



# **Orkney Pilgrimage**

## **Trustees' Annual Report**

For the year ended 31<sup>st</sup> December  
2020

## Charity contact information

Orkney Pilgrimage  
Scottish Charity Number: SC047008  
c/o Woodwyn  
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## Charity Trustees on date of approval of Trustees' Annual Report

Caroline Butterfield  
Donna Flett      Treasurer  
Sarah Jane Gibbon  
Jane Liptrot  
Pirjo Little  
Stuart Little Chairperson  
Derek McLean    Secretary    Appointed 11/02/2021  
Beryl Matthews  
John Stockan

## Other trustees who served throughout the period:

David McNeish      Resigned 22/01/2020  
Fraser McNaughton    Resigned 15/04/2020

## **Objectives and activities**

Orkney Pilgrimage was established in September 2016 in order to facilitate the development of the St Magnus Way, a 55 mile pilgrimage route through Orkney.

Orkney Pilgrimage's purposes are:

- 1 The advancement of spiritual wellbeing in Orkney through the development of local pilgrimage routes and resources. In particular, to establish and promote the St Magnus Way pilgrimage route in Orkney.
- 2 The advancement of education in local heritage and environment by the development of educational resources associated with pilgrimage.

## **Achievements and performance**

### **Summary of the main activities**

Maintenance and upgrading of the path.

Development of resources and their inclusion on the website and app.

Communication with interested individuals through the Facebook page and website.

Development of a cycling version of the St Magnus Way.

Designing and procuring materials for a Pilgrim's Table in St Magnus Cathedral.

Planning a Virtual St Magnus Way

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

Despite 2020 being a year of great disruptions globally, the St Magnus Way project has continued to develop. With few visitors allowed to come to Orkney for most of the year, it has been mainly local residents that have benefited from our route.

The benefits of outdoor exercise and reflective experiences in beautiful surroundings during a crisis cannot be underestimated. While some physical improvements to our facilities have been delayed, we have continued to develop and improve our resources and prepare new facilities for when we are able to implement them.

During 2020 we have held most of our meetings by video conferencing as physical meetings were not possible. Moving to meeting online has enabled us to continue to organise and improve the St Magnus Way despite the restrictions. This modification to our way of operating has ensured the sustainability of the St Magnus Way while Covid restrictions are in force. During 2020 we established subgroups for Resources, chaired by Edward Mason, and Fundraising, chaired by Caroline Butterfield.

Despite limited walking possibilities, much has been achieved. Our app has been transferred from Bluetooth to GPS technology, which is much more reliable for walkers accessing the resources whilst out walking the route. The remaining items for the completion of the pilgrim table for the cathedral were produced and assembled and it is ready for installation as soon as the Cathedral becomes open for visitors. This will be an important addition to the pilgrimage facilities.

Our quest to find a volunteer to coordinate and develop our merchandise goes on.

The winning of a category of the Calor Rural Community Fund competition was a major boost to morale as well as to our finances. Thanks go to our IT volunteer Alasdair Flett for his work on this. Drone footage on this bid drew wide appreciation and we plan to use more of this in our proposed Virtual St Magnus Way. A focus group of volunteers with varying limitations was formed to help us develop an appropriate virtual pilgrimage experience for those with limitations of vision and hearing as well as those physically unable to walk the Way. We recognise the importance of increasing access to the many resources on the website to those who are unable to walk the

St Magnus Way and also of enabling a pilgrimage experience for those unable to visit Orkney. With our website developer, local photographer and others, we are investigating how to pull the resources and information technology together to create maximum access and enjoyment of our pilgrimage.

Having previously given us generous funding, LEADER produced a film interview with Dr Sarah-Jane Gibbon on the historical research grounding the St Magnus Way and much else. This adds to the materials we have available for promotional activities.

Words on the Way, a Literary Pilgrimage, was a collaborative project initiated by Dr Ragnhild Ljosland between Orkney College and St Magnus Way. It was funded by the Scottish Book Trust, and ran in July-November 2020 as part of Book Week Scotland. Local poet Yvonne Grey has used the contributions from participating members of the public to compose a legacy poetic record of this project.

Keeping the path clear, especially in the Evie area, has been an ongoing issue. Contractors will be approached for the next walking season to assist in strimming.

Planned upgrading of gates in two locations were also not completed as hoped, however we now have completed the groundwork for planned upgrading of gates in two locations, which should happen over the next few months.

The AGM of the Scottish Pilgrim Routes Forum was attended virtually. They are proposing a pilgrim route accreditation scheme and as soon as applications are made available, we intend to put in an application for the gold status.

Much ground work has been done in anticipation of our being granted permission to have a St Magnus Way plaque incorporated into the upgrading of the area in front of the cathedral. It is hoped that this will take place in 2021.

The launch of the St Magnus Way Cycle Route has been delayed because of Covid restrictions but we have plans to do this as soon as Covid restrictions permit social gatherings outdoors.

## **Structure, governance and management**

### Type of governing document

As a single tier Scottish Charitable Incorporated Organisation we are governed by a written constitution.

