

East Ayrshire Family History Society
Trustees Annual Report for the period 1st January 2019 to 31st December 2019

REFERENCE AND ADMINISTRATION DETAILS

Charity name	East Ayrshire Family History Society
Registered charity number	SC029609
Charity's principal address	c/o The Dick Institute, Elmbank Avenue, Kilmarnock, KA1 3BU

On the date of the approval of the 2019 Accounts and Trustees Report there were ten trustees

STRUCTURE, GOVERNMENT AND MANAGEMENT

Type of governing document

The Society is a charitable unincorporated association and the aims and administration arrangements are set out in the constitution.

Trustee recruitment and appointment

The affairs of the Society are managed by a Committee of up to twelve trustees. The constitution requires that the members of committee are appointed or reappointed at the Annual General Meeting. Between general meetings, if the number of trustees is below twelve, the committee have powers to co-opt a trustee or trustees to serve until the next Annual General Meeting.

OBJECTIVES AND ACTIVITIES

Charitable purposes

The charitable purposes of the Society are the advancement of education and the advancement of heritage, culture and the arts. The Society aims to promote the study of Family History in the area and to assist with research.

Summary of the main activities in relation to these objects

The Society publishes a Journal in April and August and a Bulletin in December which are sent to all members. Volunteers do their best to help members with their research and to direct non-members to sources of information. Local members are encouraged to come to the afternoon Workshops. Distant members are given assistance by passing on information from local resources. Enquiries can also be sent by email or posted on the online Members Forum. Meetings of the Society, which visitors are welcome to attend, are held on the second Thursday evening of the month from January to May and from September to December.

ACHIEVEMENT AND PERFORMANCE

Summary of the main achievements of the charity during the financial period

Monthly meetings

The subjects of the talks were as follows:

January	presentations by members
February	Edith Cavell
March	The Shawl
April	The Calico Industry in Kilmarnock
May	Growing up in Kilmarnock and The Valley
September	Kilmaurs and The Jougs
October	1955 plus 55 part 2
November	Ayrshire around the world

Workshops

Workshops were held on 32 Thursday afternoons during the year. Members have the opportunity to speak about their particular interests and research, to use the Society's resources and to socialise.

Projects

Following a request from Ayrshire Archives in 2018 we began the transcription of some historical Kilmarnock Academy Admission Registers and this is ongoing.

Following a visit to Craufurdland Castle, near Kilmarnock, the laird enquired if we could undertake the cataloguing of the estate papers, family correspondence etc. dating from the mid sixteenth century. A meeting was arranged to ascertain the details and extent of the project and to discuss how the work could be undertaken. Storage facilities were organised and shelving provided and the system of recording agreed, but the project will take several years to complete.

Outing

On 6th June 2019 twenty five members of the Society had a visit to Craufurdland Castle in Ayrshire. The Castle dates back to the 16th century and today it is a family home along with providing upmarket holiday accommodation. We were met and welcomed at the Castle by the laird. He gave us an architectural tour of the outside of the Castle before introducing us to his wife who then continued with the inside. The afternoon concluded with a Cream Scone Tea served in The Lairds Table restaurant within the estate. It was a very interesting and enjoyable afternoon.

Meetings and events attended by representatives of the Society during the year

Take A Bow Opportunity Centre Users' Group meetings on 27th February, 13th March, 26th March, 16th April, 7th May, 22nd May, 29th July, 9th October and 28th November

Creative Crafts Shows in SEC Centre, Glasgow, 7th - 10th March and 24th - 27th October

Ayrshire FHSs joint meeting in Portland Church Hall, Troon on 4th April

SAFHS Conference and Family History Fair in the Pulteney Centre, Wick on 27th April

AGM of the Ayrshire Federation of Historical Societies [AFHS] in in Abbey Hall, Kilwinning on 26th May

Take A Bow Opportunity Centre Open Days on 16th February and 28th September

South Ayrshire *History on Your Doorstep* in the Carnegie Library, Ayr on 15th June

Meet the Scottish Charity Regulator at the Marine Hotel, Troon on 25th June

FOLK Craft Fair in Galston Community Centre on 17th August

Lanarkshire Local History and Family History Fair in Motherwell Concert Hall on 5th October

SAFHS Council Meeting in Augustine Church, Edinburgh on 12th October

TAB Opportunity Centre Users' Group - EAFHS taster session on 16th October

AFHS meeting and Swap Shop in the Burns Club, Irvine on 20th October

Galston Kirk Session Registers 1568-1595 by Margaret Sanderson - book launch by the Scottish Record Society in Galston Parish Church Hall on 24th November

FINANCIAL REVIEW

Brief statement of the charity's policy on reserves

The Trustees review on a monthly basis the bank balance, receipts and payments and are aware of financial commitments such as room hire.

