

**Charity Reference Number – SC034618**

**Scotland's Garden and Landscape Heritage  
Report and Accounts for the year ended  
31 December 2019**

# SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019

The Trustees present their annual report together with the financial statements for the year ended 31 December 2019.

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 in 2019. The first visit was to Scone Palace on 18 May 2019. The tour was led by Brian Cunningham, Head Gardener of Scone Palace, and Christopher Dingwall, Vice Chairman. The tour included the gardens, Pinetum and the walled garden. Details were given of the involvement of Thomas White and JC Loudon in the 19<sup>th</sup> century.

Our AGM on 22 June 2019 was held at the Botanic Cottage at the Royal Botanic Gardens, Edinburgh. A talk on Victorian Horticulture by Phil Lusby followed.

On 27 July 2019 we visited Abbotsford and were given a tour of the garden and policies by Pippa Coles, the Gardens' Heritage Policy Manager.

A study day held at Falkland Palace on 14 September 2019 included a talk on the Falkland Estate's gardens and landscapes by Marietta Crichton Stuart, trustee, estate and family historian and archivist. Susan Thores, Head Gardener, talked on the Palace Gardens from the Percy Cane's design c1947 onwards and Peter Burman, Chairman of Falkland Stewardship Trust, gave a talk on how John Ruskin's ideas of gardening and stewardship were interpreted at Falkland.

On 4 November 2019, the joint SGLH/AHSS Forth and Borders Group talk on 'The Sublime Experience in the Hermitage wilderness garden' was given by Shannon Fraser, a professional archaeologist and the National Trust's Curator for Northern Ireland.

SGLH had a stand in the Plant Heritage section at the Gardening Scotland Show in May 2019. Much interest was shown by potential members and other members of the public.

# SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019

### ACHIEVEMENTS AND PERFORMANCE *continued*

The Chair and Vice Chairman and other members of the Board attended on behalf of SGLH meetings organised by BEFS and HES and conferences organised by the Landscape Institute and Native Woodlands Discussion Group's Scottish Woodland History Conference and the Forth Naturalist and Historian conference.

Our e-news is now produced on a regular basis and sent out to our members to keep them in touch with events and news of SGLH activities. Our journal is published on an annual basis.

In the course of the year we were successful in obtaining a grant from Historic Environment Scotland for the development of a new website, a new membership database and training for three designated trustees. A contract was awarded to The Write People, a company based in Stirling, and the project was successfully completed on time and within budget at the beginning of 2020.

Casework continues to be undertaken by Alison Allighan, our Conservation Consultant. We have participated in the discussions organised by HES as they review their policy changes. Our Honorary Research Adviser, Christopher Dingwall, responded to research queries from owners and students of historic landscape.

On the completion of the GG1 project, SGLH was very pleased to be approached by a number of volunteers keen to continue their survey work from both the CAVLP and Falkirk areas. SGLH was able to find funding to make this possible, and the work proceeded throughout 2018 and 2019. It was encouraging to see how competent the volunteers were, as is clear from the reports. These are slowly making their way on to CANMORE and, more importantly for us, on to our re-designed website. The delay in getting them published is down to the lengthy illness in 2019 of project supervisor, Sue Hewer. Please go to <https://www.sglh.org/conservation/> to find Auchtyfardle, Carron House, Carriden House and Falkirk Cemetery and keep a lookout for Balquahatson, Manuel House, Millfield House, Parkhill and St Bride's Collegiate Graveyard, Bothwell over the next few weeks. As ever, our thanks go to the volunteers, some of whom continue to be involved with SGLH and garden history in a variety of ways.

The GG2 project to develop a conservation strategy and conservation guidance notes for landowners in the Clyde and Avon Valley and in Falkirk was completed in 2019. A restricted number of hard copies were printed, and the complete reports are available at <https://www.sglh.org/members-resources/>.

### FINANCIAL REVIEW

The charity generated a deficit for the year of £2,178 (2018: £3,820 deficit). The total income amounted to £17,421 (2018: £31,531), of which £12,792 (2018: £25,794) was related to restricted projects and £4,629 (2018: £5,767) to unrestricted funds. At the balance sheet date the unrestricted reserves were £7,540 (2018: £9,718), with £Nil (2018: £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 2019 the free reserves were £7,540 (£2018: £9,718), which are considered sufficient to meet annual administrative costs in the event of a loss of income.

# SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019

### 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 2019

#### 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	
Mrs J Riley	
Mr C H Dingwall	Vice Chair
Mr M Gibson	Honorary Secretary (resigned 22 June 2019)
Mr R Luther	Honorary Treasurer/acting Secretary
Ms F S Barron	
Ms H M Tweedie	
Ms M Brown	
Mr M Benians	
Mrs M Shawcross	

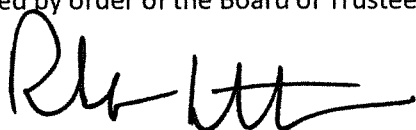
<b>Bankers:</b>	TSB Bank Plc	Bank of Scotland
	Excel House	Business Banking
	30 Sempole Street	PO Box 1984
	Edinburgh	Andover
	EH3 8BL	SP10 9GZ

**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 4 March 2020 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 2019, 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: 4 March 2020

**SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2019**

	Notes	Unrestricted	Restricted	2019 Total £	2018 Total £
<b>RECEIPTS</b>					
Donations		539	-	539	1,951
Grants	2	-	12,792	12,792	25,794
Subscriptions		1,387	-	1,387	2,362
Gross trading receipts	3	698	-	698	114
Gross receipts from other charitable activities		2,005	-	2,005	1,310
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Receipts</b>		4,629	12,792	17,421	31,531
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Receipts from asset and investments sales</b>					
Proceeds from sale of Investments		-	-	-	30
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Receipts</b>		4,629	12,792	17,421	31,561
		<hr/>	<hr/>	<hr/>	<hr/>
<b>PAYMENTS</b>					
Payments for charitable activities	4	6,154	12,367	18,521	34,086
Governance costs					
Independent Examiners fee		888	-	888	816
AGM costs		190	-	190	479
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Payments</b>		7,232	12,367	19,599	35,381
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net (payments)/receipts</b>		(2,603)	425	(2,178)	(3,820)
<b>Transfers to / (from) funds</b>		425	(425)	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>(Deficit) for the year</b>		(2,178)	-	(2,178)	(3,820)
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE

STATEMENT OF BALANCES AS AT 31 DECEMBER 2019

	Notes	Unrestricted	Restricted	2019 Total £	2018 Total £
<b>Cash at bank and in hand</b>					
Balance at beginning of year		9,718	-	9,718	13,538
Deficit for the year		(2,178)	-	(2,178)	(3,820)
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total cash funds at end of year</b>		<b>7,540</b>	<b>-</b>	<b>7,540</b>	<b>9,718</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Fund balances</b>					
Balance at beginning of year		9,718	-	9,718	13,538
Deficit for the year		(2,178)	-	(2,178)	(3,820)
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund balances at end of year</b>		<b>7,540</b>	<b>-</b>	<b>7,540</b>	<b>9,718</b>
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**For information only**

**Other liabilities**

Accruals – Independent examiners fee	£ 840
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All other assets and liabilities relate to unrestricted funds.

The financial statements were approved by the Board of Trustees on 4 March 2020 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 2019**

**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	2019 £	2018 £
Historic Environment Scotland				
Falkirk Project		-	-	9,968
Clyde and Avon Valley Project	-	9,967	9,967	12,705
Website Development	-	2,400	2,400	-
South Lanarkshire Council				
Clyde and Avon Valley Project	-	425	425	3,121
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	-	12,792	12,792	25,794
	=====	=====	=====	=====

**3. Gross trading receipts**

	Unrestricted	Restricted	2019 £	2018 £
Conservation services rendered	698	-	698	-
Newsletter income	-	-	-	114
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	698	-	698	114
	=====	=====	=====	=====

**SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE**

**NOTES ON THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**4. Payments relating to charitable activities**

	Unrestricted	Restricted	2019 £	2018 £
Travel & subsistence	262	-	262	166
Conservation work	2,420	9,967	12,387	27,929
Website Development	231	2,400	2,631	415
Events	1,586	-	1,586	2,014
Subscriptions	-	-	-	333
Donations	160	-	160	51
Insurance	196	-	196	196
Other	28	-	28	169
<i>Support costs:</i>				
Printing, postage & stationery	1,271	-	1,271	2,813
	<hr/>	<hr/>	<hr/>	<hr/>
	6,154	12,367	18,521	34,086
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**5. Trustees' remuneration and expenses**

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

Ms Bennett was reimbursed travelling expenses totaling £262 (2018: £166). No other trustees were reimbursed any other expenses.

**6. Movement in funds**

	At 1 Jan 2019 £	Income £	Expense £	Transfers £	At 31 Dec 2019 £
<b>Unrestricted Fund</b>	9,718	4,629	(7,232)	425	7,540
<b>Restricted Funds</b>					
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/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**SCOTLAND'S GARDEN AND LANDSCAPE HERITAGE**

**NOTES ON THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**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 Jan 2018 £	Income £	Expense £	Transfers £	At 31 Dec 2018 £
<b>Unrestricted Fund</b>	12,582	5,767	(10,445)	1,814	9,718
<b>Restricted Funds</b>					
Clyde and Avon Valley Project	405	15,826	(14,417)	(1,814)	-
Falkirk Project	551	9,968	(10,519)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	13,538	31,561	(35,381)	-	9,718
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>