

Charity Reference Number – SC034618

**Scotland's Garden and Landscape Heritage
Report and Accounts for the year ended
31 December 2017**

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2017

The Trustees present their annual report together with the financial statements for the year ended 31 December 2017.

This annual report and set of accounts presents a summary of our financial activities during the year and gives 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 the 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 design landscapes in Scotland and to advise on their conservation.

Aims and activities

The charity 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

The first phase (GG1) of the Glorious Gardens Project was completed for the Clyde and Avon Valley Landscape Partnership (CAVLP) area with most of the reports uploaded to Canmore, the on-line database managed by Historic Environment Scotland, and also to the CAVLP 'virtual museum'. Sue Hewer, the project supervisor, played a key part in the final editing. We would like to thank the volunteers for their hard work and congratulate them on their achievements. The reports for the Falkirk Council area will be up on Canmore soon. The Falkirk volunteers have been exploring another five properties with the help of Geoff Bailey, Keeper of Archaeology and Local History with the Falkirk Community Trust.

Our Treasurer has carefully overseen the project finances with the result that funds have also been secured to cover the cost of printing 500 copies of the reports for distribution to the volunteers, sponsors and over 30 local libraries. In total 21 reports have been completed, involving some 30 volunteers.

The Glorious Gardens project has developed a momentum of its own, and more sites are expected to be added to the list next year. Our thanks are due to HLF, HES and Falkirk Council for financing the project and to the staff at the Clyde and Avon Valley Landscape Partnership for their support to the volunteers and their generous help and encouragement.

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2017

ACHIEVEMENTS AND PERFORMANCE continued

The second phase of Glorious Gardens (GG2) was launched in the Autumn of 2017. This phase is being executed by MVGLA under the leadership of Bea Dower with a team including Jacquie McCleod and Matt Benians. The aim of this project is to develop a conservation strategy for the area and conservation guidance notes for the landowners on the basis of the GG1 reports, together with input from all stakeholders. Two workshops were held this year with a final one planned for January 2018. These two documents will be published in April 2018.

Our casework has been mostly undertaken by Alison Allighan, our Conservation Consultant, with input from our Vice Chair, Christopher Dingwall, who has dealt with several individual requests relating back to his time as Conservation Officer for the Garden History Society in Scotland. Christopher and Alison have also spent considerable time in our archives. Hitherto, the archives were located in the basement of the Glasite Meeting House in Barony Street, Edinburgh.

This space is no longer available, but Christopher succeeded in finding a temporary solution pending the removal of the archives to their new home, which has kindly been provided by HES.

The Chair continues to attend relevant meetings on behalf of SGLH, including those organised by BEFS, and HES. Euan Leitch, director of BEFS, attended our Board Meeting in December to outline the work of BEFS and to highlight relevant points emerging from the memorandum on the Planning (Scotland) Bill published on 4 December 2017.

HES are undertaking a Policy Review. The results of their recent survey "*What's your heritage?*" were presented at the Engine Shed in November, combined with informal consultations on the way forward. SGLH was represented by Vice Chair Christopher Dingwall and the Chair. More meetings are envisaged for 2018, and the final formal consultation is planned for August 2018.

Our lectures this year began with Donald Roger's *Veterans of the Designed Landscape*, a talk on Scotland's heritage trees in parks and gardens. Dr. Margaret Stewart's lecture *Landscaping the nation: Lord Mar's designs c.1700-1730* took place in conjunction with our AGM at Alloa Tower on 6 May and was followed by a walk in search of the remains of his ambitious plans. The annual joint lecture with AHSS in November was given by Patricia Andrew under the title *From Russia with Love*.

We enjoyed a Walk through the Meadows and discovered unexpected traces of history with Christopher Dingwall and Marilyn Brown in August. In September another successful joint venture was an outing to Drummond Castle organised with HHA. Members also had the opportunity to visit the house, usually closed to visitors.

For the first time we held an informal research seminar for those involved in investigating Scotland's historic gardens and landscapes. This event was organised by Sue Hewer and took place in Perth with 12 participants. It is hoped that we can repeat this event.

Another first was our E-news, prepared by Hannah Tweedie. So far two excellent editions have been issued. In early 2018, the latest issue of *The Pleasaunce*, edited by Mark Gibson, was distributed in hard copy to all members, as agreed at our AGM as well as being made available to the wider public and to corporate bodies in return for a donation.

We were pleased to welcome Fiona Jamieson as our first honorary member. Fiona was Chair of the Garden History Society in Scotland for many years.

Last but not least, our membership has shown a slight increase over 2016.

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2017

FINANCIAL REVIEW

The charity generated a deficit for the year of £113 (2016: £601 deficit). The total income amounted to £19,690 (2016: £29,306), of which £15,405 (2016: £24,406) was related to restricted projects and £4,285 (2016: £4,900) to unrestricted funds. At the balance sheet date the unrestricted reserves were £12,582 (2016: £12,695) with £956 (2016: £956) in restricted funds.

