

[FRONT COVER – FIG 1]

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## Chair of the Board of Trustees

Since 2000, I have been honoured to be a member of the Kent Archaeological Society (KAS). My connection with the organisation dates back to 1993, when I worked briefly in Maidstone, preparing to move to China for a few years. While in Maidstone, I came across a leaflet for the society at what I believe was Maidstone Museum. I was fascinated by the Medway Megaliths after reading a study published by Paul Ashbee, and I decided that the KAS seemed like a place where I could learn more about these incredible and mysterious monuments.

In the early years, I was a passive member. I attended a few events and eagerly read the *Archaeologia Cantiana* when it arrived, bulky and well-wrapped, at my door. I even drove one winter night to Lyminge to pick up a whole box of back issues of the journal, dating back to the 1900s.

It wasn't until 2015 that I became more actively involved, answering a call to serve as a trustee, eventually leading to my role as board chair. During my time, we have faced many of the same challenges as other charitable and educational organisations. The pandemic had a significant impact, but our members and colleagues adapted to online possibilities, allowing us to consider what a society like ours should look like in the 21st century, particularly in the digital era of social media, AI, and nearly instantaneous news and information.

The Society's greatest asset has been its loyal and engaged membership. Our numbers have remained solid, and the depth of knowledge and commitment of those who support KAS—attending events, participating in digs, and contributing articles and expertise—is unparalleled and irreplaceable.

Our history is our second greatest asset. It is remarkable that our ties with Maidstone Museum date back to the 1850s. Walking through the wonderful new archaeology gallery at the museum, which we were proud to collaborate on, is impressive, especially when viewing artifacts discovered at KAS events decades earlier, including the gold torcs that we had sought to display for some time.

After five years, I believe it is time for fresh perspectives and new ideas. Therefore, I am regretfully standing down at this year's AGM. Richard Taylor's departure as General Manager will be a significant loss, but I understand the personal circumstances surrounding his decision. I also trust that with Rebecca Fletcher managing the day-to-day affairs of the Society, we are in good hands.

I have truly valued my time with the Society and leave with many happy memories. I am deeply grateful for the opportunity to learn from my colleagues and for being part of the remarkable work that the Society does and will continue to do.

Thank you.

Kerry Brown

## General Manager

As the General Manager of the Society, I am pleased to present the 2024 annual report. At the time of writing, I will have formally submitted my resignation as General Manager of the Kent Archaeological Society to the Board of Trustees. My departure is scheduled for after the Annual General Meeting (AGM) in May 2025.

I am confident that I am leaving the Society with a strengthened reputation for engagement and historical and archaeological research, particularly as we navigate new challenges in an increasingly digital age.

Although 2024 was a successful year in terms of progress, the balance sheet will not reflect that, as we show an operating loss of £278,306.00 primarily due to staffing costs. Several initiatives are underway that are expected to continue producing steady growth. Notably, a developing commercial arm is beginning to generate income. We have also been promised a substantial legacy in 2025/6 due to our charitable work, attracted significant research income for the first time, maintained steady membership numbers, and are planning to submit a funding bid for a digital archive and collection management system later this year that will ensure a digital access portal to all our collections.

On the downside, our proposed corporate sponsorship plans have been delayed until 2026. Two funding project applications were rejected, and our staffing costs remain high. To summarise the primary costs (salaries), I have simplified the Annual Accounts to show clearly these expenditures below:

Cost from Jan 2024 to Dec 2024		
Position	Salary Including on Costs (NI & Pensions)	2024 Annual Accounts – Associated Pots
General Manager	£47,028.00	Wages (Expenditure - Part 11)
Deputy General Manager	£42,356.70	Wages (Expenditure - Part 11)
Curator	£35,933.00	Excavation & Conservation (Expenditure – Part 8)
Digital Manager	£35,933.00	Branding & Communications (Expenditure– Part 8)
Membership Manager	£33,597.00	Admin + Branding & Communications (Expenditure – Part 8 & 11)
Archivist	£15,338.35 (till 31 May 2024)	Library & Minuments (Expenditure – Part 8)
Archivist	£17,966.50 (from 1 June 2024)	Library & Minuments (Expenditure – Part 8)
Editor Arch Cant	£9,769.80	Archaeologia Cantiana Expenses (Expenditure - Part 6)
Communications Manager	£3,000.00	Branding & Communications (Expenditure– Part 8)
Finance Manger	£12,000.00	Admin + Secretarial

