

**Scottish Local History Forum
Trustees' Annual Report and Financial Statements**

For the year ended 31 July 2023

Report of the Trustees

The Trustees of Scottish Local History Forum submit their report and accounts for the year ended 31 July 2023.

Steve Connelly	Hon Chair
Jan Bateman	Hon Treasurer
Andrew Jones	Hon Secretary
Don Martin	
Nicola Small	
James Kennedy	
Nora Solesbury	
Jamie Sutherland	
Linda Clark	
Colin Brown	
James Brown	(Until 24 October 2022)
Linda Riddell	(From 24 October 2022)

Contact address

Official Mailbox

Scottish Local History Forum
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Treasurer

Scottish Local History Forum
20/2 Corstorphine Road
Edinburgh EH12 6HP

Bankers

Bank of Scotland
162a Fenwick Road
Giffnock
Glasgow
G46 6XF

Independent Examiner

Mrs Louise Grant BA FCCA
EQ Accountants LLP
14 City Quay
Dundee
DD1 3JA

Report of the Trustees

Governing Document

Scottish Local History Forum is a charitable unincorporated association and its purpose and administration arrangements are set out in the constitution. The constitution was adopted on 3rd September 1994 and last amended on 25th October, 2021.

The Forum is managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM) of the Forum.

The aim of The Forum is to promote the study of Scottish local history without distinction of political, religious or other opinions. It meets this aim by:

- (a) associating historical and heritage societies, museums, archives, libraries, educational institutions and individuals interested in local history
- (b) stimulating public interest through meetings, outings, publications, newsletters, exhibitions, conferences, social media, website, prizes and awards.

Recruitment and Appointment of Trustees

Scottish Local History Forum is a registered charity in Scotland. Trustees are elected at the AGM which shall be held no earlier than 1 August and no later than 30 November each year. Members elect a minimum of 6 and a maximum of 12 Trustees to serve for the next year. They retire at each AGM but may stand for re-election. Consultation with representatives of member societies is achieved through an Advisory Committee (nominated by the member societies and elected at the AGM) which meets twice a year.

Management

The Trustees are responsible for the strategic direction and governance of the Forum. The Trustees Committee met 6 times via video conferencing in the year to 31st July 2023.

A new committee structure was established from March 2011, with various smaller sub-committees and working groups formed as required to focus on particular topics. Sub-committees' members are Trustees and/or volunteer members. The Trustees may also appoint an Editor, Assistant Editor, Membership Secretary, Events Organiser, Minute Secretary, Website editor, E-Newsletter editor and other positions which they may consider necessary for the efficient operation of the Forum. The sub-committees active during the year were:

- **Advisory Committee** (providing input and advice to the Trustees from member societies).

The Advisory Committee currently consists of:

- Eleni Koumpouzi (East Dunbartonshire Heritage & History Forum) (until 24 October 2022)
- Niall Logan (Milngavie Heritage Centre)
- Murray Cook (Stirling Council)
- Eve Boyle (Historic Environment Scotland)
- Sandra Purves (Broughton History Society)
- Ian Shearer (Friends of Kinneil)
- Ian Copland (Cupar Heritage)
- David Oswald (LOCSCOT).
- Iain Duffus (Edinburgh Libraries)
- Patrick Hart (National Library of Scotland)
- Derrick Johnstone (The Old Edinburgh Club) (from 24 October 2022)

Activities and Achievements

The financial results for the year are set out in the attached accounts.

The Paul Bishop Prize for the best article to appear in *Scottish Local History*, the journal of the Scottish Local History Forum, was awarded to Douglas G Lockhart for 'The Queen of all Bazaars: Beatrice Clugston (1827-1888)' in Issue 111. The award was kindly sponsored by Birlinn Ltd. Three colour issues of the journal were produced during the year. Don Martin continued as Editor and was assisted by James Brown.

Six e-newsletters were despatched to members by email and were also available for download by the public from the Forum's website. James Kennedy continued as Editor assisted by Linda Clark, Steve Connelly and Andrew Jones.

The Forum continues to offer its service to member societies of promoting, taking orders and online payments for their publications on our website. We currently offer 68 publications and/or books.

The Forum continues to host the online Directory for Scottish Local History Resources on its website and now has 262 (260 last year) organisations listed.

Our Facebook page continues to improve our visibility, and currently has 4.9k followers and has had 4.6k likes. In the 4 weeks to 13/10/23 we reached 1,412 people.

