

BUSINESS
ARCHIVES
COUNCIL of
SCOTLAND

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR TO 31st MARCH 2024

Registered Charity SC005256

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General Information

The Business Archives Council of Scotland is a Registered Charity, Scottish Charity Number SCO 020565. It was established in 1960 and is governed by constitution.

The Council is controlled by an Executive Committee comprising: -

Executive Committee

Anthony Slaven	Honorary President
Amanda Noble	Convenor - Lloyds Banking Group Archives
Kiara King	Deputy Convenor – The Ballast Trust
Robert M Sim	Honorary Treasurer (stepped down 8 Dec 2023)
Rosemary Hall	Honorary Treasurer – NatWest Group Archives (from 8 Dec 2023)
Samantha Case	Honorary Secretary – Bacardi, John Dewar & Sons Limited
Rachael Muir	Business Archives Surveying Officer for Scotland
Dawn Sinclair	Communications Officer – The Macallan
Karyn Williamson	Events Officer – Standard Life Aberdeen
Dr Alison Rosie	National Register of Archives for Scotland (stepped down 8 Dec 2023)
Professor Ray Stokes	University of Glasgow
Andrew MacGregor	Capturing the Energy, University of Aberdeen
Dr Kirsten Kininmonth	University of Glasgow
Dr Christopher Cassells	National Library of Scotland
Cheryl Traversa	The Macallan

Principal Officers

President	Anthony Slaven
Convenor	Amanda Noble
Deputy Convenor	Kiara King
Honorary Treasurer	Robert M Sim/Rosemary Hall
Honorary Secretary	Samantha Case
Communications Officer	Dawn Sinclair
Events Officer	Karyn Williamson
Surveying Officer	Rachael Muir

The Council has no premises of its own but correspondence may be addressed to: -

Business Archives Council of Scotland
c/o The Ballast Trust
18-20 Walkinshaw Street
Johnstone, PA5 8AB

The Council's principal bankers are:

Virgin Money PLC
177 Bothwell Street
Glasgow, G2 7ER

The Council's Independent
Examiner is:

Professor Raymond Stokes
Professor of Business History
University of Glasgow

Business Archives Council of Scotland

Objects

The Business Archives Council of Scotland is an independent archive body concerned with the active preservation and study of Scottish business records.

It is a registered charity funded by the subscriptions of Members and donations from Scottish businesses.

The Council deals specifically with the preservation of Scottish business archives, broadly defined to include corporate and professional bodies and associations, and the promotion of their study.

Its defined Objects are:

(a) to advance education in business and economic history through the study of business archives.

(b) to advance Scottish Heritage and culture through the identification and preservation of the historical records of business enterprises in Scotland.

Statement of the Executive Committee's Responsibilities

The Executive Committee is required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Council and of the surplus or deficit of the Council for that period. In preparing those financial statements the Executive Committee are required to: -

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Council will continue to operate.

The Executive Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Council and to enable them to ensure that the financial statements comply with the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Strategic Aims

Since its establishment in 1960 the Business Archives Council of Scotland has been concerned with the active preservation of the records of Scottish business and industry. More recently it has played a key role in developing a strategic framework to support Scottish business records primarily through the publication and implementation of *the National Strategy for Business Archives in Scotland* between 2010 and 2016.

Today the Council continues to work within a framework of action areas identified by the National Strategy as necessary to sustain, advance and improve the situation of business archives in Scotland. We aim to connect all those – both individuals and organisations – with an interest in Scottish business history and business archives in a way which:

- Develops communication, partnerships and networks between those responsible for the management and use of business archives.
- Increases awareness of business archive collections and access to them.
- Provides leadership, education and training to improve the capability of business archive custodians.

Review of the Year to 31 March 2024

Membership

Membership of the Business Archives Council of Scotland is open to anyone with an interest in the surveying and preservation of business archive collections in Scotland and their use. We offer three membership types – Corporate, Institutional and Individual.

Our membership has increased 15% on last year. We engage with members on a number of channels – we have 1,500 website users, 173 subscribers to our Newsletter and 1,274 followers on social media.

