

**DINGWALL MUSEUM SCIO**

**Scottish Charity Number SCIO SC053119**

**Annual Report and Financial Statements**

**For The Year Ended 31st March 2025**

# DINGWALL MUSEUM SCIO

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# **Dingwall Museum SCIO**

## **Trustees' Annual Report**

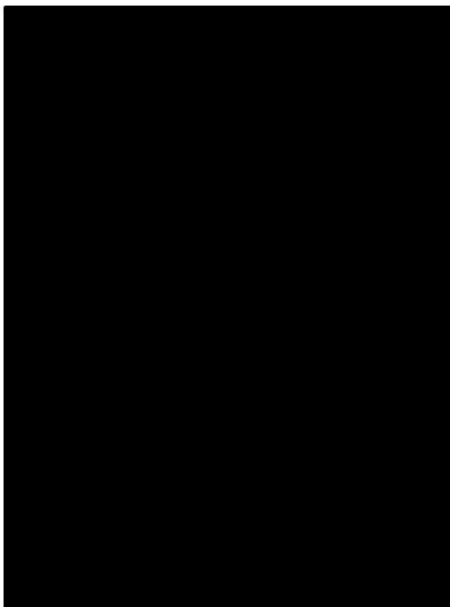
### **For the Year ended 31st March 2025**

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31st March 2025.

### **Reference and Administrative Information**

<b>Charity Name</b>	Dingwall Museum
<b>Charity Number</b>	SC053119
<b>Address</b>	65 High Street, Dingwall IV15 9RY

### **Current Trustees**



# **Dingwall Museum SCIO**

## **Trustees' Annual Report**

**For the Year ended 31st March 2025(cont)**

### **Structure, Governance and Management**

#### **Constitution**

The Charity is a Scottish Charitable Organisation (a SCIO). It was registered in its current legal form on 13th February 2024. The Charity was previously an unincorporated association but changed its legal form to a SCIO. The business of the museum moved from Trust to SCIO on that date (when the SCIO started), the assets and collection moved across on 19th November 2024. It has a single tier structure and as such the trustees are the members of the Charity.

#### **Appointment of trustees**

There have been no changes in the Trustees in the year.

#### **Objectives and Activities**

##### **Charitable purposes**

The Trust has three main objectives

##### **1 The advancement of education**

The museum will provide educational opportunities - meetings, study groups, and access to archive material, in the local community.

##### **2 The advancement of community development**

The museum is committed to providing a resource - the building and its artefacts that will enhance the local sense of place and heritage.

##### **3 The advancement of the arts and heritage**

The museum aims to advance the local community understanding of heritage through its educational activities, its permanent displays, and occasional exhibitions

## Trustees' Annual Report

For the Year ended 31st March 2025(cont)

### Activities

Dingwall Museum started the year (1st April 2024) as Dingwall Museum Trust, that has been in existence since 1971. In order to transfer the management of the museum to a more modern organisational structure, we applied to the Office of Scottish Charity Regulators to become a SCIO. This was granted on 13th February 2024. Since that date the museum has been run by these two organisations, working in parallel. All the museum's goods, furniture, and equipment, together with the entire collection, was transferred to the SCIO by approval of the Trust's Trustees on 19th November 2014. Since that date, the Trust has continued with only its Trustees, its TSB bank account containing only a nominal sum, and a lease with Highland Council's Common Good Fund. The rest of the business of the museum has been managed by the SCIO.

The museum Trustees have held regular bimonthly meetings in 2024/2025, starting in May. July saw the inaugural meeting of the SCIO at which the Officers were approved: [REDACTED] as Chair, [REDACTED] as Secretary, [REDACTED] as Treasurer. That meant that [REDACTED] stood down from being Treasurer of the museum, after many years of highly-valued control of our finances, leaving them in a good state for the future. He was thanked for his many years of service.

Further meetings of the SCIO were held in September and November 2024, and January and March 2025. The SCIO Trustees have remained the same all year.

Periodically during the year, we attempted to negotiate with the Highland Council (THC) for a new lease. The old lease between the Trust and THC's Common Good Fund was due to expire on the 21st May 2025. We need a new lease, this time to be negotiated for the SCIO as the completion of their acceptance of our modernising the Trust to a SCIO.

During the year we completed our spend of the Museums Galleries Scotland grant of ~£13k, including reporting on it to them. The major benefits from it were the upgrading of the collections database system (an online Axiell) from the thirty-year-old Adlib version, and also the weekly presence of [REDACTED] as Collections Officer who oversaw that upgrade and trained a cadre of volunteers in its use. She has also overseen conservation work and trained volunteers in best practice.

