

BUSINESS
ARCHIVES
COUNCIL of
SCOTLAND

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR TO 31st MARCH 2025**

Contents

General Information

Report of Executive Committee

- **Objects**
- **Statement of Executive Committee's Responsibilities**
- **Strategic Aims**
- **Review of Activities**
- **Report of the Surveying Officer**
- **Financial Report**

Report of Independent Examiner

Income and Expenditure Account

Balance Sheet

Notes to Financial Statements

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
Kiara King	Deputy Convenor, The Ballast Trust
Rosemary Hall	Honorary Treasurer, NatWest Group Archives
Samantha Case	Honorary Secretary, Bacardi, John Dewar & Sons Limited
Rachael Muir	Business Archives Surveying Officer for Scotland
Dawn Sinclair	Communications Officer
Karyn Williamson	Events Officer, Digital Preservation Coalition
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	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 2025

Membership and Communication

The Business Archives Council of Scotland warmly invites anyone passionate about preserving and exploring Scotland's rich heritage of business archive collections to become a member. We offer three membership types—Corporate, Institutional, and Individual—and provide a range of benefits. Full details on membership and how to apply can be found on our website.

This year, with invaluable assistance from Alison Scott of AS Archive Services, we completed a comprehensive review of our membership structure and communication strategies. Our membership remains steady, with the addition of several new corporate members.

To keep our members informed, we issue a bi-annual newsletter via Mailchimp, sharing insights on our activities and the business archive landscape. On social media, we have transitioned our efforts from Twitter to LinkedIn to enhance professional networking

<https://www.linkedin.com/company/bacscot/> .

Finally, the Executive Committee continues to offer stable and effective governance, with no changes to its membership during the year.

Events

Our AGM was held on Thursday, 20th June 2024, at the Ak Bell Library in Perth. It was part of a broader event that explored the rich connections between archive and museum collections. Attendees were treated to an inspiring line-up of talks. Anna Zwagerman from Perth Museum shared her insights into the creation of Perth Museum, highlighting the challenges and triumphs along the way. David Powell from DC Thomson & Co Ltd delivered an equally compelling session, recounting his experience of taking Dundee schoolchildren to London and the invaluable lessons learned from fostering collaboration between galleries and archives. I'd like to thank all the speakers involved in the event and Ishbel MacKinnon for a fantastic tour of the Perth and Kinross archive.

Then in November 2024, building on the success of our joint conference with the Business Archives Council, the second event in our two-year pilot, themed 'Liquid Gold: Realising the Potential of Your Business Archive Collections.' Celebrating Scotland's most iconic spirit, often referred to as liquid gold, the conference delved into the richness of business archive collections. Discussions highlighted their value as corporate assets, as well as their broader significance to society, academic research, and public engagement. The program featured a stellar line-up of speakers from renowned organizations, including The Macallan, Swire Archives, Coventry University, DC Thomson & Co Ltd, NLS Moving Image Archive, Hennessy, Hongkong Land Corporate Archives, National Museums Scotland, Reckitt, Levi Strauss & Co. Archives, RSHP / Rogers Stirk Harbour + Partners, Robert Welch Designs, News UK, the Centre for Business History in Stockholm, Alfred Gillett Trust, and the Guardian News & Media Archive.

Generously hosted by The Macallan at 100 Queen Street, Glasgow the conference welcomed nearly 70 attendees and more than 60 attendees online from the UK, USA, Ireland, Sweden, Hong Kong and Denmark. The conference was supported by sponsors TownsWeb Archiving, Naomi Korn Associates, and Preservica. Highlights included an evening reception featuring canapés and whisky tasting. Additionally, attendees had the opportunity to visit Glasgow City Archives on Friday morning, where archivist Dr. Irene O'Brien presented items from their extensive business archive collections and discussed their role in Glasgow's upcoming 850th anniversary celebrations in 2025. We'd like to thank all speakers, sponsors and the organising committee for their valuable contributions to the event.

We are pleased to report that, following the success of the pilot conferences, the Business Archives Council Scotland and the Business Archives Council have agreed to extend their partnership to deliver an annual joint business archive conference.

We have also worked with the Business Archives Council on Business Bites – a series of bimonthly virtual seminars on topical themes relevant to business archives. In the last year we've held sessions on cataloguing Business Archives, Environmental Sustainability, Commercial Opportunities for Cultural Heritage Organisations and the Importance of Surveying.

Journal

Last year we established a new editorial board consisting of academics and archivists to manage the BACS Journal *Business and Industrial History: A Journal of Archival Research*.

The board consisting of 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 and Zoi Pittaki, University of Dundee has been working hard to produce the first edition of the relaunched journal on the theme of Whisky Business: regulating and recording the whisky industry. At the time of writing the journal is undergoing final editing and will be presented to members at our summer conference.

