

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 2018

PREPARED FOR

OFFICE OF THE SCOTTISH CHARITY REGULATOR

Robert Greel
4/3/19.

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 2017 to 31st October 2018.

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 using standard means of leaflets and booklets, its website and group Facebook. It will 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 / family history, research in any field concerning Stonehouse. The group will provide support in any research matter and may assist with funding with the only constraint being that the group receive a copy of the research and where we have provided funding the copyright is shared with the group and the group are acknowledged in any future publications.

The group is governed by its constitution which was amended and adopted at an Extraordinary General Meeting (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 / January 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 January 2017 which was carried forward from December 2016 due to insufficient members being available to form a quorum, 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 Andrew Fraser Hill Road Stonehouse
Secretary*:	Not filled
Treasurer:	Mr James Monie Hill Road Stonehouse

*No volunteers for the post of Secretary, although previous secretary intimated she would still assist in taking minutes or writing correspondence when required.

The AGM attendance numbers were quorate.

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 and any other member could make applications for grants provided they update members at the next available meeting and 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.

Website Development -Sub Committee

No meetings of the subcommittee took place in the preceding year however the web site encountered a problem with its website membership app. The app had ceased to work and membership could not be obtained via the web site although a potential user / member could create a username. Following discussions with the web hosting company they raised a repair / ticket with the application developers.

The result of this required that the group repurchase a later version of the app to allow it to function properly with the website and later versions of Paypal ensuring that the link between PayPal and the group's web membership app operated properly. It would appear that the version of the app being used had not been upgraded as the group downloaded other apps which were more up to date.

A trial page for the St Ninians Kirkyard memorial inscriptions with photographs was uploaded to the web site which linked the 15 gravestone photographs and allowed members to view and search and provide feedback. From the feedback provided, it would appear that the page function well and this will be fully developed and added to the website in the coming year 2018-2019.

Oral History Sub committee

No meetings were held in the previous year.

1.4 Main Activities of the Group during 2017-2018

1.4.1 Family History Information Searches

Another year brought forward a number of family history searches.

The group corresponded with various families from overseas and provided information on family members that had previously originated from Stonehouse.

Helen Sinclair from New Zealand was interested in the Burns Family who were previous proprietors of the Cross Keys Inn Stonehouse. Helen met with the group and the group assisted in her quest to put a small memorial stone at the location of the grave of Michael Burns. Helen also visited the Cross Keys inn and was joined by her daughter and grandchild.

Kirkland-Hamilton families sought information on one of the many Hamilton Families that stayed in the area. Information was provided.

Nancy Sauls: - Contacted the group seeking information on the Weir Family who stayed at a farm near Lower Kittymuirhill called Glenavon, copies of a map of the area and details were passed on.

A number of emails were also received in the run up to our war project providing further information on a number of men who had served, survived or died during the Great War thus providing more information on families from Stonehouse.

1.4.2 Web Site Development

As previously indicated a trial graveyard page was uploaded to our web page that allowed gravestone images to be displayed beside the gravestone inscriptions. This appears to have worked well and will now be worked on to upload all digital graveyard photographs and link them to the grave number and inscription. Over 400 photographs will have to be uploaded and individually linked to the inscription.

School photographs have been updated throughout the year as names and additional photographs have been provided to the group.

1.4.3 Meetings/Talks/ Exhibition

The group held ten meetings during 2017-2018.

Local historian John Young who is a member of the group has been leading local walks in and around the village and also provided a number of talks to groups out with the village.

The group are actively working on a Great War exhibition which will feature over the remembrance weekend and link with the local church event. It will feature individual stories and details of men who fought and survived the Great War as well as those who did not return. It will feature items of village life during the war period (1914-1918) as well as what women did during the war.

Both local primary schools have been invited, and the group are collaborating with other local history groups and museums from across Lanarkshire to borrow and display artefacts about the Great War.

1.4.4 Newsletter and Booklets

No newsletters have been written and printed in the past year.

