



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>ST</sup> JANUARY 2021 Period start date To 31<sup>ST</sup> DECEMBER 2021  
Period end date

Charity name: SOUTHWELL COMMUNITY ARCHAEOLOGY GROUP

Charity registration number: 1163982

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>1) To advance the education of the public in the heritage and archaeological importance of Southwell and its locality by:</p> <p>a) promoting research into that subject and to publish the useful results,</p> <p>b) conducting or assisting surveys and other investigations of the local archaeology and history; and c) such other means as the trustees may determine.</p> <p>2) To promote for the benefit of the public the preservation and protection of features of archaeological importance in the area of benefit.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>A landscape project has been started in conjunction with Historic England and the County Council aimed at furthering our understanding of the local heritage and is progressing virtually via on-line meetings.</p> <p>When circumstances permitted, an excavation was carried out on the site of the Medieval Norwell Prebend.</p> <p>A programme of virtual talks took place and new projects are being planned for 2022 (see below).</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>Trustees are aware of their responsibility to inform the public about the results of the activities listed above and to this end have overseen the following activities:</p> <p>1. The maintenance of public interest in the archaeology and heritage of Southwell and its locality in the local press and social media and, if appropriate, academic journals.</p> <p>2. The holding of public meetings and talks, continuing these talks via virtual</p>

		<p>technologies.</p> <p>3. Meaningful engagement by the trustees, management committee and members with professionals, academics and others concerned with the development and better understanding of the heritage in the locality.</p> <p>The trustees have had due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<p>Volunteers i.e. the member's contributions are essential and at the core of the group's activities. All activities listed above were conducted by volunteers under the watch of professional support given by the County Archaeologist and free-lance consultants. The objectives of the charity could not be met without the unstinting efforts of the members, management committee and trustees – all given freely.</p>
Other		

## Achievements and Performance

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	SORP reference	<p>The group has weathered the pandemic and remains in good spirits. We supported Heritage Open Day in September with a display of artefacts and other material in the garden of The Residence.</p> <p>The excavations at 9 Church Street [the former Nat West Bank] have been completed and whilst interesting in their own right was a significant post lock down achievement with a lot of public interest from users of Church Street.</p>
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		<p>Post excavation work has recommenced at the Old Court House on Thursday afternoons and the Landscape Survey project work continues apace with weekly virtual meetings.</p> <p>The book describing the Thoroton Society funded project in respect of the Elizabethan Wall Paintings at the Saracens Head will be ready to publish in 2022.</p> <p>We have decided to hold our public talks and events at Southwell library. There was a visit to the Fitzwilliam Museum Cambridge which proved to be very popular with members.</p> <p>We have actively engaged with Newark and Sherwood District Council and contributed to, in respect of archaeological matters, the Southwell Conservation Area Character Appraisal Boundary Review.</p> <p>A virtual survey of members was conducted. There was a 57% response rate which is very encouraging. Overall, it showed that we had the balance of our activities 'about' right. It highlighted the desire for more visits, training, and lines of research. In respect of the former there are many possibilities for 'day' visits to sites and resources of archaeological interest and this will be taken forward.</p> <p>We are planning a Summer School for young people as well as establishing a Young Archaeology Club (under the auspices of the CBA) in the town.</p> <p>Plans are going forward in respect of conserving and cleaning Roman painted wall plaster stored since 1959 in boxes within Southwell Minster. The project will be led by professional archaeologist Zoe Tomlinson and professional archaeological conservator Jo Gray. This project will aim to engage the wider public in understanding and viewing the plaster, which has remained hidden for decades.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	As set out in the annual accounts, cash funds at the end of the year are £3,983. The charity has sufficient operating funds to fulfil its purposes for the year ahead. Additional funds were spent this year on virtual platforms to enable communication with members and the wider public.	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held under restricted funds and maintained in order to fulfil the objectives of any grants awarded.	
Amount of reserves held	Para 1.22	£1,600	
Reasons for holding zero reserves	Para 1.22		
Details of fund materially in deficit	Para 1.24	None	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No concerns	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Membership subscriptions and donations.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees elected by quorum of members at the annual general meeting. President and Vice-Presidents appointed by Trustees.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	SOUTHWELL COMMUNITY ARCHAEOLOGY GROUP
Other name the charity uses	
Registered charity number	1163982
Charity's principal address	7 WOODLAND VIEW, SOUTHWELL, NOTTS, NG25 0AG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	JOHN LOCK	CHAIR		MEMBERS'AGM
2	JULIA DAVIES			MEMBERS'AGM
3	PETER KENT			MEMBERS'AGM
4	STEPHEN ROGERS	SECRETARY		MEMBERS'AGM
5	CHRIS BROOKE	Vice-President		TRUSTEES
6	WILL BOWDEN	Vice-President		TRUSTEES

