Examiner	Ian Mackay Mackay & Co Main Street Golspie KW10 6RH
Bankers	Bank of Scotland Sutherland Press Building Main Street Golspie KW10 6RA

VOLUNTARY GROUPS EAST SUTHERLAND

DIRECTORS' ANNUAL REPORT continued

STRUCTURE, GOVERNANCE AND MANAGEMENT

The governing documents of the charity are the Memorandum and Articles of the Association of the company which was incorporated on 9 November 1994 as a company limited by guarantee of £1 per member and has no share capital. Permission has been obtained from the Registrar of Companies to omit the word "limited" from the company's name.

The names of the persons who served as directors during the year and up to the date of this report are listed above. The Articles of Association require that there should be a maximum of fifteen and a minimum of five directors, and they are elected from the membership at the annual general meeting of the company. One third of the directors fall due to retire at the AGM and, being eligible, may offer themselves for re-election.

The charity is administered by the board of directors who meet together regularly. Day to day running of the company is carried out by paid staff. Directors are not remunerated for their work.

OBJECTIVES AND ACTIVITIES

The objects of the charity are:

To promote any charitable purposes for the benefit of the inhabitants of East Sutherland, and in particular, the advancement of education, the furtherance of health, and the relief of poverty, sickness and distress without distinction of religious, political or other opinions.

To promote and organise co-operation in the achievement of the above purposes and to that end bring together in council representatives of the statutory authorities and voluntary organisations engaged in the furtherance of the above purposes or any of them within East Sutherland.

To promote voluntary effort.

To take and organise action for the furtherance and improvement of education and skills, transport, health, employment, arts and crafts, information, social welfare and consumer protection or other issues which are relevant to the quality of life within the said communities.

The company undertakes grant funded research and development projects from time to time. Each of these activities is restricted as to its income and expenditure, both capital and revenue.

ACHIEVEMENTS AND PERFORMANCE

VG-ES continues to provide practical and advisory services to local voluntary organisations and individuals, as well as representing voluntary sector interests on strategic planning groups such as the Sutherland Partnership and the Sutherland LEADER Local Assessment Partnership. This is in accordance with the Scottish Government's approval of our business plan with the major focus on "Thrive and Connect" to 31/03/11. Significant time has been spent working on the formation of a Highland Third Sector Interface as required by the main funders, the Scottish Government. VG-ES has participated in the working group for identifying and assessing options for structures. Once a structure was approved, VG-ES participated in drawing up a delivery framework and business plan for the Highland Interface. VG-ES has represented the Interface at strategic community planning meetings over the past year. The Highland Interface, composed of nine partners throughout Highland of which VG-ES is one, was formally approved by the Scottish Government. It will receive the funding for all nine partners and then distribute funding to the partners to deliver against four defined functions: 1.) promote and support the voluntary sector; 2.) promote and support volunteering; 3.) support social enterprise in the third sector and 4.) promote third sector participation in community planning. This new structure and focus began from 1st April 2011.

Considerable input from VGES went into working within the Sutherland Partnership to start to activate the comprehensive Action and Development Plan for Sutherland and to help with recruitment of a Development Officer.

VGES has continued to address issues regarding the delivery of a quality assured service. Having achieved level 1 PQASSO standard, it has through the EFQM "Committed to Excellence" award begun a journey towards excellence. It has undertaken an extensive self-assessment followed by the drawing up of an Action Plan which has been submitted to Quality Scotland. Validation will take place in October 2011.

VOLUNTARY GROUPS EAST SUTHERLAND

DIRECTORS' ANNUAL REPORT continued

ACHIEVEMENTS AND PERFORMANCE continued

VGES successfully bid to the LEADER Programme for part funding to take forward a training programme of eleven events over an 18 month period. All events have now been delivered.

We continue to support CRUSE Bereavement Care East Sutherland, to serve on the management committee of New Futures Sutherland and to assist with business planning for the future; to sit on the board of the local CAB and to work with the manager on the possible public tendering requirement for next year; and to sit on the board of the Sutherland Partnership. VG-ES actively promoted and supported the work of Voluntary Action Highland and the Sutherland Drug and Alcohol Forum during the past twelve months. VGES also has a dedicated agenda item at East Sutherland Ward Forum meetings to promote the work of the voluntary sector and to raise relevant issues as they arise.

The Development Officer project – focusing on training (as above), communications, gathering intelligence on the voluntary sector and support to groups, has completed its seventh year with some financial support from both Sutherland Ward discretionary budgets and the LEADER Programme for training. The Development Officer has trained and is providing Independent Financial Examinations of accounts for small unincorporated charities for OSCR compliance plus the provision of a Disclosures service acting as an intermediary.

