



Trustees' Annual Report for the period

| | | | | | | | |
|------|-------------------|---------|------|----|-----------------|----------|------|
| From | Period start date | | | TO | Period end date | | |
| | 1 | January | 2021 | | 31 | December | 2021 |

Charity name

Swaledale and Arkengarthdale Archaeology Group

Other names charity is known by

SWAAG

Registered charity number (if any)

1155775

Charity's principal address

c/o David Brooks
Scar House
Preston under Scar
Leyburn
North Yorkshire

Postcode

DL8 4AQ

Names of the charity trustees who manage the charity

| Trustee name | Office (if any) |
|------------------|-----------------|
| 1 David Brooks | Chairman |
| 2 Andrea Dixon | Secretary |
| 3 Michael Keenan | Treasurer |
| 4 Michael Walton | |
| 5 Phillip Bastow | |
| 6 Sue Nicholson | |

Dates acted if not for whole year

Resigned 8th November 2021

Resigned 17th October 2021

Name of person (or body) entitled to appoint trustee (if any)

7 Rod Flint

8 Jane Harrison

9 Jacquie Pennington

Resigned 8th January 2021

10 Barbara Colling

Elected 8th June 2021

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | CIO |
| Trustee selection methods (eg. appointed by, elected by) | Elected by ballot at the AGM, with interim options to co-opt, as per the Constitution |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Organisational Structure. SWAAG is managed and controlled by the volunteer Trustees all of whom are elected from the membership. Specialist groups/committees reporting to the Trustees are formed as necessary

Health and Safety: SWAAG has Trustee-approved Health and Safety and Children and Young Peoples Safeguarding Policies in place. These are reviewed at least annually.

Financial risks: SWAAG has a Trustee-approved Financial Authority and Controls policy in place which is reviewed at least annually. Section E of this report provides a statement explaining the Trustees' reserves policy for SWAAG.

Data Protection and Privacy continue to be managed in accordance with GDPR recommendations.

Summary of the objects of the charity set out in its governing document

For the *public benefit* to advance the education of the public in general and more specifically the residents of, and visitors to, the County of North Yorkshire, particularly the area known as the Yorkshire Dales, in the subjects of archaeology, history, heritage, geology and the natural environment in order to promote a better understanding and management of the local heritage by, for example:

- Providing training and experience of a broad range of archaeological and historical investigative techniques which may be applied to the study of the local heritage;
- Undertaking research including local history, fieldwork and excavations into all aspects of the local heritage and publishing and making otherwise available the results of that research;
- Providing lectures, guided walks, community projects, activities with local schools and organisations and exhibitions.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Covid-19 pandemic continued throughout the year. In order to protect the membership and volunteers, activities during 2021 were carefully managed in accordance with government regulations/recommendations.

The Trustees continued to hold virtual meetings to review the financial situation of SWAAG; to ensure that such decisions were taken as necessary to support the organisation through this difficult period and to consider prospects for activities in the light of the changing regulations.

A virtual AGM was held in June 2021.

During 2019 SWAAG secured from the Royal Archaeological Institute (RAI) an offer of a financial grant to support the planned 2020 Hagg exploration. However, due to the pandemic the exploration did not proceed. However, the RAI agreed to hold over the grant and a two week exploration was held in September 2021. In order to minimise the risks from Covid-19 the exploration was smaller than has been usual and involved limited numbers of members and volunteers. In parallel with the exploration outreach activities were held with the local Reeth/Gunnerside School and the Yorkshire Dales National Park's Young Archaeologists Club.

Towards the end of 2021 a limited walks programme was reinstated.

Throughout out 2021 a programme of monthly, virtual, meetings continued with talks given by SWAAG members and "outside" speakers. All of the presentations were free.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Trustees maintain under review the commercial risks to which the charity is exposed - e.g. possible rental of storage space, work required on the web site; repairs to and replacement of equipment - as well as those "risks" that arise as a consequence of the research work that SWAAG undertakes - e.g. requirements for radio carbon dating, environmental sample analyses, finds conservation, archiving - and have reached the view that it would be prudent for SWAAG to strive to retain a level of reserves of some £5000. Cash over and above the reserves may be used to fund research projects. This policy is kept under review and formally reviewed at least annually

None

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

Further financial review details (Optional information)

The accounts for the financial year ending 31st December 2021 have been prepared on a Receipts and Payments basis. The accounts have been independently examined by Pamela Myers and her report accompanies this report. A summary of the charity's assets also accompanies this report. As recommended by the Charity Commission, the accounts have been segregated into Unrestricted and Restricted cash flows. These funds are considered separately below.

Unrestricted Funds

Over the year the charity has generated a net surplus of £457.14 from turnover income of £2,277.69 compared to a net deficit of £1,839.89 in 2020 from turnover income of £111.82. The comparative difference between the figures for 2020 and 2021 arises primarily because of the Covid-19 pandemic which caused the suspension of most of SWAAG's activities in 2020 resulting in significant reductions in the levels of both income and expenditure. With regard to income, membership subscriptions were reintroduced for 2021 producing £1,775.00 and £362.50 gift aid. In addition we received income from donations, fund raising and book sales totalling £140.19. Expenditure totalling £1,820.55 was incurred. This included dig expenses of £373.57 plus the costs of insurance, bank charges, CBA membership, equipment, talks and website expenses. There were no Year End Liabilities.