It is policy to hold at least a year's operating costs in reserve in general funds. Additional reserves allow expenditure on special items, events or projects to be considered.

Details of any deficit

There was a **surplus** of £869 for the year 2019. It should be noted that during 2019 the Society received a grant of £1170. In 2017 and 2018 there were deficits of £443 and £197 respectively.

Donated facilities and services (if any)

East Ayrshire Council continued to give free use of a room in The Johnnie Walker Bond, Strand Street, Kilmarnock for the monthly evening meetings until the accommodation there became unavailable in September 2019, when assistance was given enabling the meetings to be held in a community room in the North West Centre, Western Road, Kilmarnock.

A Community Worker from East Ayrshire Council assisted us and the other members of the Take A Bow Opportunity Centre Users' Group in applying for a joint grant to help offset the cost of hiring a room in the Take A Bow Opportunity Centre for afternoon workshops.

The charity benefits greatly from the voluntary services of its trustees in enabling it to provide services and maximise its charitable purposes.

OTHER OPTIONAL INFORMATION

Membership

At November 2019 the total membership of the Society was 133. The categories of membership were as follows: Life member 1, E-members 27, Overseas postal members 12, UK & Europe postal members 84 and 8 additional family members. These numbers are marginally fewer than at the same time the previous year.

Website

The Society website www.eastayrshirefhs.co.uk provides facilities for registered users to obtain or renew membership of the Society. It also permits any internet user to purchase publications from the extensive range in the website shop. Both of these facilities are of particular benefit and convenience to those who are geographically distant from our base in Kilmarnock. In the past year, approximately one third of our members arranged their membership and paid their subscriptions via the website.

In addition, registered users have online access to all back issues of our Bulletins and Journals and can participate in a discussion forum. At the present time, not much use is being made of the discussion forum and we are currently looking into ways by which usage might be increased. However, we are also considering whether other forms of social media might be a more appropriate platform for this activity.

Links with other societies

The Society is a member of the Scottish Association of Family History Societies [SAFHS] and is represented at their AGM and Council meetings.

The Ayrshire family history societies hold an annual joint meeting to hear a talk and to exchange information.

The Society is a member of the Ayrshire Federation of Historical Societies [AFHS] and sends representatives to their AGM and 'Swap Shop' meeting.

The Society has a good relationship with Kilmarnock and District History Group [KDHG] and with Cumnock History Group [CHG].

Approved by the Trustees and signed on their behalf

Date of approval 25/3/20

signed by the Chairman

Statement of Receipts and Payments
for the year 1st January 2019 to 31st December 2019

Receipts	2019	2018
	to nearest £	to nearest £
Donations and refunds	16	188
Trading receipts	474	221
Receipts from other charitable activities	2553	1674
Grants	1170	0
Other monies received	100	50
Total receipts to nearest £	£4313	£2133
Payments	2019	2018
	to nearest £	to nearest £
Trading payments	312	113
Payments relating directly to charitable activities	2647	1936
Purchases of assets	322	180
Donations and refunds	0	0
Governance costs: independent examination	55	55
Other payments	107	46
Total payments to nearest £	£3444	£2330
Surplus/deficit for year	£869	- £197
Gross Income	£4313	£2133

All funds are unrestricted

Please see the Notes to the Accounts on page 6
and the Additional Analysis and notes on page 7

Statement of Balances at 31st December 2019

Bank balances and cash in hand

	2019	2018
	£	£
Opening balance	14,871.11	15,068.02
Surplus / deficit for year	869.29	- 196.91
Closing balance	£15,740.40	£14,871.11

Funds

In Bank of Scotland account	15,826.58	14,861.27
In PayPal account	18.82	9.84
uncleared cheques	- 105.00	0.00
Total Reserves	£15,740.40	£14,871.11

All funds are unrestricted

Liabilities (to be met from general funds)

Amounts (to nearest £)	£25	£105
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Assets (estimated value, to nearest £)

