

*Stonehouse Heritage Group*

All Correspondence To  
Stonehouse Lifestyle  
2 Udston Mill Road  
Stonehouse ML9 3JL.



Tel. 07964010256.  
Charity Number SC020826.  
[info@stonehouseheritage.co.uk](mailto:info@stonehouseheritage.co.uk)

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE**

**YEAR ENDED 31<sup>ST</sup> OCTOBER 2014**

**PREPARED FOR**

**OFFICE OF THE SCOTTISH CHARITY REGULATOR**

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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 1<sup>st</sup> November 2013 to 31<sup>st</sup> October 2014.

## 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 14<sup>th</sup> 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 in December 2013 the following personnel were elected as the executive officers to serve on the Management Committee with only minor changes from the previous year.

### Management Committee

<b>Chairman:</b>	Mr Robert Freel 75 Lockhart Street Stonehouse
<b>Vice Chairman:</b>	Mr George Rundell *
<b>Secretary:</b>	Mr Ian Kearsley 14 Vickers Road Stonehouse**
<b>Treasurer:</b>	Mr James Monie Hill Road Stonehouse

\*Unfortunately our Vice Chairman Mr Rundell passed away suddenly following a short illness in July 2014 and the work of the vice Chairman 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 2014 will provide a new vice chairman.

\*\* Secretary I Kearsley resigned in October 2014 indicating that he no longer had a commitment for the group. Mrs June Gilmour has currently stepped in to fill the position up to the AGM.

### **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 South Lanarkshire Council community grants fund. The group were successful with this application to South Lanarkshire council.

### **Website Sub Committee**

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

Following an initial payment to the web designer some progress on the web site has been made however during the summer of 2014 the company hosting our server had a cyber-attack made on it and our existing website had to be closed down as the full service was lost

The group hastily transferred existing information to its partially completed new website that was being created in parallel to its old site and has slowly begun the transfer of its information. A second payment was made to the web design company however the web site is still not fully functional. These issues have been escalated to the web designer and new data sets are having to be created. Further developments have been held up as the group tries to resolve issues with the existing data.

The new site whilst being live requires a number of changes to ensure that members have full functionality whilst on the site. The group will work toward having this completed in 2015.

### **Oral History Sub committee**

No meetings were held in the previous year.

## **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 a number of overseas visitors and a number of 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 continues to establish links with South Lanarkshire Leisure & Culture Library service and is working towards a mini exhibition of

World War 1 stories concerning residents of Stonehouse who fought or lost their lives in the Great War.

Whilst the group has been in contact with the local primary school no talks to the primary children have been arranged. It is hoped that the school will incorporate local history into its curriculum.

A new rota has now been established following the death of our vice chair and resignation by Mr Kearsley 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.

**1.4.2 Oral History Project.**  
No Progress at present.

**1.4.3 Web Site Development**

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The group hastily transferred existing information to its partially completed new website that was being created in parallel to its old site and has slowly begun the transfer of its information. A second payment was made to the web design company however the web site is still not fully functional. These issues have been escalated to the web designer and new data sets are having to be created. Further developments have been held up as the group tries to resolve issues with the existing data.

The new site whilst being live requires a number of changes to ensure that members have full functionality whilst on the site. The group will work toward having this completed in 2015.

**1.4.4 Meetings/Talks**

The group held ten meetings during 2013-2014. The group provided one public talk and video presentation at the local lifestyles hall on the subject of "beetling" which was carried out at the bleach works at Millheugh in Larkhall. Members of the audience who worked at this works were in the audience and provided a better insight to this profession. No specialist speakers were invited to speak in the past year:

No Talks were requested or provided to local organisations in the past year.

**1.4.5 Newsletter and Booklets**

One newsletter was distributed early in 2014 however no further newsletters have been written and printed, due to research into the Great War records.

#### **1.4.6 South Lanarkshire Museums Forum.**

The group still remain an active member of the forum and actively take part in the forums activities. A member has attended all meetings throughout the year.

The chair of Stonehouse Heritage Group has moved into the last year of his three year tenure as chair of the South Lanarkshire Museums forum and the group will be signing an informal joint collecting policy of the forum which will cover all museums and local history groups in South Lanarkshire Membership of the forum provides the group with a networking opportunity within South Lanarkshire and an opportunity to work with larger family history and heritage organisations.

The group have provided information and detail to the Pits ponies and Stories project being run by south Lanarkshire Leisure Trust.

#### **1.4.7 Video Equipment**

Work on filming the tributaries of the Avon has been suspended due to ill health and death 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.

#### **1.4.10 Digitised Records**

Funding was used to digitise one of the school master's diary record books as well as the rent records for the early part of the 1900's.

#### **1.4.11 Lap Top**

The group purchased a new laptop with the grant funding obtained from the South Lanarkshire Community Grant.

### **1.5 Membership of the Group**

Membership is split between those joining locally and those who subscribe to our website. Group membership had been steady however with the problems with our website membership has begun to fall and currently (as at 31-10-2014) stands at around 70.

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 still 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 website.