Total Expenditure from Jan 2024 to Dec 2024	£252,922.35
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To reduce these high staffing costs, the Board of Trustees agreed in December 2024 to implement the following changes:

- Effective January 1, 2025, the General Manager and the Deputy General Manager will reduce their working hours to 0.5 Full-Time Equivalent (FTE).
- The Membership Manager will also reduce her working hours to 0.5 FTE starting June 1, 2025.

Additionally, the Branding and Communications Manager, Nicky Hammond, left the Society in April 2024, and the Finance Manager, Brie Hayler, has agreed to go in March 2025.

Therefore, the estimated staffing costs for 2025 are as follows:

Projected Cost from Jan 2025 to Dec 2025		
Position	Salary Including on Costs (NI & Pensions)	2024 Annual Accounts – Associated Pots
General Manager	£9,780.30	Wages (Expenditure - Part 11)
Deputy General Manager	£21,178.35	Wages (Expenditure - Part 11)
Curator	£35,933.00	Excavation & Conservation (Expenditure – Part 8)
Digital Manager	£35,933.00	Branding & Communications (Expenditure– Part 8)
Membership Manager	£25,197.75	Admin + Branding & Communications (Expenditure – Part 8 & 11)
Archivist	£35,933.00	Library & Minuments (Expenditure – Part 8)
Editor Arch Cant	£9,769.80	<i>Archaeologia Cantiana</i> Expenses (Expenditure - Part 6)
Finance Manger	£3,000.00	Admin + Secretarial

Projected Expenditure from Jan 202 to Dec 2025	£176,725.20
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Based on this year's expenditure and considering the staff and other operational savings implemented throughout the current year, I estimate the total spending for 2025 will be approximately £350,000. Additionally, considering the reduction in staffing costs mentioned earlier, along with forecasted increased commercial revenue, reallocated investment funds generating higher yields, positive membership income, and growth in fundraising and legacy income, I estimate that the total income for 2025 will be approximately £275,000. This indicates a significant decrease in fiscal losses compared to 2024, but there is more to do to reduce the deficit.

As General Manager, effective late 2023, I have been dedicated to tackling our financial commitments head-on. Balancing an existing £250,000 wage bill without established adequate income streams would challenge any business. Although 2024 has been a challenging year with an anticipated record loss, I am confident we will see improvements in 2025. With new income streams on the horizon and funding bids already in motion, I firmly believe that the Society has the potential to achieve financial parity towards 2026/7. As Interim General Manager from May 2025, Rebecca Fletcher has a strong financial background, and the team's shared vision for KAS positions us well for sustainable growth moving forward.

With my resignation and an additional proposed reduction in some staffing hours, the Society's primary expense related to salaries will decrease. By 2026, the Society will aim to have a series of commercial and fundraising activities that help cover the cost of professional staff and reduce the overall expenditure to acceptable levels. To achieve this, we will:

- Continue to offer commercial archaeological mitigation services.
- Design and apply for a series of fundraising proposals that contribute towards the cost of research and outreach projects.
- Implement a corporate sponsorship scheme in 2026
- Establish an online shop to provide retail services.
- Reallocation of the Society's reserves to higher yield Funds.

We have no plans to sell or dispose of any of the Society's assets, and we remain committed to building on our impressive collections.

I want to thank all our members and stakeholders for their ongoing support during these challenging times. We have a clear vision for the Society, and while achieving our goals will take time and dedication, I ask that you all support this exciting endeavour. Finally, I thank the Board of Trustees and the staff team for their tireless efforts, unwavering support, and significant investment in the Society's future.

Richard Taylor

General Manager

## **1. BOARD of TRUSTEES**

## 1.1. Trustees

- The Board of Trustees of the Society presents its report for the year ending 31<sup>st</sup> December 2024.
- The Society is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission, 1176989.
- The Society's principal address is Maidstone Museum, St Faith's Street, Maidstone, Kent ME14 1LH. However, correspondence should be addressed to the relevant Society Officer at Maidstone Community Support Centre, 39-48 Marsham Street, Maidstone ME14 1HH.
- The members of the governing body of the Society (The Board of Trustees) during the period covered by this report were:

### Board of Trustees as of 1<sup>st</sup> January 2024

Name	Position / Board Responsibilities
Kerry Brown	Chair of the Board of Trustees
Chris Blair Myers	Fieldwork Projects
Richard Chaplin	Governance
Michael Curtis	Community & Diversity
Liz Dixon	Fundraising
Kate Kersey	Allen Grove Fund
Ed Knight	Membership Brand & Communications
Liz Roberts	Education & Outreach
Roli Asthana	Co-Opted December 2023
Michael Pearson	Human Resources

Name	Retirements
Chris Blair Myers	Retired AGM May 2024
Michael Curtis	Retired AGM May 2024
Liz Dixon	Retired Trustee meeting December 2024

### New Trustees from 18<sup>th</sup> May 2024

Name	New Trustees
Peter Meddemmem	Elected AGM May 2024
Simon Elliot	Elected AGM May 2024

## **1.2. The Society's main agents and advisers are:**

- **Bankers:**

National Westminster Bank plc, 3 High Street, Maidstone, Kent ME14 1HJ

CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA

- **Independent Examiner:**

Mr J Plummer FCA Ramsgate.

- **Investment Managers:**

CCLA Investment Management Ltd, Senator House, 85 Queen Victoria Street, London EC4V 4ET

- **Solicitors:**

Brachers Ltd, Somerfield House, 56 London Road, Maidstone, Kent, ME16 8JH



## 2. STRUCTURE & MANAGEMENT

The Society is a Charitable Incorporated Organisation (CIO) governed by its constitution, published in *Archaeologia Cantiana* and the Society's Website, copies of which can be obtained from the General Manager or downloaded from:

<https://www.kentarchaeology.org.uk/documents/constitution>

It is also registered as a charity with HM Revenue & Customs, which has made a direction under section 201 of the Income and Corporation Taxes Act 1988, permitting certain members (generally those whose employment is related to the Society's activities) to obtain income tax relief on their subscriptions to the Society and, at the time of writing, the Society has applied to become VAT registered; further details can be obtained from the General Manager.

The Society's governing body is the Board of Trustees, whose members are charity trustees. They are elected by the Society's members at its annual general meeting (AGM) in May each year. A list of them is set out on page 7.

The Society operates throughout the historic county of Kent and engages in various activities. It has a team of five full-time employees and three part-time employees. In addition, it collaborates with its affiliated societies and organisations it is associated with as a member.

### 2.1. Management Team

The organisational structure with which the Society works is as follows:

Name	Role	Email
Richard Taylor	General Manager	<a href="mailto:richard.taylor@kentarchaeology.org.uk">richard.taylor@kentarchaeology.org.uk</a>
Rebecca Fletcher	Deputy General Manager	<a href="mailto:rebecca.fletcher@kentarchaeology.org.uk">rebecca.fletcher@kentarchaeology.org.uk</a>
Ann Watson	Administration Manager	<a href="mailto:ann.watson@kentarchaeology.org.uk">ann.watson@kentarchaeology.org.uk</a>
Andy Ward	Curator	<a href="mailto:andy.ward@kentarchaeology.org.uk">andy.ward@kentarchaeology.org.uk</a>
Brie Thomas	Finance Manager	<a href="mailto:brie.thomas@kentarchaeology.org.uk">brie.thomas@kentarchaeology.org.uk</a>
Craig Campbell	Archivist	<a href="mailto:craig.campbell@kentarchaeology.org.uk">craig.campbell@kentarchaeology.org.uk</a>
Jacob Scott	Digital Manager	<a href="mailto:jacob.scott@kentarchaeology.org.uk">jacob.scott@kentarchaeology.org.uk</a>
Jason Mazzocchi	Arch Cant Editor	<a href="mailto:jason.mazzocchi@kentarchaeology.org.uk">jason.mazzocchi@kentarchaeology.org.uk</a>

Name	Responsibilities
Richard Taylor	Head of Society operations, fundraising projects and commercial services
Rebecca Fletcher	Deputy Head of Society, HR and liaison with the Board of Trustees
Ann Watson	Membership, conference & events bookings and grant applications
Andy Ward	Society's artefact collection
Brie Thomas	Society finance management
Craig Campbell	Society's document collection and the Library at Maidstone Museum
Jacob Scott	Society's Website and digital resources
Jason Mazzocchi	Production and publication of <i>Archaeologia Cantiana</i>

### 3. ANNUAL GENERAL MEETING 2024

The Society held a hybrid Annual General Meeting on Saturday 18<sup>th</sup> May 2024.