## Trustees' Annual Report

For the Year ended 31st March 2025(cont)

### Activities

The volunteers meet each week and are gradually working towards completion of reorganisation and recording of our huge collection of artefacts and images. Working with [REDACTED] and the collections team, work continued to ensure unaccessioned items were evaluated and only accessioned if they fell within our collection policy. Those that didn't were offered to more appropriate museums. After that, we still had a large number of items which were sold at the Auction Room, garnering value (£2040) for future spend on the Collection. Some space was made available when many boxes of Dingwall Burgh Council records were transferred to the Highland Archive in January, after being in the museum's care for the nearly half-century since the Museum was formed.

We also welcomed a grant of £1600 from GlenWyvis Distillery's Local Community Fund which has enabled us to purchase additional IT equipment. We received a grant from Nick Hide for a generous donation of £2000 that enabled improvements to our shop and staff facilities.

The 18<sup>th</sup>-Century building started the year suffering major roof leaks that ruined paintwork and endangered wall-hanging items, but THC work on overhauling the entire Town Hall complex roofing and windows finally eliminated this problem, just before we opened to the public in May. In April a small piece of stonework fell from the Eagle House roof on to the street below. THC moved quickly to make it safe.

All of the Collection items held at various external stores have now been moved to the Museum premises and are available for future displays, the largest item being the 19<sup>th</sup>-Century Fire Cart. New welcoming signage has been added to the front doors and Eagle Court.

During the latter half of the year when the Museum was not open to the public, we changed some of the traditional displays to make them brighter and better. With the addition of a Timeline display (organised by [REDACTED]), children's activities (organised by [REDACTED]) and movement of some items, we now have a brighter and more obviously welcoming shop entrance, and a rough progression from our earliest history of carvings and archaeological finds to more modern times in the other rooms. Law and Order has been gathered in the main foyer, with a display on the shops of the town, including updateable notes on many of them to enable future-proofing.

## Trustees' Annual Report

For the Year ended 31st March 2025(cont)

### Activities

We continued our monthly meetings of the Dingwall History reading group (organised by Roland Spencer-Jones) in the Community Library. [REDACTED] has now added another monthly meeting there, of the Picture Detectives who discuss old photos from our collection. [REDACTED] continue Museum outreach visits to care homes and social groups in the area with handling boxes to get memories and discussions going. [REDACTED] ran a D-Day Commemoration event within the museum. A changing exhibition at the entrance of Dingwall Community Library of our favourite items engenders more talk. In addition, we have had regular visits to (and from) the Primary schools and groups such as the Young Archaeologists Club. As 2025 is the 50<sup>th</sup> anniversary year of the museum, we have initiated a variety of events and activities within the museum. The first of these was a roadshow evening to Contin, to encourage a wider appreciation of what the Museum has to offer. Further visits to other local villages will follow in the next year.

As well as being involved in the Highland Heritage Day that gathered up to a hundred museum and history groups in Dingwall Academy on March 15<sup>th</sup>, we also had a presence in the regular public events of the Dingwall Gala (July), Feil Maree (September), the Highland Archaeology Festival (October) and the Dingwall Academy Christmas Fair (December). We now have a light gazebo for such outdoor events and a standing 'feather' flag to draw attention.

Our social media presence has been in the hands of collections officer [REDACTED] and volunteers [REDACTED] and [REDACTED]. They have been responsible for regular weekly postings on interesting museum-related subjects, resulting in usually more than 5000 viewings each time. A short film produced by [REDACTED] on the time that the Beatles played in Dingwall induced over 10,000 views.

All this has led to an increase in footfall in the Museum itself to 2666 people, continuing the annual increase since the empty pandemic year. This figure includes nearly 200 attenders to special workshops and exhibitions and talks. Added to these were over 900 attenders of the monthly library and outreach meetings.

## Trustees' Annual Report

For the Year ended 31st March 2025(cont)

### Activities

We initiated a simple visitor survey form at the start of the season, asking a few simple questions about how people came to know about the museum, what they thought of it, what was the welcome like, etc. Of the 326 forms completed the results included:

- The majority of visitors (who completed a form) had entered the museum by simply coming across it whilst walking down the street.
- The majority were from Scotland, a large number from England, and the remainder came from a wide scattering of international addresses
- Almost all visitors scored their welcome and what they thought of the museum at the highest figure. It seems as though we are making visitors' experience a good one!

