

Stonehouse Heritage Group

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ANNUAL REPORT AND ACCOUNTS

FOR THE

YEAR ENDED 31ST OCTOBER 2013

PREPARED FOR

OFFICE OF THE SCOTTISH CHARITY REGULATOR

*Robert Greel
21/1/14.*

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1 INTRODUCTION

1.1 Introduction

This report and set of financial accounts is being compiled by the trustees of Stonehouse Heritage Group (SCO20826) to meet the requirements of the Office of the Scottish Charity Regulator for the period 1st November 2012 to 31st October 2013.

1.2 Background

Stonehouse Heritage Group was formed in 1991 and its aims and objectives are to research, collect and document all areas of heritage pertaining to Stonehouse and surrounding area and to make its findings public knowledge. To also monitor current developments within the locality and by research and education provide a safeguard for the heritage of Stonehouse.

The organisation is open to anyone who has an interest in Stonehouse and wishes to be involved in carrying out historical, genealogical, research in any field concerning Stonehouse. The group will provide support in any research matter and may assist with funding.

The group is governed by its constitution which was amended and adopted at an EGM held on 14th April 2008. The amendments were made following comments by lottery awarding body "Awards for All" during a grant application process. The group has an AGM in December each year at which nominations are taken from members for election to serve on the Management committee.

1.3 Executives and Sub Committees

At the group's Annual General Meeting the following personnel were elected as the executive officers to serve on the Management Committee. Minor changes from the previous year.

Management Committee

Chairman:	Mr Robert Freel 75 Lockhart Street Stonehouse
Vice Chairman:	Mr George Rundell
Secretary:	Mr Ian Kearsley 14 Vickers Road Stonehouse
Treasurer:	Mr William Mackie 52 Newfield Road Stonehouse*

*Unfortunately our treasurer Mr Mackie passed away in March 2013 and the work of the treasurer has been shared amongst the management committee as no member has been willing to take on the position. It is hoped that the AGM in December 2013 will provide a Treasurer.

Grants Sub Committee

The grants subcommittee did not meet during the financial year to discuss any specific grants however at some of its monthly meetings, grants were discussed and it was agreed that the Chair would make applications to Heritage Lottery Fund to explore digitisation of records and to South Lanarkshire Council. The group were successful with an application to South Lanarkshire council for a community grant however they were not successful in any other applications. The main feedback concerning the Heritage Lottery Fund application was that we did not meet the criteria in respect of education participation; however the group felt that its current work within the schools and potential work with the libraries would rectify this.

Website Sub Committee

The website subcommittee of Robert Freel, William Mackie and James Monie agreed to continue with their work investigating the upgrade of the website along with enhancements. However with the death of Mr Mackie further developments in this matter have been slow.

An initial payment to the web designer has been made to progress the web site and additional web domains were purchased. The new web site has been created and information continues to be transferred and developed in a new format. It is anticipated that the new website will be up and running by the middle of 2014.

Local group members have been asked to assist by researching various organisations or subjects to allow information to be uploaded to the web site.

A grant of £250 was received from South Lanarkshire to digitise some records and this will be carried out before 30th June 2014 with a view to making these records available on line.

Oral History Sub committee

No meetings were held.

1.4 Main Activities of the Group during 2012-2013

1.4.1 Family History Information Searches

A number of family history searches were carried out for visitors (from UK, and overseas). These search requests came either by email, postal contact, via relatives who still stay locally or when they drop in.

Whilst the majority of searches can now be done online via the web site there is still a requirement to check some of the databases and manual records that have not been uploaded to the website. These searches can take time and in some cases also require members to take photographs of streets, cemetery gravestones, local farms or other areas local to Stonehouse places and then send them on.

There were six overseas visitors and five UK visitors visiting Stonehouse and meeting up with group members. Local members escorted visitors round the local cemeteries and environs to establish where their ancestors lived.

The group has also established links with South Lanarkshire Leisure & Culture Library service and set up Family History training for six of its members with a view to extending this to other members or even the local community. Primary school children also attend the library and the library education officer has asked if the group can offer local history talks to school children. It is hoped that once further discussion with the education officer have taken place the group will understand if this will be a regular requirement.

The local primary school has made contact with the group to carry out a local history project with one of their classes and this may develop

into a more routine event. Group secretary Ian Kearsley has agreed to take this project on.

During the year Archaeology Scotland Heritage Hero's programme were contacted to establish if this was a programme that we could participate in. However having met with Archaeology Scotland twice the dates and timelines did not suit our members.

A rota has now been established that ensures that a member of the group will always be available every third Saturday in the resource room to allow members of the public to drop in. Most Thursday nights are used to familiarise members with files and where to find information

1.4.2 Oral History Project.
No Progress at present.

1.4.3 Web Site Development

The previous report outlined the way the group were tackling the new site development and the new site has been partially developed and meetings with Emcon the web site developer have taken place. A good deal of the information has been transferred however as we intend to offer a different type of layout and present the information in a different manner some further research on individual areas has to be carried out by members and then loaded up to the individual pages. The school photographs project also requires to be kick started to allow a further 40 photographs and names to be uploaded. Further meetings with the web developer are required to take place to finalise the new site and to organise training.

