

**Charity Number: SC015850**

**Scottish Local History Forum  
Trustees' Annual Report and Financial Statements  
For the year ended 31 July 2020**

## **Report of the Trustees**

The Trustees of Scottish Local History Forum submit their report and accounts for the year ended 31 July 2020.

## **Legal and Administrative Details**

### *Trustees*

|                    |                |
|--------------------|----------------|
| Paul Bishop        | Hon Chair      |
| Douglas Lockhart   | Hon Vice-Chair |
| Jan Bateman        | Hon Treasurer  |
| Bill Sadler        | Hon Secretary  |
| John Irvine        |                |
| Finlay McKichan    |                |
| Graeme Cruickshank |                |
| Steve Connelly     |                |
| James Kennedy      |                |
| Annie Tindley      |                |

### *Resignations*

Diana Webster (did not seek re-election at 2019 AGM)  
Douglas Lockhart (not seeking re-election at 2020 AGM)  
John Irvine (not seeking 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 30th October, 2019. The Trustees are proposing further changes to the Constitution at the 2020 AGM to:

- tidy up the layout and language;
- drop the role of Deputy Chair as a formal office;
- make the number and terms of service for the Advisory Committee members consistent with those for the Trustees; and
- clarify voting at AGM and Trustee meetings.

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 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 only 3 times face to face (because of the Covid 19 pandemic) and once via video conferencing in the year to 31st July 2020. Many matters have therefore been dealt with via email.

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).
- **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)
- David Smith (Friends of Glasgow West)
- Jennifer Giles (National Library of Scotland)
- Nicola Small (LOCSCOT)
- Niall Logan (Baldernock Local History Group)
- Murray Cook (Stirling Council)
- Catherine Gillies (Ergadia Museums and Heritage)
- Eve Boyle (Historic Environment Scotland).

The Directory Steering Group currently consists of:

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

The Social Media Team currently consists of:

- Jan Bateman (SLHF)
- James Kennedy (SLHF)
- Jamie Sutherland (Volunteer)
- Vilma Kilbir (Volunteer)
- Tory Henry (Volunteer)
- Paula Gillon (Volunteer)
- Megan Kjartanson (Volunteer)
- Gillian Dickson (Volunteer).

### **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 "Seeing the Wood for the Trees" and AGM took place in Clydebank Town Hall on 31st October. The annual talk in collaboration with National Library of Scotland was held on 12th March, 2020, on Alexander Bain. The Forum's 'walk and talk' trip to Linlithgow on 27th June was cancelled due to the Coronavirus pandemic and fees fully refunded.

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 229 organisations listed.

The main project in the year was the launch of a Facebook page at the end of February 2020, which in the week ending 29th July reached 1,044 people.

The membership figures have remained largely static with (as at the end of July 2020) 2 honorary, 7 complimentary, 256 individual, 13 student, and 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 4 trustees received a total of £206.

### **Financial Review**

The results for the period are set out in the attached accounts which show a deficit of £393 (2019 - surplus £82)

Revenue for the year was lower £13,863 (2019 - £15,774) whilst expenditure was £14,256 (2019 - £15,689).

The Forum ended the financial year with reserves of £29,122 (compared with £29,515 in 2019).

## **Covid-19 Pandemic Impact Assessment**

The coronavirus pandemic has affected 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 is likely to reduce 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 a programme of lectures) and our institutional members (such as libraries, most of which have been closed). The Trustees decided to defer the October 2020 increase in subscriptions, agreed at the 2019 AGM, in recognition of the financial difficulties our individual and organisational members may be facing. 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
  - Re-formatting, re-organising and updating the language of the constitution (to be approved at the 2020 AGM);
  - Holding Trustee meetings and AGM by video conferencing during the Covid-19 pandemic and the continuing reluctance for non-essential travel;
  - Recruiting additional Trustees;
  - Holding a planning/ strategy workshop (when the pandemic allows).
- 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 hoped to hold it in 2021;
  - It is hoped to hold one or more walk and talks in the spring/summer of 2021 (the Linlithgow walk and talk, cancelled in 2020, will probably be re-scheduled for 2021);
  - A lecture in collaboration with the National Library of Scotland.
- Projects
  - None currently planned.
- Expanding the membership
  - Expanding the social media campaign to raise the Forum's profile;
  - Other activities as suggested by the planning/ strategy workshop.

Approved by the trustees and signed on their behalf by:

.....  
Paul Bishop, 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 2020 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 2020**

|                                   | <b>2020</b>         | <b>2019</b>         |
|-----------------------------------|---------------------|---------------------|
|                                   | <b>Total</b>        | <b>Total</b>        |
| <b>Receipts</b>                   | <b>£</b>            | <b>£</b>            |
| Subscriptions                     | 10,034              | 9,690               |
| Proceeds of Events                | 2,019               | 2,937               |
| Sale of Journals                  | 1,229               | 2,773               |
| Book sales                        | 232                 | 193                 |
| Advertising Income                | -                   | 135                 |
| PLS licensing fees                | 317                 | -                   |
| Miscellaneous income              | 32                  | 46                  |
| <b>Total Income</b>               | <hr/> <b>13,863</b> | <hr/> <b>15,774</b> |
| <b>Expenses</b>                   |                     |                     |
| Website/Post box/ Directory       | 760                 | 2,186               |
| Journal production incl postage   | 11,230              | 9,931               |
| Events                            | 1,230               | 2,390               |
| Administration                    | 307                 | 523                 |
| Insurance                         | 75                  | 75                  |
| Other                             | 368                 | 433                 |
| <b>Total Expenses</b>             | <hr/> <b>14,256</b> | <hr/> <b>15,689</b> |
| <b>(Deficit)/Surplus for year</b> | <hr/> <b>(393)</b>  | <hr/> <b>85</b>     |

**Statement of Balances  
As at 31 July 2020**

|                              | <b>2020</b> | <b>2019</b> |
|------------------------------|-------------|-------------|
|                              | <b>£</b>    | <b>£</b>    |
| <b>Bank and Cash in hand</b> |             |             |
| Opening balances             | 29,515      | 29,430      |
| (Deficit)/Surplus for year   | (393)       | 85          |
|                              | 29,122      | 29,515      |
| <b>Funds</b>                 |             |             |
| Unrestricted funds           | 29,122      | 29,515      |
| Restricted funds             | -           | -           |
|                              | 29,122      | 29,515      |

Approved by the trustees and signed on their behalf by:

.....  
Paul Bishop, Chairperson

.....  
Date