Dingwall Museum 2024-2025		Q1, 1st Apr - 30th Jun	Q2, 1st Jul - 30th Sep	Q3, 1st Oct - 31st Dec	Q4, 1st Jan - 31st Mar	2024-2025
Enquiries						
	Enquiries relating to research and collections	29	52	10	24	115
Events & Outreach Activities						
	No of participants in outreach activities and special events - onsite	79	35	48	33	195
	No of participants in outreach activities and special events - offsite	82	107	162	553	904
Online Collection Engagement						
	Museum Website					
	Collection Management System					
	Social Media	87	325	83	996	1491
	Image Hosting (Flickr, Pintrest)					
	Video Hosting (Vimeo, YouTube, Tiktok)				4705	4705
	Podcasts					
	Third Party Websites (ArtUK, Spotify etc)					
Physical Visits						
	No visits that were in person	1003	1274	187	7	2471
Total in-person Visits		1082	1309	235	40	2666
Total of all visits including web hits and social media		1280	1793	490	6318	9881

initiated work towards a 5-Year Plan at the end of 2014, with major contributions from . The final report was presented to the SCIO Trustees at their March Trustee meeting, and accepted with thanks.

Lastly, I recognise the work of so many people who have contributed to the work of the museum this year – the Trustees, the members, all the volunteers, and many local tradesmen who gave their time for free or a reduced rate. In addition, we gratefully acknowledge the grants we have received from Highland Council, Museums Galleries Scotland, and GlenWyvis Fund. Without them, none of this could have happened.



## **Trustees' Annual Report**

**For the Year ended 31st March 2025(cont)**

### **FUTURE PLANS**

The external Riverside store was emptied over the year and the lease with Black Isle Renewables let go. Consequently the 19th century fire engine that had been in store is now displayed in Eagle Court.

We also plan a remodelling of the shop design and content to free up space for more display cabinets. This will allow us to provide more books and merchandising to increase sales, and therefore income.

A big opportunity is to take a lease on Eagle House. At present we occupy one room on the ground floor, whereas there are two more unused floors above that. However the building is in a poor state of repair, with Highland Council committed to making it safe and water-tight during the winter of 25/26.

## **Dingwall Museum SCIO**

### **Financial Review**

Our main source of regular funding is a grant of £6272 from Highland Council, which has remained unchanged for many years, and yet for which we are immensely grateful. This has been supplemented by donations from our visitors, shop purchases, sale of unaccessioned and unwanted items from the museum, Gift Aid, and grants that we have applied for.

Our grant application to MGS in the previous financial year provided some money in advance, but most of the money in arrears, hence the negative balance at year end. Other grants have included Glen Wyvis Distillery, and Nick Hide

Other main funding streams are

- £2998 in donations from our visitors (there is no entrance fee)
- £1637 from sale of items in the shop area.
- £1337 from Gift Aid
- £2040 from sale of unwanted items

### **Charity's policy on reserves**

The annual costs of charitable activities are carefully monitored to ensure that the available funds cover approximately two years of average expenses.

### **Our financial future**

Dingwall Museum, like many museums in the Highlands, is run entirely by volunteers with no employees. However, this year's grant applications have allowed us to contract with a self-employed Collections Officer. That relationship can only continue into future years if we raise more money from other grants, which is a continuous pressure on us to seek funds.

Our regular assured income – Highland Council grant, donations and shop sales – is approximately £10,000. Our regular outgoings have been reviewed in the past year and savings made on changing insurers, letting go the rental on an expensive credit card machine, etc. With a closing balance of >£17,000 the finances of the museum seem secure.

### **Nature and purpose of funds**

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the club.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. During the year the charity received two payments representing funds restricted for specific purposes: Museum Galleries Scotland £3231, Nick Hide £2000. Restricted funds are tabulated as part of the Statement of Balances on p12

## **Financial Review(cont)**

### **Related party transactions**

The Club's insurance policy includes Trustee Indemnity Insurance for all its trustees. No other remuneration was paid to the trustees or any connected persons during the year

# Dingwall Museum SCIO

## Independent Examiners Report to the Trustees of Dingwall Museum

I report on the accounts of the charity for the year ended 31st March 2025 which are set out on pages 11 to 13

### Respective Responsibilities of trustees and 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 trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 Accounts Regulations 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 statement