There have been a couple of changes to the membership of the Executive Committee. Robert M. Sim stepped down as Honorary Treasurer following his 49th AGM. Rosemary Hall has taken over as Honorary Treasurer. Alison Rosie from the National Records of Scotland has also stepped down from the Committee.

Events

Our AGM took place on Friday 8 December 2023 at the National Library of Scotland. Following the AGM members received a curated tour of the Treasures of the National Library of Scotland exhibition. Thank you to Dr Christopher Cassells for hosting the event.

Last year the Executive Committee agreed to a work in partnership with the Business Archives Council, our sister organisation in England on several events. Firstly, we agreed a two-year pilot for a joint UK business archive conference. The first conference was held at the HSBC Head Office, Canary Wharf in London on the subject of ‘The Digital Everyday’. The event focused on embedding digital preservation and access into the everyday work of Business Archivists. We heard from speakers from a cross-section of the archives community who shared their experiences and approaches. It was a hybrid event which worked well. We would like to thank the organising committee and all the speakers for making the event such a success. With special thanks to Tina Staples and the HSBC Archives team for their generosity and support with arrangements and thank you also to the event sponsors Preservica and Townsweb Archiving. Planning is well underway for the 2024 Conference which will be hosted by The Macallan in Glasgow with the focus of business archives as an asset.

We have also worked with the Business Archives Council on Business Bites – a series of bi-monthly virtual seminars on topical themes relevant to business archives. In the last year we’ve held sessions on Research Using Business Archives, Fundraising for Business Archives, Capturing Diverse Voices and Modern Collections Development.

Journal

The journal has been relaunched under a new title *Business and Industrial History: A Journal of Archival Research* in partnership with the University of Glasgow. Our journal is for archivists and historians to share and develop knowledge and awareness of business and industrial history and archives both in Scotland and internationally.

An editorial board consisting of a mix of academics and archivists has been established to manage the journal:

Alison Turton, Archive Consultant
Andrew Perchard, University of Otago
Chris Cassells, National Library of Scotland
Chris Miller, University of Glasgow
Kiara King, The Ballast Trust
Niall MacKenzie, University of Glasgow
Zoi Pittaki, University of Dundee

Two £300 prizes will be available for the journal in memory of Michael Moss and Lesley Richmond. Both of whom were former BACS Convenors and great supporters of business archives in Scotland who sadly passed away in 2020 and 2022 respectively.

The first edition of this 'new' journal will focus on Whisky Business: regulating and recording the whisky industry. This special issue of the journal will feature articles that share recent research into any aspect of the whisky industry that has made use of archive collections and that reflect on the ways in which the collections they manage have been used by business for their own purposes such as celebrating anniversaries or product development.

Business Archives Surveying Officer

BACS continues to support the work of the Business Archives Surveying Officer in Scotland and the current Surveying Officer Rachael Muir sits on the Executive Committee. Funded by the Business Archives Council of Scotland, Ballast Trust and the National Records of Scotland the Business Archives Surveying Officer for Scotland is responsible for surveying, rescuing and promoting business archives in Scotland. A report from the Surveying Officer is included in this report.

Amanda Noble, Convenor

Business Archives Surveying Officer Annual Report 2023-2024 For the Business Archives Council of Scotland

It has been a varied and exciting twelve months for the Surveying Officer, with two thematic surveys, several records at risk cases, recruitment, and consultancy work, to name but a few things keeping Rachael busy! Overall, 2023-24 has resulted in over 130 businesses contacted, 27 surveys, and an overall 20% response rate, which is a great increase on the average 10-15% response rate received in the past.

A continuous service offered throughout this year by the Surveying Officer has been student support, for those undertaking cataloguing placements whilst studying a Masters Archives & Records Management. Rachael has provided regular practical on-site sessions to support two students, with the cataloguing of the Scotland's Garden Scheme archive, as well as the records of Goodfellow & Stephen bakery. This has been a successful and satisfying piece of work to provide continued professional development to those beginning their career in the archives, whilst also providing a valuable follow-up for two organisations that were keen to build on the survey experience and develop their archives further. The Surveying Officer hopes to be able to offer the opportunity of new cataloguing placements in the future.