Computers, printers and other equipment

Amount brought forward	600	559
less 25% depreciation	<u>- 150</u>	<u>- 139</u>
	450	420
plus additional items	<u>295</u>	<u>180</u>

745	600
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Cupboards etc and display stands

Amount brought forward	286	318
less 10% depreciation	<u>- 29</u>	<u>- 32</u>
	257	286
plus additional items	<u>12</u>	<u>0</u>

269	286
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Research resources – books, discs & fiche

Amount brought forward	514	571
less 10% depreciation	<u>- 51</u>	<u>- 57</u>
	463	514
plus additional items	<u>15</u>	<u>0</u>

478	514
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Stock - publications for sale and materials

368	550
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Total	£1860	£1950
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Approved by the Trustees and signed on their behalf

Date of Approval 25/3/20

signed by the Chairman and Treasurer

Notes to the Accounts

Nature and purpose of funds

Funds are held in a Bank of Scotland account. The Society also has a PayPal account so that income from membership subscriptions and publications can be received online and then transferred.

The purposes of the funds are –

- to cover routine operating costs;
- to allow for the purchase of new equipment as and when deemed necessary;
- to fund extraordinary payments for the production of publications and for special events such as open days;
- to hold funds in reserve.

Trustee remuneration

No remuneration was paid to any of the trustees.

Trustee expenses - reimbursements

Trustees were reimbursed, as shown below, for purchases made on behalf of the Society -

- (1) for payment by personal debit card to Guitar Guitar for purchase of a microphone amplifier
- (2) for the purchase of other equipment – folding crate and table covers for use at Fairs;
- (3) for postage of publications orders and welcome packs to new members;
- (4) for the purchase of ink cartridges and other stationery items;
- (5) for some travel expenses in travelling to the SAFHS Conference and to TAB Users' Group meetings;
- (6) for the purchase of a book for the library;
- (7) for the purchase of flowers and wine, given as gifts by the Society;
- (8) for the purchase of coffee and biscuits.

Categories	Number of trustees	Total in £
Equipment	2	217.40
Postage	2	15.58
Stationery	2	29.4 0
Travel expenses	2	62.40
Book	1	15.00
Flowers etc	1	28.85
Catering items	1	8.00
Total of reimbursements to 6 trustees		£376.63

Additional analysis

	2019 to nearest £	2018 to nearest £
RECEIPTS		
Donations & Refunds		
Donations	16	131
Refunds	0	58
Total	16	188
Trading receipts		
Sales of Publications	474	221
ScotlandsPeople Credits	0	0
Total	474	221
Receipts from other charitable activities		
Membership subscriptions	1609	1674
Money paid by members at workshops	944	0
Total	2553	1674
Other monies received		
Research advance	0	50
From SAFHS towards attendance at Wick conference	100	n/a
Total	100	50
PAYMENTS		
Trading payments		
Materials for publications	292	113
ScotlandsPeople credits	20	0
Total	312	113
Payments relating directly to charitable activities		
Room hire	1146	0
Postage	390	462
Printing	405	478
Stationery	29	123
Mobile broadband fees	292	402
Speakers	175	125
Other operating costs	210	347
Total	2647	1936
Purchases of assets		
Equipment	307	180
Library Books & Discs	15	0
Total	322	180

Please note the following:

RECEIPTS

As well as paying their annual subscription, members paid £2 at each workshop and this raised a total of £944. The £1170 grant was awarded to the Society following a joint application by the members of the Take A Bow Opportunity Centre Users' Group.

PAYMENTS

Under Payments relating to other charitable activities the £210 for **Other Operating Costs** comprises –

- (1) £55 for membership of the Scottish Association of Family History Societies [SAFHS] for 2019;
- (2) £40 for EAFHS stand at Lanarkshire Local History & Family History Show in Motherwell;
- (3) £20 for EAFHS stand at *History on Your Doorstep* in Ayr;
- (4) £20 for EAFHS stand at SAFHS 2020 Conference & Fair in Musselburgh;
- (5) £20 subscription to the Ayrshire Federation of Historical Societies [AFHS] for 2019/2020;
- (6) £55 for membership of the Scottish Association of Family History Societies [SAFHS] for 2020.

The £107 for **Other payments** includes £62 for travel expenses, £28 for flowers and £8 for catering.