The membership figures have decreased compared to last year (in brackets) with, as at the end of July 2022, 2 (2) honorary, 5 (7) complimentary, 265 (296) individual, 9 (23) student, and 122 (150) organisational members. Note: a year's complimentary membership is given to speakers at our conferences if they are not already members and authors also receive a complimentary copy of the issue containing their article. Linda Riddell has taken over the responsibilities of Membership Secretary which was addressed temporarily by Jan Bateman following the retirement of Doris Williamson in 2022.

On 31 August 2022 the Forum held a well attended Walk and Talk event in Bo'ness, visiting the Museum of Scottish Railways in the morning, where we were addressed by the museum director Dr Becky Peacock and Kinneil House and Museum in the afternoon under the guidance of Ian Shearer, Chair of the Friends of Kinneil.

The 2022 AGM was held on line (via Zoom) on 24 October and was well-attended.

On 27 April 2023 the Forum held its first in-person conference since the pandemic. This took place at the Black Watch Museum, Perth on the theme 'Engineering, Science & Technology'.

Trustee Remuneration and Expense

The Trustees did not receive any remuneration during the year and expenses only to cover those incurred as a direct result of Forum business. As meetings were held online there were no expenses paid for travel to meetings.

Reserves Policy

The Forum's current policy on reserves is to have funds equivalent to the costs of producing two issues of the Journal and holding an EGM.

Financial Review

The results for the period are set out in the attached accounts which show a deficit of £1,743 (2022 - surplus of £5,167).

Revenue for the year was significantly down for the year at £15,669 (2022 - £18,647). Last year's revenue was significantly increased due to the Gift Aid claim (which has not occurred this year but

will be claimed again next year). Expenditure was higher at £17,412 (2022 - £13,480) mainly due to increased costs in journal production, but also the decision to subsidise our first face to face conference for a few years.

The Forum still ended the financial year with very healthy reserves of £30,260 (compared with £32,003 in 2022).

Plans for the Future

Governance

- Holding a planning/ strategy workshop for Trustees.
- Hold the 2023 AGM online on 30 October.

Publications

- three issues of Scottish Local History in Autumn 2023 and Spring and Summer 2024;
- five or six issues of the e-newsletter.

Events

- A Walk and Talk to Discovery Point and the Verdant Works, Dundee on 30 August 2023.

Expanding the membership

- Activities as suggested by a future planning/ strategy workshop.

Projects

- We now have a volunteer member in place to implement a campaign to increase the number of organisations listed in our online Directory.

Approved by the Trustees and signed on their behalf by:

.....
Steve Connelly, Honorary Chair

.....
Date

Independent Examiner's Report to the Trustees of Scottish Local History Forum

I report on the accounts of the charity for the year ended 31 July 2023 which are set out on pages 6 and 7.

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 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 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 9 of the 2006 Accounts Regulations;
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Louise Grant BA FCCA
EQ Accountants LLP
14 City Quay
Dundee
DD1 3JA

Date

Receipts and Payments Accounts
For the year ended 31 July 2023

	2023	2022
	Total	Total
	£	£
Receipts		
Subscriptions	12,147	10,887
Proceeds of events	1,856	865
Sale of journals	468	334
Book sales	264	52
Prize sponsorship	-	100
Advertising income	-	79
PLS licensing fees	762	934
Miscellaneous income	140	-
Donations	32	69
Gift Aid	-	5,327
Total Income	15,669	18,647
Expenses		
Website/Post box/ Directory	1,800	2,160
Journal production incl postage	11,915	10,856
Book royalties and commission	65	73
Events	1,618	-
Administration	403	216
Insurance	75	75
Prizes awarded	-	100
Speakers	142	-
Other	1,394	-
Total Expenses	17,412	13,480
Surplus/(deficit) for year	(1,743)	5,167

Statement of Balances
As at 31 July 2023

	2023 £	2022 £
Bank and Cash in hand		
Opening balances	32,003	26,836
(Deficit)/Surplus for year	(1,743)	5,167
	<hr/> 30,260	<hr/> 32,003
Funds		
Unrestricted funds	30,260	32,003
Restricted funds	-	-
	<hr/> 30,260	<hr/> 32,003

Approved by the trustees and signed on their behalf by:

.....
Steve Connelly, Honorary Chair

.....
Date