

# Council for British Archaeology

(A company limited by guarantee)

**CBA Registered Company No. 01760254**  
**Registered Charity in England No. 287815**  
**Registered Charity in Scotland No. SC041971**

## **Trustees' Annual Report for the period**

**From 1st April 2021 to 31st March 2022**

## **Championing Archaeology and Public Participation**

### **Patron**

Our Patron was HRH The Prince Charles, Prince of Wales until his Accession as HM King Charles III

### **President**

Raksha Dave

### **Honorary Vice-Presidents**

Dr Peter Addyman CBE  
David Baker  
Professor Dame Rosemary Cramp CBE  
Dr Francis Pryor MBE  
Professor Barry W Cunliffe CBE  
Professor Marilyn Palmer MBE  
Dr Kate Pretty CBE  
Dr Philip Dixon  
Professor Peter J Fowler  
Frances Griffith  
George Lambrick  
Professor Richard Morris OBE  
Paul Oldham

### **Trustees**

Mr K Smith, Chair (appointed 2017; re-elected 2020)  
Professor C Lewis, Vice Chair (co-opted 2016, elected 2017; re-elected 2020)  
Mr P Pollard, Hon Secretary (first elected 2022)  
Vacant, Hon Treasurer  
Dr K McCarrison (first elected 2022)  
Professor J Schofield (first elected 2022)  
Dr S Penrose (first elected 2022)  
Dr S J Elliot (elected 2017; re-elected 2020)  
Mrs F E Gale (co-opted 2018, elected 2018)  
Professor K D Lilley (elected 2017; re-elected 2020)  
Dr A Spaul (co-opted 2016, elected 2017; re-elected 2020)  
Mr J W E Taylor (elected 2017; re-elected 2020)

### **Chief Executive Officer**

Mr N I Redfern (appointed 2 April 2020)

### **Resources Committee**

K Smith, CBA Chair,  
CBA Hon Treasurer (vacant)  
Mr J W E Taylor  
Mr F Taylor (ex-Trustee and previous Hon Treasurer)  
Vacancy

The Council for British Archaeology was founded in 1944 for the 'safeguarding of all kinds of archaeological material and the strengthening of existing measures for the care of ancient and historic buildings, monuments, and antiquities' and to improve public education about archaeology.

### **Company registered number**

01760254

### **Charity registered number**

SC041971 and 287815

### **Registered office**

92 Micklegate, York, YO1 6JX

### **Company secretary**

Mr N I Redfern

### **Independent auditors**

Armstrong Watson Audit Limited, York House, Northallerton, North Yorkshire, DL6 2XQ

## **Contents**

<b>Foreword</b>	<b>4</b>
<b>Our Vision</b>	<b>5</b>
<b>Our Values</b>	<b>6</b>
<b>Trustees' Report</b>	<b>7</b>
<b>Independent Auditors' Report</b>	<b>30</b>
<b>Statement of Financial Activities</b>	<b>34</b>
<b>Balance Sheet</b>	<b>35</b>
<b>Notes To The Financial Statements for the Year Ended 31 March 2022</b>	<b>36</b>

# Council for British Archaeology

## Foreword

### A message from our Chair: Ken Smith



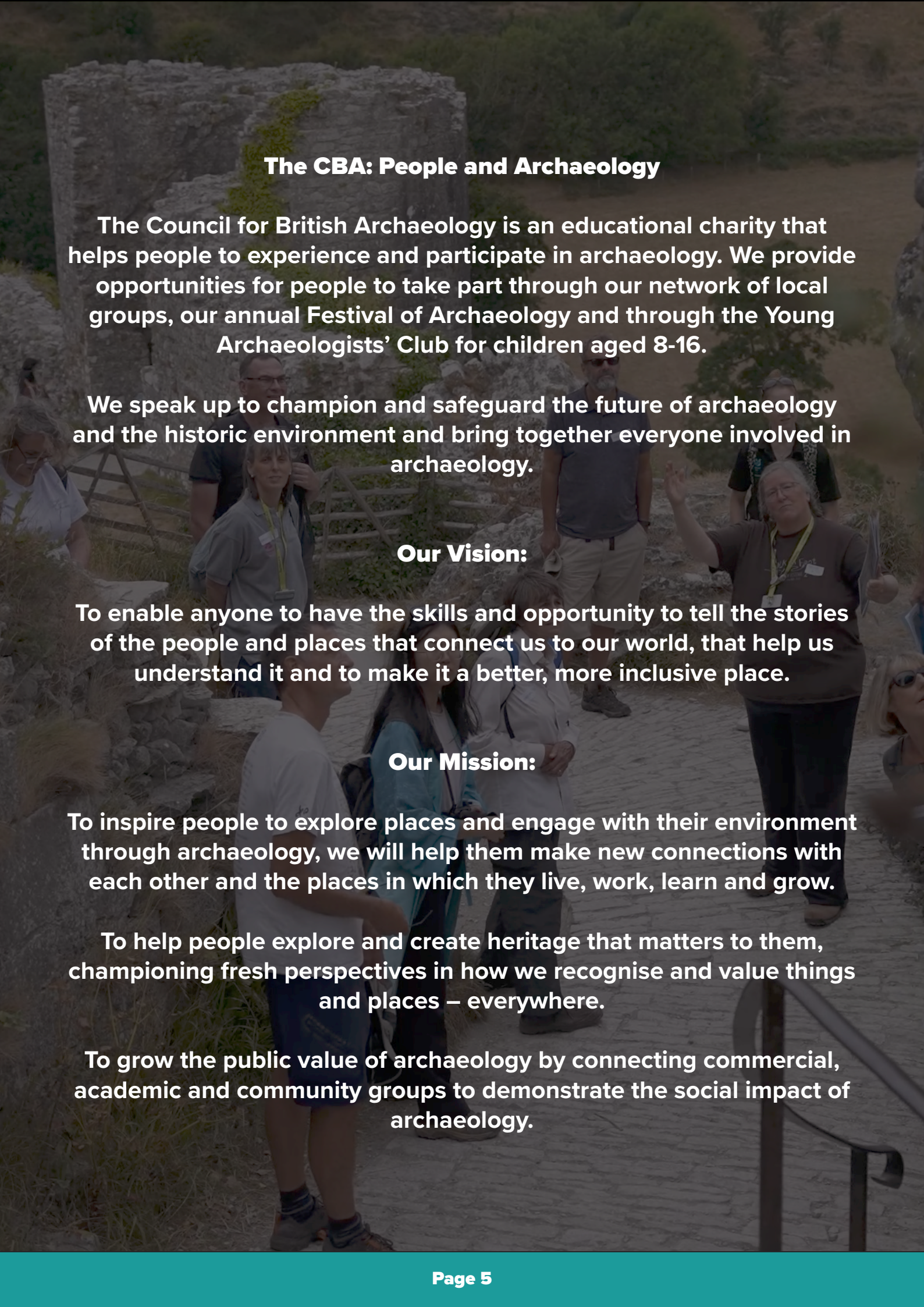
Established in 1944, the Council for British Archaeology has long been one of the stalwarts of the archaeological scene, strongly and consistently supporting public advocacy and engagement with archaeology, helping people appreciate and care for the historic environment. The CBA's wide national remit includes producing British Archaeology magazine and specialist publications; supporting CBA groups across England and Wales and the UK-wide Young Archaeologists' Clubs; organising the Festival of Archaeology; and providing training and skill-building opportunities to community groups. The CBA has a statutory planning remit as one of the six National Amenity Societies consulted on listed building applications. CBA also supports numerous public initiatives and advocates in support of the historic environment.

2021/22 saw emergence from the Covid pandemic. Nevertheless, there continued to be impacts, both positive and negative: Young Archaeologists' Clubs began to meet again but some closed, while others remained moribund; the Festival of Archaeology went hybrid with online and face-to-face events, with over 1200 opportunities to engage in archaeological events across the UK and a digital reach of over 70 million. Our new website and associated provision for members and users enabled our continued provision of new and improved opportunities to engage with, enjoy and understand archaeology at local, regional and national levels. Thanks to the support of many funding bodies, we continued to provide support for others to help their post-Covid re-build and re-launch. We continue, in our current uncertain times, to develop and implement our business plan Action for Growth, to make the CBA an organisation fit for the 21st century, better able to support others in understanding, enjoying and caring for our shared heritage, for a meaningful future for everyone.

### A message from our Executive Director: Neil Redfern



It is hard to look back at 2021/22 without reflecting on the continued challenges posed by the Covid pandemic and world conflicts. The year started with us coming out of the second lockdown and ended with the brutal Russian invasion of Ukraine. Both events have changed how we perceive the world and the challenges we face. The changing perceptions and understanding of our world are important considerations for archaeology. In making the case for archaeology we need to reflect on what archaeology is, how it has developed in the past and how it will evolve over time. We need to actively challenge our perceptions of what we do and, most importantly, draw in new perceptions, thoughts and ideas. Archaeology has never been a static discipline; it has always reached out and drawn in new thinking and ideas. This open approach is central to the CBA's purpose, vision and mission to champion archaeology and public participation: enabling anyone to have the skills and opportunities to tell the stories of the people and places that connect us to our world and to help people explore and create heritage that matters to them, championing fresh perspectives and recognising the value of things and places – everywhere.