Business Archives Surveying Officer

The post of Business Archives Surveying Officer was first established by BACS in 1977. Today BACS continues to support the work of the Business Archives Surveying Officer in Scotland with the current Surveying Officer Rachael Muir sitting on the Executive Committee. Funded by the Ballast Trust and the National Records of Scotland with support from the University of Glasgow, 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, 2024-2025 for the Business Archives Council of Scotland

It has been a whirlwind of a year for the Business Archives Surveying Officer with lots of ground covered in terms of surveying, engagement, funding bids, profile-raising, recruitment, and relationship-building.

Approximately 83 businesses, organisations, trusts and charities were contacted by the Surveying Officer throughout the year, which resulted in 18 survey visits, and a 21.6% success rate. This again built on last year's success rate and continues to show an improvement against the usual 10-15% response rate.

Included in this year's proactive surveying was the roll out of the second regional archive survey, which this time featured Angus. More than 20 businesses were contacted at the end of September 2024 including Glamis Castle, Angus Soft Fruits, Strathmore Woollen Company and Saddler's of Forfar. However, responses were low despite repeated approaches by Rachael, and unfortunately no in-person surveys were arranged as a result of the project.

Separately, a thematic survey approaching companies and organisations within the Scottish forestry and timber trade was also developed and rolled out in January and February of 2025. Although initial engagement has been slow, further support provided by the Chief Executive of Confor, the UK forestry body has helped increase interactions. Currently, three surveys are planned for the summer including the Scottish Timber Trade Association, Donaldson Group, and Scottish Woodlands, and there is potential interest from the forestry sector for a more detailed look at heritage and storytelling within the Scottish forestry and timber industry, so it will be interesting to see how this develops in 2025-26. Rachael has sourced examples from Sweden in order to share and inspire about what could be possible. Further surveying work is needed in the short-term with long-term plans still to be confirmed, but there is likely to be the option of possible sponsorship from the sector. A key focus for September and October was the consortium application to the Archives Revealed fund. The Surveying Officer led the work to bring together a consortium partnership that applied for funding to create a two-year project 'Supporting Scotland's Sporting Heritage'. This involved a fortnightly meeting with the other consortium partners, writing the application, and gathering evidence, statistics, and supporting documents. The application was hugely helped by Kiara's proof-reading, editing, and development of the budget. We were delighted with the final application, and accompanying letters of support we received. Unfortunately, the application was unsuccessful but the consortium partners have agreed to explore other funding options. Rachael has contacted the Scotland team at the National Heritage Lottery Fund and it is hoped that a follow-up application will be submitted in summer 2025.

Throughout the year, Rachael has continued the cataloguing of the Scottish Women's Institutes collection, as well as attending their monthly Heritage Meeting evenings. In November, the SWI found out that their heritage project will be funded by the Heritage Lottery. This project includes funds to continue Rachael's cataloguing of the collection for 1 day a week for a year. The Surveying Officer also held five volunteer sessions over the summer at the Ballast Trust for the SWI. These sessions were designed for the volunteers to be able to gain experience of working with the SWI archive, as well as share their own specialist subject knowledge which can be incorporated into the archive. The Surveying Officer had also been contacted by a student from the Royal Botanic Gardens Edinburgh with regards to undertaking research of the SWI archive being held at the Ballast Trust, and Rachael facilitated access to several research visits whilst the archive has been stored at the Ballast Trust. We look forward to seeing how the project develops over the course of the year!

The Surveying Officer presented at an Edinburgh 900 event organised by Edinburgh Chamber of Commerce to celebrate the city's anniversary and its businesses. The presentation was well-received, and led to two potential surveys of a chartered accountant firm and drinks company.

Continuing to develop an understanding of the renewables landscape in terms of record-keeping has been another ongoing objective over the last 12 months. The Surveying Officer has been developing her new WordPress and website skills by creating a new project page which provides details on the second phase of the Capturing the Energy project. In collaboration with the University of Aberdeen, this phase will focus on developing our understanding of recordkeeping within the renewables sector specifically. The Surveying Officer will be working on the project twice a month until December 2025 when the outcomes of the project will be reviewed.

Recruitment has played a significant part in this year's work for the Surveying Officer. The Surveying Officer met with the head of Grand Lodge at the start of January to discuss recruitment plans by the organisation. It resulted in the Surveying Officer and Director of the Ballast Trust working hard to revise a job description for the Grand Lodge of Scotland as part of a long-running plan to appoint a Heritage & Collection Manager for the library, archive and museum. Rachael oversaw the write-up of a job description, the advertising, and the short-listing and interviewing of the candidates.

In addition, following a survey of Scottish Canals in 2024, a meeting was held in 2025 to discuss the taking forward of a recommendation to recruit a records manager to the organisation and tackle storage capacity issues. This was confirmed in March 2025, and recruitment is due to go live in May 2025, with the Surveying Officer leading on advertisements for the position.

In December, the Surveying Officer also interviewed three students for a second phase of cataloguing at Goodfellow & Steven. Two students currently studying the postgraduate course were offered the position and undertook 5 weeks of on-site cataloguing in Broughty Ferry. They were well-supported by the business at all times, and it was a fantastic example of teamwork, and provided suitable practical experience alongside their studies.

