

Stonehouse Heritage Group

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ANNUAL REPORT AND ACCOUNTS

FOR THE

YEAR ENDED 31ST OCTOBER 2016

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 2015 to 31st October 2016.

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 2016 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:	Not filled
Secretary:	Mrs J Gilmour
Treasurer:	Mr James Monie Hill Road Stonehouse

*No volunteers for the post of vice chairman

The AGM attendance numbers were quorate however the group actively will try and seek local member attendance at 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 continue to make applications to South Lanarkshire Council (SLC) community grants fund whenever previous grant expenditure was completed and confirmation of this was passed to SLC.

Treasurer Mr James Monie, working with the business association submitted a Heritage lottery grant form which was looking to set up a heritage trail, complete work on the website as well as provide capacity building.

The group await the outcome of this application Group member and Treasurer James Monie will monitor and feedback to the group on the application. The application was ambitious and sought around £20,000 funding for the project.

Website Sub Committee

No meetings of subcommittee however the Chairman has undertook to deal with the website issues and development and will report back to the Trustees.

The membership subscription module of word press within the website stopped working and a consequence no one could sign up for membership of the group. As a consequence of this we were require to purchase a new module however as part of the purchase we decided to negotiate a transfer to a new hosting company called Digital routes who undertook to update and check some of the elements that were not functioning as they should.

The Historical data menus of the site were written in PHP and contained on a separate server resulting in time delays when retrieving the information. It was hoped that these time delays may reduce following the move.

The transfer was difficult due to the size of the data contained on the website, as well as ensuring that the links to other pages and data on PHP was working. This work cost £400 although the server hosting costs remain the same.

The group has given up on our offer of offering our website as an opportunity for final year students to develop as part of their course work. No information received from either the University of West of Scotland or Glasgow Caledonian University.

Oral History Sub committee

No meetings were held in the previous year.

1.4 Main Activities of the Group during 2015-2016

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 of interest. This information is then sent on to the persons requesting the information.

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. This is being scheduled for 2018 the final year of the war centenary

The Chairman is still manning the resource room every Saturday, although the resource room has been let out to elected members on the third Saturday of the month. On the odd occasion when he has been unable to attend 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.

1.4.2 Web Site Development

As previously indicated a transfer of the web hosting company took place as well as a number of upgrades to the various pages and back group themes.

Contact has been made with a local developer and although she has no experience of word press she has offered to carry out changes to the website starting on the School photographs. This will involve having to develop a different way of displaying the names and photograph as well as offering a name search facility. It is hoped that this will all be transferred over by July 2017 and work will be phased by each decade starting with the early 1910-20 photographs and then working our way up to the more recent 1960 and 1970's.

If the method of how this is done proves to be successful then the war records and cemetery records could also be moved to be fully incorporated within word press.

1.4.4 Meetings/Talks

The group held nine meetings during 2015-2016. The group also provided one film show with another due to take place in November 2016. These slide shows are organised to entice members of the public to attend with a view to possibly attracting them as members as well as the possibility of them donating photographs or providing interesting information on the village.

The Chairman provided a small talk to a family gathering of the Sorbies (around 30 from across the world) at the Radstone hotel near Larkhall. The talk was centred on the St Ninians Kirkyard incorporating the Sorbies known to have been interred in the graveyard as well as describing the symbols and details of the old gravestones contained within it

1.4.5 Newsletter and Booklets

No newsletters have been written and printed in the past year although local historian and member John Young has written a book on Glassford.

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 forum changed names throughout the previous year now becoming known as the Lanarkshire Heritage forum.

The chair of Stonehouse Heritage Group has moved from his tenure as chairman to Vice chairman of the forum.

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 and wish to take this project forward. To date no members are interested in this project.

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 large number of 35mm Slides (over 3000) were received and work is continuing to identify areas of Stonehouse within these slides with a view to putting on a further slide show. These slides when collated will also be digitised and held on record.

1.4.10 Colour Printer

The group used its last community grant to purchase a new colour and black toner for the laser printer to allow further printing of war records and other research materials.

1.4.11. Graveyard Project

In February of 2016 the group worked in partnership with Clyde and Avon Valley Landscape Partnership (CAVLP) in running a gravestones symbols recording weekend as well as trying out 3D software for recording photographs of the symbolic gravestones. A possible future project would be to buy the software and record some of these stones in 3D.

Unfortunately the weather over the recording weekend was very stormy with rain showers; however a number of volunteers attended this event and it was classed as a successful event.

The group are continuing to work with CAVLP and graveyard consultant Susan Buckham regards conservation of the stones as well as how best to present this information in the future. It is hoped that in the coming year we will have a system or process developed which will work in collaboration with other local groups interested in maintaining their local cemetery / Kirkyard.

Work also commenced on cleaning the old gravestones in the old St.Ninians kirk-yard in September with a view to re-checking the gravestone inscriptions as well as taking digital photographs of the 400 plus grave stones. Consumables were purchased to commence this project with all stones now cleaned leaving around 50% of the inscription checking to be carried out as well as all stones to be photographed and digitised.

1.4.12 Facebook

The group undertook to create a Facebook page at the end of January 2016 with the assistance of some new members. The Facebook page is a closed group which allows members to be screened before being provided access to the group. Just below 290 members have joined the closed group in the previous 12 months and a number of new pictures and information has been uploaded and made available. The Facebook page has also provided a communication forum for members overseas.