## **The CBA: People and Archaeology**

**The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologists' Club for children aged 8-16.**

**We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.**

### **Our Vision:**

**To enable anyone to have the skills and opportunity to tell the stories of the people and places that connect us to our world, that help us understand it and to make it a better, more inclusive place.**

### **Our Mission:**

**To inspire people to explore places and engage with their environment through archaeology, we will help them make new connections with each other and the places in which they live, work, learn and grow.**

**To help people explore and create heritage that matters to them, championing fresh perspectives in how we recognise and value things and places – everywhere.**

**To grow the public value of archaeology by connecting commercial, academic and community groups to demonstrate the social impact of archaeology.**

## Our values

Our values define how we work and approach championing archaeology, widening public participation and making it more relevant and accessible to a wide range of people.

### The CBA aspires to be:

#### **Inclusive and participatory**

- Archaeology is for all – it is everywhere, anyone can participate, it is open to everyone. Our role is to help people to discover and explore stories, connections and new perspectives using archaeology as a tool.
- Archaeology enables us to bring together diverse communities and create inclusive practice.

#### **Curious and enquiring**

- Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment: the places we live, work, learn from, and visit.
- Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our wider world, and the connections in between.

#### **Collaborative**

- Archaeology is best done as a cooperative process – as a conversation between people and groups which leads to different, richer, more dynamic, and sustainable outcomes.
- There are many ways to participate in archaeology and we seek to work collaboratively with partner organisations of all sizes nationwide to increase the opportunities for everyone to get involved.

#### **Creative, communicative, and connective**

- Archaeology is about thinking creatively: recognising, understanding, creating, and enhancing cultural value.
- Archaeology makes an important societal contribution to education, social and economic resilience, health, and well-being and keeping people connected.
- Understanding, assessing, and communicating the impact and value of archaeology and participation helps us develop new methods for improving access and increasing benefits to communities caring for their environment.

#### **Caring and campaigning**

- Archaeology is central to our understanding of the natural and historic environment and how we can care for it, campaign for it, protect and enhance it.

## Trustees' Report For The Year Ended 31 March 2022

The Trustees present their annual report together with the audited financial statements of the company for the year 1 April 2021 to 31 March 2022. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

### Objectives and Activities

#### a. Policies And Objectives

The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologists' Club for children aged 8-16. We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

#### b. Strategies For Achieving Objectives

The CBA is an independent charity working to celebrate archaeology and champion participation in archaeology across the UK. Our strategic priorities set in 2021 are framed as five goals designed to build and strengthen our five core activity areas. This work is brought together in our business plan 'Strategy for Growth 2021-25'.

### Our strategic priorities 2021-25

#### Goal 1.

Our role in championing diverse and creative archaeology is better recognised for the public benefit it delivers.

#### Actions:

- Use our expertise, connections, and statutory relationships to publicise and advocate for access to archaeology and related activities.

# Council for British Archaeology

## **Goal 2.**

To make archaeology more relevant to people so they feel better able to participate.

### **Actions:**

- Build on the existing network of CBA groups and affiliate members to extend opportunities to participate in archaeology.
- Increase engagement and participation of existing members in CBA activities and attract new members to participate in archaeology.

## **Goal 3.**

To target increased participation in archaeology for young people under the age of 25.

### **Actions:**

- Engage young people in archaeology to create opportunities for them to develop skills and knowledge for future careers and to encourage them to engage with heritage wherever they live.

## **Goal 4.**

To build the CBA's sustainability as the voice of archaeology in the UK, securing its long-term future.

### **Actions:**

- We will grow the CBA in size and capability, securing its future by becoming a valuable hub for all types of archaeology and those interested in archaeology to connect and communicate.

## **Goal 5.**

To demonstrate the wider social value of archaeology and the benefits it delivers through participation and engagement.

Archaeology, at its core, is a process of understanding places, and the impact people have had on the environment. It offers opportunities to connect people and communities and to get them active and outdoors.

### **Actions:**

- We will build new networks and partnerships to co-create relevant activities for all sectors and communities, including those who are not well represented in our groups or members. We will develop membership offers relevant to a more diverse membership.
- We will align our activities in Wales with the national strategy for Wales "Prosperity for All" prioritising CBA Wales activities that support the well-being objectives.
- We will seek to increase co-operation with and support for archaeology in Northern Ireland and Scotland through the co-development of projects and activities with the Northern Ireland Archaeology Forum and Archaeology Scotland.



## **Our core activities 2021-25**

Our core work is focused on five activity areas which support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan Strategy for Growth 2021-25 sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA business strategy.

### **(i) CBA membership**

The CBA has approximately 3,500 members and c.270 organisational members (affiliates). We support 11 CBA groups who co-ordinate and deliver activities and support in their geographic areas.

**CBA members:** CBA membership is open to anyone with an interest in archaeology. Each member receives a copy of the CBA's British Archaeology magazine and many attend regular events. Key to our growth is to strengthen and deepen our relationship with members by providing more added-value services of interest to existing members and services that will attract new members from all sections of society.

**CBA groups:** We support 11 CBA groups in England and Wales, and we work with partner groups in Scotland and Northern Ireland. We support them to provide local information and advice, promote and deliver opportunities for participation, undertake regional research and safeguard heritage.

**CBA affiliates:** Affiliate members include organisations such as local archaeology societies and other community-based bodies interested in archaeology and heritage. The CBA provides support, guidance, and access to the archaeological community and events.

### **(ii) CBA Events**

The CBA co-ordinates and supports an annual Festival of Archaeology. This national event comprises events, talks, digs, and activities designed to appeal to a broad range of people, including those new to archaeology. It celebrated its 31st year in 2021. It is usually a series of events held online and on the ground over a two-week period. In 2021 a total of 505 unique events were delivered by organisers across the UK and the digital reach of the Festival was over 70 million.

Our aspiration is to develop CBA's Festival experience into an annual programme of archaeological events throughout the year. We are currently developing a new online lecture series called "This is Archaeology" which will launch in April 2022.

The Archaeological Achievement Awards, co-ordinated by the CBA, were relaunched in 2021. The awards aim to celebrate archaeology across the UK and Republic of Ireland.

The Marsh Community Archaeology Awards are held each year and celebrate community and youth projects as well as the Community Archaeologist and Young Archaeologist of the Year.

## **(iii) Casework and advocacy**

The CBA is one of six National Amenity Societies whose expertise and role is recognised in statute. Collectively we come together as the Joint Committee of the National Amenity Societies (JCNAS) and act as a key advocacy voice for the historic environment and for heritage. The CBA's casework team handles over 5,800 listed building applications across England and Wales each year. We use a network of volunteers from a variety of backgrounds to help advise on the impact and suitability of listed building applications and development proposals according to legislation, policy, and guidance for safeguarding the historic environment within the planning system.

Through managing the JCNAS database Casework Hub, the CBA allocates and records statutory casework on behalf of the JCNAS, creating and maintaining the publicly accessible records for the 6 JCNAS member organisations.

## **(iv) Publications and Communications**

The CBA publishes British Archaeology, the foremost archaeological magazine in the UK. It brings in-depth news and research on archaeology to a wide audience. It is published six times each year and forms part of the CBA membership offer. It has a circulation of c.7,000 including overseas and subscription circulation.

We also publish specialist books and papers containing important archaeological insights which would otherwise not be published due to their specialised nature and limited print runs. British Archaeology remains our flagship publication and will continue to play an important part in our mission of supporting people to value diverse heritage.

## **(v) CBA Youth engagement**

The CBA's Young Archaeologists' Clubs (YAC) make up the CBA's flagship youth engagement project working with children and young people aged 8-16. The clubs, of which there are over 75, lie at the heart of our work to support youth engagement and early career archaeology. Led by over 500 volunteers and attended by more than 2,000 young people, our YAC groups engage young people with the heritage of their local area through hands-on activities.

Wider youth engagement is, however, central to the CBA's future strategy. Our aspirations are to support young people of all backgrounds and abilities to engage in archaeology to better understand the places where they live in an ambitious programme of youth engagement, collaboration, volunteering, and partnership.

## **Wales, Scotland and Northern Ireland**

In addition to these core activities, we deliver a focused and bespoke approach to working with the UK's devolved nations. In Wales we operated through a member of staff who was based in the Principality and worked to align and co-ordinate our activities with key partners, stakeholders and community groups. This post became vacant in October 2021, and we have since reviewed our activity in Wales to better align it to the delivery of our core programmes. In Scotland we work in partnership with our sister organisation Archaeology Scotland, supporting their leading role in promoting Scottish archaeology. In Northern Ireland we promote archaeology through the co-development of projects and activities with the Northern Ireland Archaeology Forum and through the Historic Environment Stakeholder Forum. In different ways across Scotland, Wales and Northern Ireland, we collaborate on delivering the Festival of Archaeology and the

# Council for British Archaeology

Young Archaeologists' Clubs to provide direct opportunities to engage with the CBA's work. In 2021 we established a new Wales Online YAC group initially funded by Cadw for the first six months and currently managed by the CBA, supported by Welsh YAC leaders. In early 2022 we also secured funding from Historic Environment Scotland to set up a Scotland Online Club in partnership with Archaeology Scotland. Both clubs were created to reach more young people, particularly those who have been unable to participate in in-person activities due to issues such as rurality, travel costs etc. During 2020-21 we also developed a new approach to the British Archaeological Awards. They were widened to include the Republic of Ireland and renamed the Archaeological Achievement Awards. They were held for the first time in December 2021 in Scotland and brought together organisations in Scotland, Wales, Northern Ireland, England and the Republic of Ireland in a new form of joint working.

