

Stonehouse Heritage Group

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



Tel. 07964010256.
Charity Number SC020826.
info@stonehouseheritage.co.uk

ANNUAL REPORT AND ACCOUNTS

FOR THE

YEAR ENDED 31ST OCTOBER 2015

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 1st November 2014 to 31st October 2015.

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 in December 2014 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

Chairman:	Mr Robert Freel 75 Lockhart Street Stonehouse
Vice Chairman:	Mr J Rogers 4 Toddlaw Way Stonehouse
Secretary:	Mrs J Gilmour
Treasurer:	Mr James Monie Hill Road Stonehouse

*Unfortunately our Vice Chairman Mr Rogers passed away suddenly.

Mr Rogers was the main researcher on World War 1 who was compiling a list of service records for the personnel who enlisted.

The AGM attendance numbers are falling with only local members (those from Stonehouse) being in attendance. Going forward the group will have to encourage membership or re-look at its constitution to address the management and committee structure as well as encouraging new local members.

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. A further grant application for under £5,000 was submitted to the Heritage Lottery to assist in the inclusion of the world war one researched information onto the group's website as well as assist in a mini exhibition of the information obtained, however due to strict criteria imposed by the Heritage lottery fund and the lack of available resources to commit to work on and to meet the criteria it was agreed that our submission be withdrawn.

Website Sub Committee

The website subcommittee of Robert Freel, and James Monie did not meet during the year.

Robert Freel met with the web designer to discuss the issues on functionality that was being experienced. A plan of action was agreed and the majority of changes were carried out however the site is still slower than expected.

Web hosting has not been invoiced in the past year despite repeated emails regards this. The chair has written to the University of West of Scotland and Glasgow Caledonian to investigate if any students as part of their honours year in web development would be interested in taking on our website as a project however to date no response has been received.

Oral History Sub committee

No meetings were held in the previous year.

1.4 Main Activities of the Group during 2014-2015

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 still working towards a mini exhibition of World War 1 stories concerning residents of Stonehouse who fought or lost their lives in the Great War. However this has been delayed due to the sudden death of our main researcher J Rogers

The resource room has been manned every third Saturday however Mr Rogers (up until his sudden death) and Chairman were still manning it **every** Saturday. Contact details have been left with Stonehouse Library Staff as well as community hall staff in order that they can contact a member of the group during weekdays or when no one is in attendance.

1.4.2 Web Site Development

The new site whilst being live has undergone a number of changes to increase functionality however more work is required and the group will work toward this although no dates can be provided. Additional page information has been uploaded along with more photographs.

1.4.4 Meetings/Talks

The group held eight meetings during 2014-2015. The group did not provide any public talks in the previous year although the groups projection equipment has been loaned to local individuals, groups and previous members to allow them to provide talks.

1.4.5 Newsletter and Booklets

No newsletters have been written and printed, due to research into the Great War records. Booklets sales from existing stocks have been minimal

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 photographs 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 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.

1.4.9 Digitised Records

No books were digitised; however photographs and information still continue to be scanned. A small pamphlet of the Stonehouse Auxiliary Bible Society from 1815 was passed to the group and digitised.

1.4.10 Colour Printer

The group purchased a new colour laser printer with the grant funding obtained from the South Lanarkshire Community Grant. This has been used to print service records of World War 1 personnel with over 2000 individual sheets printed. Toner cartridges will be required in the forthcoming year.

1.4.10 Donations Physical

The group received a donation of a pamphlet dated 1815 for the Stonehouse Auxiliary bible society and a copy of Robert Naismiths book on Stonehouse Historical and Traditional was also received from Mrs Cooper of Bothwell.

1.5 Membership of the Group

Membership is split between those joining locally and those who subscribe to our website. This preceeding year has seen all membership being inserted under web membership although it was paid locally. Group membership had begun to fall with membership standing at around fifty members. Some work will be required to be done to retain existing members and to encourage previous members to re-join. A letter over the Christmas / New Year period will be issued to try and encourage membership.

The trend appears to be that new members tend to join to search for specific family history information whist 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

Following discussions with the Community Halls management the group has secured a move to another room in the hall which gives the group better access and makes it less intrusive on social work staff. An agreement has been reached with the leisure centre management as to the use of the room and to what information and cupboard space can be transferred and utilised. This move was carried out in January / February on this year.

Wireless access is still an issue and this has been raised with the halls management.