### Trustee recruitment and appointment

Our trustees have a diverse range of experience and are recruited to meet the needs of the charity from interested Orcadian residents. One-third (being the longest in office since last appointment or re-appointment) together with those appointed since the previous annual general meeting retire at each annual general meeting but are eligible for re-appointment and are deemed to be re-elected at the next board meeting unless they advise the board that they do not want to be re-elected or a resolution for that person's re-appointment is put to the board and is not carried.

## **Financial review**

In our fourth year of operation we managed to secure a total of £3,400 in grants towards path improvements, the virtual way and conversion of the app from Bluetooth to GPS. A further £6,821.43 in unrestricted donations and merchandise sales brought our total income for the year to £10,221.43. During the year we spent a total of £6,224.16, the majority of which related to final expenses on interpretation boards and stone waymakers, items for the Cathedral table and website and app development services. Our accounts for the year are appended to this report and provide further detail on our income and expenditure.

### Statement of the charity's policy on reserves

It is the trustees' policy that, within five years of being established, we should maintain sufficient reserves to cover the next six months'

operating costs. At 31 December 2020, the total reserves of £10,134.98 were sufficient to cover the next six months' planned expenditure.

### Future plans

In 2021 we plan to

- install a bronze plaque in the paving in front of St Magnus Cathedral
- set up the Pilgrim's Table in the cathedral
- inaugurate the cycling version of the St Magnus Way
- apply for accreditation with the Scottish Pilgrim Routes Forum
- develop the first stage of the Virtual St Magnus Way
- continue to maintain the structure of the path,
- Add resources to and improve the information on the website and app

### Additional information

We are enormously grateful to everyone who has supported us. Our aim in all of this is that the St Magnus Way should outlast all of us and be a resource for pilgrims for many years to come.

### Declaration

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

Signed on behalf of the charity trustees:



Stuart Little, Chairperson

Date 25.03.2021

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CHARTERED ACCOUNTANTS



## Orkney Pilgrimage – SC047008

### Independent Examiner's Report

#### **Independent examiner's report to the trustees of Orkney Pilgrimage**

I report to the charity trustees on my examination of the accounts of the Orkney Pilgrimage (the Trust) for the year ended 31 December 2020.

#### **Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Statement**

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

#### **Independent Examiner's Statement**

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

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Steven J Sinclair**

**BA, CA**

**1-3 East Road, Kirkwall, Orkney**

**8 February 2021**



**Directors:** Doris Hutchison CA, ATT

Steven J Sinclair BA, CA

**Associate:** Kazia J Watson CA, ATT

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Orkney Pilgrimage

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Receipts and Payments Accounts

For the year to 31 December 2020



Statement of Receipts and Payments

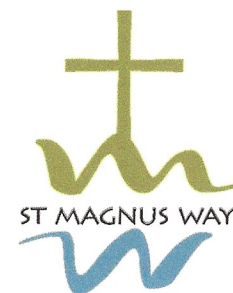
	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
<b>Receipts</b>				
Donations	4,513.28	2,106.15	6,619.43	2,975.09
Receipts from fundraising activities	202.00	0.00	202.00	489.90
Grants	0.00	3,400.00	3,400.00	15,873.88
<b>Total Receipts</b>	<u>4,715.28</u>	<u>5,506.15</u>	<u>10,221.43</u>	<u>19,338.87</u>
<b>Payments</b>				
Expenses for fundraising activities	64.00	0.00	64.00	0.00
Payments relating directly to charitable activities	4,012.36	2,057.80	6,070.16	26,383.27
Grants and Donations	50.00	0.00	50.00	0.00
Governance costs:				
<i>Other</i>	40.00	0.00	40.00	40.00
<b>Total Payments</b>	<u>4,166.36</u>	<u>2,057.80</u>	<u>6,224.16</u>	<u>26,423.27</u>
<b>Surplus/(Deficit) for year</b>	<u>548.92</u>	<u>3,448.35</u>	<u>3,997.27</u>	<u>-7,084.40</u>

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Statement of Balances

For the year to 31 December 2020



Cash Funds

	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
Balance 31 December 2019	5,264.89	872.82	6,137.71	13,222.11
Surplus/(Deficit) shown on receipts and payments account	548.92	3,448.35	3,997.27	-7,084.40
Balance 31 December 2020	<u>5,813.81</u>	<u>4,321.17</u>	<u>10,134.98</u>	<u>6,137.71</u>
Bank Balance at end of year			<u>10,134.98</u>	<u>6,137.71</u>

Signed on behalf of all the trustees

Signature	Print name	Date of Approval
<i>Stuart Little</i>	Stuart Little	25.03.2021

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Notes to the Accounts

For the year to 31 December 2020



**Nature and purpose of funds**

Unrestricted Funds comprise a General Fund to cover all costs not covered by Restricted Funds. The purpose of each of the Restricted Funds is set out on the additional analysis page.