## c. Activities For Achieving Objectives

The objectives of the CBA during the year ended 31 March 2021 have been delivered through the following activities:

### (1) Youth Engagement

#### (i) Young Archaeologists' Club:

- The YAC continued to be impacted by Covid throughout the reporting year. However, in early 2022 we began to see a return to normal activity with many branches re-opening. The overall picture was as follows:
- Total Branch Numbers = 77 (56 England, 12 Scotland, 7 Wales, 2 NI). Of these, we estimated that:
  - 52 were active
  - 4 would close
  - 8 were not active but should reopen
  - 13 were still paused without data available.
  - 11 applications to open new branches.

We predicted that once the 11 branches going through the application process were launched, we would be back at pre-pandemic levels in terms of branch numbers, members and volunteers. Progress has been excellent throughout 2022 and we expect growth to continue.



# Council for British Archaeology

- In November 2021 we launched the After-School YAC club. This new type of branch is aimed at both primary and secondary schools. It is hoped that by creating an after-school network we will be able to support teachers to introduce the subject to more young people across the UK. By doing so, we will also be able to reach individuals who cannot attend weekend clubs for all sorts of reasons (lack of transport, distance to clubs, etc.) and those who might not usually engage with archaeology and heritage. At the end of the reporting year we had received 23 expressions of interest and four applications.
- As part of the funding from Historic England, Cadw's Unloved Heritage project and YAC donations we were able to fund two rounds of Covid-19 Recovery Grants for every YAC branch in the UK. Each branch could apply for up to £200 to support digital delivery and/or their re-opening. 47 branches were funded in this way.
- The HE YAC funding also provided us with the opportunity to develop a Covid-19 Health and Safety Toolkit. This was followed by a comprehensive overhaul of the wider health and safety support for YAC branches. A toolkit and induction package was created, supported by online training offered to all leaders, plus online mini-tutorials. You can view the toolkit here: [YAC H&S Toolkit](#). This work has also led to the revision of the main CBA Health and Safety Policy and additional training.
- Throughout the year we were able to offer online and in-person training for YAC leaders (some of which was also made available to staff and trustees). This was the equivalent of 396 training hours and included:
  - Neurodiversity Awareness Training delivered by sector specialists, GeniusWithin
  - Equity, Diversity and Inclusion Awareness Training delivered via Sound Connections
  - Youth Voice Training delivered by sector specialists Sound Connections
  - Youth Governance Training delivered by sector specialists Sound Connections
  - Introduction to the new CBA Digital Safeguarding Policy and Updated CBA Safeguarding Children and Vulnerable Adults Policy.
  - The My Place in Time project provided four online training sessions, three of which were undertaken during the report period.
  - In-person activity day delivered by the Ice Age Journeys project to scope and test new youth-focused activities for development on the theme of Climate Change and the Environment.

## **(ii) Shout Out Loud:**

Our partnership with the English Heritage 'Shout Out Loud' project enabled us to deliver three youth-focused events as part of the 2021 Festival of Archaeology:

- Beeston Before the Castle: explore the prehistory of the crag (Beeston Castle, Cheshire)
- Fashion and Place: how have the fashion industry and the natural environment shaped one another? (Stott Park, Cumbria)
- Photography and Archaeology: a creative response (Wrest Park, Bedfordshire)
- From Ordinary to Extraordinary was a small grants project funded by Shout Out Loud and the CBA (the latter to support non-English YAC branches). It was designed to give YAC groups the opportunity to design and deliver their own projects based on hidden or untold stories from their local area, following a Youth Voice approach. CBA secured £22,200 to cover the project costs.

Eight groups were awarded up to £1000 each, chosen by a youth panel. No two projects were the same. For example, Brighton YAC explored a pet cemetery, Mersey and Dee researched the Atlantic slave trade in Liverpool, and Oban created a Monopoly-style board game based on the standing buildings and monuments in its local area.

# Council for British Archaeology

Our YAC groups also took different approaches to how they researched and presented their discoveries. Colchester YAC created its own trail exploring Tudor martyrs, Rusty Club (Weston) created an exhibition curated by members, and Chiltern, Torbay and Worcestershire recorded, produced and directed their own project films.

At the end of From Ordinary to Extraordinary, we also created a project film featuring all our groups and their final outputs. You can watch it here: [FOTE Project Page](#)

## **(iii) Youth Resources:**

- We continue to create new resources for our YAC groups members and the general public. With the support of our Kickstart Placements we have also been working to update our resource library with new branding, a more consistent format and more detailed background information. You can view an example here: [Artefact Conservation](#).

## **(iv) Wider Youth Engagement:**

- The youth engagement work of the CBA continues to be represented in the British Archaeology magazine as a two-page spread, titled 'Archaeology 8-25'. Written by the Delivery and Engagement Manager, often in partnership with other individuals or organisations the CBA is working with, the spread focuses on current issues impacting youth work within the sector, projects currently underway, and highlights the work of the YAC.
- In late 2021 the CBA embarked upon the second project strand from the HE YAC funding. This is an 18-month youth governance project (followed by the development of a Young Leaders Pathway project) aimed at extending participation in the YAC up to the age of 18. These linked projects will broaden the scope of our diversity and inclusion within the CBA with a particular emphasis on a youth voice approach and aims to bridge the gap between the end of YAC membership (16) and higher education, apprenticeship and work opportunities which typically begin at 18+.

The first phase of the project was to secure a contractor to undertake a consultation project with the target demographic and an evaluator to work with the CBA across the duration of the project strand. The CBA has been working with youth voice sector specialists, Sound Connections, to develop and launch the consultation, which will run through the summer of 2022.

You can find out more about the project here: [Youth Governance: Have your say!](#)

- In May 2021 the CBA employed the first of two 6-month Kickstart Placements, primarily to support the Youth Engagement Team and the content development of the new CBA website. The Kickstart scheme was provided to help 18-24 year-olds into work via the Department of Work and Pensions. Beth Leathley and Celyn Gale have both been exceptional and welcome members of the team. Beth has gone on to secure full-time employment and Celyn has remained with the CBA on a rolling contract. We hope to be able to offer similar paid placements in the future.

## **(2) Membership, CBA Groups and Affiliates**

### **(i) CBA Groups:**

- We supported the important work of the 10 CBA Groups in England and CBA Wales/Cymru. We also continued to develop our relationship with our sister organisation Archaeology Scotland as well as supporting the Northern Ireland Archaeology Forum.

# Council for British Archaeology

- We continued to hold quarterly meetings with the CBA Groups in England and Wales to facilitate networking and support across the groups and CBA.
- Over the last year we have been developing a new Memorandum of Understanding between the CBA and CBA Groups. A working group of CBA Group representatives and CBA staff has been meeting monthly to discuss the key areas covered by the MOU and collaboratively develop the document. This process is due for completion in autumn 2022.
- The new CBA website has enabled us to better promote CBA Group events and activities via updated Groups pages (<https://www.archaeologyuk.org/get-involved/groups-and-societies.html>) and improved event listing.

## (ii) Training:

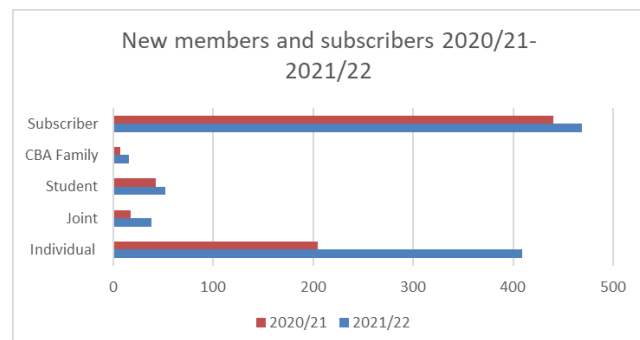
- In 2020/21 we offered a considerable amount of training through our Recharging British Archaeology project funded by Historic England’s Covid-19 Emergency Response Fund. While we have not continued the training programme into 2021/22, we have been developing opportunities to expand it and will continue delivery in 2022/23.

## (iii) Membership benefits:

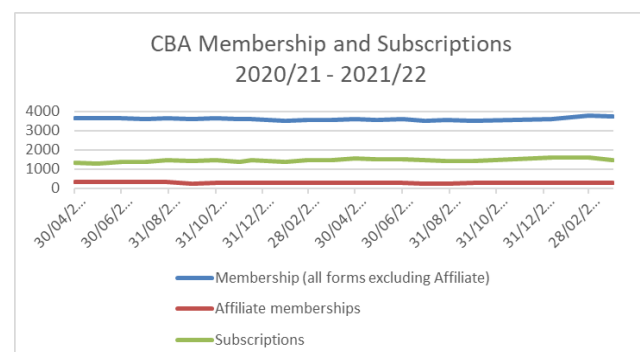
- We published the bi-monthly British Archaeology magazine (circulation 7,000 per edition) and monthly e-newsletters.
- Offered discounts with participating organisations and retail outlets.
- Provided help and support throughout the year to our members, including advice on participation in archaeological activities, advocacy and planning, and volunteering. We also provided advice and support to our affiliate members.

## (iv) Membership numbers:

- New membership has increased considerably in 2021/22 with a total of 515 compared to 273 in 2020/21. New subscriptions have remained stable with 469 in 2021/22, a slight rise on the total of 440 in 2020/21.



- Over the course of 2021/22 membership numbers have remained stable with a slight increase in numbers. In April 2021 membership was 3,594 and in March 2022 had risen to 3,730.



# Council for British Archaeology

- Subscription numbers have also remained stable with a slight decrease during the last year from 1,544 in April 2021 to 1,487 in March 2022. The decline is likely to be a result of a membership offer held over summer 2021 which enabled subscribers to upgrade to membership at no extra cost during the Festival of Archaeology.
- Affiliate memberships have continued to decline slightly in the last year. This is likely to be a result of the continued impact of the pandemic with many groups still paused or only recently returning to activities.