There have also been several unique surveys undertaken this year including a survey of one of the earliest examples of a community-interest company (CIC) in Scotland. This involved the Surveying Officer travelling to Glenelg in the north-west to visit the offices of the Glenachulish Preservation Trust, which works to preserve the last remaining turntable ferry in Scotland.

The launch of a new thematic survey in the summer involved contacting those in the natural environment and outdoor sector. This led to several first-time surveys including the Glencoe Mountain Resort, Scottish Wildlife Trust, the Scottish Tourist Guides Association, Action to Protect Rural Scotland, and the John Muir Trust, two of which have now been transferred to relevant archive services.

This year, the Surveying Officer has also developed a remote survey questionnaire which was successfully completed by the European Marine Energy Centre, and provided a useful insight into their physical and digital holdings. By having such a questionnaire to hand, it allows surveys to be conducted remotely in the first instance, where travel, time and money are a restriction, and then planning can take place for a more detailed survey if required.

The Surveying Officer has also continued to work as the lead representative for Scotland on the UK Crisis Management Team. The team has existed since 2009 to organise agreed responses to business archives under threat and to monitor and assist in steering records at risk into suitable homes. This year there has been an incredibly high number of at-risk cases in comparison with last year, with at least 23 cases which the Surveying Officer has investigated in Scotland. Most notably, this has included the well-known brands of Ted Baker and Hunter Boots, but unfortunately there has been no progress on identifying any surviving records. However, there were successes, with the likes of Alexander Wilkies, whose records were surveyed and transferred to Fife Archives, and a small number of records left following the closure of Cairncross of Perth jewellers, after 154 years of trading.

Nearly two years after initial contact had been made with the owners of Peter Greig & Co., Scotland's last linen factory, the Surveying Officer was also delighted to help secure the safe transfer of the company's archive to Fife Archives. It shows that a significant amount of time is often required to ensure the long-term preservation of records, well beyond initial surveys.

Consultancy work has also been steady throughout the year. In autumn, we were delighted to be asked by Johnstons of Elgin to support them in the recruitment of their first corporate archivist. Further consultancy work has involved undertaking eight days of historical research for JC

Peacock, formerly shipping charterers, now salt merchants, as part of their 150th anniversary this year. Newly found information will be used as preparation for a commemorative corporate history which is underway. Consultancy time has also been secured for the Surveying Officer to catalogue the Scottish Women's Institute collection. For one day a week, over the next 6 months Rachael will develop a catalogue of the collection, and gather a clearer understanding of what different records the archive contains.

The archive work of sporting organisations has also featured regularly this year, and the Surveying Officer was able to attend the Sporting Heritage's Scotland network event at the University of Stirling last summer. Rachael managed a stand which promoted the services of the Surveying Officer's services, and was able to share past survey success, like that of St Johnstone FC, St Mirren FC, and Queen's Park Bowling Club. Time was also spent identifying and contacting those clubs with significant anniversaries coming up in the next ten years. This resulted in two surveys, one of which was undertaken remotely by reviewing Aberdeen Football Club's heritage inventory, whilst the other took place at Airdrieonians.

An exciting year ahead is planned with the launch of another thematic survey, this time contacting those in the timber and forestry sector, as well as a new regional partnership that will see surveys specifically launched in Angus.