Restricted Funds

We received income totalling £2,592.10. This included the grant of £2,592.00 from RAI which was duly spent on professional archaeological support for our annual excavation at The Hagg. The remainder income represents interest from a donated fund we hold for the establishment and support of an award for landscape archaeology which now stands at a total of £1,000.13 as at 31 December 2021.


You may choose to include additional information, where relevant about

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

SWAAG wishes to thank the Royal Archaeological Institute for their understanding and generosity in holding over their offer of grant funding to the 2021 season; Mr Tony Liddell, Vindomora Solutions and his staff for their guidance and support for the Hagg exploration programme and the members and volunteers who generously gave their time and made the Hagg Exploration possible.

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|---|--------------|
| Signature(s) |  PP David Brooks | |
| Full name(s) | David Brooks | Andrea Dixon |
| Position (eg Secretary, Chair, etc) | Chairman | Secretary |

Date

10/02/2022

SWALEDALE & ARKENGARHTDALE ARCHAEOLOGY GROUP
ACCOUNTS FOR THE PERIOD 1st JANUARY 2021 TO 31st DECEMBER 2021

| | 2021 Unrestricted | 2021 Restricted | 2021 Total | 2020 | Notes |
|---|-------------------|-----------------|-----------------|----------------|-------|
| | £ | £ | £ | £ | |
| <u>Income</u> | | | | | |
| Grant | | 2,592.00 | 2,592.00 | 0.00 | |
| Membership Subscriptions | 1,775.00 | | 1,775.00 | 0.00 | |
| Gift Aid | 362.50 | | 362.50 | 200.00 | |
| Donations | 100.00 | | 100.00 | 800.00 | |
| Book Sales | 34.19 | | 34.19 | 7.82 | |
| Fund Raising | 6.00 | | 6.00 | 0.00 | |
| Interest | | 0.10 | 0.10 | 0.03 | |
| Talks | 0.00 | | 0.00 | 104.00 | |
| Total Income | 2,277.69 | 2,592.10 | 4,869.79 | 1111.85 | |
| <u>Expenditure</u> | | | | | |
| Professional Archaeological Support | | 2,592.00 | 2,592.00 | 0.00 | |
| Insurance | 887.67 | | 887.67 | 694.84 | |
| Other Dig Expenses | 373.57 | | 373.57 | 0.00 | |
| Talks | 212.68 | | 212.68 | 43.17 | |
| Website | 179.64 | | 179.64 | 119.70 | |
| Bank Charges | 96.00 | | 96.00 | 60.00 | |
| CBA Membership | 58.00 | | 58.00 | 58.00 | |
| Equipment | 12.99 | | 12.99 | 0.00 | |
| Post Excavation Analysis | 0.00 | | 0.00 | 976.00 | |
| Total Expenditure | 1,820.55 | 2,592.00 | 4,412.55 | 1951.71 | |
| Excess Of Income Over Expenditure | 457.14 | 0.10 | 457.24 | -839.86 | |
| 1st January 2021 Opening Balance (Bank+Cash) | 6,560.96 | 1,000.03 | 7,560.99 | 8400.85 | |
| 31st December 2021 Closing Balance (Bank & Cash) | 7018.10 | 1000.13 | 8,018.23 | 7560.99 | |
| Liabilities at 31st December 2021 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Debtors at 31st December 2021 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Signed: | | | | | |
| Michael Keenan, Treasurer | | | | | |
| Date | | | | | |
| | | 12 January 2022 | | | |
| Independently Examined By | | | | | |
| Pamela Myers | | | | | |
| Date | | | | | |
| | | 24.1.2022 | | | |
| Approved by the Trustees and signed on their behalf | | | | | |
| David Brooks, Chair | | | | | |
| Date | | | | | |



Section A

Independent Examiner's Report

Report to the trustees/
members of

SWALEDALE AND ARKENGARTHDALE ARCHAEOLOGY GROUP

On accounts for the year
ended

31 December 2021

Charity no
(if any)

1155775

Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

24.1.2022

Name:

Pamela Jeanne Myers

Relevant professional
qualification(s) or body
(if any):

Address:


53 Pike Purse Lane

Richmond

North Yorkshire DL10 4PS

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

| | | | | | | | |
|--|--|------------------|--|---------------------|--|---------|--|
| Report to the trustees/ members of | | 31 December 2021 | | Charity no (if any) | | 1152775 | |
| On accounts for the year ended | | 1 & 2 | | Set out on pages | | | |
| Responsibilities and basis of report As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(b) of the Act. I have completed my examination. I confirm that no material matters have come to my attention (other than those disclosed below) in connection with the examination which gives me cause to believe that in any material respect: • the accounts do not accord with the accounting records • accounting records were not kept in accordance with section 130 of the Act or I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached. * Please delete the words in the brackets if they do not apply. | | | | | | | |
| Signed:  | | | | | | | |
| Name: Pamela Jeanne Myers | | | | | | | |
| Relevant professional qualification(s) or body (if any): | | | | | | | |
| Address: 53 Pike Pulse Lane Richmond North Yorkshire DL10 4PS | | | | | | | |
| Date: 24.1.2022 | | | | | | | |

[illegible]

1. Held By* indicates the person who usually stores the equipment and from whom it may be obtained:
PB = Phillip Bastow; DB = Dave Brooks; RC = Ric Carter; RF = Rod Flint; SN = Sue Nicholson; MW = Mike Walton

2. This list is not exhaustive but records the material assets and those acquired most recently.

3. Shaded items were included in 2021 insurance