## (3) CBA Events

### (i) Festival of Archaeology

- In 2021 the Festival of Archaeology returned with a new hybrid format offering a blend of on the ground and online events from 17 July to 1 August. The theme was “Exploring Local Places” and over the course of the Festival there were 1,229 opportunities to engage in archaeology across the UK.
- Following a fully digital Festival in 2020 we were once again able to support on the ground events. While Covid no longer prevented in-person events some social distancing measures remained in place across the first weekend of the Festival and Covid impacted on the nature of events organisers felt comfortable delivering throughout. As a result, we continued to see a high number of online events as well as an increase in smaller, repeated on the ground events such as guided walks.



- The Festival of Archaeology website (<https://festival.archaeologyuk.org/>) continued to showcase on the ground and digital events and a new resources section was introduced to showcase activities available to access on demand such as pre-recorded talks, self-guided walks and craft activities that will be available throughout the year.
- To support event organisers, the CBA worked with Tialt (<https://www.tialt.org>) to produce two training guides. The “CBA Guide to Inclusive Festival Sessions” is designed to help users think about event audiences and how to make events accessible and welcoming, while the “CBA Guide to Online Presentations” focuses more specifically on delivering high-quality digital events and how activity in a digital space differs from an in-person event. Both guides are available via the Festival website.
- The CBA hosted two in-person events including the Festival’s launch at the Abbey Pumping Station Museum in Leicester where we announced that Raksha Dave had become the CBA’s new President. The closing event of the Festival was held at various locations across the city of Hull and highlighted the archaeology of the Humber region. During the event, CBA Vice-Chair of Trustees Careenza Lewis opened nominations for the Archaeological Achievement Awards.

# Council for British Archaeology

- Events held during the Festival included An Evening with National Trust Archaeologists, a cave painting workshop in Jersey, tours of Ogwen WWII anti-invasion defenses in Bangor, Wales, a geophysics open day in Bath, a bone and antler carving workshop in Cirencester, and an ArchaeoScience Twitter conference. Other events included family fun days, fieldwork opportunities and a wide range of tours and talks.
- Throughout the Festival the CBA's Executive Director, Neil Redfern, undertook the "Walking and Talking Your Way" challenge. Walking 100 miles across the UK over the course of the Festival, exploring local places, visiting local groups and societies and raising money for three charities.
- The Festival had a wide reach with 39% of participants attending a Festival event for the first time. 98% of participants said they would attend a Festival event again and 74% said they had learned something new.
- Over the course of the 16 days of the Festival, 505 unique events were delivered providing 1,229 opportunities to engage with archaeology. This comprised of 372 on the ground events and 133 digital events, delivered by 219 organisers. This resulted in 51,547 digital engagements and the #FestivalofArchaeology hashtag saw 16.9 million unique impressions (people using the #). Overall, the Festival had a digital reach of over 70 million.

### **(iii) Archaeological Achievement Awards**

- The Archaeological Achievement Awards showcase the very best of archaeology in the UK and Republic of Ireland. Previously known as The British Archaeological Awards, the Awards were launched in 1976, with a focus on celebrating community archaeology. The Awards have evolved since then, with a changing cast of sponsors and a changing set of categories, but always with the aim of promoting archaeology to a wider audience and demonstrating the wider public value generated by archaeology.
- Relunched in 2021, as the Archaeological Achievement Awards (AAA), the Awards have a new set of categories and cover the whole of the United Kingdom and Republic of Ireland. The awards were judged by a panel of representatives from across the sector.
- The winners were announced on 7 December 2021 in a virtual ceremony presented by CBA President Raksha Dave. Originally due to be held at Edinburgh Castle, the event on the ground had to be cancelled due to very high winds caused by Storm Barra to ensure visitor and staff safety. Unsurprisingly, within a sector used to showing resilience, an online gathering was quickly arranged and the archaeological community turned up to celebrate.
- The winner of the 2021 Outstanding Achievement Award was the Cuilcagh to Cleenish Memory Map and details of all the winners and highly commended candidates can be found on the CBA website (<https://www.archaeologyuk.org/what-we-do/celebrating-archaeology/archaeological-achievement-awards/previous-winners.html>).

## **(4) Casework and Advocacy**

### **(i) Responding to listed building casework as part of the role of a national amenity society**

We help to protect historic buildings and sites in England and Wales through our casework. We have considered 7,833 Listed Building Consent and planning applications against our criteria for comment, assessed 3,789 in detail and responded with detailed advice to 239 applications in England and Wales over the year.

Through our casework we pursue our broader objectives of championing local archaeology and promoting care of the historic environment. We take an archaeological approach to understanding buildings, especially those that have developed and adapted over time, which helps us understand the lives of people who have lived and worked there.



# Council for British Archaeology



A sample of our casework is below, showing a selection of the types of sites we become involved with. Follow the links to our casework database for more information, as well as the CBA's response.

The CBA highlights how an archaeological approach to buildings enables an understanding of how the site has evolved and changed. We promote the continuity of informed change as being consistent with age-old approaches. Done well, adaptive reuse, which is based on an understanding of archaeological interest, can sustain and better reveal the significance of historic buildings.

- The CBA submitted a designation application for the reassessment of a multi-phased and astonishingly well-preserved farmstead in the Lake District National Park and World Heritage Site. Eastward Farm clearly holds very high archaeological and historical interest which was not captured by its Grade II designation or sufficiently understood to inform proposals for a substantial scheme of works to modernise the site. We were thrilled to learn that the site has been redesignated at Grade II\* and have recommended that a Level 4 archaeological recording of the site should inform revised proposals that will better sustain Eastward Farm's significance. <https://casework.jcnas.org.uk/case/119758>
- Having objected to the initial proposals to convert a range of barns into housing at Cowhill Fold Farm in Lancashire, the CBA visited the site to better understand its complexity. The c.1600 farmstead is part of a medieval farming hamlet with scant 20th century alterations but in an advanced state of decay. Achieving an adaptive reuse for these barns will realise capital for the owners that should enable further conservation and reuse of semi-derelict structures at the site, including the Grade II\* Parker's Farmhouse (which is on the Heritage at Risk Register). The CBA is looking to support the new generation of owners and management in conserving the historical and archaeological interest of the site through its consolidation, repair and reuse. <https://casework.jcnas.org.uk/case/108323v>
- The CBA assesses planning applications for the archaeological potential of a site above and below ground, which would be impacted by development proposals. The CBA registered a strong objection to the proposed Roman Quarter development in York. Our concerns are primarily around the archaeological methodology proposed for the site, which is in York's nationally designated Area of Archaeological Importance, at what is known to be a Roman crossing of the river Ouse. As well as a methodology which is considered to be disproportionate to the site's archaeological significance, the propounded public benefit from the proposed visitor attraction is being used to justify an over-scaled building that would cause considerable harm to York's cityscape. <https://casework.jcnas.org.uk/case/110198>

# Council for British Archaeology

- Hallerton Field Walkers Group alerted us to a concerning application for the erection of an agricultural building in an area of known (but undesignated) archaeological potential of national importance. We assessed the application on its potential to impact on buried archaeology of the highest significance. We objected to the application and brought it to the attention of the local authority's archaeological advisors. We are delighted to have since learned that our letter has been really helpful to the Hallerton Field Walkers in drawing together an application for this site to be scheduled as an ancient monument. <https://archive.jcnas.org.uk/case/112940>

CBA Casework promotes the importance of archaeological and heritage strategies as part of proposals for large development schemes. We highlight their potential to realise tangible public benefits that reinforce the connection between people and a sense of place.

The CBA campaigns for the historic environment through supporting local groups. We are regularly contacted by local organisations looking for support on local campaigns to conserve aspects of their local historic environment. This year these have included:

- Our continuing support and promotion of 'Hands off our hillfort' (HOOH) local campaigning group, who have run a long-standing campaign objecting to housing developments in the setting of Old Oswestry Hillfort. The CBA has objected to proposals for housing developments here since 2019. We objected most recently in January 2022 and promoted the local campaign via our media channels and newsletter. The CBA was really pleased when this planning application was refused in March 2022. <https://casework.jcnas.org.uk/case/110894>
- We have responded to local concerns regarding development within the parkland around Guildford Cathedral. Our advice to the planning authority was that the land, which was bequeathed as a memorial to Canadian servicemen lost in the world wars, held heritage significance that should be understood and sustained within any justifiable development of the proposal site. <https://casework.jcnas.org.uk/appl/169665>
- The CBA responded to local concerns about the proposed demolition of the George and Dragon public house in Higher Hurdsfield. The building evidences multiple phases of development since at least the 17th century, but has stood derelict since a fire in 2019. It is one of the earliest buildings in the conservation area. The CBA is supporting local residents in advocating for its repair, adaptation and reuse rather than clearance of the site. <https://casework.jcnas.org.uk/case/112216>
- The CBA casework team has begun campaigning for the reuse of locally listed buildings on environmental as well as heritage grounds. Not only do locally listed structures contribute to the character of a place, they often also contain considerable embodied carbon. When the 'whole life carbon' of a building is considered (not just daily emissions) their reuse is the most sustainable option for the environment as well as beneficial to a sense of place and local identity. We have argued this position over plans to demolish locally listed structures in England and Wales. These are a couple of examples of this type of casework;  
12-18 Skinnergate, Darlington <https://casework.jcnas.org.uk/case/115557>  
Colonnade House, 2-7 High Street, Worthing <https://casework.jcnas.org.uk/case/117245>
- We have collaborated with other national amenity societies and local authority historic environment specialists in our continued objection to proposals to redevelop Lowesmoor Wharf in Worcester. We have recommended an alternative scheme is sought that greatly reduces the quantity of demolition of locally listed structures that contribute to the legibility of the phased development of this area of the city, its character and special interest. <https://casework.jcnas.org.uk/appl/171244>

## **(ii) Responding to national archaeological issues in an advocacy capacity**

We have actively engaged in a number of major policy issues over the year. Most notably in collaboration with the Chartered Institute for Archaeologists (CIfA) over planning reform and the Government's proposals as set out in the Planning White Paper; immigration issues relating to the migration of workers post-Brexit and the shortage of qualified archaeologists within the commercial development sector. The CBA and CIfA successfully pressed for archaeology to be included on the 'protected' Shortage Occupations list to gain some exemption from the salary-based approach. We have continued to input directly and via The Heritage Alliance into the Environment Bill and the 25 Year Environment Plan setting out the importance of archaeology and the historic environment to the overall environment of England.