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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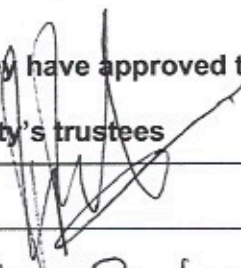
## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		S.H. Rogers
Full name(s)	John R. Locks	STEPHEN HOWARD ROGERS
Position (eg Secretary, Chair, etc)	Chair	SECRETARY
Date	17/02/2022	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name SOUTHWELL COMMUNITY ARCHAEOLOGY GROUP	No (if any) 1163982
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## Receipts and payments accounts

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For the period from	Period start date 01/01/2021	To	Period end date 31/12/2021
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
MEMBERSHIP SUBSCRIPTIONS	985	-	-	985	1,020
FUNDARISING	51	-	-	51	69
FEES FOR PRESENTING TALKS	95	-	-	95	240
ENTRANCE FEES TO PUBLIC MEETINGS	24	-	-	24	27
GIFT AID	-	-	-	-	200
PUBLISHING INCOME	5	-	-	5	129
GROSS INCOME ON SAVING ACCOUNT	-	-	-	-	2
GRANTS AND DONATIONS	-	1,600	-	1,600	-
MISC INCOME	-	-	-	-	1,000
<b>Sub total (Gross income for AR)</b>	<b>1,160</b>	<b>1,600</b>	<b>-</b>	<b>2,760</b>	<b>2,687</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>1,160</b>	<b>1,600</b>	<b>-</b>	<b>2,760</b>	<b>2,687</b>
<b>A3 Payments</b>					
MANAGEMENT & GENERAL ADMIN	323	-	-	323	1,015
RENT	-	-	-	-	-
INSURANCE	269	-	-	269	252
SUBSCRIPTIONS	48	-	-	48	527
SPEAKER FEES	-	-	-	-	90
EQUIPMENT & MATERIALS	237	-	-	237	1,075
CONSULTANCY COSTS	-	-	-	-	284
PUBLISHING COSTS	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>877</b>	<b>-</b>	<b>-</b>	<b>877</b>	<b>3,243</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>877</b>	<b>-</b>	<b>-</b>	<b>877</b>	<b>3,243</b>
<b>Net of receipts/(payments)</b>	<b>283</b>	<b>1,600</b>	<b>-</b>	<b>1,883</b>	<b>- 556</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,100	-	-	2,100	2,656
<b>Cash funds this year end</b>	<b>2,383</b>	<b>1,600</b>	<b>-</b>	<b>3,983</b>	<b>2,100</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>				
	ACCOUNT 1	829	1,600	-
	ACCOUNT 2	1,500	-	-
	PETTY CASH	54	-	-
	<b>Total cash funds</b>	<b>2,383</b>	<b>1,600</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	ACCOUNT 1	829	1,600	
	ACCOUNT 2	1,500	-	
	PETTY CASH	54	-	
	<b>Total cash funds</b>	<b>2,383</b>	<b>1,600</b>	<b>-</b>
(agree balances with receipts and payments account(s))				

[illegible]

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

[illegible]

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval

S.H. Pyles

JOHN R LOCK
STEPHEN ROGERS

17/2/2022
17/02/22



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
**SOUTHWELL COMMUNITY ARCHAEOLOGY GROUP**

On accounts for the year  
ended

**DECEMBER 31<sup>ST</sup> 2021**

Charity no  
(if any)

**1163982**

Set out on pages

**1-2**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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:

**25.01.2022**

Name:

**MR GILLIGGS**

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

Address:

**BIRCHLEA HARLOUGHTON ROAD  
SOUTHWELL, NOTTS NG25 0LR**