

Charity Number: SC015850

**Scottish Local History Forum
Trustees' Annual Report and Financial Statements
For the year ended 31 July 2022**

Report of the Trustees

The Trustees of Scottish Local History Forum submit their report and accounts for the year ended 31 July 2022.

Legal and Administrative Details

Trustees during year

Paul Bishop	Hon Chair (resigned January 2022)
Steve Connelly	Hon Chair (from January 2022)
Jan Bateman	Hon Treasurer
Andrew Jones	Hon Secretary
Don Martin	
James Kennedy	
James Brown	
Jamie Sutherland	
Nora Solesbury	from October 2021
Linda Clark	from October 2021
Colin Brown	from October 2021
Bill Sadler	resigned October 2021
Finlay McKichan	resigned October 2021
Annie Tindley	resigned October 2021

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, 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 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 6 times via video conferencing (because of the Covid 19 pandemic) in the year to 31st July 2022. The intention is to continue having most Trustees meetings via video conferencing as it reduces travel and avoids the cost of room hire.

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

The Advisory Committee currently consists of:

- Eleni Koumpouzi (East Dunbartonshire Heritage & History Forum)
- Niall Logan (Milngavie Heritage Centre)
- 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).
- Iain Duffus (Edinburgh Libraries)
- Patrick Hart (National Library of Scotland)

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.

The work of the Forum has been overshadowed by the death of its chair, Professor Paul Bishop, who resigned through ill-health at the beginning of 2022 and passed away shortly afterwards. He had led the Forum since 2018 and the many tributes that have followed show how distinguished he was in the fields of geography and earth sciences, but also, since his retirement, what an enthusiasm this Australian had shown for the local history of his own adopted home area at Baldernock and for that of Scotland in general. The Forum was indeed lucky that it had the benefit of his knowledge, energy and leadership during such a difficult time. The prize for the best journal article of the year will henceforth be named in his memory.

Doris Williamson, Membership Secretary, retired after serving in a variety of roles in the Forum since the 1980s. The Trustees are most grateful for her many contributions over the years.

Don Martin, Journal Editor, was made an MBE in the New Year's Honours List for services to libraries and heritage in Scotland. His outstanding work editing over thirty editions of *Scottish Local History* is just one of his many achievements in these fields.

Three colour issues of the Journal *Scottish Local History* were produced during the year. Six issues of our e-newsletter *Clish-Clash* were despatched to members by email and were also openly available for download by the public from the Forum's website.

Due to ongoing concerns about in-person meetings the annual conference was held online in two sessions on 10 and 11 November 2021. The subject was "Scottish Sports and Pastimes" and covered a wide variety of topics. The talk in collaboration with NLS was again postponed, but it is hoped that this can be resumed in 2023. The Forum followed up its 2021 free online mini-conference "Scotland's Involvement in Slavery: the local view" with "Scotland and Opposition to Slavery: the Local Experience". This also took place over two evenings on 26 and 27 of April 2022 which was again well attended.

The 2021 AGM was held on line (via Zoom) on 25th October and was well attended. The Trustees announced their intention to implement the deferred increase in subscriptions, agreed at the 2019 AGM, to take effect from October 2022, in recognition of the increased costs of postage and Journal production.

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 62 publications and/or books.

The Forum continues to host the online Directory for Scottish Local History resources on its website and now has 260 organisations listed (the same as last year).

Our Facebook page continues to improve our visibility, and in the 28 days prior to 3rd October we reached 1601 people.

The membership figures have slightly increased compared to last year (in brackets) with, as at the end of July 2021, 2 (2) honorary, 7 (1) complimentary, 296 (300) individual, 23 (17) student, and 150 (137) organisational members. Note: a year's complimentary membership is given to speakers at our conferences if they are not already 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 no Trustees claimed expenses.

Financial Review

The results for the period are set out in the attached accounts which show a surplus of £5,167 (2021 – deficit of £2,286)

Revenue for the year was significantly up for the year at £18,647 (2021 - £12,074), largely due to the submission and payment of 4 years' worth of Gift Aid. We also made a small income on events (£865) by charging a small fee for attendance at our Zoom-based conference. Expenditure was slightly lower at £13,480 (2021 - £14,360) although last year's figure was inflated because two years' website fees fell within that year.

As a consequence, the Forum ended the financial year with very healthy reserves of £32,003 (compared with £26,836 in 2021).

Covid-19 Pandemic Impact Assessment

The coronavirus pandemic has continued to affect the Forum to a very limited extent during the early part of the year (with regard to the cancellation of its events such as the "Walks and Talks") and has reduced its revenue to a small extent (since these events make a small surplus). However, we held a very successful online conference for which attendees paid a small fee. Our main activities (journal production, e-newsletter, website) and our main source of revenue (membership) continue not to be affected. The effect of the pandemic on our member societies has been monitored. Some of them who are wholly focused on face to face meetings and lectures have had a temporary suspension. Others have embraced online meetings and events. Our institutional members (such as libraries) have been closed for some of the year.

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 2022 AGM online on 24 October.
- Publications
 - three issues of the journal *Scottish Local History* in Summer, Autumn 2022 and Spring 2023;
 - five or six issues of the e-newsletter *Clish-Clash*.
- Events
 - An in-person Annual Conference with virtual attendance available in Spring 2023 on the theme of "Science, Engineering and Technology".
 - A walk and talk to the Museum of Scottish Railways and Kinneil House in Bo'ness on 31 August 2022. The Linlithgow walk and talk that was cancelled in 2019 and 2020 is likely to take place in 2023;
 - A lecture in collaboration with the National Library of Scotland.
- Projects
 - Now that many organisations are back in operation, we plan to have a campaign to increase the number of organisations listed in our online Directory.
- Expanding the membership
 - Activities as suggested by the planning/ strategy workshop.

Approved by the trustees and signed on their behalf by:

.....
Steve Connelly, Honorary 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 2022 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 2022**

	2022 Total £	2021 Total £
Receipts		
Subscriptions	10,887	10,132
Proceeds of events	865	-
Sale of journals	334	662
Book sales	52	308
Prize sponsorship	100	-
Advertising income	79	75
PLS licensing fees	934	700
Miscellaneous income	-	100
Donations	69	97
Gift Aid	5,327	-
Total Income	18,647	12,074
Expenses		
Website/Post box/ Directory	2,160	2,880
Journal production incl postage	10,856	10,897
Book royalties and commission	73	-
Events	-	-
Administration	216	216
Insurance	75	75
Prizes awarded	100	-
Other	-	292
Total Expenses	13,480	14,360
Surplus/(deficit) for year	5,167	(2,286)

Statement of Balances
As at 31 July 2022

	2022	2021
	£	£
Bank and Cash in hand		
Opening balances	26,836	29,122
(Deficit)/Surplus for year	5,167	(2,286)
	<hr/> 32,003	<hr/> 26,836
Funds		
Unrestricted funds	32,003	26,836
Restricted funds	-	-
	<hr/> 32,003	<hr/> 26,836

Approved by the trustees and signed on their behalf by:

.....
Steve Connelly, Honorary Chairperson

.....
Date