

Charity Reference Number – SC034618

**Scotland's Garden and Landscape Heritage
Report and Accounts for the year ended
31 December 2020**

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees present their annual report together with the financial statements for the year ended 31 December 2020.

This annual report and set of accounts present a summary of our financial activities during the year and give an overview of the general activities.

OBJECTIVES AND ACTIVITIES

Purpose

The objects of the charity are to safeguard and apply funds raised in Scotland specifically for Scotland's Garden and Landscape Heritage, the principal purposes of which are:

- (1) to promote the study of the history of gardening, landscape gardening and horticulture in Scotland in all its aspects, and
- (2) to promote the protection, conservation, repair and restoration of historic parks, gardens and designed landscapes in Scotland and to advise on their conservation.

Aims and activities

The charity was formed to promote and protect the historic gardens and designed landscapes of Scotland.

Activities involve the organisation of recording and conservation projects, running lectures and study days for members and campaigning for our garden and landscape heritage. We issue an online newsletter as well as producing an annual journal called *The Pleasaunce* to support these aims. We heartily thank all contributors to *The Pleasaunce*.

ACHIEVEMENTS AND PERFORMANCE

We had a full programme of events planned for our members for 2020 but due to the Covid pandemic none of the planned garden and landscape visits could take place.

On 18 November we held our first virtual AGM over Zoom. Our members were aided by a test Zoom meeting the previous week. The virtual AGM was very successful, and it was good to see some of our more distant members who have found it difficult to travel to our meetings. The AGM was followed by a lively, informal discussion amongst the participants.

On Monday 2 November 2020 we were able to hold our joint SGLH/AHSS Forth and Borders event by Zoom. Margaret Stewart, a former curator of the Charles Rennie Mackintosh Collection at the University of Glasgow and currently lecturer at the Edinburgh School of Architecture (ESALA), introduced the film 'Loudoun: a documentary about landscape design in Scotland around 1700'. She followed the screening with a short talk about the making of the film.

Our members are kept informed by our e-news issued at intervals during the year and by regular updates on the much improved SGLH website which went live in January 2020. The articles in the e-news during 2020 included planning updates and conservation news, virtual garden and landscape visits, articles on forestry and on Ian McHarg, and an obituary of Charles Jencks.

The information and articles in our e news and website continue to educate and inform our members. A limited amount of casework continues to be undertaken by Alison Allighan, our Conservation consultant. Our Honorary Research Advisor, Christopher Dingwall, regularly responds to enquiries from owners and students of historic designed landscapes.

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

ACHIEVEMENTS AND PERFORMANCE continued

In May 2020 we were approached by the Falkirk Community Trust (FCT) with a request to contribute to the Our Stories website being developed by FCT in order to provide an accessible digital archive of various projects, including GG1 and GG2, under the Great Place Scheme funded by the HLF. Altogether 14 stories, including one video clip, were prepared by SGLH members and volunteers and were posted on <http://www.ourstoriesfalkirk.com> . FCT has informed us that the SGLH stories have generated considerable interest.

In December 2020 we were invited by Archaeology Scotland (AS) to contribute to a special edition of their quarterly magazine focusing on designed gardens and landscapes. The SGLH article was included on pp 12-15 of Issue 40 of the AS Magazine.

FINANCIAL REVIEW

The charity generated a surplus for the year of £179 (2019: £2,178 deficit). The total income amounted to £6,246 (2019: £17,421), of which £2,580 (2019: £12,792) was related to restricted projects and £3,666 (2019: £4,629) to unrestricted funds. At the balance sheet date the unrestricted reserves were £7,719 (2018: £7,540), with £Nil (2019: £Nil) in restricted funds.

Reserves policy

The unrestricted funds represent income earned and donations received but not yet utilised in supporting charitable activities. The charity has no staff or other significant commitments and is able to manage expenditure according to available funds. At 31 December 2020 the free reserves were £7,719 (2019: £7,540), which are considered sufficient to meet annual administrative costs in the event of a loss of income.

Plans for future periods

Following the successful completion of the Glorious Gardens projects GG1 and GG2 in the Clyde and Avon Valley and Falkirk, we have turned our attention to the development of a digital toolkit which would facilitate the execution of similar recording projects elsewhere in Scotland. The toolkit is being built on the experience gained with GG1 and GG2 and is being assembled by SGLH members on a voluntary basis. East Lothian Council has expressed a strong interest in the testing of the toolkit on sixty candidate sites in that area and has offered financial support. Historic Environment Scotland were approached by SGLH for match funding, but unfortunately our request was not granted. At the time of writing this report, an application for a grant from the Heritage Lottery Fund (HLF) is being prepared, with a view to launching what will be known as the GGEL project in East Lothian in 2022.

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity was set up in August 2003 as 'The Garden History Society in Scotland Conservation Trust' but converted to a SCIO, 'Scotland's Garden and Landscape Heritage' on 11 May 2015. The initial Trust was set up by the Scottish Group of the Garden History Society to safeguard and apply funds raised in Scotland specifically for the society's work in Scotland. The charity runs alongside but separately from the Gardens Trust (formerly Garden History Society), which is a Charitable Company limited by guarantee registered in England and Wales.