1.4.5 Lanarkshire Heritage Forum.

The group still remain an active member of the forum and actively take part in the forums activities. A member has attended all but two meeting throughout the year holding one of the meetings at Stonehouse.

1.4.6 Video Equipment

To date no members are interested in carrying out any video projects.

1.4.7 Bookbinding

No book binding was carried out in the preceding year.

1.4.8 Digitised Records

No books were digitised.

The group continue to scan and digitise a large number of photographs, negatives and slides donated to the group. They have been categorised where possible to family names although lots are unknown and have been consigned to the miscellaneous unknown files.

Throughout 2018-2019 these will be uploaded to our Facebook group page to establish if anyone recognises anyone in the photographs.

1.4.9 Graveyard Project

Over the year the group has participated in a number of CAVLP organized events one being in Stonehouse. The Stonehouse event was organized by CAVLP and Northlight Heritage and led by well know graveyard expert Susan Buckram. Susan specialises in the interdisciplinary study of historic graveyards, with a particular focus on Scottish burial sites of the post-Reformation period. And draws on 20 years of experience in graveyard recording, conservation, research and interpretation.

The local event consisted of a field walking resistivity study of the land at the side of the St Ninians Kirkyard trying to discover a tunnel that had been reported a number of years earlier and backed up by two separate sources. Attendance at the event was excellent with a number of local members attended with many other people who had seen it advertised on Facebook. Some of those attending travelling from as far as Perth and other areas to attend.

Susan also provided a guided walk around the Manse road cemetery outlining the history and layout stating that the group should write to the council authority to preserve various aspects of the site. This was followed up by the chair writing a letter to South Lanarkshire council.

Results of the resistivity study were inconclusive however Northlight were hoping to organise another event in the next financial year.

Work continues on cleaning the old gravestones in the old St. Ninians's kirk-yard.

A new spread sheet will be created to incorporate manse road cemetery and commence photographing the grave stones.

1.4.10 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. Group membership is now at 698 members and continues to be a great resource for obtaining information on old photographs, checking facts and unearthing new photographs

The Facebook has been found to be a great medium for communicating with overseas members and anyone with a link to Stonehouse.

1.4.11 Donations Physical

The group received a donation of two books by local author from the 1970's John B Park called 100 sonnets and poems.

Cash to the value of £25 was also received from Helen Sinclair from New Zealand when she visited the group.

1.4.12 Double Dykes and other archaeological sites

The site at Double Dykes which was surveyed in the previous year was still on the list of sites that CAVLP and Northlight Heritage had identified as being one they would like to follow up by organising an archaeological dig. The site could uncover a potential iron age fort. It was hoped that in 2019 this would be arranged.

Group members would be asked to participate in dig as they had participated at other digs held by Northlight Heritage.

1.5 Membership of the Group

Membership is currently at 52 members.

Work is on-going to retain existing members and to encourage previous members to 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. The new list of WW1 participants as well as those who lost their lives will be uploaded during the 2018-2019 year.

1.6.2 Video Recording Projects

On hold at present

1.6.3 Scanning and Digitising Records

Funding will continue to be sought, and research on other areas for inclusion on the website. Where small items or photographs can be scanned locally they will be scanned and categorised and uploaded to the website.

1.6.4 Premises (Resource Room)

Wireless access at the room continues to be an issue with the system having intermittent faults.

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. The girl guides have currently made contact with a view to working with them on family history.

The local schools will be sending their Primary 7 class to our Great War event.

Manse road cemetery project will commence.

The information held on World War 2 will be expanded similar to the Great War information and files will be created for every man and woman.

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.