During spring 2025, the Surveying Officer has been busy establishing the programme for a BACS summer conference to be held in June 2025 at the Scotch Whisky Experience. A good range of speakers from across the drinks, brand and marketing industries have now been confirmed. The event will also include an evening reception launch for the new BACS journal, and the AGM.

Now at the end of the 2024/25 reporting year, the Surveying Officer is taking bookings for surveys into July 2025 with a variety of surveys on the horizon including a children's charity, a forestry group, a health food retailer, and a business gateway enterprise. The forestry and timber survey will conclude, with another regional survey launched, as well as a new thematic survey, likely to explore independent Scottish schools, with support from SARA, or building on the drinks industry conference to be held in June.

Crisis management and records-at-risk

There have been three successful cases of records having been safely deposited that were initially at risk. This included the archive of Craig & Rose, paint manufacturers that were surveyed in 2023. As of September 2024 it had been transferred to Edinburgh City Archive.

The records of Charles Henshaw & Sons, architectural metalworkers, were also surveyed by the Surveying Officer following the company's liquidation at the request of Historic Environment

Scotland. Following successful engagement with the relevant insolvency practitioner, a successful transfer of the records was completed, resulting in a superb business collection saved for the nation.

And finally, the records of the John Muir Trust were transferred to Highland Archives. With the support and help of the charity, a successful transfer of the entire archive was completed, totalling over 70 boxes of records charting a variety of eras and subject areas across its history.

Record surveys, advice and consultancy work

ALLIANCE, part of Health Care and Social Alliance Scotland, charity
Charles Henshaw & Sons, est. 1904, (building facade specialist), Edinburgh
Confederation of Forest Industries (Confor), (membership body), Edinburgh
Demarco Archive, (arts trust), Edinburgh
Galloway & MacLeod, est. 1921, (agricultural merchants), Stonehouse, SL
Glasgow Film Theatre, est. 1974, (creative arts/charity), Glasgow
GMAC Film, est. 1982, (film charity), Glasgow
Grandison & Son, est. 1886-2018, (plasterer), Peebles
Ian MacLeod Distillers Ltd, est. 1936 (as Leonard Russell whisky broker),
Edinburgh
Institute of Chartered Foresters, Edinburgh (membership body), Edinburgh
Motherwell Football Club, est. 1886, (sports club) Craigleith, Edinburgh
Perth Theatre, est. 1900, (arts centre), Perth
Pitlochry Festival Theatre, est. 1951, (creative arts/charity), Pitlochry
Prestwick Scotland, c.1930s, (airport), Prestwick
Scottish Bowlers Fellowship, est. 1954, (membership organisation), Glasgow
Scottish Canals (non-departmental public body), Falkirk
Scottish Decorators' Federation, est. 1857, (professional body), Stirling
Scottish Football Museum (to survey collection of the Scottish Premier Football
League)
Scottish Women's Institute, est. 1917, (membership organisation/charity),
Edinburgh
The Denholm Group, est. 1866, (shipping agent), Glasgow
The Young Women's Movement, est. 1924, (charity), Edinburgh
Venture Scotland, est. 1984, (charity), Edinburgh
Walker's Shortbread, est. 1898, (baker), Aberlour

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 public. BACS does not itself directly employ any staff to carry out its work. The Surveying Officer role is funded by the Ballast Trust and the National Records of Scotland with support from the University of Glasgow.

There was a surplus for the year of £7,556. The Council's main income came from the annual conferences held jointly with BAC (Business Archives Council). The Council received the income for 2 conferences in the financial year 2024-2025: those held in 2023 and 2024. Further income is from the subscriptions from Members. The principal expenses for the year were the costs of hosting the AGM and the annual conference. Reserves of £15,983 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
Rosemary Hall, Treasurer
22 May 2025

Business Archives Council of Scotland

**Income and Expenditure Account
for Period Ended 31st March 2025**

	Year to 31st March 2025 £	Year to 31st March 2024 £
Income		
3 Grants and Donations		250
Current year Subscriptions	1,000	990
Conference	£11,955	
Miscellaneous		
	<u>12,955</u>	<u>1,240</u>
Expenditure		
4 Administration Expenses	5,399	1,084
Donation		
Operating (Loss) / Gain	<u>7,556</u>	<u>156</u>
Interest Receivable	0	0
(Loss) / Gain for Year	<u>7,556</u>	<u>156</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

**Notes to the Financial Statement
for Period Ended 31st March 2025**

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 2025	Year to 31st March 2024
	£	£
Grants	0	0
Donations	0	250
	<u>0</u>	<u>250</u>

4 Administration Expenses

	£	£
AGM Costs	1286	
Conference costs	4066	
Publicity Material		97
Journal Printing and typing		955
Paypal fees	33	32
Virgin bank account charges	14	
	<u>5,399</u>	<u>1,084</u>