Appointment of Trustees

The charity is governed by a Board of Trustees. The Trustees are chosen for their individual qualifications, experience and skills to cover the gamut of those required for successful governance of the Charity.

Administrative Structure

The Board normally meets once every two months, with additional extra informal sub-committee meetings to discuss items as necessary: Events and Conservation for example.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity. The Trustees are satisfied that systems are in place to manage exposure to those risks.

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

REFERENCE AND ADMINISTRATIVE INFORMATION

Registered Charity Number: SC034618

Charity name: Scotland's Garden and Landscape Heritage (also known as 'SGLH')

Principle Address: 34/2 Moray Place
Edinburgh, Lothian
EH3 6BX

Charity Trustees:

| | |
|-----------------|-------------------------------------|
| Mrs C Bennett | Chair |
| Mrs J Riley | |
| Mr C H Dingwall | Vice Chair |
| Mr R Luther | Honorary Treasurer/acting Secretary |
| Ms F S Barron | |
| Ms H M Tweedie | |
| Ms M Brown | |
| Mr M Benians | |
| Mrs M Shawcross | |

| | | |
|-----------------|------------------|------------------|
| Bankers: | TSB Bank Plc | Bank of Scotland |
| | Excel House | Business Banking |
| | 30 Sempie Street | PO Box 1984 |
| | Edinburgh | Andover |
| | EH3 8BL | SP10 9GZ |

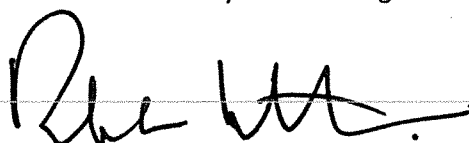
Independent Examiner: Louise Presslie MA C.A.
Whitelaw Wells
Chartered Accountants
9 Ainslie Place
Edinburgh
EH3 6AT

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Board of Trustees must prepare financial statements that give sufficient detail to enable an appreciation of the transactions of the Charity during the financial year. The Board of Trustees is responsible for keeping proper accounting records that, on request, must reflect the current financial position of the Charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Board is also responsible for safeguarding the assets of the Charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by order of the Board of Trustees on 24 May 2021 and signed on its behalf by:

Mr R Luther – Trustee



SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

I report on the accounts of the charity for the period ended 31 December 2020, which are set out on pages 7 to 11.

Respective responsibilities of the Trustees and the Independent 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) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's Trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations (as amended) 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 report

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 seeking 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 view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 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 (as amended); and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations (as amended)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.



Louise Presslie MA CA
Whitelaw Wells
Chartered Accountants
9 Ainslie Place
Edinburgh
EH3 6AT

Date: 24 May 2021

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

| | Notes | Unrestricted | Restricted | 2020 Total £ | 2019 Total £ |
|--|-------|--------------|-------------|--------------------|--------------------|
| RECEIPTS | | | | | |
| Donations | | 1,527 | - | 1,527 | 539 |
| Grants | 2 | - | 2,580 | 2,580 | 12,792 |
| Subscriptions | | 1,555 | - | 1,555 | 1,387 |
| Gross trading receipts | 3 | 368 | - | 368 | 698 |
| Gross receipts from other charitable activities | | 216 | - | 216 | 2,005 |
| | | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Receipts | | 3,666 | 2,580 | 6,246 | 17,421 |
| | | <hr/> | <hr/> | <hr/> | <hr/> |
| PAYMENTS | | | | | |
| Payments for charitable activities | 4 | 2,737 | 2,580 | 5,317 | 18,521 |
| Governance costs | | | | | |
| Independent Examiners fee | | 750 | - | 750 | 888 |
| AGM costs | | - | - | - | 190 |
| | | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Payments | | 3,487 | 2,580 | 6,067 | 19,599 |
| | | <hr/> | <hr/> | <hr/> | <hr/> |
| Net receipts/(payments) | | 179 | - | 179 | (2,178) |
| Transfers to / (from) funds | | - | - | - | - |
| | | <hr/> | <hr/> | <hr/> | <hr/> |
| Surplus/(deficit) for the year | | 179 | - | 179 | (2,178) |
| | | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

STATEMENT OF BALANCES AS AT 31 DECEMBER 2020

| | Unrestricted | Restricted | 2020 Total £ | 2019 Total £ |
|--|-------------------|-------------------|--------------------|--------------------|
| Notes | | | | |
| Cash at bank and in hand | | | | |
| Balance at beginning of year | 7,540 | - | 7,540 | 9,718 |
| Surplus/(deficit) for the year | 179 | - | 179 | (2,178) |
| | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| Total cash funds at end of year | <u>7,719</u> | <u> </u> | <u>7,719</u> | <u>7,540</u> |
| | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| Fund balances | | | | |
| Balance at beginning of year | 7,540 | - | 7,540 | 9,718 |
| Surplus/(deficit) for the year | 179 | - | 179 | (2,178) |
| | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| Fund balances at end of year | <u>7,719</u> | <u> </u> | <u>7,719</u> | <u>7,540</u> |
| | <u> </u> | <u> </u> | <u> </u> | <u> </u> |

For information only

Other liabilities

| | |
|--------------------------------------|-----|
| | £ |
| Accruals – Independent examiners fee | 750 |

All other assets and liabilities relate to unrestricted funds.