1.4.13 Donations Physical

The group received a donation of old barber's hair cutters and a camera as well as a framed tray of the play chute within the alexander Hamilton Memorial park in Stonehouse.

Cash to the value of £75 was also received from local groups.

1.5 Membership of the Group

Membership is split between those joining locally and those who subscribe to our website. This preceding year has seen all membership being inserted under web membership although it was paid locally.

Group membership has risen slightly over the year. Work is on-going to retain existing members and to encourage previous members to re-join. A letter over the Christmas / New Year period was issued via Mail chimp thanking members past and present for their support and seeking they re-join.

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

The room now occupied has had no problems in its use and is easily accessible to those seeking out a member for local information on family history. Wireless code access has been an issue over the past year and is still a problem.

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. During the year local member And Treasurer Jim Monie worked with the local business association to research past business in the village and provide a talk and slide show to pupils of Stonehouse primary school on the businesses contained within the village past and present.

It is hoped that more projects like this can be worked in collaboration with other groups.

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	2015	to	31st	October	2016

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:

16/1/17

Name:

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

CPFA QUALIFIED ACCOUNTANT - JUNE 2005

Address:

31 CATGRAVE AVENUE
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 2016**

**INCOME AND EXPENDITURE ACCOUNT FOR STONEHOUSE HERITAGE GROUP (SCO20826)
12 MONTHS ENDED 31ST OCTOBER 2016.**

<u>INCOME</u>	<u>Notes</u>	<u>2016</u>	<u>2015</u>
Membership Web	7	✓ £538.00	£576.00
Membership Ordinary	7	✓ £172.00	£0.00
Bank Interest		✓ £1.88	£1.41
Donations	5	✓ £75.00	£44.00
Photographs		£0.00	£0.00
Advertising		£0.00	£0.00
ROW booklet	4	✓ £17.00	£12.00
St ninians booklet		£0.00	£0.00
Misc.		✓ £64.80	£0.00
Grants: SLC	2 & 5	£0.00	£600.00
		<u>£868.68</u>	<u>£1,233.41</u>

EXPENDITURE

Stationary	9	✓ £3.91	£24.95
Postage		£0.00	£0.00
Hall Let	10	✓ £21.30	£0.00
Group Memberships	6	✓ £34.98	£25.00
Newsletter		£0.00	£0.00
Miscellaneous	7&8	✓ £121.17	£76.99
Talks		£0.00	£0.00
Web Development	3	✓ £400.00	£0.00
Training	11	£0.00	£0.00
<u>Grants</u>		✓ £325.00	£292.98
Photographs		£0.00	£0.00
		<u>£906.36</u>	<u>£419.92</u>

Excess / Deficit for Period		-£37.68	£813.49
Accumulated Fund B/Fwd		£4,131.19	£3,317.70
Adjustment to Accumulated fund		£0.00	£0.00
Total Accumulated Fund C/Fwd		<u>£4,093.51</u>	<u>£4,131.19</u>

ACCUMULATED FUND AS AT 31ST OCTOBER 2015

	<u>ASSETS</u>
BANK	£4,032.51 ✓
CASH IN HAND	£61.00 ✓
	<u>£4,093.51 ✓</u>

Financial Examiners Report

I have examined the accounts of Stonehouse Heritage Group for the period ended 31st October 2016. 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 31-10-2016.

Signed..... *Paul McMillan* Date..... *16/1/17*

Company/Designation..... *SPT CPFA qualified*

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

SHG Chairman	<i>R. del Freal</i>(R Freal)	Date..... <i>21.1.17</i>
SHG Secretary	<i>J. Gilmour</i>(J Gilmour)	Date..... <i>26.1.17</i>
SHG Treasurer	<i>J. Monie</i>(J Monie)	Date..... <i>21.1.17</i>
SHG Vice Chairman(.....)*	Date.....

* No local members for this position

NOTES TO THE ACCOUNTS FOR THE YEAR END 31ST OCTOBER 2016

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

Grants carried over have now from the previous year have not used in the purchase of presentation boards to facilitate the display of exhibition materials and the purchase of printer consumables.

3. Related Party Transactions

Web development and hosting transferred to a company called Digital Routes.

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 Libraries at a cost £40.00. A reduction from previous year when a number of local libraries held access. Sales of Rights of Way Booklets at £17.00 and Slide show income of £65.00

5. Grants & Donations Received

Grants

No grants received between October 2015 and October 2016

Donations

Donations of £75.00 were received.

6. Expenditure

Grants & Donations Made

The Group has taken out membership of the South Lanarkshire Museums Forum (£15) now known as Lanarkshire Heritage Forum (LHF) and also Lanarkshire Family History Society £10.

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 Web development followed by Graveyard consumables which were required for the cleaning project being undertaken and consisted mainly of coconut bristle brushes and suede brushes chocolates for the library and hall staff, bought as a thank you for assisting the group in the preceding year.

9. Stationery (Newsletters & Publications)

Minor purchases of consumable items

10. Hall Lets

Only payments for the hire of a large hall for a public meeting regarding slide show talk were chargeable.

11. Training

No formal training organised.