

Stonehouse Heritage Group

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ANNUAL REPORT AND ACCOUNTS

FOR THE

YEAR ENDED 31ST OCTOBER 2019

PREPARED FOR

OFFICE OF THE SCOTTISH CHARITY REGULATOR

Robert Green 8/1/2020.

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 2018 to 31st October 2019.

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 (Lanarkshire) 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 Held on 7th January 2018 which was carried forward from December 2017 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:	Robert Freel
Vice Chairman:	Alison Alder
Secretary:	Tom Gillespie
Treasurer:	James Monie

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. 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.

A grant for financial year 2018-2019 was successfully paid by SLC in April 2019 and a further grant to SLC in financial year 2019-2020 was also made and received.

A grant application was also made to Heritage lottery fund to fund a community archaeological dig at a local site; however the group were notified in October 2019 that they were unsuccessful in this bid.

Website Development -Sub Committee

No meetings of the subcommittee took place in the preceding year however the web site

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, the remainder of the 400 plus gravestone photographs taken prior to 2006 were uploaded and it would appear that this page is a success.

Photographs of gravestones taken in 2016-2017 will also be uploaded to the website to replace previous photographs and show the most recent.

Oral History Sub committee

No meetings were held in the previous year.

1.4 Main Activities of the Group during 2018-2019

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.

- Scott Young from University of Maryland dropped into Stonehouse whilst researching McInnes ancestors from Stonehouse. Information held by group was passed on.
- Fiona Burlingham sought information on Rogers's family.
- Edward Thomson sought information on Thomson family inscriptions.

- Research carried out on behalf of Mr Lockhart regards King family.

Great War research has also continued following information being received from family members researching Great War and additional enlistees who survived the war were also discovered.

1.4.2 Web Site Development

As previously indicated a trial St Ninians graveyard page was uploaded to our web site that allowed gravestone images to be displayed alongside the gravestone inscriptions. This has worked well and we now have over 400 gravestones linked to inscriptions.

Work has commenced on pulling together the manse road inscriptions which also has around 500 graves and this will be added to the website sometime in 2020.

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

Currently speaking with a company with regards software to be able to digitally map the Old St. Ninians cemetery however early indications are that the project is too small.

1.4.3 Meetings/Talks/ Exhibition

The group held ten meetings during 2018-2019.

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 within and out with the village.

The Great War exhibition which was held in November 2018 was a great success with donations of £112 being received. This money was in turn donated to combat stress a charity that deal with veterans who suffer from combat stress.

Primary schools attended the event and were presented with a free Stonehouse Heritage group bag filled with pencils, pens erasers, rulers and highlighters.

1.4.4 Newsletter,leaflets and Booklets

An information leaflet was produced to coincide with the installation of a new interpretation board for St Ninians Kirkyard. Local member Shona Maclean was instrumental in pulling together the information supplied from members and compiling the leaflet. 400 leaflets have been purchased and distributed to other local history groups in Lanarkshire and made available around the village.

A new group information leaflet is currently in the planning stage to celebrate the groups Pearl anniversary (30 years) and work on this will be commenced during 2020.

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.

As new information is received via our Facebook page it is added to the corresponding information file.

1.4.9 Graveyard Projects

A follow up event was held in Stonehouse and then followed by a workshop on interpretation of digital photograph of gravestones using specialist software. This was organised by Archaeology Scotland and facilitated by Stonehouse Heritage Group.

The installation and launch of the St Ninians Kirkyard information Panel and leaflet also took place and was publicised locally.

A project to mark all gravestones in the St Ninians Kirkyard in line with the map produced by John Young was also carried. Numbers discs (1-500) were purchased and these were fixed discreetly to the gravestones allowing visitors to identify gravestones.

Work continues on the St Ninians Kirkyard with the possibility of obtaining GPS locations to mark the stones and the future possibility of being able to produce a digital map with each gravestone marked with additional details.

A new spread sheet has been commenced to incorporate Stonehouse Cemetery inscriptions and commence photographing the grave stones. This spreadsheet will also include details of lair holders and burials with no gravestone markers.

1.4.10 Facebook

The Facebook group page membership is now over 850 and continues to grow. It still proves to be a great resource for obtaining information on old photographs, family history, checking facts and unearthing new photographs.

The Facebook page has also 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 £50 from George Kennedy of Carlisle and received £112 in donations over the weekend of the Great War event. The £112 was subsequently donated to combat stress.

A hand held scanner was donated to the group by Mr George Whitelaw.

1.4.12 Double Dykes and other archaeological sites

A Heritage Lottery Fund application was submitted to obtain funding to organise and run a community archaeological dig. The total cost was just over £9000. Unfortunately the application was not successful and the group will look to re-submit.

Group members found it disappointing that the application was rejected especially as information is restricted to word counts per section.

1.5 Membership of the Group

Membership is currently at 62 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.