The financial statements were approved by the Board of Trustees on 24 May 2021 and were signed on its behalf by:

Mr R Luther – Trustee



SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

NOTES ON THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. Accounting Policies

Basis of Preparation

The accounts have been prepared on a receipts and payments basis. They consist of a summary of all moneys received and paid via the bank and in cash by the charity during the financial year along with a statement of balances. No adjustment has been made for any income due but not received, nor for any expenses incurred but not yet paid at the year end.

2. Grants

| | Unrestricted | Restricted | 2020 £ | 2019 £ |
|-------------------------------|--------------|------------|-----------|-----------|
| Historic Environment Scotland | | | | |
| Clyde and Avon Valley Project | - | - | - | 9,967 |
| Website Development | - | 2,580 | 2,580 | 2,400 |
| South Lanarkshire Council | | | | |
| Clyde and Avon Valley Project | - | - | - | 425 |
| | - | 2,580 | 2,580 | 12,792 |
| | - | 2,580 | 2,580 | 12,792 |

Included above is restricted grant income amounting to £2,580 (2019: £12,792). All other income was unrestricted in both the current and previous years.

3. Gross trading receipts

| | Unrestricted | Restricted | 2020 £ | 2019 £ |
|--------------------------------|--------------|------------|-----------|-----------|
| Conservation services rendered | 368 | - | 368 | 698 |
| | 368 | - | 368 | 698 |
| | 368 | - | 368 | 698 |

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

**NOTES ON THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

4. Payments relating to charitable activities

| | Unrestricted | Restricted | 2020 £ | 2019 £ |
|--------------------------------|--------------|--------------|--------------|---------------|
| Travel & subsistence | - | - | - | 262 |
| Conservation work | 562 | - | 562 | 12,387 |
| Website Development | 840 | 2,580 | 3,420 | 2,631 |
| Events | - | - | - | 1,586 |
| Subscriptions | 325 | - | 325 | - |
| Donations | - | - | - | 160 |
| Insurance | - | - | - | 196 |
| Other | 130 | - | 130 | 28 |
| Bank charges | 26 | - | 26 | - |
| <i>Support costs:</i> | | | | |
| Printing, postage & stationery | 854 | - | 854 | 1,271 |
| | <u>2,737</u> | <u>2,580</u> | <u>5,317</u> | <u>18,521</u> |

Included above is restricted expenditure amounting to £2,580 (2019: £12,367). All other expenditure was unrestricted in both the current and previous years.

5. Trustees' remuneration and expenses

No trustees received any remuneration relating to their position as charity trustees.

Ms Bennett was reimbursed travelling expenses totaling £Nil (2019: £262). No other trustees were reimbursed any other expenses.

6. Movement in funds

| | At 1 Jan 2020 £ | Income £ | Expense £ | Transfers £ | At 31 Dec 2020 £ |
|-------------------------------|-----------------------|--------------|----------------|----------------|------------------------|
| Unrestricted Fund | 7,540 | 3,640 | (3,461) | - | 7,719 |
| Restricted Funds | | | | | |
| Clyde and Avon Valley Project | - | - | - | - | - |
| Falkirk Project | - | - | - | - | - |
| Website Development | - | 2,580 | (2,580) | - | - |
| | <u>7,540</u> | <u>6,220</u> | <u>(6,041)</u> | <u>-</u> | <u>7,719</u> |

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

**NOTES ON THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

6. Movement in funds continued

Clyde and Avon Valley Project represents funding received to run the pilot recording project in Clyde and Avon Valley area.

Falkirk Project represents funding received to run the pilot recording project in the Falkirk area.

Website Development represents funding received to develop a new website for the charity.

The transfer represents restricted expenditure for Clyde and Avon Valley Project paid for by unrestricted fund.

| | At 1 | | | | At 31 |
|-------------------------------|-----------------|---------------|----------------|------------------|-----------------|
| | Jan 2019 | Income | Expense | Transfers | Dec 2019 |
| | £ | £ | £ | £ | £ |
| Unrestricted Fund | 9,718 | 4,629 | (7,232) | 425 | 7,540 |
| Restricted Funds | | | | | |
| Clyde and Avon Valley Project | - | 425 | - | (425) | - |
| Falkirk Project | - | 9,967 | (9,967) | - | - |
| Website Development | - | 2,400 | (2,400) | - | - |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 9,718 | 17,421 | (19,599) | - | 7,540 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |