

Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	01	01	2022r		31	12

## Section A Reference and administration details

Charity name	SOUTHWELL COMMUNITY ARCHAEOLOGY GROUP		
Other names charity is known by			
Registered charity number (if any)	1163982		
Charity's principal address	7 WOODLAND VIEW		
	SOUTHWELL		
	NOTTINGHAMSHIRE		
Postcode	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		ANNUAL GENERAL MEETING (AGM)
2	STEPHEN ROGERS	SECRETARY		AGM
3	AOIFE CLELAND		3/11/2022-31/12/2022	AGM
4	JULIA DAVIES			AGM
5	PETER KENT			AGM
6	WILL BOWDEN	VICE-PRESIDENT		TRUSTEES
7	CHRISTOPHER BROOKE	VICE-PRESIDENT		TRUSTEES

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### 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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## Section B Structure, governance and management

### 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)	Trustees elected by a quorum of members at the AGM. Hon. vice-presidents are elected by the Trustees' body.

### 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.

There is a management committee that produces risk assessments for each project, and these are scrutinised by Trustees on an annual basis.

## Section C Objectives and activities

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

- 1) To advance the education of the public in the heritage and archaeological importance of Southwell and its locality by:
  - a) promoting research into that subject and to publish the useful results,
  - b) conducting or assisting surveys and other investigations of the local archaeology and history; and c) such other means as the trustees may determine.
- 2) To promote for the benefit of the public the preservation and protection of features of archaeological importance in the area of benefit.

**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)**

Work with local children’s groups such as The Cubs and schools to further their understanding of archaeology and the local historic heritage.

A week-long summer school excavation for young people aged 8-16 years old was held during the holidays, with 21 children attending.

A landscape project in conjunction with Historic England and the County Council aimed at furthering the public understanding of the local heritage reported findings to HER.

Conserving and researching artefacts obtained through archaeological field works so that they may be retained for the benefit of public understanding of local heritage. Members of the public were able to view displays and artefacts illustrating the historical growth of the town.

Publication of research work through papers in “The Thoroton Society” publications. Book published detailing work on Elizabethan wall paintings in a local building.

A series of public talks took place with recognised speakers, on local heritage topics.

**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.

There were 51 volunteers able to take part in a variety of archaeological activities. All activities were conducted by volunteers under the watch of professional support given by the Trustees 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.

**Summary of the main achievements of the charity during the year**

A project to clean and conserve Roman painted wall plaster stored since 1959 in boxes within Southwell Minster, was completed. The project was led by professional archaeologist Zoe Tomlinson and professional archaeological conservator Jo Gray. The results are still being written up but will be published with plans to engage the wider public in understanding and viewing the plaster, which has remained hidden for decades.

A week-long summer school excavation for young people aged 8-16 years old was held during the holidays, with 21 children attending.

Volunteers devised and supported archaeological activities with schools via The Southwell Minster Romans Day programme. In addition, similar work was undertaken with a local cub group.

A survey and record of architectural stonework to be found in gardens around the town was undertaken.

Post excavation work takes place weekly at the Old Court House on Thursday afternoons.

A new photogrammetry project has commenced, training volunteers to do detailed 3-D surveys of historic sites and excavations.

The book describing the Thoroton Society funded project in respect of the Elizabethan Wall Paintings at the Saracens Head has been published and a public display held.

A series of public talks took place at Southwell library.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Reserves are held under restricted funds and maintained in order to fulfil the objectives of any grants awarded.

**Details of any funds materially in deficit**

N/A

### Further financial review details (Optional information)

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.

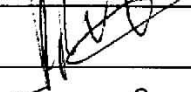
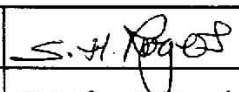
Principal sources of funds come from membership subscriptions, grants and donations. Funds are used to purchase equipment for fieldwork, pay professional consultants and rent for meetings.

## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	John R. Locke.	STEPHEN HOWARD ROGERS
Position (eg Secretary, Chair, etc)	CHAIR.	SECRETARY
Date	27/1/2023.	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Southwell Community Archaeology Group

No of accounts  
1 in 2022

## Receipts and payments accounts

CC16a

For the period  
from

01/01/2022

To

31/12/2022

### 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	1,275	-	-	1,275	985
Fund Raising	24	-	-	24	51
Fees for presenting talks	90	-	-	90	95
Entrance fees for public meetings	72	-	-	72	24
Gift Aid	-	-	-	-	-
Sudwell Press	354	-	-	354	5
Gross Interest A/C 2	3	-	-	3	-
Donations and Grants	-	700	-	-	1,600
Summer School	345	-	-	1,045	-
<b>Sub total (Gross income for AR)</b>	<b>2,163</b>	<b>700</b>	<b>-</b>	<b>2,863</b>	<b>2,760</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>2,163</b>	<b>700</b>	<b>-</b>	<b>2,863</b>	<b>2,760</b>
<b>A3 Payments</b>					
Management and General Administration	431	-	-	431	323
Rent	563	-	-	563	-
Insurance	252	-	-	252	269
Subscriptions	80	-	-	80	48
Speaker Fees	292	-	-	292	-
Equipment and Materials	131	-	-	131	237
Sudwell Press	904	200	-	1,104	-
Minster Roman Plaster Project	887	-	-	887	-
Summer School	798	-	-	798	-
Bank Charges	70	-	-	70	-
<b>Sub total</b>	<b>4,408</b>	<b>200</b>	<b>-</b>	<b>4,608</b>	<b>877</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>4,408</b>	<b>200</b>	<b>-</b>	<b>4,608</b>	<b>877</b>
<b>Net of receipts/(payments)</b>	<b>- 2,245</b>	<b>500</b>	<b>-</b>	<b>- 1,745</b>	<b>1,883</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>3,984</b>	<b>-</b>	<b>-</b>	<b>3,984</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>1,739</b>	<b>500</b>	<b>-</b>	<b>2,239</b>	<b>1,883</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>				
	Petty Cash	234	-	-
	Co-Op A/C	1,252	500	-
	HSBC A/C 2	253	-	-
CCXX R1 accounts (SS)	1			1/02/2023

## 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>	Petty Cash	234	-	-
	Co-Op A/C	1,252	500	-
	HSBC A/C 2	253	-	-
	<b>Total cash funds</b>	<b>1,739</b>	<b>500</b>	<b>-</b>

(agree balances with receipts and payments account(s))

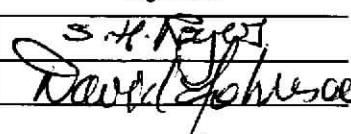
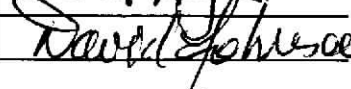
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	STEPHEN ROGERS	11/2/23
	DAVID JOHNSON	11/2/23





# 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

SOUTHWELL COMMUNITY ARCHAEOLOGY GROUP

On accounts for the year  
ended

31/12/2022

Charity no  
(if any)

1163982

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

### 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:

21.01.23

Name:

MAX GILLINGS

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

Address:

BIRCHLEA, HILLOUGHTON ROAD  
SOUTHWELL, NOTTS NG25 0LR



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.