

Charity Number: SC015850

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

For the year ended 31 July 2019

Report of the Trustees

The Trustees of Scottish Local History Forum submit their report and accounts for the year ended 31 July 2019.

Legal and Administrative Details

Trustees

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

Resignations

Anthony Cooke
Graham Clark

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 25th October, 2018. The Trustees are proposing further changes to the Constitution at the 2019 AGM to add 'prizes and awards' to the list in clause 2 of the constitution of methods by which the Forum aims to stimulate interest in local history and encourage high standards in education. 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 five times in the year to 31st July 2019.

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)
- Graham Roberts (Dumfries Archives)
- David Smith (Friends of Glasgow West)
- Jennifer Giles (National Library of Scotland)
- Nicola Small (LOCSCOT)
- Niall Logan (Baldernock History Group)
- Murray Cook (Stirling Council)
- Catherine Gillies (Ergadia Museums and Heritage)

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. 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 Forum organised two lectures/ guided walks/ boat trips at the Union Canal and the Forth & Clyde Canal; a talk in collaboration with the National Library of Scotland on "Forth & Clyde Canal: Reservoirs, Wrangles and Rorts"; and its annual conference in Perth in October 2018 on "The Legacy of WW1".

The Forum continues to offer its service to member societies of promoting, taking orders and online payments for their publications. We currently offer 31 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 Trustees are actively considering strategies at least to maintain and, it is hoped, to increase membership.

The main project of the year was the promotion of the online Directory for Scottish Local History resources (launched last year), 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 Forum also participated in the road show organised by Ergadia regarding community heritage.

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 surplus of £85 (the 2018 result was a loss of £7,148 reflecting the investment in the Directory and the commemorative issue 100 of the Journal).

Revenue for the year was higher (£15,774 compared with £11,536) whilst expenditure was £15,689 (compared with £18,684 last year because of the investment in 2018 in the Directory and Issue 100 of the Journal).

The Forum ended the financial year with reserves of £29,515 (compared with £29,430 in 2018).

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

- Publications
 - three issues of Scottish Local History in August and December 2019 and January 2020.
 - five or six issues of the e-newsletter.
- Events
 - An annual conference & AGM at Clydebank in October 2019 (“Seeing the Wood for the Trees” in Honour of the Centenary of the Forestry Commission)
 - One or more walk and talks in the spring/summer of 2020
 - A lecture in collaboration with the National Library of Scotland.

- Projects
 - 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 fairs and events around the country to promote the Forum, the Directory and sell back-issues of the Journal, and beginning a social media campaign to raise the Forum’s profile.

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 2019 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 2019

	2019	2018
	Total	Total
Receipts		£
Subscriptions	9,690	8,276
Proceeds of Events	2,937	1,757
Sale of Journals	2,773	1,103
Book sales	193	249
Advertising Income	135	75
Miscellaneous Income	46	76
Total Income	15,774	11,536
Expenses		
Website/Post box/ Directory	2,186	5,610
Journal production incl postage	9,931	11,516
Book Royalties	151	121
Other Postage	-	56
Events	2,390	1,014
Administration	523	195
Insurance	75	76
Other	433	96
Total Expenses	15,689	18,684
(Deficit)/Surplus for year	85	(7,148)

**Statement of Balances
As at 31 July 2018**

	2019	2018
	£	£
Bank and Cash in hand		
Opening balances	29,430	36,578
(Deficit)/Surplus for year	85	(7,148)
	<hr/> 29,515	<hr/> 29,430 <hr/>
Funds		
Unrestricted funds	29,515	29,430
Restricted funds	-	-
	<hr/> 29,515	<hr/> 29,430 <hr/>

Approved by the trustees and signed on their behalf by:

.....
Paul Bishop, Chairperson

.....
Date