Crisis management and records-at-risk

- Stewart & Shields, 1950s, construction, Helensburgh
- Balmanno House, 1874, care home, Glasgow
- Bonar Yarns, c.1970, fabric manufacturer, Dundee
- Tayside Aviation, 1968, training school, Dundee
- Cairncross of Perth, 1869, jewellers, Perth
- Scottish Agricultural Industries Limited, 1928, agriculture, Edinburgh
- Scottish Women's Institute, 1917, Edinburgh
- Kilgraston School, 1930, independent school, Bridge of Earn
- Glasgow Play-Resource Association, c.1984, charity, Glasgow
- HIV Scotland, 1994, charity, Glasgow
- Hunter Boot Limited [North British Rubber Company], 1856, retail, Edinburgh
- Alexander Wilkie Ltd, 1898, retailer, national (Kirkcaldy store surveyed)
- Huntly & District Ex-Servicemen's Club, 1920, social club, Huntly, Aberdeenshire
- David Bryson & Sons, 1933, motor company, Prestwick
- Foodmek, 1971, food and drinks processing equipment supplier, Tayport
- Lows Butcher (George A Low & Sons), c.1970, butcher, Glasgow
- J & G Innes, 1879, bookshop, St Andrews
- Scott & Paterson Limited, 1983, printer, Dunfermline
- Edinburgh City FC, 1928/1986, football club, Edinburgh
- JS Crawford Contracts (Borders), 1946, construction, Melrose
- Shearer Candles, 1897, candles manufacturer, Glasgow
- Ted Baker, 1988, retail brand, Glasgow
- Balgownie Rentals, 1907, agricultural, Turriff, Aberdeenshire

Record surveys, advice and consultancy

- *Aberdeen Football Club, sports club, established 1903*
Remote survey via inventory, and recommendations report sent.
- *Action to Protect Rural Scotland, charity, 1926, Edinburgh*
Survey completed and recommendations report sent. Due to be deposited to Historic Environment Scotland.
- *Airdrieonians Football Club, sports club, established 1878*
Survey completed and recommendations report sent.
- *Angels' Share Glass, glassblower and manufacturer, 2013*

Survey completed and recommendations report sent. Due to be deposited to the University of Stirling Archives.

- *Cairncross of Perth, jewellers, est. 1869*

Closure of business. Survey undertaken, and records transferred to Perth & Kinross Archives.

- *Craig & Rose (family visit), paint manufacturer, est. 1829*

Survey completed and recommendations report sent. Further survey undertaken of the family section of the archive, which have been gifted to Edinburgh City Archives.

- *Crolla's Gelateria, ice-cream manufacturer, Rutherglen, 1895 - present*

Survey completed and recommendations report sent.

- *Glasgow High School (1124, Glasgow)*

Survey completed and recommendations report sent.

- *Glenachulish Preservation Trust, Glenelg*

Survey completed and recommendations report sent.

- *Glencoe Mountain Ltd, resort, 1956*

Survey completed and recommendations report sent.

- *Inverkeithing Local History Society (c.1992, Inverkeithing)*

Survey completed and recommendations report sent.

- *JC Peacock, salt supplier, est. 1784*

Survey completed and recommendations report sent. Eight days of historical research undertaken by the Surveying Officer as part of preparation for a commemorative publication to mark the company's 150th anniversary.

- *John Dansken & Purdie, 1858-2005, chartered surveyors, Glasgow*

Survey completed and recommendations report sent. Deposit pending to University of Glasgow.

- *John Muir Trust, conservation charity, est. 1983*

Survey completed and recommendations report sent. Due to be transferred to Highland Archives.

- *Newsquest, newspaper publisher, est. 1996*

Survey undertaken. Future of archive pending transfer.

- *Paper Foundation, Cumbria*

Survey undertaken of recently transferred Arjowiggin records from Aberdeen, and a recommendations report sent.

- *Royal Highland and Agricultural Society of Scotland, membership organisation, est. 1784*

Survey completed and recommendations report sent.

- *Scottish Forestry Trust, charity, 1984*

Survey completed and recommendations report sent.

- *Scottish Plant Owners Association, membership organisation, established 1950*

Survey completed and recommendations report sent. Interested in depositing the collection.

- *Scottish Rugby Union, professional body, 1873*

Survey completed and recommendations report sent.

- *Scottish Tourist Guides Association, professional body, est. 1959*

Survey completed and recommendations report sent.

- *Scottish Wildlife Trust, est. 1964, charity, Edinburgh*

Survey completed and recommendations report sent.

- *Scottish Women's Institute, Edinburgh, est 1917*

Survey completed and recommendations report sent. Supported the SWI with a successful records-at-risk application, and cataloguing the collection over six months in 2024.

- *Seven Incorporated Trades of Aberdeen, membership body, est. 1587*

Engagement and support visit to offer advice on cataloguing strategy and tools. Passed on to colleagues at NRAS for taking forward.