FINANCIAL REVIEW

The company derives its income mainly from grants towards the running costs of its activities, augmented by office services and donations.

The Directors have established a policy whereby the unrestricted funds held should be at least 3 months of general expenditure. It is the view of the Directors that these reserves are adequate for the company to continue the current activities in the event of a significant drop in funding.

The Directors of the company have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies in the Companies Act 2006.

Registered Office

Alba
Main Street
GOLSPIE
Sutherland
KW10 6TG

Signed by Order of the Directors



Ann Keatinge
Company Secretary

Approved by the Directors on 27 June 2011.

VOLUNTARY GROUPS EAST SUTHERLAND

Independent Examiner's Report to the Trustees of Voluntary Groups East Sutherland

I report on the accounts of the charity for the year ended 31 March 2011 which are set out on pages 5 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

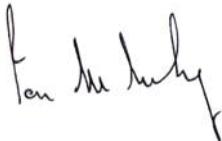
Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Ian Mackay
Chartered Accountant (ICAS)
Main Street
Golspie
KW10 6RH

27 June 2011

VOLUNTARY GROUPS EAST SUTHERLAND

YEAR ENDED 31 MARCH 2011

STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 2011	2010
	£	£	£	£
INCOMING RESOURCES				
Revenue grants	57453	6152	63605	73495
Agency work	21032	-	21032	21114
Rent	4689	-	4689	4519
Subscriptions and donations	2040	-	2040	1782
Interest received	314	9	323	190
Release of Property Fund	<u>1939</u>	<u>(1939)</u>	<u>-</u>	<u>-</u>
TOTAL INCOME RESOURCES	<u>87467</u>	<u>4222</u>	<u>91689</u>	<u>101100</u>
RESOURCES EXPENDED				
Direct charitable expenditure	82301	6152	88453	96148
Management and administration of the charity	<u>811</u>	<u>-</u>	<u>811</u>	<u>1056</u>
	<u>83112</u>	<u>6152</u>	<u>89264</u>	<u>97204</u>
NET INCOMING RESOURCES FOR THE YEAR	<u>4355</u>	<u>(1930)</u>	<u>2425</u>	<u>3896</u>
BALANCES BROUGHT FORWARD AT 1 APRIL 2010	<u>46479</u>	<u>80469</u>	<u>126948</u>	<u>123052</u>
BALANCES CARRIED FORWARD AT 31 MARCH 2011	<u>50834</u>	<u>78539</u>	<u>129373</u>	<u>126948</u>

VOLUNTARY GROUPS EAST SUTHERLAND

BALANCE SHEET - 31 MARCH 2011

		2011	2010
	Note	£	£
FIXED ASSETS			
Tangible assets	4	73867	76216
CURRENT ASSETS			
Debtors	5	-	-
Bank - restricted funds		4922	4913
- unrestricted funds		55327	51417
Cash on hand		<u>7</u>	<u>45</u>
		60256	56375
CREDITORS – Amounts fall due within one year	6	<u>4750</u>	<u>5643</u>
NET CURRENT ASSETS		<u>55506</u>	<u>50732</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>129373</u>	<u>126948</u>
RESERVES			
Unrestricted funds		50834	46479
Restricted funds	8	4922	4913
Property fund	7	<u>73617</u>	<u>75556</u>
		<u>129373</u>	<u>126948</u>

For the year ended 31 March 2011 the company was entitled to exemption from audit under section 477(2) of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring the company keeps accounting records which comply with section 386 of the Companies Act 2006.

The directors acknowledge their responsibility for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.



J Brett Young DL
Director
27 June 2011

VOLUNTARY GROUPS EAST SUTHERLAND

NOTES TO THE FINANCIAL STATEMENTS - 31 MARCH 2011

1 ACCOUNTING POLICIES

ACCOUNTING CONVENTION:

The financial statements have been prepared under the historical cost convention.

BASIS OF PREPARATION OF FINANCIAL STATEMENTS:

The recommendations for the Statement of Recommended Practice, 'Accounting by Charities' have been followed in the preparation of these financial statements. The financial statements have been prepared in accordance with applicable accounting standards.

REVENUE GRANTS

Revenue grants and donations are accounted for when receivable.

CAPITAL GRANTS

Capital Grants are accounted for as an incoming resource in the Statement of Financial Activities and then transferred to a Property Fund, the Fund being released to the Statement of Financial Activities at 2% per annum of the grants originally received.