At this meeting Chris Blair-Myers and Michael Curtis retired and Simon Elliot and Peter Meddemmem were elected as new Society Trustees.

### OBJECTS

The Society's purpose is to encourage the exploration and documentation of archaeology and history in all their forms within the ancient county of Kent. While the Society primarily serves the ancient county of Kent, it also extends its services to Medway Council and the London Boroughs of Bexley, Bromley, Greenwich, and a portion of Lewisham.

### 4. PUBLIC BENEFIT

The Board of Trustees has carefully considered the Charity Commission's guidance on public benefit when deciding which activities the Society should undertake. They believe certain activities can be conducted more effectively and efficiently through a membership structure involving paid staff in its operations. The main activities carried out by the Society to fulfil its objectives for the public benefit include:

- The Society's annual journal, *Archaeologia Cantiana*, its Magazine and e-newsletter, and other occasional publications.
- Further historical and archaeological research publications are available on the Society's website.
- Utilisation of Social Media Platforms (Facebook, Instagram, Twitter, BlueSky, TikTok, LinkedIn, and YouTube Shorts) to advance our objectives and encourage a broader audience to engage with the Society.
- The Society provides information to both members and non-members through its library, websites, blogs, conferences, field trips, study days, community-based local study projects, and lectures.
- The Society has conducted a series of online lectures that are freely available to anyone. The lectures are recorded and then available on the Society's YouTube Channel.
- The Society's annual community excavation at Lees Court Estate provided further opportunities for on-site activities and further advanced the County's knowledge of Prehistoric Activity in the area.
- A successful public exhibition, from April to June 2024, of excavations at Lees Court Estate was hosted by the Fleurs De Lis Museum in Faversham.
- Throughout the year, students have undertaken various work experience opportunities by shadowing members of the Management Team involved in fieldwork and contributing to curating and documenting the Society's collections.

- The Society has held various conferences during the year.

## 4.1. Community Excavations

A significant component of the Society's work revolves around its two Fieldwork Projects. From April to June 2024, the Society led a successful community excavation at the Lees Court Estate, believed to be the country's largest long-term community excavation project. Located near Faversham, it has been the site of archaeological investigation since 2017, thanks to the generosity and enthusiasm of the Countess Soudes. Over the past seven years, the Society has uncovered evidence of a previously unknown prehistoric landscape situated in a dry valley between Badlesmere, Shottenden, and Sheldwich. Among the discoveries are four Bronze Age hoards, a late Bronze Age to earliest Iron Age settlement at Wood Court Field, two possible Neolithic monuments in Stringmans Field, and additional evidence of Bronze Age settlement around Badlesmere.

The Lees Court Estate Project is a systematic initiative focused on surveying and excavating the prehistoric past of a busy working farm. This community project has brought together experienced archaeologists, historians, university students, local schools, and various groups, all interested in the evidence of a prehistoric landscape being uncovered. In 2024, the project attracted over 175 volunteers who contributed more than 5,000 hours to excavation activities, participated in experimental archaeology, and engaged with the local community.

[Figs 2, 3 & 4]

The significant findings from 2024, led by Fieldwork Committee Chair Keith Parfitt, suggest that there are three likely prehistoric monuments in and around Stringmans Field. Two round barrows have been excavated and are currently undergoing post-excavation analysis. Early indicators suggest that these barrows may date back to the Neolithic period, highlighting the importance of further study and their archaeological significance.

In August 2024, the Society supported excavations conducted by SHAL (Studying Archaeology and History in Lympne), a group focused on historical and archaeological research in the Lympne area. During the excavation, they discovered a potentially significant rectangular Romano-British fortification, characterised by thick ragstone walls and defensive ditch work. Coin evidence suggests that it was constructed during the Carausian period and was occupied until the early fifth century.