Grants	Type of activity supported	Institution	2020		2019	
			No of grants made	£	No of grants made	£
	app, website development, hosting, domain registration	OIC - Leader	0	0.00	3	5,289.36
	stone waymarkers & interpretation boards	OIC - Leader	0	0.00	2	7,308.74
	destination Dounby interpretation boards	Harray & Sandwick Community Council	0	0.00	1	380.70
	St Magnus Way Piecekeepers - volunteer support	Voluntary Action Orkney - Small Grants Scheme	0	0.00	1	500.00
	interpretation board	Orphir Community Council	0	0.00	1	537.50
	stone waymarkers & interpretation boards	Evie & Rendall Community Council	0	0.00	1	1,857.58
	GPS Conversion	Voluntary Action Orkney - Small Grants Scheme	1	450.00	0	0.00
	path improvements and virtual way	Calor Gas	1	2,500.00	0	0.00
	virtual way	Diocese of Aberdeen and Orkney	1	450.00	0	0.00
				<u>3,400.00</u>		<u>15,873.88</u>

**Trustee remuneration & expenses**

No remuneration was paid to the Trustees during the year. Expenses were reimbursed as follows:

	2020		2019	
	Number of trustees	£	Number of trustees	£
Expenses & mileage	2	<u>1,551.53</u>	2	<u>542.75</u>

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Additional Analysis

For the year to 31 December 2020



Analysis of receipts and payments

	Unrestricted	Restricted	Total
<b>Donations</b>			
Gift Aid Donations	2,400.00	0.00	2,400.00
Stewardship Services (online donations)	84.87	0.00	84.87
Miscellaneous	215.06	0.00	215.06
HMRC Gift Aid (including repayment interest)	1,813.35	0.00	1,813.35
Calor Gas	0.00	2,106.15	2,106.15
	<u>4,513.28</u>	<u>2,106.15</u>	<u>6,619.43</u>
<b>Grants</b>			
Voluntary Action Orkney - Small Grants Scheme	0.00	450.00	450.00
Calor Gas	0.00	2,500.00	2,500.00
Diocese of Aberdeen and Orkney	0.00	450.00	450.00
	<u>0.00</u>	<u>3,400.00</u>	<u>3,400.00</u>
<b>Gross Receipts from other charitable activities</b>			
Merchandise	202.00	0.00	202.00
	<u>202.00</u>	<u>0.00</u>	<u>202.00</u>
<b>Payments relating directly to charitable activities</b>			
waymarkers	174.00	0.00	174.00
website and app development services	991.20	450.00	1,441.20
path development	114.04	264.00	378.04
stonewaymarkers & interpretation boards	1,144.53	237.41	1,381.94
cathedral table items	640.27	1,106.39	1,746.66
cathedral plaque items	291.34	0.00	291.34
other	656.98	0.00	656.98
	<u>4,012.36</u>	<u>2,057.80</u>	<u>6,070.16</u>

## Orkney Pilgrimage

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## Additional Analysis

For the year to 31 December 2020



## Breakdown of restricted funds

	Society of the Friends of St Magnus Cathedral	Rousay Egilsay & Wyre Development Trust	OIC - Leader	Voluntary Action Orkney - Small Grants Scheme	Calor Gas	Diocese of Aberdeen and Orkney	Total Restricted Funds
<b>Balance 31 December 2019</b>	<b>233.05</b>	<b>639.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>872.82</b>
<b>Receipts</b>							
Donations	0.00	0.00	0.00	0.00	2,106.15	0.00	<b>2,106.15</b>
Grants	0.00	0.00	0.00	450.00	2,500.00	450.00	<b>3,400.00</b>
<i>Total Receipts</i>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>450.00</u>	<u>4,606.15</u>	<u>450.00</u>	<u><b>5,506.15</b></u>
<b>Payments</b>							
Payments relating directly to charitable activities	233.05	237.41	873.34	450.00	264.00	0.00	<b>2,057.80</b>
<i>Total Expenditure</i>	<u>233.05</u>	<u>237.41</u>	<u>873.34</u>	<u>450.00</u>	<u>264.00</u>	<u>0.00</u>	<u><b>2,057.80</b></u>
Net receipts/(payments)	-233.05	-237.41	-873.34	0.00	4,342.15	450.00	<b>3,448.35</b>
Transfers to/from funds	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
Surplus/(deficit) for year	-233.05	-237.41	-873.34	0.00	4,342.15	450.00	<b>3,448.35</b>
<b>Balance 31 December 2020</b>	<b>0.00</b>	<b>402.36</b>	<b>-873.34</b>	<b>0.00</b>	<b>4,342.15</b>	<b>450.00</b>	<b>4,321.17</b>

## Nature and purpose of restricted funds

The Society of the Friends of St Magnus Cathedral Fund exists to match fund OIC - LEADER expenditure.

The Rousay, Egilsay & Wyre Development Trust Fund exists for associated costs for the waymarker and interpretation board in Egilsay.

The OIC - LEADER Fund exist to complete preparatory work of ariel views for the website and to pay for items for the table at the finishing point of the way.

The Voluntary Action Orkney - Small Grants Scheme Fund exists to convert Bluetooth beacons to GPS.

The Calor Gas Fund exists to pay for specific physical upgrades (gates and fences) to the St Magnus Way and to finance the creation of a virtual way.

The Diocese of Aberdeen and Orkney Fund exists to assist with the development of the virtual way.