APPENDIX 3



Independent examiner's report on the accounts							v2
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
	01	11	2017		31	10	2018
Set out on pages							(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*]

- 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

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

Signed:

Paul McMillan

Date:

14/1/19

Name:

PAUL McMILLAN

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

CPFA ACCOUNTANT

Address:

31 CAROLINE AVENUE
BAILLIEBURN
GLASGOW
G69 7LP

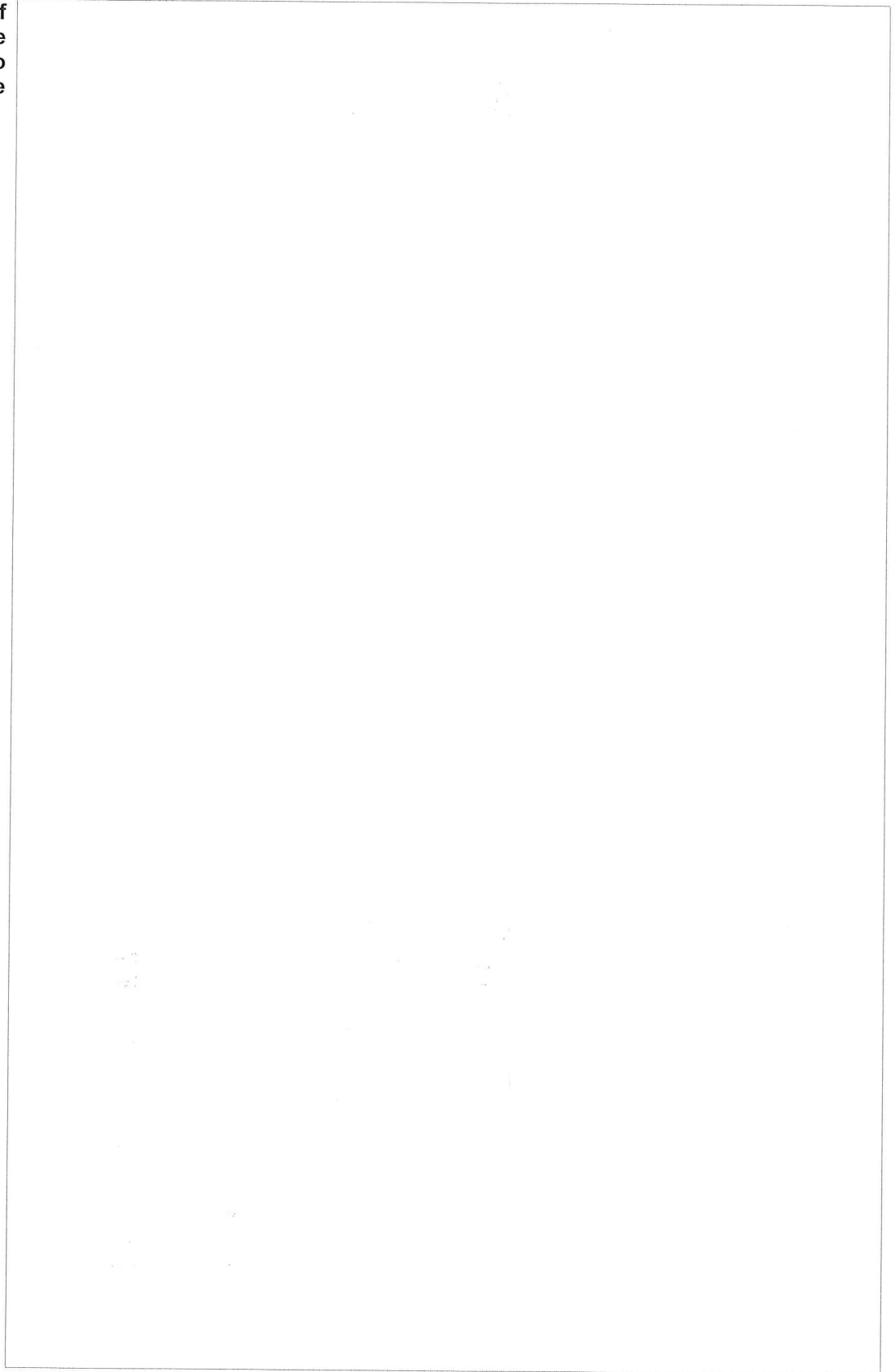
*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose

A large, empty rectangular box with a thin black border, intended for the user to provide details of items to be disclosed. The box is currently blank.