- *Sight Scotland (formerly Royal Blind), charity, est. 1793*

Survey completed and recommendations report sent.

- *Stephens, bakery (Est 1873, Dunfermline)*

Survey completed and recommendations report sent.

- *St Mirren FC, sports club, Paisley, 1877 - present (Rachael unable to attend due to Covid)*

Survey completed and recommendations report sent.

Financial Report

The Council continues to support the work of undertaking Surveys of the records of all manner of business institutions in Scotland, as a result of which many records have been deposited with national, university and local authority archives. Most of those records are subsequently available to the general public. BACS does not itself directly employ any staff to carry out its work. The Surveying Officer, Rachael Muir, is based at the University of Glasgow, which institution together with the Ballast Trust generously support her work.

There was a surplus for the year of £146. The Council's main income is from the subscriptions from Members and the principal expenses are normally the publication of the journal *Scottish Business and Industrial History*, and the costs of the AGM and Joan Auld Lecture. Overall reserves of £8,427 are felt to be adequate for the Council to maintain its activities.

Charities Law and the Business Archives Council of Scotland's constitution require the Accounts of the charity to be independently examined. The Charities Accounts (Scotland) Regulations 2006 require this examination to be an audit by a Registered Auditor if the income or expenditure exceeds £100,000 in any financial year or in any of the two immediately preceding financial years. If these criteria are not met an Independent Examiner can make a simplified examination. The Business Archives Council of Scotland is, this year, deemed to require only an independent examination.

Independent Examiner

Professor Raymond Stokes has agreed to certify the Financial Statements.

By order of the Executive Committee
Robert M Sim, Acting Honorary Treasurer
29 May 2024

Business Archives Council of Scotland				
Income and Expenditure Account for Period Ended 31st March 2024				
			Year to 31st March 2024 £	Year to 31st March 2023 £
Income				
3	Grants and Donations		250	200
	Current year Subscriptions		980	910
	Miscellaneous			60
	PayPal Fees			
			<u>1,230</u>	<u>1,170</u>
Expenditure				
4	Administration Expenses		1,084	172
	Donation			500
	Operating (Loss) / Gain		146	498
	Interest Receivable		0	0
	(Loss) / Gain for Year		<u>146</u>	<u>498</u>
There were no recognised gains or losses other than those included in the Income and Expenditure Account.				
The above Income and Expenditure Account relates entirely to continuing operations.				
The Notes attached form part of the Financial Statements.				

		Business Archives Council of Scotland	
		Balance Sheet	
		as at 31st March 2024	
		2024	2023
		£	£
Current Assets			
Cash		-	-
Bank Balance		8,427	8,280
Debtors	Grant Receivable		
	PayPal Receivables		
		8,427	8,280
Creditors - Amounts falling due			
within 1 year			
Creditors		0	0
Accruals		0	0
2 Total Net Assets		<u>8,427</u>	<u>8,280</u>
General Fund (Unrestricted)			£
Balance at start of Year		8,280	7,783
(Loss) / Surplus	in year	146	498
Balance carried forward		<u>8,427</u>	<u>8,280</u>
Approved by the Executive Committee on 1 May 2024			
and signed on their behalf			
.....	Amanda Noble		Convenor
.....	Robert M Sim		Acting Honorary Treasurer

		Notes to the Financial Statement for Period Ended 31st March 2024	
1 Accounting Principles			
Basis of preparation of Accounts			
The Financial Statements are prepared under the historical cost convention on a going concern basis.			
2 Funds Held			
The Funds are held to promote the objects of the Council.			
3 Grants and Donations and Consultancy Income			
		Year to 31st March 2024 £	Year to 31st March 2023 £
Grants		0	0
Donations		250	200
		<u>250</u>	<u>200</u>
4 Administration Expenses			
Postages			
AGM Costs			
Publicity Material		97	
Travel Expenses			150
Journal Printing and typing		955	
Website design			
Paypal fees		32	22
Conference costs			
Filming			
Donation to Ballast Trust			
		<u>1,084</u>	<u>172</u>