

Charity Number: SC015850

The Trustees of Scottish Local History Forum submit their report and accounts for the year ended 31 July 2018.

Legal and Administrative Details

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

**For the year ended 31 July 2018**

Hon. Chairperson  
Hon. Vice-Chairperson  
Hon. Secretary & Hon. Treasurer  
Events Secretary

Trustees  
John Irvine  
Don Martin  
Jan Bateman  
Gillian Clark  
Diane Webster  
Douglas Lockhart  
Philip  
Anthony  
Gemma  
Paul  
Steve

Restorations  
None  
Contact address

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

Scottish Local History Forum  
2 Ravenhill Terrace  
Edinburgh  
EH7 2BN

Bank of Scotland  
162a Forth Road  
Giffnock  
Glasgow  
G12 0TF

Independent Examiner  
Mr. Alan Galloway BA CA  
EO Accountants LLP  
14 City Quay  
Glasgow  
G2 1JA



## **Scottish Local History Forum –Annual Report 2018**

### **Report of the Trustees**

The Trustees of Scottish Local History Forum submit their report and accounts for the year ended 31 July 2018.

### **Legal and Administrative Details**

#### Trustees

John Irvine	Hon Chairperson
Don Martin	Hon Vice-Chairperson
Jan Bateman	Hon Secretary & Hon Treasurer
Graham Clark	Events Secretary
Diane Webster	
Douglas Lockhart	
Finlay McKichan	
Anthony Cooke	
Bill Sadler	
Graeme Cruickshank	
Paul Bishop	
Steve Connelly	

#### Resignations

None

#### **Contact address**

##### Official Mailbox

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

##### Treasurer

Scottish Local History Forum  
5 Regent Terrace  
Edinburgh  
EH7 5BN

#### **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 3<sup>rd</sup> September 1994 and last amended on 26<sup>th</sup> October, 2012. The Trustees are proposing further changes to the Constitution to the 2018 AGM to address the issue faced by many similar charities of attracting suitable volunteer Trustees to conduct the not inconsiderable workload of the management of the Forum. The Forum is managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM) of the Forum.

The aims of The Forum are to advance the heritage of Scotland and education in Scottish local history, without distinction of political, religious or other opinions, by associating historical societies, local authorities, voluntary organisations, educational institutions and individuals in a common effort to pursue this object by the stimulation of public interest and encouragement of high standards in education through the medium of meetings, publications, exhibitions and conferences.

### **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 shall elect a minimum of 6 and a maximum of 12 trustees to serve for the next year. They will 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 appointed by the Trustees) which meets twice a year.

### **Management**

The Trustees are responsible for the strategic direction and governance of the Forum. The Trustees Committee met four times in the year to 31<sup>st</sup> July 2018.

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).
- **Directory Steering Group** (responsible for development of the Directory hosted on the Forum's website).

The Advisory Committee currently consists of:

- Linda Clark (North Kessock and District Local History Society)
- Helena Koumbouzis (Milngavie and Bearsden Historical Society)
- Alan Provan (Elie and Earlsferry History Society)
- Graham Roberts (Dumfries Archives)
- David Smith (Friends of Glasgow West)
- Jennifer Giles (National Library of Scotland)
- Nicola Cowmeadow (LOCSCOT)
- James Kennedy (Loch Ard Local History Group).

The Directory Steering Group currently consists of:

- Jan Bateman (SLHF)
- Jennifer Giles (National Library of Scotland)
- Clare Padgett (LOCSCOT).



### **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, including a bumper commemorative issue 100. Six e-newsletters were despatched to members by email and were also available to everyone to download from the Forum's website. The Forum organised a lecture/ guided walk in Glasgow (Glenlee and Govan Stones), a talk in collaboration with the National Library of Scotland ("Duping the Luftwaffe: Bomber Decoys of WWII"), and held its annual conference in October 2017: "Fairs, Fetes & Festivals" in Perth.

The Forum continues to offer its service to member societies of promoting, taking orders and online payments for their publications. We currently offer 27 books and one CD.

The membership figures have reduced slightly, due to the economic climate, cut backs in spending by public bodies such as libraries and archives, and the inevitable "ageing" of our individual membership base.