1.4.4 Meetings/Talks

The group held ten meetings during 2012-13. No Specialist speakers were invited to speak in the past year:

Talks were also provided to local organisations by Mr John Young. In addition two slide shows were presented to members of the public in Stonehouse. Both these shows attracted over 30 members of the public and proved to be popular however future shows on this subject matter may have to be further refined to target specific age groups although nobody will be excluded from attending. Teas and coffees were provided at one of the shows as a trial with donations being requested.

Further slide shows will be organised.

1.4.5 Newsletter and Booklets

One issues of our newsletter has currently been published and one is currently in the process of being printed and will then be distributed around the village hall and shops and uploaded to our website. The newsletter is funded by the group and issued free of charge.

The newsletter currently being printed provides a lead into the centenary of the First World War and subsequent publications will provide stories on enlistees and casualties from the village who lost their lives fighting for freedom.

1.4.6 South Lanarkshire Museums Forum.

The group remain members of the forum and actively take part in the forums activities. Members attended all meetings throughout the year. The chair of Stonehouse Heritage Group is also chair of the South Lanarkshire Museums forum and this provides the group with a networking opportunity within South Lanarkshire and an opportunity to work with larger family history and heritage organisations.

1.4.7 Video Equipment

Work on filming the tributaries of the Avon has been suspended due to ill health of one of our members but will continue when other members become involved.

1.4.8 Booklets

No booklets have been printed in the previous year.

1.4.9 Bookbinding

No book binding was carried out in the preceding year. The main reason for not doing this is that if the group are to consider digitising these records it is easier to do the scanning when the cover has been removed.

1.5 Membership of the Group

Membership is split between those joining locally and those who subscribe to our website. Group membership has been steady and currently (as at 31-10-2013) stands at around 75.

The trend appears to be that new members tend to join to search for specific family history information whilst some overseas returning members have remained with the group since the web site began in 2007.

Membership continues to be spread between overseas, the village of Stonehouse and the remainder of the UK and Ireland.

1.6 The Future and on-going projects.

1.6.1 Web Site Development

Funding will continue to be sought, and research on other areas for inclusion on the site will continue.

1.6.2 Video Recording Projects

Refer to section 1.4.7 above

1.6.4 Scanning and Digitising Records

Work has commenced on this project but will be on-going with smaller projects. The unsuccessful Heritage Lottery Grant application has effectively reduced progress on this at present.

1.6.5 Premises

The group moved to a new hot desk room in the local Authority premises named Stonehouse Lifestyles Community Hall and is located on Udston Mill Road Stonehouse. Two of the group's cabinets and records have been transferred to the room and work on sifting and sorting through these has begun. Five filing cabinets are also stored within a storage area of the hall within easy access of the group.

Access to wireless has been obtained via a dongle and group members have been advised how to set up and access the web. Having wireless access has made it easier to demonstrate how the website works and what information is available to visitors and members.

1.6.6 Familiarisation with Records

Thursday nights will continue to be a night used to familiarise local members with the group's records.

1.6.7 Local History Projects

The group will continue to establish contacts with the local schools and library to promote local history along with the information held in our records.

1.7 Reserves Policy & donated Facilities

The group currently have no reserves policy as our turnover is less than £10,000 and no funds are held on behalf of others. The group has no donated facilities and operates from a room within the local Lifestyles hall which is owned by South Lanarkshire Council although operated and managed by South Lanarkshire Leisure and Libraries Trust.

2 INDEPENDENT EXAMINERS REPORT

Independent examiner's report on the accounts

Report to the trustees/members of

Charity name
Stonehouse Heritage Group

Registered charity number

SC 020826

On the accounts of the charity for the period

Period start date			Period end date			
Day	Month	Year	to	Day	Month	Year
1st	November	2012	to	31st	October	2013

Set out on pages

9 -13 (remember to include the page numbers of additional sheets)

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) 2005 Act 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 Charities Accounts (Scotland) Regulations 2006. 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 any 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 accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]

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

have not been met, or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Paul McMullan
PAUL McMULLAN

Date:

3/12/13

Name:

Relevant professional qualification(s) or body (if any):

C.I.P.F.A qualified

Address:

SPT
12 WEST GARDE ST
GLASGOW
G2 1HN

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

**3 STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED
31ST October 2012**

INCOME AND EXPENDITURE ACCOUNT FOR STONEHOUSE HERITAGE GROUP (SCO20826)
12 MONTHS ENDED 31ST OCTOBER 2013.]