**3 STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED
31ST October 2018**

INCOME AND EXPENDITURE ACCOUNT FOR STONEHOUSE HERITAGE GROUP (SCO20826)
12 MONTHS ENDED 31ST OCTOBER 2018

<u>INCOME</u>	<u>Notes</u>	<u>2018</u>	<u>2017</u>
Membership Web	4	£396.00	£571.00
Membership Ordinary	4	£50.00	£111.00
Bank Interest	4	£2.25	£2.09
Donations	5	£25.00	£35.00
Photographs	4	£20.00	£0.00
Advertising	4	£0.00	£0.00
ROW booklet	4	£18.00	£23.00
Misc.	4	£77.35	£206.79
Grants: SLC	2,5	£200.00	£250.00

<u>£788.60</u>	<u>£1,198.88</u>
----------------	------------------

EXPENDITURE

Stationary		£0.00	£0.00
Advertising		£0.00	£25.00
Hall Let		£0.00	£78.80
Group Memberships	6	£25.00	£25.00
Newsletter		£0.00	£0.00
Miscellaneous	6	£213.04	£146.50
Talks		£0.00	£0.00
Web Hosting & Development	3	£233.35	£210.72
<u>Grants</u>	2,5	£377.07	£63.96
		<u>£848.46</u>	<u>£549.98</u>

Excess / Deficit for Period	-£59.86	£648.90
-----------------------------	---------	---------

Accumulated Fund B/Fwd	£4,742.41	£4,093.51
------------------------	-----------	-----------

Adjustment to Accumulated fund	£0.00	£0.00
--------------------------------	-------	-------

Total Accumulated Fund C/Fwd	<u>£4,682.55</u>	<u>£4,742.41</u>
------------------------------	------------------	------------------

ACCUMULATED FUND AS AT 31ST OCTOBER 2018

	<u>ASSETS</u>
BANK	£4,424.43
CASH IN HAND	£258.12
	<u>£4,682.55</u>

Financial Examiners Report

I have examined the accounts of Stonehouse Heritage Group for the period ended 31st October 2018. 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 31-10-2018.