- We have monitored and responded to a growing number of university archaeology departments that are closing, reducing teaching numbers or being put at threat. We provide the secretariat for University Archaeology UK and have been supporting their advocacy with Ministers directly and via the All Party Parliamentary Archaeology Group.

The CBA continues to play an active role in multiple advocacy groups to support our purpose, vision and mission in championing archaeology and public participation in archaeology. These include;

- The CBA collaborates and actively co-ordinates our national advocacy work with the Chartered Institute for Archaeologists (CIfA), via a joint Memorandum of Understanding. This focuses on all aspects of advocacy and promotion of archaeology bringing together CIfAs technical and professional remit and the CBA wider public reach in the support of archaeology.
- The CBA is an active member of The Heritage Alliance, within which we sit on the Spatial Planning Advocacy Group (SPAG) and Rural Heritage Advocacy Group (RHAG).
- The Historic Environment Forum (HEF). Our Executive Director sits on the HEF Steering Group and main Forum and we are members of the Historic Environment Planning Reform Group (HEPRG).
- Our Executive Director sits on the Heritage Counts Delivery Board as a representative of HEF.
- In collaboration with Historic England, the CBA co-chairs the Historic Environment Health and Wellbeing Group – a new cross-sector group looking at better articulating, evaluating and celebrating the benefits heritage can contribute in terms of people's health and well-being.
- The CBA is a member of the Countryside and Wildlife Link, through which we feed historic environment considerations into natural environment-led responses to government consultations. This year these have included; the Government's response to the Glover Review of protected landscapes and new agri-environment schemes.
- The CBA provides the secretariate for The Archaeology Forum (TAF) and supports its role in providing a secretariate for the All Party Parliamentary Archaeology Group (APPAG).
- The CBA provides the secretariate for University Archaeology UK (UAUK), supporting university archaeology departments.

We have responded to numerous policy consultations this year from MHCLG/DLUHC, DCMS and Historic England. These include:

- DCMS committee on levelling up – call for evidence on cultural placemaking and the levelling up agenda
- Historic England's Planning and Archaeology HEAN pre-consultation draft – comments
- DLUHC - Levelling Up White Paper – initial consultation
- A consultation on the Government's response to the Glover Review on landscapes – 'Landscapes Review (National Parks and AONBs): Government Response'

# Council for British Archaeology

- Historic England’s archaeological sensitivity mapping project – external stakeholders meeting
- How Do We Learn? A workshop on archaeological fieldwork syntheses, Society of Antiquaries of London, Historic England and British Academy
- Historic England’s Industrial Strategy Consultation Draft – comments.
- The CBA also advocates for the preferential reuse of buildings, as opposed to their demolition in our response to the Government’s call for evidence on ‘sustainability in the built environment’. Within our consultation response we also recommended a drop in VAT on building materials for repair in order to create parity in the options for developers. The difference of 20% VAT on materials and labour for repair and zero VAT for new build construction currently incentivises demolition of standing structures, which is counter-intuitive given the current climate crisis.
- We continued to be actively involved with the proposals for the A303 near Stonehenge providing additional information to the Planning Inspectorate via our Hon Vice-President George Lambrick. We have maintained our serious concerns and objection to the overall scheme.
- A417 Missing Link – We are supporting a number of conservation bodies including Cotswolds Conservation Board, CPRE Gloucestershire Ramblers, Gloucestershire Wildlife Trust, the National Trust and Woodland Trust in their efforts to urge Highways England to ensure that plans for the A417 ‘Missing Link’ road scheme properly consider the natural beauty, diverse wildlife and unique heritage of the Cotswolds landscape and in particular the setting and significance of Crickley Hill.

## **(iii) CBA Casework and Advocacy in Wales**

We continued to meet our casework targets for Wales. Between 1/4/2021 and 31/3/2022, 523 applications were assigned to the CBA. Out of these, 287 were assessed in detail (54%) and 19 responses provided (6%) with letters of support, objection, or advice.

- We have been an active member of the Minister’s Historic Environment Group and the Local Heritage sub-group.
- CBA continues to host the Secretariat of the Wales Heritage Group (WHG). Meetings have continued to be held virtually due to Covid.
- We have contributed to the Historic Environment Legislation Consolidation Advice Group.
- We have produced and circulated six issues of Wales Heritage Exchange on behalf of the Wales Heritage Group of amenity societies.

## **(5) Publications and Communications**

### **(i) British Archaeology**

- The CBA publishes British Archaeology, the foremost archaeological magazine in the UK. It brings in-depth news and research on archaeology to a wide audience. It is published six times each year and forms part of the CBA membership offer. British Archaeology remains our flagship publication and will continue to play an important part in our mission of supporting people to value archaeology.
- For 2021-22, we have continued our partnership with Antiquity, highlighting content and features from that international journal. The CBA team is continuing to contribute to briefing pages focusing on our youth engagement work (Archaeology 8-25) and our activities to support members, groups and community archaeology (Archaeology Active). These changes not only maintain the high quality of the articles we feature but bring the work of the CBA and community archaeology to greater prominence.

# Council for British Archaeology

- The CBA also provides British Archaeology magazine through subscription and offers an online version, including back copies online via Exact Editions ([www.exacteditions.com/read/british-archaeology](http://www.exacteditions.com/read/british-archaeology)).
- We are also increasing promotion of British Archaeology and its back copies online, notably through a dedicated page on the CBA website, including access to free articles.

## **(ii) Specialist Publications**

- We also publish specialised books and papers containing important archaeological insights which would otherwise not be published due to their specialist nature and limited print runs.
- A full range of publications from our back catalogue are available from the CBA website at [Shop listing Council for British Archaeology \(archaeologyuk.org\)](http://archaeologyuk.org).

## **(iii) CBA Websites**

- In addition to our core activities many CBA services are provided free of charge to our beneficiaries via the CBA's gateway website ([www.archaeologyuk.org](http://www.archaeologyuk.org)), which also now hosts all Festival information and resources ([www.archaeologyuk.org/festival](http://www.archaeologyuk.org/festival)). The website also hosts a “members-only” area which provides exclusive content for members. Free resources and information for young people, schools and volunteers can be accessed via the YAC website ([www.yac-uk.org](http://www.yac-uk.org)).
- The CBA gateway site is one of the largest providers of archaeological information in the world. Many of the CBA's published works are also currently available free online – including over 100 CBA research reports via the Archaeology Data Service (<http://archaeologydataservice.ac.uk/>).
- This year saw the culmination of our ongoing investment project to improve our website Content Management System and our Customer Relationship Management (CRM) platform, with the launch of a brand-new website/CMS and CRM in October 2021. The new site is more accessible than ever, with a much easier user experience, housing a rich and varied array of content, and with a new and improved design. The Festival of Archaeology “mini-site” was built into the wider CMS during 2022. We are continuing to assess website functionality, improving this where necessary. Website content is also dynamic, with regular additions and updates.
- Engagement levels have dipped slightly compared to last year, potentially owing to the transfer to the new CRM and CMS. The CBA website had 106,792 unique users this year compared to 111,592 for the previous year.

## **(iv) Social Media**

- The CBA maintained active output on four key social media platforms in addition to our website: Twitter (@archaeologyuk), Instagram, Facebook and YouTube.
- CBA social media accounts have a combined following of 131,189 followers.

## **(6) Notes**

### **(i) Income Generation**

- Although much of the information and services are provided free of charge to further the charity's objectives, it is also necessary to secure varied revenue streams where practical to do so, as long as it does not harm the public benefit of the work. Book and magazine publications are set at a range of prices, ensuring that they are accessible to most people immediately.

## **(ii) Grant-Making Policies**

Grants are made available to the general public (both individuals and organisations) when funding is available and where projects are shown to fulfil stated criteria regarding research and/or public participation linked with the CBA's charitable objectives.

As noted in Sections 1.(i) and 1.(ii) above, we were able to offer grants to YAC branches under two schemes:

- Covid-19 Recovery Grants (up to £200)
- From Ordinary to Extraordinary Project Grants (up to £1000)

## **(iii) Main Activities Undertaken to Further the Charity's Purpose for Public Benefit**

CBA trustees and staff have referred to the public benefit guidance issued by the Charity Commission of England and Wales and the Office of the Scottish Charity Regulator when considering the organisation's aims and objectives and in planning future activities.

The identifiable benefits of the CBA's charitable work are outlined in the strategic objectives of the charity and throughout this report in terms of implementation. Considerable resources are put into consultations and advocacy in pursuit of the CBA's remit where the eventual impact may be difficult to quantify and result from the cumulative effect of coordinated campaigning with others. The CBA works to good effect through umbrella bodies such as The Archaeology Forum, the Joint Committee of National Amenity Societies, Wildlife & Countryside Link and The Heritage Alliance to achieve its advocacy goals.

