

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

For the year ended 31 July 2024

Report of the Trustees

The Trustees of Scottish Local History Forum submit their report and accounts for the year ended 31 July 2024.

Steve Connelly	Hon Chair
Jan Bateman	Hon Treasurer
Andrew Jones	Hon Secretary
Don Martin	
Linda Riddell	
Nicola Small	(until October 2023)
James Kennedy	(until October 2023)
Nora Solesbury	(until October 2023)
Jamie Sutherland	
Linda Clark	(until October 2023)
Colin Brown	(until October 2023)
Alison Rosie	(co-opted June 2024)

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

Eric J Brown retired solicitor, ATII, CA
14 Liberton Drive Edinburgh EH16 6NN.

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 4 times via video conferencing in the year to 31st July 2024.

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 consists of:

- Niall Logan (Milngavie Heritage Centre) until October 2023
- 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) until October 2023
- Scott Broadfoot (LOCSCOT) from October 2023
- Iain Duffus (Edinburgh Libraries)
- Patrick Hart (National Library of Scotland)
- Derrick Johnstone (The Old Edinburgh Club)
- Lucy Dean (University of the Highlands and Islands)

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 David Scott Cowan, for "Concrete in the Far North: The Duke of Sutherland's use of Concrete in the 1870s" in issue 116. The award was kindly sponsored by Birlinn Ltd. Three colour issues of the journal were produced during the year. Don Martin continued as Editor.

Six e-newsletters were despatched to members by email and were also available for download by the public from the Forum's website. Steve Connelly took over from James Kennedy as Editor assisted by Linda Clark 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 70 publications and/or books.

The Forum continues to host the online Directory for Scottish Local History Resources on its website and now has 267 (262 last year) organisations listed.

Our Facebook page continues to improve our visibility, and currently has 5.1k followers (4.9k last year) and has had 4.6k likes. In the 4 weeks to 04/09/23 we reached 404 people.

The membership figures have decreased compared to last year (in brackets) with, as at the end of July 2024, 2 (2) honorary, 5 (5) complimentary, 205 (265) individual, 6 (9) student, and 102 (122) 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.

On 30 August 2023 the Forum held a well-attended Walk and Talk event in Dundee visiting Discovery Point & Verdant Works; both museums are run by the Dundee Heritage Trust. The morning was spent finding out about the Dundee-built RRS Discovery and the heroic age of Antarctic research and the afternoon being shown around the former jute works showcasing the industry which dominated the Dundee economy in the late 19th and early 20th centuries. The walk between the two sites gave the group the opportunity to learn a little about some of the less well-known areas of the city.

The 2023 AGM was held online (via Zoom) on 30 October.

Due to the disappointing turnout for the annual conference in April 2023 and lack of capacity to undertake the organisation, the Forum decided not to hold one in 2024.

A major undertaking during the year was a facilitated workshop to focus on the strategic direction of the Forum and looking at the opportunities and challenges ahead. It was held on 18th March 2024 and was attended by Trustees and our Honorary President. The Forum is grateful to the National Library of Scotland for hosting the workshop.

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 £3981 (2023 deficit of £1743).

Revenue for the year was significantly down for the year at £12,820 (2023 - £15,669) due to a drop in membership and also the lack of income from a conference. There was no Gift Aid claim made during the year. Several year's worth of Gift Aid will be claimed next FY which is expected to return the Forum to profit. Expenditure was down slightly at £16,801 (2023 - £17,412) mainly due to lack of a conference. However, this did include the significant cost of nearly £2,000 incurred by the strategy workshop. The costs of journal production continue to increase slightly and postage costs significantly. We have not included the revenue we obtain for post and packaging for website sales (books and journals). This is offset by the fees charged and deducted automatically by paypal on all website sales including membership and events.

The Forum still ended the financial year with very healthy bank balance of £24,943 (compared with £26,671 in 2023). Note: the bank balance at the end of last FY should be adjusted to include transfer of paypal income for 1/1/23 to 31/6/23 of £3,589.41 which did not actually hit the bank account until after the end of the current Financial Year but were considered included in the income for the year as it was in the paypal account at that date. Similarly, if the same adjustment is made to the bank balance at the end of the current financial year, the reserves are £26,185.

Plans for the Future

Governance

- Implementing the actions from the Planning/ strategy workshop
- Hold the 2024 AGM online on 28 October
- Recruitment of more Trustees.

Publications

- three issues of Scottish Local History in Autumn 2024 and Spring and Summer 2025;
- five or six issues of the e-newsletter.

Events

- A Walk and Talk in Linlithgow on 22nd May 2025
- The annual conference "Popular Protest" in September/October 2025.

Expanding the membership

- Activities as suggested by the planning/ strategy workshop.

Recruitment of more volunteers to assist with the work of the Forum.

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 2024 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.

Eric J Brown (Retired Solicitor), ATII,CA
14 Liberton Drive Edinburgh EH16 6NN.

Date

Receipts and Payments Accounts
For the year ended 31 July 2024

	2024	2023
	Total	Total
Receipts		£
Subscriptions	10,150	12,147
Proceeds of events	0	1,856
Sale of journals	612	468
Book sales	143	264
Prize sponsorship	0	-
Advertising income	185	-
PLS licensing fees	1,543	762
Miscellaneous income	100	140
Donations	87	32
Gift Aid	0	-
Total Income	12820	15,669
Expenses		
Website/Post box/ Directory	2,295	1,800
Journal production incl postage	12,113	11,915
Book royalties and commission	176	65
Events	283	1,618
Administration	110	403
Insurance	90	75
Prizes awarded	0	-
Speakers	0	142
Other	1,734	1,394
Total Expenses	16,801	17,412
Surplus/(deficit) for year	(3,981)	(1,743)

Statement of Balances
As at 31 July 2024

	2024	2023
		£
Bank and Cash in hand		
Opening balances	30,260	32,003
(Deficit)/Surplus for year	(3,981)	(1,743)
	<hr/> 26185	<hr/> 30,260
Funds		
Unrestricted funds	26185	30,260
Restricted funds		-
		<hr/> 30,260

Approved by the trustees and signed on their behalf by:

.....
Steve Connelly, Honorary Chair

.....
Date

