

Charity Number: SC015850

**Scottish Local History Forum
Trustees' Annual Report and Financial Statements
For the year ended 31 July 2021**

Report of the Trustees

The Trustees of Scottish Local History Forum submit their report and accounts for the year ended 31 July 2021.

Legal and Administrative Details

Trustees

Paul Bishop	Hon Chair
Jan Bateman	Hon Treasurer
Bill Sadler	Hon Secretary
Don Martin	Editor, <i>Scottish Local History</i>
Finlay McKichan	Minutes Secretary and Convener of the Advisory Committee
Steve Connelly	Annual Conference Organiser 2020/2021
James Kennedy	Editor of <i>Clish-Clash</i> (e-newsletter)
Annie Tindley	Liason with <i>History Scotland</i>
James Brown (co-opted)	Social media (see below) and web enquiries
Andrew Jones (co-opted)	Incoming Hon Secretary
Jamie Sutherland (co-opted)	Social media (see below)

Resignations

Graeme Cruickshank (resigned in April 2021)
Douglas Lockhart (did not seek re-election at 2020 AGM)

Contact address

Official Mailbox

Scottish Local History Forum
Box 103
12 South Bridge
Edinburgh
EH1 1DD

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

Mr Mark Gallacher BA CA
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 29th October, 2020.

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 5 times via video conferencing (because of the Covid 19 pandemic) in the year to 31st July 2021.

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 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).
- **Social Media Team** (responsible for launching and making posts to the Forum's Facebook page).

The Advisory Committee currently consists of:

- Linda Clark (North Kessock and District Local History Society)
- Eleni Koumpouzi (East Dunbartonshire Heritage & History Forum)
- Jennifer Giles (National Library of Scotland)
- Nicola Small (LOCSCOT)
- Niall Logan (Milngavie Heritage Centre)
- Murray Cook (Stirling Council)
- Catherine Gillies (Ergadia Museums and Heritage)
- Eve Boyle (Historic Environment Scotland)
- Sandra Purves (Broughton History Society)
- Ian Shearer (Friends of Kinneil)
- Ian Copland (Cupar Heritage)
- David Oswald (LOCSCOT).

The Social Media Team currently consists of:

- Jan Bateman (SLHF)
- James Brown (SLHF)
- Jamie Sutherland (SLHF)

Activities and Achievements

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

Three colour issues of the journal were produced during the year. Six e-newsletters were despatched to members by email and were also openly available for download by the public from the Forum's website.

The Annual Conference and the 'walk and talk' trips were postponed due to the Coronavirus pandemic and any fees paid fully refunded. The talk in collaboration with NLS was also postponed. The Forum did however hold a free online mini-conference "Scotland's Involvement in Slavery: the local view" over two evenings on 28th and 29th of April 2021 which was well attended.

The 2020 AGM was held on line (via Zoom) and was well attended.

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 29 books.

The Forum continues to host the online Directory for Scottish Local History resources on its website and now has 250 organisations listed (245 last year).

Our Facebook page continues to improve our visibility, and in the week ending 24th July we reached 1,982 people.

The membership figures have slightly increased compared to last year (in brackets) with, as at the end of July 2020, 2 (2) honorary, 1 (7) complimentary, 300 (256) individual, 17 (13) student, and 137 (133) organisational members.

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, including travel to Trustee meetings. During the year 1 Trustee received a total of £51.20.

Financial Review

The results for the period are set out in the attached accounts which show a deficit of £2286 (2020 - deficit £393).

Revenue for the year was lower at £12,074 (2020 - £13,863), largely due to the lack of income (and profit) from events, although the increase in online licence fees is gratifying. Expenditure was slightly higher at £14,360 (2020 - £14,256). The apparent significant increase in website fees was because two annual payments fell within this financial year.

As a consequence, the Forum ended the financial year with reserves of £26,827 (compared with £29,122 in 2020).

Covid-19 Pandemic Impact Assessment

The coronavirus pandemic has continued to affect the Forum to a limited extent (with regard to the cancellation of its events such as the "Walks and Talks" and the annual conference) and has reduced its revenue to a small extent (since these events make a small surplus). Our main activities (journal production, e-newsletter, website) and our main source of revenue (membership) are not affected. Because of the bequest a few years ago, our reserves are sufficient to weather the reduction in revenue. The pandemic is, however, more likely to strongly affect our member societies (many of whom are wholly focused on face to face meetings and

lectures) and our institutional members (such as libraries, most of which have been closed). The Trustees decided to again defer the increase in subscriptions, agreed at the 2019 AGM for October 2021, in recognition of the financial difficulties our individual and organisational members may be facing but will be proposing to the 2021 AGM an increase with effect from October 2022. Our e-newsletter and our Facebook posts have focused on online resources/ virtual museum tours/ podcasts and online lectures which can be accessed in lockdown.

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.

Plans for the Future

- Governance
 - Holding a planning/ strategy workshop for Trustees (when the pandemic allows).
 - Hold the 2021 AGM online on 25th October.
- Publications
 - three issues of Scottish Local History in Summer, Autumn 2020 and Spring 2021;
 - five or six issues of the e-newsletter.
- Events
 - The annual conference & AGM at Perth in October 2020 (on Sport) was cancelled due to the Covid-19 pandemic. It is planned to hold it online on 10th/11th November 2021;
 - It is hoped to hold one or more walk and talks in spring 2022 (perhaps the Linlithgow walk and talk that was cancelled in 2019 and 2020);
 - A lecture in collaboration with the National Library of Scotland.
- Projects
 - None currently planned.
- Expanding the membership
 - Activities as suggested by the planning/ strategy workshop.

Approved by the Trustees and signed on their behalf by:

.....
Steve Connelly, Acting Chairperson

.....
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 2021 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.

Mr Mark Gallacher BA CA
EQ Accountants LLP
14 City Quay
Dundee
DD1 3JA

Date

Receipts and Payments Accounts
For the year ended 31 July 2021

	2021	2020
	Total	Total
Receipts	£	£
Subscriptions	10,132	10,034
Proceeds of Events	-	2,019
Sale of Journals	662	1,229
Book sales	308	232
Advertising Income	75	-
PLS licensing fees	700	317
Miscellaneous income	100	32
Donations	97	-
Total Income	12,074	13,863
Expenses		
Website/Post box/ Directory	2,880	760
Journal production incl postage	10,897	11,230
Events	-	1,230
Administration	216	307
Insurance	75	75
Other	292	368
Total Expenses	14,360	14,256
(Deficit)/Surplus for year	(2,286)	(393)

**Statement of Balances
As at 31 July 2021**

	2021	2020
	£	£
Bank and Cash in hand		
Opening balances	29,122	29,515
(Deficit)/Surplus for year	(2,286)	(393)
	<hr/>	<hr/>
	26,836	29,122
 Funds		
Unrestricted funds	26,827	29,122
Restricted funds	-	-
	<hr/>	<hr/>
	26,827	29,122

Approved by the Trustees and signed on their behalf by:

.....
Steve Connelly, Acting Chairperson

.....
Date