## **(iv) Environmental Policy**

The CBA takes care to ensure that minimal environmental detriment or harm arises from its work. Its conservation goals support action for sustainable development. The historic environment and its assets are an inherently sustainable resource, saving energy, re-using material, generating employment, economic and environmental benefits through renewal and regeneration of historic places. The CBA's environmental policy guides good practice in the organisation and its work, using paper from sustainable sources and the recycling of material wherever possible. This ethos flows into the outreach work of the CBA – encouraging others to follow suit. Care is taken to ensure that any restrictions to services are minimised to the greatest extent possible whilst also maintaining vital income streams where necessary.

## **Achievements and Performance**

### **(i) Review Of Activities**

The CBA is in a unique position to undertake advocacy for archaeology and the wider historic environment. It alone represents the entirety of interest in archaeological issues and is a crucial voice in major issues of the day, from highlighting the importance of archaeology in the planning process to championing and celebrating public participation and activity in archaeology. We represent the contribution archaeology makes to the wider historic environment and how it can help shape and understand sustainable approaches to heritage in the UK. The CBA helps to frame legislation in many cases and to ensure that appropriate implementation is undertaken. Members join us to lend the weight of their collective voice to support that work.

Considerable advocacy work was conducted through the year to ensure that archaeological issues were addressed at a local and wider level. Such work is both reactive and proactive, the former dealing with events as they arise and gathering consensus as to the way forward, the latter being conducted through

# Council for British Archaeology

such bodies as the All Party Parliamentary Archaeology Group having first obtained opinions from the general public and the sector. In particular, the CBA's Executive Director is a member of the Historic Environment Forum's Steering Group. Participation is conducted through flagship activities such as the Festival of Archaeology and the Young Archaeologists' Club. The Festival continues to be the largest celebration of archaeology in the world.

The CBA continues to work to protect historic buildings with the other National Amenity Societies which have, since September 2017, been operating under a single email address that local authorities are now using to consult on Listed Building Consent applications. These are logged through the CBA-managed online Casework Hub. This year we have successfully integrated the Ancient Monument Society and The Twentieth Century Society onto the shared casework database. This means that all six of the National Amenity Societies are now sharing a centralised database of consultations for changes to the historic environment.

This enables greater collaboration and co-working between the separate societies towards our shared goal of safeguarding the significance of the historic environment, through our varying remits for comment.

This year saw the Young Archaeologists' Club bounce back from the challenges of the global pandemic, returning to face-to-face activity but also maintaining a level of digital delivery, resources, events and training, as outlined above. In particular the opening of a new Wales Online YAC branch has enabled us to extend our reach and address barriers to inclusion. We are delighted that this model will be rolled out to Scotland with the opening of a new Scotland Online YAC branch there in partnership with our sister organisation Archaeology Scotland.

In November 2021 we launched the [After-School YAC Club](#). This new type of branch is aimed at both primary and secondary schools. It is hoped that by creating an after-schools network we will be able to support teachers to introduce the subject to more young people across the UK. By doing so, we will also be able to reach individuals who cannot attend weekend clubs for all sorts of reasons (lack of transport, distance to clubs, etc.) and those who might not usually engage with archaeology and heritage. At the end of the reporting year we had received 23 expressions of interest and four applications.

The Festival of Archaeology returned with a new hybrid format offering a blend of on the ground and online events from 17 July to 1 August. The theme was "Exploring Local Places" and over the course of the Festival there were 1,229 opportunities to engage in archaeology across the UK.

Following a fully digital Festival in 2020 we were once again able to support on the ground events. While Covid no longer prevented in-person events, some social distancing measures remained in place across the first weekend of the Festival and Covid impacted on the nature of events organisers felt comfortable delivering throughout. As a result, we continued to see a high number of online events as well as an increase in smaller, repeated on the ground events such as guided walks.

The Festival of Archaeology website (<https://festival.archaeologyuk.org/>) continued to showcase on the ground and digital events and a new resources section was introduced to present activities available to access on demand such as pre-recorded talks, self-guided walks and craft activities that will be available throughout the year.

Throughout the Festival the CBA's Executive Director, Neil Redfern, undertook the "Walking and Talking Your Way" challenge, walking 100 miles across the UK over the course of the Festival, exploring local places, visiting local groups and societies and raising money for three charities.

The Festival is key to how we reach new audiences with 39% of participants attending a Festival event for the first time. 98% of participants said they would attend a Festival event again and 74% said they had learned something new.

# Council for British Archaeology

Our hybrid approach has allowed us to develop a considerable digital reach; over the course of the 16 days of the Festival, 505 unique events were delivered providing 1,229 opportunities to engage with archaeology. This comprised of 372 on the ground events and 133 digital events, delivered by 219 organisers. This resulted in 51,547 digital engagements and the [#FestivalofArchaeology](#) hashtag saw 16.9 million unique impressions (people using the #) and the Festival had a digital reach of over 70 million.

Our AGM was held on 3 February 2022 and was hosted online. It included our annual Beatrice De Cardi Lecture which was presented by Dr Neil Wilkin FSA, FSA Scot, Curator of Early Europe (Neolithic and Bronze Age collections) at the British Museum and titled 'The World of Stonehenge Exhibition' and the launch of the Marsh Community Archaeology Awards.

We were also delighted to confirm the election of Professor Marilyn Palmer MBE, FSA, as Honorary Vice-President of the Council for British Archaeology. In the spring of 2021, the CBA was informed that, after a long and distinguished association with the CBA East Midlands and the CBA nationally, Professor Marilyn Palmer had decided to step back from her formal roles with the CBA. She is Emeritus Professor of Industrial Archaeology at the University of Leicester and a former Vice-President and President of the CBA (Vice-Chair and Chair). Marilyn has had a life-long interest in industrial archaeology, teaching first in adult education from the 1970s and then as part of full-time university courses from the 1990s. She has been involved with the Association for Industrial Archaeology since the late 1970s. Marilyn co-wrote *Industrial Archaeology* (2011) for the CBA's Practical Handbook series with Mike Nevell and Mark Sissons. She was a trustee of the CBA from October 2008 when she was elected as Vice-President (Vice-Chair). Marilyn remained as Vice President until becoming Chair in 2017. She stepped down in 2018 having completed a full 3 terms in post. Considering this long service to the CBA, the Board of Trustees agreed that Marilyn Palmer MBE, FSA should be put forward for election to the post of Honorary Vice-President which was supported by the CBA membership at the AGM on 3 February 2022.

This year also saw us launch the Archaeological Achievement Awards to showcase the very best of archaeology in the UK and the Republic of Ireland. Previously known as The British Archaeological Awards, the Awards were launched in 1976, with a focus on celebrating community archaeology. The Awards have evolved since then, with a changing cast of sponsors and a changing set of categories, but always with the aim of promoting archaeology to a wider audience and demonstrating the wider public value generated by archaeology.

The winners were announced on 7 December 2021 in a virtual ceremony presented by CBA President, Raksha Dave. Originally due to be held at Edinburgh Castle, the event on the ground had to be cancelled due to very high winds caused by Storm Barra to ensure visitor and staff safety. Unsurprisingly, within a sector used to showing resilience, an online gathering was quickly arranged and the archaeological community turned up to celebrate. The winner of the 2021 Outstanding Achievement Award was the Cuilcagh to Cleenish Memory Map and details of all the winners and highly commended candidates can be found on the CBA website (<https://www.archaeologyuk.org/what-we-do/celebrating-archaeology/archaeological-achievement-awards/previous-winners.html>).

Our statutory casework continues to underpin our wider advocacy work and forms an important element of our charitable status and the public benefit we deliver. Through our advice we help to protect historic buildings and sites in England and Wales through our casework. This year we have considered 7,833 Listed Building Consent and planning applications against our criteria for comment, assessed 3,789 in detail and responded with detailed advice to 239 applications in England and Wales over the year.

Through our casework we pursue our broader objectives of championing local archaeology and promoting care of the historic environment. We take an archaeological approach to understanding buildings, especially those that have developed and adapted over time, which helps us understand the lives of people who have lived and worked there.



# Council for British Archaeology

The favorable financial position at the end of 2021-22 is largely down to the CBA's success in securing Emergency grant support in 2020-21 from the DCMS Cultural Recovery Fund and the Welsh Government Cultural Recovery Fund. This has enabled us to rebuild our reserves and to carry over much needed investment in our digital infrastructure.

We have benefited from longer-term core funding from Historic England for our Youth Engagement work and the Festival of Archaeology. This has enabled us to develop 3-year programmes and more resilient delivery.

As well as supporting core costs, the DCMS Cultural Recovery Fund support enabled the development of crucial digital infrastructure, which was to have been the subject of an NLHF application, delayed because of the pandemic. The funding supported the development of a new CRM to replace the outdated membership database, and which is linked to our new website. Both the old database and the old website represented significant risks to the business, as both were unstable and limited the scope for the CBA to communicate effectively with members.

We were also grateful to receive a legacy from the Estate of the Late Catherine Janet Neaverson of £70,000. This highlights the growing importance of donations, legacies and sponsorship to the CBA.