The main project of the year was the launch, on schedule, in April of an online Directory for Scottish Local History resources, developed in collaboration with the National Library of Scotland and LOCSCOT (the Scottish subgroup of the libraries and information professional association). The Directory is hosted on the SLHF website, the enhancement of which was made possible by the generous bequest by an ex-member last year.

### **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.

### **Financial Review**

The results for the period are set out in the attached accounts which show a loss of £7148 (2017 was a surplus of £24811).

Revenue for the year was slightly lower (£11,536 compared with £14,727 last year, excluding the bequest) whilst expenditure was significantly higher than last year due to the planned investment in the website to support the Directory and production of a commemorative "bumper" issue 100 of the Journal made possible by the bequest.

The Forum ended the financial year with reserves of £29,430 (compared with £36,578 in 2017).

### **Reserves Policy**

The Forum's current policy on reserves is to have funds equivalent to the costs of producing 2 issues of the Journal and holding an EGM.

### **Plans for the Future**

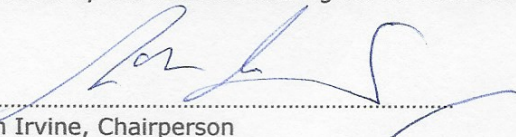
- Publications
  - 3 issues of Scottish Local History in August and December 2018 and February 2019.
  - Five or six issues of the e-newsletter
  - Expanding the number of outlets for the journals by one or two.
- Events
  - An annual conference & AGM at Perth in October 2018 ("After the War Is Over - The Legacy of WW1").
  - One or more talk and guided walk in the summer on the canal systems of the central belt.
  - A lecture in collaboration with the National Library of Scotland "Forth & Clyde Canal: Reservoirs, Wrangles and Rorts".



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- Projects
  - Phase 2 of the website development to support the Directory Project (which includes map based resource subject matter searching facility) plus a marketing campaign (to include a roadshow) to encourage organisations to submit entries and to promote the Directory to end users.
  - Developing and implementing an Online media marketing plan to promote the Forum and the Directory and educational workshops on online media marketing for our members. The Trustees are planning to seek funding from the Lottery Fund to assist with this.
- Expanding the membership
  - Attending history fayres and events around the country to promote the Forum, the Directory and sell back-issues of the Journal.

Approved by the trustees and signed on their behalf by:

  
.....  
John Irvine, Chairperson

..... 10/2/2019  
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 2018 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.

*Mark Gallacher C.A.*

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

Date *15th October 2018*



**Receipts and Payments Accounts**  
For the year ended 31 July 2018

	<b>2018</b>	<b>2017</b>
	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
Subscriptions	8,276	11,135
Proceeds of Events	1,757	1,823
Sale of Journals	1,103	1,514
Book sales	249	195
Advertising Income	75	60
Miscellaneous Income	76	22,688
Gift Aid	-	-
<b>Total Income</b>	<b>11,536</b>	<b>37,415</b>
<b>Expense</b>		
Website/Post box	5,610	1,600
Journal production incl postage	11,516	9,007
Book Royalties	121	304
Other Postage	56	182
Events	1,014	1,104
Administration	195	223
Insurance	76	65
Other	96	119
<b>Total Expenses</b>	<b>18,684</b>	<b>12,604</b>
<b>Surplus for year</b>	<b><u>(7,148)</u></b>	<b><u>24,811</u></b>

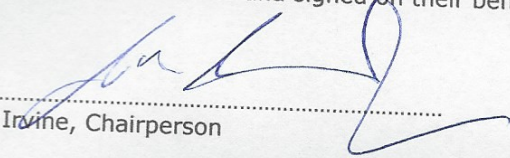


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Statement of Balances  
As at 31 July 2018

	2018 £	2017 £
<b>Bank and Cash in hand</b>		
Opening balances	36578	11767
(Deficit)/Surplus for year	(7,148)	24811
	<u>29,430</u>	<u>36,578</u>
<b>Funds</b>		
Unrestricted funds	29,430	36578
Restricted funds	-	-
	<u>29,430</u>	<u>36,578</u>
	=====	=====

Approved by the trustees and signed on their behalf by:

  
.....  
John Irvine, Chairperson

Date

10/2/2019