DEPRECIATION OF TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates so as to write off the cost of tangible fixed assets over their useful economic lives:

Heritable property	2% of cost
Office equipment	20% of cost
Computer equipment	25% of cost

2 OPERATING SURPLUS

The operating surplus is stated after charging:

	2011	2010
	£	£
Depreciation	<u>2349</u>	<u>2349</u>

3 EMPLOYEES

The average number of employees of Voluntary Groups, East Sutherland was:

<u>3</u>	<u>3</u>
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4 TANGIBLE FIXED ASSETS/

VOLUNTARY GROUPS EAST SUTHERLAND

NOTES TO THE FINANCIAL STATEMENTS - 31 MARCH 2011 *Continued*

4 TANGIBLE FIXED ASSETS

	Heritable Property	Office Equipment & Fittings	Computer Equipment	Total
	£	£	£	£
COST				
At 1 April 2010	<u>97195</u>	<u>39700</u>	<u>8251</u>	<u>145146</u>
At 31 March 2011	<u>97195</u>	<u>39700</u>	<u>8251</u>	<u>145146</u>
DEPRECIATION				
At 1 April 2010	21384	39700	7846	68930
Charge for year	<u>1944</u>	<u>-</u>	<u>405</u>	<u>2349</u>
At 31 March 2011	<u>23328</u>	<u>39700</u>	<u>8251</u>	<u>71279</u>
NET BOOK VALUE				
At 31 March 2011	<u>73867</u>	<u>-</u>	<u>-</u>	<u>73867</u>
At 31 March 2010	<u>75811</u>	<u>-</u>	<u>405</u>	<u>76216</u>
			2011	2010
			£	£

5 DEBTORS

Reimbursements due - -

6 CREDITORS - Amounts falling due within one year

	2011	2010
	£	£
Accrued charges	750	750
Revenue grants received in advance –	<u>4000</u>	<u>4893</u>
	<u>4750</u>	<u>5643</u>

7 PROPERTY FUND

The Property Fund is being reduced at the rate of 2% per annum of the grants originally received.

	£
National Lottery Charities Board	
Balance brought forward	75556
Release to Statement of Financial Activities	<u>1939</u>
	<u>73617</u>

8 RESTRICTED FUNDS

	Balance At 1.4.10	Movement in Resources	Balance At 31.3.11
DA Lovell Trust Fund	<u>4913</u>	<u>9</u>	<u>4922</u>

9 STATUS OF THE COMPANY

The company is limited by guarantee and does not have a share capital. The liability of the members is limited but is not to exceed £1 per member.

**VOLUNTARY GROUPS EAST SUTHERLAND
INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 2011**

	2011	2010
	£	£
INCOME		
Subscriptions	2040	1782
Agency work	21032	21114
Rent	4689	4519
Interest received	311	172
Grants - Scottish Executive	47950	47950
Highland Council – Core Funds	3612	3612
Highland Council – East Sutherland Ward Discretionary Budget	4000	4000
Highland Council – N.W.C Sutherland Ward Discretionary Budget	1000	1000
H I E C&S (Development Officer)	1350	1326
Community Energy Scotland	-	15000
Leader	1724	607
C E S – Cares for Energy Efficiency	2725	-
Grants - Other	1244	-
Release of deferred credit	<u>1939</u>	<u>1939</u>
	93616	103021
 D A Lovell Trust fund – interest received	 <u>9</u>	 <u>13</u>
TOTAL INCOME	<u>93625</u>	<u>103034</u>
 EXPENDITURE/		
Note: Monies recovered from tenants have been netted against the expenses incurred.		
	2011	2010
	£	£
EXPENDITURE		
Staff salaries, pension contributions and national insurance	45509	44217
Training	-	111
Meetings and conferences	213	180
Travel – committee	311	375
Travel – secretary	1769	1341
Car allowance	-	626
Insurance	486	570
Office rates	120	195
Heat, light and cleaning	1749	1810
Publicity and advertising	774	716
Printing and stationery	5217	4993
Postage and telephone	823	684
Affiliation fees	1404	620
Accounting and payroll	811	944
Miscellaneous	119	37
Donations	-	300
Development Officer Project	20160	19573
Repairs and renewals	431	369
Leader Programme	3960	2039
Energy Efficiency Costs	3059	-
Community Halls Energy Audit	-	15042
Depreciation	<u>2349</u>	<u>2349</u>
	89264	97091
SURPLUS FOR YEAR	<u>4361</u>	<u>5943</u>
	<u>93625</u>	<u>103034</u>