Reserves policy

The unrestricted funds represent income earned and donations received but not yet utilised in supporting charitable activities. The charity maintains a reserve fund to provide for unforeseen expenditure.

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 a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2017

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 J Riley	Chairman
Mr C H Dingwall	Vice Chairman
Mr R Luther	Honorary Treasurer
Mr M E A Gibson	Honorary Secretary
Ms F S Baron	
Ms V J L Stephen	
Ms H M Tweedie	
Ms M Brown	

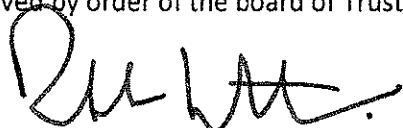
Bankers: TSB Bank Plc
Excel House
30 Semple Street
Edinburgh
EH3 8BL

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 are 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). They are 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 28 June 2018 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 2017, which are set out on pages 7 to 10.

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: 28 June 2018

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2017

	Notes	Unrestricted	Restricted	2017 Total £	2016 Total £
RECEIPTS					
Donations		975	-	975	1,163
Grants	2	-	15,405	15,405	24,406
Subscriptions		1,909	-	1,909	2,642
Gross trading receipts	3	508	-	508	745
Gross receipts from other charitable activities		893	-	893	296
		<hr/>	<hr/>	<hr/>	<hr/>
Total Receipts		4,285	15,405	19,690	29,252
		<hr/>	<hr/>	<hr/>	<hr/>
Receipts from asset and investments sales					
Proceeds from sale of Investments		-	-	-	54
		<hr/>	<hr/>	<hr/>	<hr/>
Total Receipts		4,285	15,405	19,690	29,306
		<hr/>	<hr/>	<hr/>	<hr/>
PAYMENTS					
Payments for charitable activities	4	3,188	15,314	18,502	28,722
Governance costs					
Independent Examiners fee		733	-	733	756
Legal fees		-	-	-	-
AGM costs		568	-	568	429
		<hr/>	<hr/>	<hr/>	<hr/>
Total Payments		4,489	15,314	19,803	29,907
		<hr/>	<hr/>	<hr/>	<hr/>
Net receipts/(payments)		(204)	91	(113)	(601)
Transfers to / (from) funds		91	(91)	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Surplus/(Deficit) for the year		(113)	-	(113)	(601)
		<hr/>	<hr/>	<hr/>	<hr/>

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

STATEMENT OF BALANCES AS AT 31 DECEMBER 2017

	Unrestricted	Restricted	2017 Total £	2016 Total £
Notes				
Cash at bank and in hand				
Balance at beginning of year	12,695	956	13,651	14,252
Deficit for the year	(113)	-	(113)	(601)
	<hr/>	<hr/>	<hr/>	<hr/>
Total cash funds at end of year	12,582	956	13,538	13,651
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Fund balances				
Balance at beginning of year	12,695	956	13,651	14,252
Deficit for the year	(113)	-	(113)	(601)
	<hr/>	<hr/>	<hr/>	<hr/>
Fund balances at end of year	12,582	956	13,538	13,651
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

For information only

Other liabilities

Accruals – Independent examiners fee

£
840

All other assets and liabilities relate to unrestricted funds.

The financial statements were approved by the Board of Trustees on 28 June 2018 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 2017

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. Except for investments, fixed assets are not capitalised.

2. Grants

	Unrestricted	Restricted	2017 £	2016 £
Historic Environment Scotland	-	12,554	12,554	20,455
South Lanarkshire	-	2,851	2,851	3,353
	-----	-----	-----	-----
	-	15,405	15,405	23,808
	=====	=====	=====	=====

3. Gross trading receipts

	Unrestricted	Restricted	2017 £	2016 £
Conservation services rendered	455	-	455	480
Newsletter income	53	-	53	265
	-----	-----	-----	-----
	508	-	508	745
	=====	=====	=====	=====

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

**NOTES ON THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

4. Payments relating to charitable activities

	Unrestricted	Restricted	2017 £	2016 £
Travel & subsistence	765	-	765	267
Conservation work	1,363	15,314	16,677	26,747
Website	244	-	244	191
Subscriptions	200	-	200	215
Donations	-	-	-	220
Insurance	196	-	196	
Other	125	-	125	192
<i>Support costs:</i>				
Printing, postage & stationery	295	-	295	890
	<hr/>	<hr/>	<hr/>	<hr/>
	3,188	15,314	18,502	28,722
	<hr/>	<hr/>	<hr/>	<hr/>

5. Trustees' remuneration and expenses

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

Mrs J Riley was reimbursed travelling expenses totaling nil (2016: £53). No other trustees were reimbursed any other expenses.

6. Movement in funds

	At 1 Jan 2016 £	Income £	Expense £	Transfers £	At 31 Dec 2017 £
Unrestricted Fund	12,695	4,303	(4,507)	91	12,582
Restricted Funds					
Clyde and Avon Valley Project	405	10,721	(10,630)	(91)	405
Falkirk Project	551	4,684	(4,684)	-	551
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	13,651	19,708	(19,821)	-	13,538
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

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.