1.6.6 Familiarisation with Records

The group will continue to work towards providing information on its records to members and will also promote this locally.

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 to Day Month Year
1st November 2014 to 31st October 2015

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:

Name:

Paul McNeill
PAUL McNEILL

Date:

4/1/16

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

CIPFA ACCOUNTANT

Address:

31 GARCRANE 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
31ST October 2015**

INCOME AND EXPENDITURE ACCOUNT FOR STONEHOUSE HERITAGE GROUP (SCO20826)
12 MONTHS ENDED 31ST OCTOBER 2015.

<u>INCOME</u>	<u>Notes</u>	<u>2015</u>	<u>2014</u>
Membership Web	7	£576.00	£830.00
Membership Ordinary	7	£0.00	£50.00
Bank Interest		£1.41	£1.48
Donations	5	£44.00	£50.40
Photographs		£0.00	£37.65
Advertising		£0.00	£0.00
ROW booklet	4	£12.00✓	£0.00
St ninians booklet		£0.00	£1.00
Misc.		£0.00	£33.67
Grants: SLC	2 & 5	£600.00✓	£300.00
		<u>£1,233.41</u>	<u>£1,304.20</u>

<u>EXPENDITURE</u>			
Stationary	9	£24.95✓	£10.83
Postage		£0.00	£6.80
Hall Let	10	£0.00	£27.60
Group Memberships	6	£25.00✓	£50.90
Newsletter		£0.00	£30.00
Miscellaneous	7&8	£76.99✓	£273.47
Talks		£0.00	£0.00
Web Development	3	£0.00	£775.00
Training	11	£0.00	£0.00
<u>Grants</u>		£292.98✓	£550.00
Photographs		£0.00	£8.95
		<u>£419.92</u>	<u>£1,733.55</u>

Excess / Deficit for Period	£813.49	-£429.35
Accumulated Fund B/Fwd	£3,317.70	£3,747.05
Adjustment to Accumulated fund	£0.00	£0.00
Total Accumulated Fund C/Fwd	<u>£4,131.19</u>	<u>£3,317.70</u>

ACCUMULATED FUND AS AT 31ST OCTOBER 2015

	<u>ASSETS</u>
BANK	£4,090.63✓
CASH IN HAND	£40.56✓
	<u>£4,131.19</u>

Financial Examiners Report

I have examined the accounts of Stonehouse Heritage Group for the period ended 31st October 2015. 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 31-10-2015.

Signed..... *Paul McNeill* Date..... *4/1/2016*

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

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

SHG Chairman	<i>Robert Grech</i>(R Grech)	Date	<i>7/3/2016</i>
SHG Secretary	<i>John Gilmour</i>(J Gilmour)	Date	<i>7-3-2016</i>
SHG Treasurer	<i>John Monie</i>(J Monie)	Date	<i>7-3-2016</i>
SHG Vice Chairman(J Rogers) *	Date

* Vice chair passed away during the year and not replaced

NOTES TO THE ACCOUNTS FOR THE YEAR END 31ST OCTOBER 2015

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

One grant received in October 2015 has still to be disbursed. This was sought for presentation boards to facilitate the display of exhibition materials.

3. Related Party Transactions

No invoices were received in respect of Web hosting despite the group chasing for these.

4. Income

The majority of the group's income comes from membership which includes a corporate membership taken out by South Lanarkshire Leisure & Culture for Stonehouse and Hamilton Libraries at £100.00. Rights of Way Booklets brought in £12.00.

5. Grants & Donations Received

Grants

Two grants were received from South Lanarkshire Councils community grant scheme in the preceding 12 months. Both were under different council financial years. The first grant was used to purchase a colour laser printer and paper.

Donations

One large donation of £44.00 was received.

6. Expenditure

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 £15. No donation was made to the local Gala group in the preceding year.

7. Governance Costs

Independent examiners fee of £50 was paid..

8. Miscellaneous costs

Expenditure

The largest item of expenditure was chocolates for the library and hall staff, bought as a thank you for assisting the group in the preceding year. A DVD was also purchase which provided a detailed account of World War 1 events

9. Stationery (Newsletters & Publications)

Magic Whiteboard sheets £24.95 were bought as a trial to assess the presentation of exhibition information directly to walls within the local hall without the need to purchase additional equipment.

10. Hall Lets

With no requirement to hire a hall for meetings expenditure on this has been decreased. Only payments for the hire a large hall for a public meeting talk would be chargeable.

11. Training

No formal training organised.