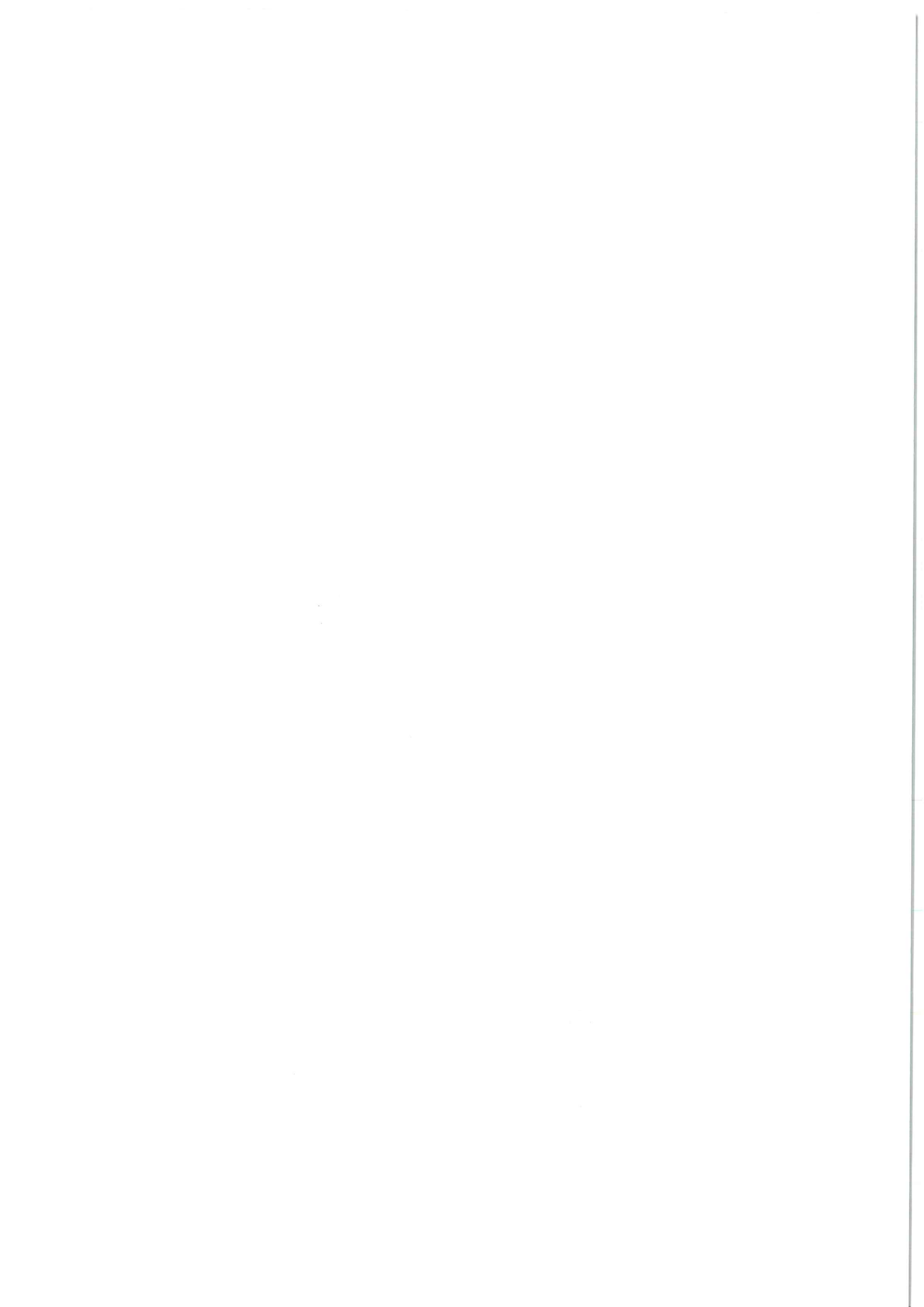
Signed..... *Paul Mitchell* Date..... 14/1/19

Company/Designation..... ACCOUNTANT CPFA

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

SHG Chairman	<i>Robert Freel</i>R Freel	Date	<i>14-1-19</i>
SHG Secretary	*Vacant	Date
SHG Treasurer	<i>J Monie</i>J Monie	Date	<i>14-1-19</i>
SHG Vice Chairman	<i>A Fraser</i>A Fraser	Date	<i>21-1-19</i>

* No local members for this position



4 NOTES TO THE ACCOUNTS FOR THE YEAR END 31ST OCTOBER 2018

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 and membership app for website. Web hosting spanned two financial years.

4. Income

The majority of the group's income comes from membership which includes ordinary membership which is paid locally or via the website through PayPal. A summary of the main income is as follows

Total Membership income £446.00

Sale of Photographs £20.00

Rights of Way booklets £18.00

Repayment of membership application double charged £77.35

5. Grants & Donations Received

Grants

Grant received for £200.00 from South Lanarkshire council community grants.

Donations

Donation of £25.00 from overseas visitor

6. Expenditure

Grants & Donations Made

Grant monies donated in 2016-2017 and carried forward in 2017-18 along with grants obtained in 2017-2018 were spent on Adobe Acrobat Pro and membership of British Newspaper archive.

Total spent was £377.07

The Group has taken out membership of the Lanarkshire Heritage Forum (formerly South Lanarkshire Museums Forum) (£15) 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 recorded under miscellaneous expenditure.

8. Miscellaneous costs

Expenditure

Miscellaneous expenditure of disaster recovery, accountant and transfer of video to DVD and a banner for our Great War event totalled £213.00

9. Stationery (Newsletters & Publications)

No purchases made

10. Hall Lets

No Hall lets in the financial year

11. Training

No formal training organised.