<u>INCOME</u>	<u>Notes</u>	<u>2013</u>	<u>2012</u>
Membership Web	7	£915.00	£748.00
Membership Ordinary	7	£70.00	£102.00
Bank Interest		£1.27	£1.48
Donations	4 & 7	£113.04	£20.00
Photographs		£20.00	£15.00
Advertising	7	£60.00	£60.00
ROW booklet		£12.00	£19.00
St ninians booklet		£0.00	£0.00
Misc.		£0.00	£186.00
Grants: SLC	2	£250.00	£0.00
		<u>£1,441.31 ✓</u>	<u>£1,151.48</u>

EXPENDITURE

Stationary		£2.00	£493.08
Postage		£0.00	£1.15
Hall Let	9	£12.60	£86.40
Group Memberships	5	£15.00	£10.00
Newsletter	8	£30.00	£60.00
Miscellaneous	6	£222.69	£388.81
Talks		£0.00	£0.00
Web Development	3 & 7	£975.00	£142.24
Training	10	£30.00	0
Grants		£0.00	£0.00
		<u>£1,287.29 ✓</u>	<u>£1,181.68</u>

Excess / Deficit for Period

£154.02 -£30.20

Accumulated Fund B/Fwd

£3,593.03 £3,617.23

Adjustment to Accumulated fund

£0.00 £6.00

Total Accumulated Fund C/Fwd

£3,747.05 £3,593.03

ACCUMULATED FUND AS AT 31ST OCTOBER 2013

	ASSETS
BANK	£3,740.88
CASH IN HAND	£6.17
	<u>£3,747.05</u>

per bank statement - Paul McNeill

Financial Examiners Report

I have examined the accounts of Stonehouse Heritage Group for the period ended 31st October 2013. From the paperwork available and the explanations given I am satisfied that the financial statement gives a true and fair view of the clubs financial activity and affairs upto and including 31-10-2013.

Signed..... *Paul McNeill* Date..... *3/12/13*

Company/Designation..... *Accountant - SPT*

We the undersigned being the trustees/executive of Stonehouse Heritage Group approve these accounts.

SHG Chairman	<i>Robert Freel</i>	(R Freel)	Date..... <i>6/11/14</i>
SHG Secretary	<i>[Signature]</i>	(I Kearsley)	Date..... <i>6/11/14</i>
SHG Vice Chairman	<i>[Signature]</i>	(J Mordie)	Date..... <i>6/11/14</i>

NOTES TO THE ACCOUNTS FOR THE YEAR END 31ST OCTOBER 2011

1. Basis of Accounting

The accounts have been prepared on an Income and Expenditure basis in accordance with the **Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 as amended.**

2. Nature and Purpose of funds

Unrestricted Funds are those that may be used at the discretion of the trustees in furtherance of the aims and objectives of the group.

Restricted funds may only be used for a specific purpose. Restrictions arise when specific conditions are applied or funds are obtained for a specific purpose.

Restricted funds

During the year 2012-13 the group received one grant of £250.00 from South Lanarkshire Councils community grant scheme and this grant has yet to be invoiced.

3. Related Party Transactions

Whilst £900 was paid out for Web site developments this site has not been made public yet and will require to be held / hosted until the transfer is made.

4. Grants & Donations Received

Grants

One grant was received from South Lanarkshire council in the preceding 12 months.

Donations

A Donation of £60 was received from an overseas visitor (Mrs Littlewood)

5. Grants & Donations Made

The Group has taken out membership of the South Lanarkshire Museums Forum (£15) and will take out a further membership of Lanarkshire Family History Society £12. The group also donated £20 to the local Stonehouse Gala committee by taking out an advert in their festival programme.

6. Governance Costs

Independent examiners fee £50

7. Miscellaneous costs

Income

The majority of the group's income comes from membership which includes web, local membership and a corporate membership taken out by South Lanarkshire Leisure & Culture for Stonehouse and Hamilton Libraries at £100.00 the remainder was from donations. The group received a single donation of £60.00 from Judith Littlewood who visited Stonehouse during the summer of 2013 and £46 came from the slide show although net income was only around £16 after expenses.

Expenditure

Stationery cost reduced from previous year as no booklets were printed.

The Miscellaneous figure of £222 contained some of the following.

£50.00 Accountant Fees

£33.00 Chocolates and Wine for Library & Hall Staff

£27.00 Wreath

£20.00 Advert in Gala Group programme

£25.00 Tea & coffee

£23.00 for plastic boxes for moving premises

£19.00 For Keys for cabinets

£15.00 Table at Family History Fair.

£10.00 Photograph printing.

The largest item of expenditure was under the heading of Web Development which included £900 which was a part payment towards the new website development, £55 for mobile broadband which has now been cancelled and £20 for new domain names.

8. Stationery (Newsletters & Publications)

One newsletter was printed at a cost of £30 and distributed throughout the community as well as uploaded to the web site for download.

9. Hall Lets

Reduction in costs due to holding monthly meetings in resource room.

10. Training

The group organised Family history training for six of its members. This training was provided by South Lanarkshire Leisure