## Breakdown of 2021-22 income:

Sponsorship, donations & Legacies	£139,700
Grants	£436,400
Membership	£191,000
BA Magazine	£84,000

Funding Type	2018/2019	2019/2020	2020/2021
Grants	302,362	162,932	541,108
Membership	179,699	153,492	180,000
Subscriptions	42,900	48,295	53,154
Sponsorship, donations & legacies	17,295	7,765	75,481
Gift Aid	24,010	30,971	32,732
<b>Total</b>	<b>576,266</b>	<b>403,455</b>	<b>882,475</b>

We are undertaking further work to improve our fundraising position and how we seek donations and legacies. See [Leave a Lasting Legacy Council for British Archaeology \(archaeologyuk.org\)](https://archaeologyuk.org).

## (ii) Investment Policy and Performance

The Trustees are empowered to make and hold investments using the general funds of the charity. Such investments will not conflict with the general ethical standards expected of a UK archaeological body.

## Financial Review

### (i) Going Concern

The financial statements have been prepared on a going concern basis. In making this decision, the trustees have reviewed the financial performance of the organisation and draft budgets, looking ahead for 12 months from the point of signing off the 2021-22 accounts. The Trustees believe that adopting the “going concern” approach is a reasonable one for the following reasons:

- Firstly, the organisation has cash reserves which provide headroom against variance from our forecast cash flow.

# Council for British Archaeology

- Secondly, management continue to seek savings on existing activities and delivery to ensure we move towards a balanced annual budget.
- Thirdly, there are ongoing discussions about a number of project income streams which are not yet included in draft budgets for 2023-4 and which would contribute to staffing costs and other overheads, if and when secured.
- Finally, the organisation is being much more proactive about seeking sponsorship and has achieved notable recent success.

Whilst budgets and forecasts show surpluses and headroom the Trustees recognise that given the size of the Charity small adverse changes in income assumptions could change this position. The Trustees and Executive Management Team maintain a tight financial oversight on expenditure to maintain headroom and ensure the financial stability of the Charity.

## **(ii) Principal Funding**

CBA funding comes from grants, membership fees, magazine subscriptions, donations/sponsorship, and a small contribution from retail sales of magazines and other publications. Our main grant funding sources are Historic England and Cadw who help to support the Young Archaeologist's Club and the Festival of Archaeology and our work on planning and Listed Building Consent applications. Historic England have agreed to supporting part of the core costs of both the Young Archaeologist's Club and the Festival of Archaeology over the next three years up to 2024, supporting both their post-covid recovery and expansion.

Our membership income is broadly static with slight improvements in the most recent year. Sponsorship and donations come from a range of public and private sector organisations and individuals and increasingly form a core area of our funding.

## **(iii) Reserves Policy**

During 2020-1, the CBA reviewed its reserves strategy as part of the business planning process. Trustees agreed to invest some of the surplus from 2020-1 into spending in 2021-2, to enable the organisation to meet the ongoing challenges of the pandemic, and to continue to build its resilience through improvements to infrastructure and business processes. The remaining £80,000 was committed to reserves. The business plan commits that the CBA will rebuild reserves from surpluses without compromising our investments in public benefit and social value. Our target is to increase reserves to at least one month of then current operating costs by the end of Y2 of the business plan and two months by end of Y4. By the end of the plan period, reserves should be a minimum of 3 months of then current fixed operating costs. In addition to the amount already committed to reserves, the plan is to add £20,000 in Year 3 (2023/24) and £25,000 in Year 4 (2024/25).

## **Structure, Governance and Management**

### **(i) Constitution**

The Council was incorporated on 10 October 1983 under the Companies Act as a company limited by guarantee and not having a share capital. The Council for British Archaeology is a registered charity (with the Charity Commission of England & Wales and the Office of Scottish Charity Regulator - OSCR). It is governed via Articles of Association. These Articles of Association were reviewed during 2019-20, with the new Articles being adopted at the AGM in November 2019. The changes were intended to bring the CBA into line with current good practice and to reflect changes in Charity law. The changes relating to governance practice

# Council for British Archaeology

concerned the appointment of trustees and the composition of the board (see below) and the introduction of clauses to enable the Council to remove members or trustees whose behaviour would bring the organisation into disrepute.

## **(ii) Method of Appointment or Election of Trustees**

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. A board of up to 12 Trustees, elected by the membership, oversees the activities of the charity assisted by a small paid secretariate of staff and various voluntary advisory committees.

## **(iii) Policies Adopted for the Induction and Training of Trustees**

The CBA has an induction process for Trustees that includes the provision of guidance on the responsibilities and duties of Trusteeship, information about the operations of the CBA and a review of the Risk Register.

Reviews are conducted to ensure that the Trustee body has the relevant skills and experience to fulfil its role.

## **(iv) Pay Policy**

The CBA is committed to ensuring that we pay our people fairly and in a way which ensures we attract and retain the right skills to have the greatest impact in delivering our charitable objectives. In line with the CBA's commitment to equity and diversity, the CBA is committed to equal pay.

Trustees do not receive payment, just reimbursement of out-of-pocket expenses in line with Charity Commission guidelines.

Every member of staff in our organisation earns at least the Living Wage. No member of staff earns above £60,000 per annum.

## **(v) Risk Management**

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

### Structure, Governance and Management

The ongoing impact of Covid continues to leave the CBA with many challenges, and these are now being extended by the current economic climate and cost of living crisis. Archaeology is, first and foremost, about people and their places. With restrictions in place, we had to re-imagine our services and our delivery models to provide members, groups, our Young Archaeologists' Clubs and the wider public with ways to engage.

The CBA continues to respond by developing its hybrid format to its service and events such as the Festival of Archaeology, and providing new materials for parents, volunteers, and young people to use at home via its Young Archaeologists' Club website. What we learnt will change our approach to future engagement and we know we also have much ground to cover. Our YAC clubs continue to need support to return to in-person operation, our income from traditional activities has suffered and the rapid shift to remote working exposed weaknesses in our corporate infrastructure and our business processes.

# Council for British Archaeology

The year has helped us continue our focus on our core areas of work. The five activity areas which are our strongest in terms of delivery, reach and purpose. They support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan, Strategy for Growth 2021-25, sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA activity and growth over the next four years. Our most notable area of growth has been via our social media where our three core accounts on Instagram, Facebook and Twitter, and additional Twitter accounts for YAC and Festival of Archaeology's Ask an Archaeologist Day have a growing number of followers that we will continue to build. Translating this reach into income will be an important focus moving forward.

Whilst the platforms are at different stages of development, targeting different audiences and with distinct approaches to sharing the messages of the CBA, our aim moving forward is to ensure all platforms demonstrate reliability and consistency through regular posting, and growing audience reach and engagement.

Our social media platforms will also play a key part in achieving the five key goals outlined in the Strategy for Growth business plan and, like many membership organisations, we will be working hard to turn this digital reach into new membership and income.

Our new digital infrastructure and website will enable us to deliver on our aspirations to make the CBA the key hub through which people can interact with archaeology. We will establish a support network to allow people to explore their place in the world and to celebrate their local identity. We will build on our Festival of Archaeology and Young Archaeologists' Club to underpin our open and inclusive approach to participation in archaeology. We will look to develop our core values into an active set of behaviors to help shape our approach and to challenge the wider archaeological sector to be more engaging and to place participation and public value at the heart of what they do.

Trustees continue to steer the organisation towards a sustainable future to ensure that its valuable range of services continues.

## **Trustees' Responsibilities Statement**

The Trustees (who are also directors of The Council for British Archaeology for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

### Disclosure Of Information To Auditors

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select the suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities Statement of Recommended Practice;
- Make judgements and accounting estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

# Council for British Archaeology

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- So far as Trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware
- Trustees have taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Trustees on 14 November 2022 and signed on their behalf by:

Mr K Smith, Chair of Trustees



Date: 16/12/22

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH ARCHAEOLOGY**

### **Opinion**

We have audited the financial statements of The Council For British Archaeology (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH ARCHAEOLOGY (CONTINUED)**

### **Other Information**

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

# **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH ARCHAEOLOGY**

## **Responsibilities of trustees**

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## **Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material mis-statement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non compliance with laws and regulations, was as follows:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non compliance with applicable laws and regulations.
- We identified the laws and regulations applicable to the charity through discussions with trustees and management and review of appropriate industry knowledge;
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management; and
- Identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non compliance throughout the audit.

We assessed the susceptibility of the financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- Making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- Considering the internal controls in place to mitigate risks of fraud and non compliance with laws and regulations.



## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH ARCHAEOLOGY (CONTINUED)**

To address the risk of fraud through management bias and override of controls, we:

- Performed analytical procedures as a risk assessment tool to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions;
- Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

In response to the risk of irregularities and non compliance with laws and regulations, we designed procedures which included, but were not limited to:

- Agreeing financial statement disclosures to underlying supporting documentation; and
- Enquiring of management as to actual and potential litigation and claims.

Due to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, as with any audit, there remained a higher risk of non detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing fraud or non compliance with laws and regulations and cannot be expected to detect all fraud and non compliance with laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Simon Turner (Senior statutory auditor)

for and on behalf of  
Armstrong Watson Audit Limited

Chartered Accountants  
Statutory Auditor

Northallerton

Date: 16/12/22

## **STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**

FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted funds 2022 (£)	Restricted funds 2022 (£)	Total funds 2022 (£)	Total funds 2021 (£)
<b>Income from:</b>					
Donations and legacies	3	70,071	2,375	72,446	58,984
Charitable activities	4	572,341	279,649	851,990	882
Investments		1		1	1
<b>Total income</b>		<b>642,413</b>	<b>282,024</b>	<b>924,437</b>	<b>941,417</b>
<b>Expenditure on:</b>					
Raising funds	5	192		192	412
Charitable activities	6	794,438	41,298	835,736	795,429
<b>Total expenditure</b>		<b>794,630</b>	<b>41,298</b>	<b>835,928</b>	<b>795,841</b>
<b>Net movement in funds</b>		<b>(152,217)</b>	<b>240,726</b>	<b>88,509</b>	<b>145,576</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		68,768	129,058	197,826	52,250
Net movement in funds		152,217	240,726	88,509	145,576
<b>Total funds carried forward</b>		<b>83,449</b>	<b>369,784</b>	<b>286,335</b>	<b>197,826</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 37 to 47 form part of these financial statements.