### **1.6.2 Video Recording Projects**

Refer to section 1.4.7 above

### **1.6.4 Scanning and Digitising Records**

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

### **1.6.5 Premises**

Since moving into the new hall and utilising the hot desk room in the local Authority premises named Stonehouse Lifestyles Community Hall we have had to share the hot desk room with social work. This is proving to be challenging in that our members can't access the room during the day whilst social work occupy the room. The group is currently discussing with the halls management on the use of another room that will allow our members to use a separate room.

### **1.6.6 Familiarisation with Records**

The group will continue to work towards providing information on its records to members.

### **1.6.7 Local History Projects**

The group will continue to establish contacts with the local schools, organisations, individuals and libraries 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  
On the accounts of the charity for the period

SC 020826  
Period start date  
Day Month Year  
1st November 2013 to 31st October 2014  
Period end date  
Day Month Year

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:

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

CERTIFIED PUBLIC FINANCE ACCOUNTANT  
(CIPFA)

Address:

31 GARRONO AVENUE  
BAILLIESTON  
GLASGOW  
G69 7LP

\*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  
31<sup>ST</sup> October 2014**

**INCOME AND EXPENDITURE ACCOUNT FOR STONEHOUSE HERITAGE GROUP (SCO20826)**  
12 MONTHS ENDED 31ST OCTOBER 2014.

<u>INCOME</u>	<u>Notes</u>	<u>2014</u>	<u>2013</u>
Membership Web	7	£830.00 ✓	£915.00
Membership Ordinary	7	£50.00	£70.00
Bank Interest		£1.48	£1.27
Donations	4 & 7	£50.40	£113.04
Photographs		£37.65	£20.00
Advertising	7	£0.00	£60.00
ROW booklet		£0.00	£12.00
St ninians booklet		£1.00	£0.00
Misc.		£33.67	£0.00
Grants: SLC	2	£300.00 ✓	£250.00
		<u>£1,304.20</u> ✓	<u>£1,441.31</u>

**EXPENDITURE**

Stationary		£10.83	£2.00
Postage		£6.80	£0.00
Hall Let	9	£27.60	£12.60
Group Memberships	5	£50.90	£15.00
Newsletter	8	£30.00	£30.00
Miscellaneous	6	£273.47	£222.69
Talks		£0.00	£0.00
Web Development	3 & 7	£775.00	£975.00
Training		£0.00	£30.00
<u>Grants</u>		£550.00	£0.00
Photographs		£8.95	£0.00
		<u>£1,733.55</u> ✓	<u>£1,287.29</u>

Excess / Deficit for Period -£429.35 ✓ £154.02

Accumulated Fund B/Fwd £3,747.05 ✓ £3,593.03

Adjustment to Accumulated fund £0.00 £0.00

Total Accumulated Fund C/Fwd £3,317.70 £3,747.05 ✓

**ACCUMULATED FUND AS AT 31ST OCTOBER 2014**

	<u>ASSETS</u>
BANK	£3,282.22 ✓
CASH IN HAND	£35.48 ✓
	<u>£3,317.70</u>

**Financial Examiners Report**

I have examined the accounts of Stonehouse Heritage Group for the period ended 31st October 2014 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 31-10-2014.

Signed..... *Paul McMillan* ..... Date..... *5/2/15* .....

Company/Designation..... *SPT ACCOUNTANT CIPFA QUALIFIED* .....

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

SHG Chairman ..... *R. J. Freal* ..... (R Freal) Date..... *6/2/15*  
 SHG Secretary ..... *J. Gilmour* ..... (J Gilmour)\* Date..... *2-3-15*  
 SHG Vice Chairman ..... (G Rundell) \*\* Date.....

\* I Kearsley Resigned from Position October 2014, Replaced by J Gilmour

\*\*Vice Chairman Died suddenly

*READER. J. MORIE* *J. MORIE*

## NOTES TO THE ACCOUNTS FOR THE YEAR END 31<sup>ST</sup> 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**

All Grant funds received have been disbursed.

### 3. Related Party Transactions

Whilst £900 was paid out for Web site developments in the financial year 2012-13 and a further £775 was paid out in this financial period for hosting and completion of the website the site has not been fully functional and the group are currently working towards ensuring the site is fully functional before moving to other developments.]

### 4. Grants & Donations Received

#### **Grants**

One grant was received from South Lanarkshire Councils community grant scheme in the preceding 12 months. This went towards the purchase of a new laptop.

#### **Donations**

No large scale donations were received, with only income from the beetling talk being recorded.

### 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. Temporary membership of ancestry was also taken out to facilitate war records research (£26) and 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 of £50 was paid out.

## **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. Fifty pounds income was received from the talk on beetling. Photograph sales amounted to £29

### **Expenditure**

The largest item of expenditure was under the heading of Web Development which hosting and the remainder of the web site development monies. Expenditure of £9 pounds was made on photograph printing.

## **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**

Only payments made were for the hire of the large hall for a public meeting talk on beetling. A slight increase from the previous year.

## **10. Training**

No formal training organised.