

APPENDIX 1

OSCR

Scottish Charity Regulator

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	1	Jan	2024		31	Dec	2024

Reference and administration details

Charity name
Other names charity is known by

Registered charity number

Charity's principal address

Cupar Heritage

SC 043605

Cupar Museum and Heritage Centre

Cupar Railway Station

Station Road

Cupar

Postcode

KY15 5HX

Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chairman		Annual Members Meeting
2	Treasurer		
3	Minute Secretary	25th March to 14th November	
4			
5			
6			
7		25th March to 31st August	
8			
9		25th March to 1st December	
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
[REDACTED]	Coopted to attend Trustee Meetings from 19th August

Structure, governance and management

Type of governing document

Constitution of Cupar Heritage registered on 28th November 2012.

A Scottish Charitable Incorporated Organisation in terms of the Charities and Trustees Investment (Scotland) Act 2005.

Trustee recruitment and appointment

Trustees are elected at the Annual Members' Meeting for a term of three years, or by co-option if a vacancy arises.

Objectives and activities

Charitable purposes

The purposes of the charity are the advancement of education, arts, heritage, culture, and science by encouraging an interest in the history of Cupar and surrounding area by educating members and the general public, facilitating research, understanding and publication of the cultural heritage of the area. We preserve, conserve, and interpret local cultural heritage, provide a community resource by collecting, organising and conserving items of local historical interest. We promote and advance heritage in Cupar and the surrounding area and address heritage issues affecting the area.

Summary of the main activities in relation to these objects

During 2024, Cupar Heritage presented eight talks between March and November for the membership at our regular venue, the Age Concern Centre, Cupar. It was encouraging to welcome a good number of members of the public to most meetings as the subject matter and quality of speakers proved to be attractive. The topics and speakers for the talks were [REDACTED] on the Hopes of Craighall, [REDACTED] St Andrews University on The Early Years of Mary Queen of Scots, Milne, Historic Environment Scotland on Iona and Saint Columba, Ian Archibald of Burntisland Heritage on the Island of the Forth, [REDACTED] Dundee University on [REDACTED] Musician, Publisher and Composer to a King, [REDACTED] on Restoring Paintings and [REDACTED] with [REDACTED] insights into Teasses Estate and Gardens. Cupar Museum and Heritage Centre opened to visitors from April to the end of October. A successful visit for members to two neighbouring museums, Abernethy and Newburgh allowed the opportunity to experience and learn about the work of similar local enthusiasts.

Achievements and performance**Summary of the main achievements of the charity during the financial period**

The Trustees met on five occasions in 2024 and again we acknowledge the use of meeting space provided by the office of Community Voice and the loan of equipment for our meetings at Age Concern Centre, Cupar. The Trustees agreed that our main banking arrangements should remain with the Charities Aid Foundation Bank, while retaining some funds with the Bank of Scotland as a reserve fund. The Trustees agreed a policy for reserves which is referred to elsewhere in this report. Volunteers were active at meetings raising funds by means of a regular raffle. Decisions on the content of exhibitions at the museum allowed more work on the Story of Cupar, exhibits about early pharmacies, additional display items about the Listening Station at Hawklaw and a special tribute to our late volunteer and supporter [REDACTED] an inveterate enthusiast on railway history. The temporary exhibition created for 2024 was the story of Food and Drink in Cupar and the surrounding area. This was possible through creating displays using museum artefacts and images from our own collection, items borrowed from St Andrews Preservation Trust Museum with the welcome addition of items lent by members, the assistance of our local porage oats factory and the former proprietors of Ostlers Close, [REDACTED]. Donations at the museum by visitors were accepted by cash and electronic payment. Our volunteers engaged on cataloguing the collection made good progress on their tasks.

Financial review**Brief statement of the charity's policy on reserves**

The Trustees use the Reserves Policy to support our financial planning and other activities. The approach used is to calculate an optimal level of reserves that considers the reliability of income, costs for activities and ongoing liabilities. Amounts are included for risks and contingencies to cope with unexpected costs or opportunities. The amount set at 3rd June 2024 is approximately six months unrestricted expenditure, or £1,500.00.

Details of any deficit**Donated facilities and services (if any)**

Our tenancy agreement with ScotRail continues to operate as an advantageous arrangement in terms of providing us with an accommodation base for our activities.

Other optional information

Cupar Heritage took part in a number of external events to promote the museum, our talks programme and support community activities.

These included taking part in an event at Craigtoun Park, St Andrews, History in the Park, to mark the 80th anniversary of D Day, Cupar's Big Weekend in September and Fife Local History Forum in Kirkcaldy Old Kirk in November. One outcome that could arise from attendance at the latter event is to engage further with training offered by the Scottish Council on Archives. Volunteers were also present with a stall at a Cupar in Bloom Coffee Morning.

Publicity measures to attract visitors to the museum and attendance at our talks programme included leafleting and posters in prominent locations, frequent postings on Facebook and maintenance of our Website. Participation in the Fife Museums Forum allowed our details to be incorporated in a Fife-wide brochure that lists all Fife museums and their details. We were given additional exposure on the CuparNow digital platform when we contributed to their series of Blogs. Talks to external groups included Cupar Hard of Hearing Group and pupils at Castlehill Primary School.

A major development in caring for an important item in our collection was taken forward as a result of a successful application for grant aid to the Idlewild Trust. A self-portrait by Charles Lees, RSA, 1800 to 1880, that we hold in our collection, was in need of conservation and restoration. The grant of £4,180, supplemented by donations from our membership permitted the essential skilled work to be carried out by Egan, Matthews & Rose of Dundee.

A largely unseen element of our service on behalf of the town is to answer enquiries received from members of the public, locally and internationally. Often these are submitted via our Website and one example illustrates this activity. An enquiry from a New Zealand museum created a stir. They were seeking information about an dress in their collection created by a Cupar dressmaker. Research by our team has confirmed details about the family who took it to New Zealand and the place of business of the dressmaker. More information will be shared during our 2025 exhibition programme.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)
OSCR will accept
digital or typed
signatures

Full name(s)

Position (e.g. Chair)

Date

CHAIR	TRUSTEE
5.2.25	5.2.25

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	January	2024		31	December	2024

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	2,366				2,366	966
Legacies					-	
Grants	4,180				4,180	
Receipts from fundraising activities	1,709				1,709	1,681
Gross trading receipts					-	
Income from investments other than land and buildings	13				13	9
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	8,268	-	-	-	8,268	2,656
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	8,268	-	-	-	8,268	2,656
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	8,768				8,768	4,927
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	8,768	-	-	-	8,768	4,927
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	8,768	-	-	-	8,768	4,927
Net receipts / (payments)	(8,266)	-	-	-	(8,266)	(2,271)
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	(501)	-	-	-	(501)	(2,271)

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	6,403				6,403	8,674
	Surplus / (deficit) shown on receipts and payments account	(501)				(501)	(2,271)
						-	
						-	
	Cash and bank balances at end of year	5,902	-	-	-	5,902	6,403
	(Agree balances with receipts and payments account(s))						

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees
on behalf of all the trustees

Date of
approval

17.2.26

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	X
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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	X
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C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
Total		-	-	-	-	-
	reference	-	-	-	reference	reference

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Idlewild Trust	4,180		4,180	-
			-	
			-	
			-	
Total	4,180	-	4,180	-
	-	-	-	-

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Subscriptions and meetings	1,709				1,709	1,681
Bank Interest	13				13	9
Museum income and sales	2,366				2,366	727
Other earned income					-	239
					-	
					-	
					-	
Total	4,088	-	-	-	4,088	2,656
	reference error	-	-	-	reference error	reference error

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Electricity	842				842	621
Maintenance tests	96				96	199
Insurance	518				518	518
Collection exhibition costs	4,805				4,805	347
Rental of Meeting Venue	400				400	401
Printing copying	98				98	42
web site	15				15	821
Bank charges	60				60	60
Sundry external subs and postage	376				376	605
Stationery and equipment	962				962	797
Telecoms	596				596	516
Total	8,768	-	-	-	8,768	4,927
	-	-	-	-	-	-

Additional analysis (2)

5 Breakdown of unrestricted funds

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations						
Legacies					-	
Grants						
Receipts from fundraising activities						
Gross trading receipts						
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	-	-	-	-		-
					cross ref error	
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	-
					cross ref error	
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	-	-	-	-	-	-
					cross ref error	
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	-	-	-	-	-	-
					cross ref error	
Net receipts / (payments)	-	-	-	-	-	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	-
					cross ref error	
Nature and purpose of funds						

6 Breakdown of restricted funds

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
Receipts						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	-	-	-	-	-	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	-
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	-	-	-	-	-	-
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	-	-	-	-	-	-
Net receipts / (payments)	-	-	-	-	-	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	-

Nature and purpose of funds	
1. Current funds	2. Capital funds
3. Debt funds	4. Other funds