A pre application summary was submitted to Banks Kypemuir community partnership fund to establish if we could be considered.

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)

No issues with wireless access at the resource room.

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. A list of all resources has been started and will continue to be compiled.

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. After replying to them no contact has been made.

The information held on World War 2 has been taken on by local member tom Gillespie and he continues to work on this however the lack of released records is causing some problems.

The Great War spreadsheet continues to be added too, with now over 271 names recorded.

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.

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		Day	Month	Year
	1st	November	2018	to	31st	October	2019
Set out on pages	9 - 13 12				(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*]						
	<p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> 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 <p>have not been met, or</p> <p>2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>						
Signed:	<i>G T Lammie</i>					Date:	16/12/19
Name:	G T Lammie						
Relevant professional qualification(s) or body (if any):	Retired Payroll Manager						
Address:	56 Wester Rd. Glasgow						

*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.

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**STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED
31ST OCTOBER 2019**

INCOME AND EXPENDITURE ACCOUNT FOR STONEHOUSE HERITAGE GROUP (SCO20826)
12 MONTHS ENDED 31ST OCTOBER 2019

	<u>Notes</u>	<u>2019</u>	<u>2018</u>
Membership Web	4	£704.00	£396.00
Membership Ordinary	4	£110.00	£50.00
Bank Interest	4	£2.38	£2.25
Donations	5	£162.20	£25.00
Photographs	4	£100.00	£20.00
Advertising		£0.00	£0.00
ROW booklet	4	£18.00	£18.00
St Ninians booklet	4	£8.00	£0.00
Misc.		£200.00	£77.35
Grants: SLC	2,5	£600.00	£200.00
		<u>£1,904.58</u>	<u>£788.60</u>

EXPENDITURE

Postage & Stationary	9	£189.10	£0.00
Graveyard project	8	£196.48	£0.00
Hall Let	10	£32.50	£0.00
Group Memberships	7,8	£105.97	£25.00
Newsletter		£0.00	£0.00
Miscellaneous	7,8	£461.14	£213.04
Talks		£0.00	£0.00
Web Development	11	£169.94	£233.35
Training		£0.00	£0.00
<u>Grants</u>	6	£305.40	£377.07
		£1,460.53	£848.46

Excess / Deficit for Period £444.05 -£59.86

Accumulated Fund B/Fwd £4,682.55 £4,742.41

Adjustment to Accumulated fund £0.00 £0.00

Total Accumulated Fund C/Fwd £5,126.60 £4,682.55

ACCUMULATED FUND AS AT 31ST OCTOBER 2019

ASSETS

BANK £5,091.63
 CASH IN HAND £34.97
£5,126.60

Financial Examiners Report

I have examined the accounts of Stonehouse Heritage Group for the period ended 31st October 2019. 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

Signed G.T. Lammie Date 16th DEC. 2019

Company Designation RETIRED PAYMASTER

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

SHG Chairman R. Freel (R Freel) Date 6/1/2020
 SHG Secretary T. Gillespie (T Gillespie) Date 06/01/20
 SHG Treasurer J. Monie (J Monie) Date
 SHG Vice Chairman A. A' der (A A' der) Date 6/1/2020

4 NOTES TO THE ACCOUNTS FOR THE YEAR END 31ST OCTOBER 2019

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

The SLC grant of £300 received in September 2019 has not been spend but will be used to purchase a new scanner.

3. Related Party Transactions

Web development and hosting carried out by a company called Digital Routes.

4. Income

The majority of the group's income comes from memberships, donations and grants. Memberships include ordinary membership which is paid locally or via the website through PayPal. A summary of the main income is as follows

Total Membership income £814

Cash in Hand to Bank £200

Sale of Photographs £100

Booklet Sales £26

Bank Interest £2

5. Grants & Donations Received

Grants

Grant received for £600 from South Lanarkshire council community grants.

Donations

A single donation of £50 from Mr Kennedy from Carluke.
Donations of £112 were received from visitors to the Great War event however this was in turn donated to Combat Stress charity.

6. Expenditure

Grants & Donations Made

Grant monies of £305 were spend during the year.

Donation of £112 to combat Stress

Membership of British Newspaper archive £56

Membership of LHF and LFHS. £25

Membership of VASLAN £25

7. Governance Costs

Independent examiners fee of £50 was paid recorded under miscellaneous expenditure.

8. Miscellaneous costs

Expenditure

Poppy Wreath £28

Table at event £10

Combat stress donation £112

Catering £39

Keys £14

Graveyard Project £196

9. Stationery (Newsletters & Publications)

Postage and Stationary, leaflet printing £189

10. Hall Lets

£32 for hall let (Hosting Lanarkshire Heritage Forum)

11. Web Hosting & Development

Hosting £120

Domain names £50

12. Training

No formal training organised.