# BALANCE SHEET

AS AT 31 MARCH 2022

	Note		2022 (£)		2021 (£)
<b>Fixed Assets</b>					
<b>Current Assets</b>					
Stocks	10	19,619		19,619	
Debtors	11	158,101		184,313	
Cash at bank and in hand		188,150		263,844	
		365,870		467,776	
Creditors: amounts falling due within one year	12	79,534		269,950	
<b>Net current assets</b>			286,336		197,826
<b>Total assets less current liabilities</b>			286,336		197,826
<b>Total net assets</b>			286,336		197,826
<b>Charity funds</b>					
Restricted funds	13		95,953		129,058
Unrestricted funds	13		190,383		68,768
<b>Total funds</b>			286,336		197,826

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by: *Ken Smeets*

Date: 16/12/22

The notes on pages 37 to 47 form part of these financial statements.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

## 1. General information

The company is a company limited by guarantee. The members of the charity are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

## 2. Accounting policies

### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Council For British Archaeology meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

### 2.2 Going concern

The charity has reported a net profit for the year of £121,614. The net current asset position at the year end was £288,336, up from £30,510 in the prior year.

The additional income in 2021/22 has improved the CBA's financial position and the trustees have reasonable confidence that the organisation has sufficient funds to meet planned expenditure for at least twelve months from the point of signing the accounts. The organisation has new digital infrastructure in place, and is making planned investments in staffing capacity to enable it to grow its future income to ensure its long term sustainability. For this reason, the financial statements have been prepared on a going concern basis.

Whilst budgets and forecasts show surpluses and headroom the Trustees recognise that given the size of the Charity small adverse changes in income assumptions could change this position. However, there are discretionary elements to the cost base of the Charity, such as marketing and recruitment spend that could be phased on an alternative basis. The Trustees would apply this discretionary pressure to maintain headroom and ensure the financial stability of the Charity.

### 2.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Company, can be reliably measured.

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in ad-advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Where the donated good is a fixed asset, it is measured at fair value, unless it is im-practical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the Company's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Company which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

### **2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

### **2.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

### **2.6 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

### **2.7 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

### **2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the de-posit or similar account.

### **2.9 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

### **2.10 Financial instruments**

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### **2.11 Pensions**

The company operates a defined contribution stakeholder pension scheme. The assets of the scheme are held separately from those of the company in an independent ad-ministered fund. The pension cost charge in the accounts represents contributions payable by the company to the fund for the benefit of its employees.

### **2.12 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**3. Income from donations and legacies**

	Unrestricted funds 2022 (£)	Restricted funds 2022 (£)	Total funds 2022 (£)
Donations	56,194	2,375	58,569
Gift aid	13,877		13,877
	<b>70,071</b>	<b>2,375</b>	<b>72,446</b>

	Unrestricted funds 2021 (£)	Restricted funds 2021 (£)	Total funds 2021 (£)
Donations	23,214	1,558	24,772
Gift aid	34,212		34,212
	<b>57,426</b>	<b>1,558</b>	<b>58,984</b>

**4. Income from charitable activities**

	Unrestricted funds 2022 (£)	Restricted funds 2022 (£)	Total funds 2022 (£)
Young Archaeologists Club		187,179	187,179
Information & Communications	265,324	92,470	357,794
Capacity Building & Promotion	116,005		116,005
Membership	191,012		191,012
	<b>572,341</b>	<b>279,649</b>	<b>851,990</b>

	Unrestricted funds 2021 (£)	Restricted funds 2021 (£)	Total funds 2021 (£)
Young Archaeologists Club		67,286	67,286
Information & Communications	218,361	35,162	253,523
Capacity Building & Promotion	375,574		375,574
Membership	186,049		186,049
	<b>779,984</b>	<b>102,448</b>	<b>882,432</b>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**5. Expenditure on raising funds**

	Unrestricted funds 2022 (£)	Total funds 2022 (£)
Expenditure on raising voluntary income	192	192
Expenditure on raising voluntary income	412	412

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	Unrestricted funds 2022 (£)	Restricted funds 2022 (£)	Total 2022 (£)
Conservation & Community	28,976		28,976
Young Archaeologists Club	48,646	10,792	59,438
Information & Communications	290,941	30,506	321,447
Capacity Building & Promotion	49,130		49,130
Membership	125,200		125,200
Support costs	251,545		251,545
	<b>794,438</b>	<b>41,298</b>	<b>835,736</b>

	Unrestricted funds 2021 (£)	Restricted funds 2021 (£)	Total 2021 (£)
Conservation & Community	27,417		27,417
Young Archaeologists Club	55,081	3,938	59,019
Information & Communications	260,720	28,284	289,004
Capacity Building & Promotion	188,679		188,679
Membership	53,066		53,066
Support costs	178,244		178,244
	<b>763,207</b>	<b>32,222</b>	<b>795,429</b>



## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 7. Auditors' remuneration

The auditors' remuneration amounts to an auditor fee of £9,000 (2021 £6,440).

### 8. Staff costs

	2022 (£)	2021 (£)
Wages and salaries	310,043	292,425
Social security costs	20,928	20,116
Contribution to defined contribution pension schemes	27,940	27,087
	<b>358,911</b>	<b>339,628</b>

The average number of persons employed by the Company during the year was as follows:

### Staff Numbers

	2022	2021
Staff numbers	13	12

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2022	2021
In the band £60,001 - £70,00	1	

### 9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 £NIL).

During the year ended 31 March 2022, expenses totalling £NIL were reimbursed to Trustees (2021 £NIL).

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**10. Stocks**

	2022 (£)	2021 (£)
Book stock	19,619	19,619

**11. Debtors**

	2022 (£)	2021 (£)
<b>Due within one year</b>		
Trade debtors	41,861	21,811
Other debtors	4,417	8,179
Prepayments and accrued income	111,823	154,323
	<b>158,101</b>	<b>184,313</b>

**12. Creditors: Amounts falling due within one year**

	2022 (£)	2021 (£)
Trade creditors	21,872	94,973
Other taxation and social security	6,414	5,981
Other creditors	3,472	22,803
Accruals and deferred income	47,776	146,193
	<b>79,534</b>	<b>269,950</b>

**13. Statement of funds**

**Statement of funds – current year**

	Balance at 1 April 2021 (£)	Income (£)	Expenditure (£)	Income (£)
<b>Unrestricted funds</b>				
General Funds – all funds	68,768	916,245	(794,630)	190,383
<b>Restricted funds</b>				
Restricted Funds – all funds	129,058	8,193	(41,298)	95,953
<b>Total of funds</b>	<b>197,826</b>	<b>924,438</b>	<b>(835,928)</b>	<b>286,336</b>

Overall total funds increased for the year by £145,575 (2020 – decreased by £111,166). At 31st March 2021, total funds carried forward are £197,825 (2020 – £52,250), of which £150,714 (2020 – £57,274) are restricted.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**Statement of funds prior year**

	Balance at 1 April 2020 (£)	Income (£)	Expenditure (£)	Balance at 31 March 2021 (£)
<b>Unrestricted funds</b>				
General Funds all funds	(5,024)	837,411	(763,619)	68,768
<b>Restricted funds</b>				
Restricted Funds all funds	57,274	104,006	(32,222)	129,058
<b>Total of funds</b>	<b>52,250</b>	<b>941,417</b>	<b>(795,841)</b>	<b>197,826</b>

**14. Summary of funds**

**Summary of funds current year**

	Balance at 1 April 2021 (£)	Income (£)	Expenditure (£)	Balance at 31 March 2022 (£)
<b>Unrestricted funds</b>				
General Funds all funds	68,768	916,245	(794,630)	190,383
<b>Restricted funds</b>				
Restricted Funds all funds	129,058	8,193	(41,298)	95,953
<b>Total of funds</b>	<b>197,826</b>	<b>924,438</b>	<b>(835,928)</b>	<b>286,336</b>

**Summary of funds – prior year**

	Balance at 1 April 2020 (£)	Income (£)	Expenditure (£)	Balance at 31 March 2021 (£)
<b>Unrestricted funds</b>				
General Funds all funds	(5,024)	837,411	(763,619)	68,768
<b>Restricted funds</b>				
Restricted Funds all funds	57,274	104,006	(32,222)	129,058
<b>Total of funds</b>	<b>52,250</b>	<b>941,417</b>	<b>(795,841)</b>	<b>197,826</b>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**15. Analysis of net assets between funds**

**Analysis of net assets between funds current year**

	Unrestrict-ed funds 2022 (£)	Restricted funds 2022 (£)	Total funds 2022 (£)
Current assets	269,917	95,953	365,870
Creditors due within one year	(79,534)		(79,534)
<b>Total</b>	<b>190,383</b>	<b>95,953</b>	<b>286,336</b>

**Analysis of net assets between funds prior year**

	Unrestrict-ed funds 2021 (£)	Restricted funds 2021 (£)	Total funds 2021 (£)
Current assets	338,718	129,058	467,776
Creditors due within one year	(269,950)		(269,950)
<b>Total</b>	<b>68,768</b>	<b>129,058</b>	<b>197,826</b>