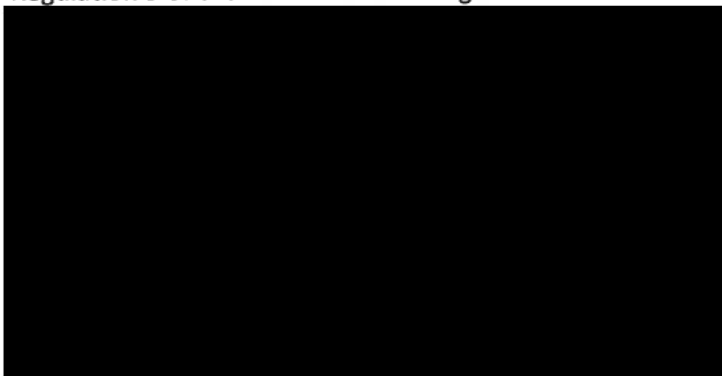
My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks 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 Accounting Regulations
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations



# Dingwall Museum SCIO

## Statement of Receipts and Payments for the year ended 31st March 2025

		Total Funds £	Total Funds £
	Note	2025	2024
<b>Receipts</b>			
Grants	4	16219	11503
Donations		3010	1184
Shop Sales		1638	2125
Sale of Artefacts		1790	-
Sale of Furniture		250	-
Gift Aid		1337	-
Bank Interest		25	-
<b>Total Receipts</b>		<b>24269</b>	<b>14812</b>
<b>Unrestricted</b>		12634	9581
<b>Restricted</b>		11635	5231
		<b>24269</b>	<b>14812</b>
<b>Payments</b>			
Costs of Charitable Activities	5	20589	6875
Shop Purchases		1434	1557
Purchase of Equipment	6	4483	4891
<b>Total Payments</b>		<b>26506</b>	<b>13323</b>
<b>Unrestricted</b>		10727	13323
<b>Restricted</b>		15779	-
		<b>26506</b>	<b>13323</b>
<b>Surplus/(Deficit) for the year</b>		<b>-2237</b>	<b>1489</b>
<b>Unrestricted</b>		1907	-3742
<b>Restricted</b>		-4144	5231
		<b>-2237</b>	<b>1489</b>

## Dingwall Museum SCIO

### Statement of Balances - As at 31st March 2025

	Restricted	Unrestricted	Total 2025
	£	£	£
Opening cash at Bank	5231	14468	19699
Deficit/Surplus for the year	-4144	1907	-2237
Closing cash at Bank	1087	16375	17462

### Statement of Balances - As at 31st March 2024

			Total 2024
Opening cash at bank	-	18210	18210
Surplus/Deficit for the year	5231	-3742	1489
Closing cash at Bank	5231	14468	19699

Restricted Funds	As At 31/03/2024 £	Income £	Expenditure £	As At 31/03/2025 £
MGS Museums Galleries Scotland	3231	6995	12924	-2698
Nick Hide	2000	1000	1255	1745
Glen Wyvis Fund	-	1600	1600	-
Sale of Collection Items	-	2040	-	2040
	5231	11635	15779	1087

# Dingwall Museum SCIO

## Notes to the accounts - for the year ended 31st March 2025

### 1 - Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and The Charities Accounts (Scotland) Regulations 2006(as amended).

### 2 - Nature and purpose of funds

Unrestricted Funds are those that may be used at the discretion of the Trustees furtherance of the objects of the charity. The Trustees maintain a single unrestricted fund for the day to day running of the Charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

### 3 - Related party transactions

The Club's insurance policy includes Trustee Indemnity Insurance for all its trustees.

No other remuneration was paid to the trustees or any other connected persons during the year. (2024 Nil).

4 - Grants received	2025	2024
	£	£
Highland Council	6272	6272
Museums Galleries Scotland	6995	3231
N Hide	1000	2000
Glen Wyvis	1600	-
Others	352	-
	<b>16219</b>	<b>11503</b>

5 - Cost of charitable activities	2025	2024
	£	£
Insurance	1392	2022
Printing & Stationery	525	485
Telephone	783	848
Store Rental	567	972
Computer/IT	1060	555
Subscriptions	4684	249
Repairs	1105	191
Security	726	1036
Misc admin costs	924	517
Collections Officer	7877	-
Expenses wrt Collection	946	-
	<b>20589</b>	<b>6875</b>

6 - Equipment Purchased	£	£
CCTV System	4483	4758
Mobile Phone	-	30
Sum Up	-	95
Medals etc	-	8
	<b>4483</b>	<b>4891</b>