[Figs 5 & 6]

## 4.2. Research Excavations

The Society has successfully secured a grant of £40,000 (£25,000 in 2024 and £15,000 in 2025) to run the 'Silence of the Sentinels' archaeological project in North Yorkshire; it is a collaboration between the Society and Dr. Patrick Nash, with funding provided by the Pharos Foundation.

Dr. Nash's decision to partner with the Society is a testament to our experience in fieldwork management and Romano-British archaeology and history. As background, there are five known Romano-British watchtower sites on the North Yorkshire coast, from Huntcliffe in the north to Filey in the south. In the early part of the twentieth century, fourteen skeletons were recovered from two sites (Huntcliffe and Goldsborough), believed to be victims of violence during the late 4th or early 5th century. These skeletons now reside in the Natural History Museum. It is unknown whether these people were Romano-British, invading Picts or

Saxons. However, the Society has now been tasked to perform forensic investigations of the skeletons to extract DNA and isotope data and trauma analysis to give these people more of an identity and construct a narrative around these violent events toward the end of the Roman Empire in Britain.

[Figs 7 & 8]

KAS members have helped carry out several successful geophysical surveys, and work will continue throughout 2025.

## CONTRIBUTIONS MADE BY SOCIETY VOLUNTEERS

The Society recognises that while it has paid staff to support its pursuit of public benefit and contribution to archaeology and history, a sizeable portion of its work is carried out by volunteers. The Society's Committees and Special Interest Groups continue to play a crucial role.

### 4.3. Archaeological Research Group

Members of the Society and the public play essential roles in all community excavations. The Fieldwork Committee, led by Keith Parfitt, considers grant applications from those requiring financial assistance for their fieldwork and organises meetings and conferences.

The Archaeology Research Group meets three times a year to discuss KAS fieldwork projects, research, and the administration of fieldwork grants. The minutes of each meeting are uploaded to the KAS website. In 2024, only one grant application was submitted to the group for the Sedgebrook Roman Villa project. A new advertisement for our grants scheme was shared with members and published on social media channels. The ARG also planned and organised the Fieldwork Forum and Conference held in March and November 2024. Both events were successful and well attended, with summaries on the website. Members are encouraged to contact the ARG through the website.

[Fig 9]

### 4.4. Publications Committee

The Publications Committee met twice in the past year. The committee believes that the transition of editorship for *Archaeologia Cantiana* from Terry Lawson to Jason Mazzocchi has gone very well. Volume 145 (2024) maintains a high standard, showcasing a good balance of history and archaeology. The upcoming 2025 volume also looks promising, with the introduction of peer review for all articles aimed at raising standards even further.

Regarding other publications, a draft of the edited volume, *\*Migration in Kent through the Ages\**, is nearing completion. The editors, Elizabeth Edwards and David Killingray, plan to contact Boydell regarding publication this summer. Additionally, the Thirsk Prize was awarded jointly this year, and both winners intend to submit articles based on their research to *Archaeologia Cantiana*.

In other matters, the committee is considering organising the postponed conference, titled 'Institutional Care in Kent through the Ages,' which is scheduled to take place in autumn

2025. The committee is also seeking someone to collaborate with David Killingray on producing a revised and extended edition of the *Kent Historical Atlas*.

#### **4.5. Historic Buildings Committee**

The Historic Buildings Group promotes research and engages in various liaison and educational activities related to buildings in Kent, regardless of their size or function. In 2024, members assisted with numerous inquiries regarding the interpretation, history, archaeology, and associated records and documentation of buildings. They provided research advice and visited various properties.

The creation of a new KAS resource has begun, which will include a preliminary standard checklist to assist potential researchers. Additionally, the long-awaited Historic Buildings Conference, titled “Kent’s Religious Houses,” took place in October at Aylesford Priory. The theme for the upcoming conference on October 11, 2025, will be “Historic Buildings Research,” and it will be held in Lenham.

#### **4.6. Maritime Kent Special Interest Group**

The Maritime Kent Special Interest Group held a successful inaugural conference on Kent and Shipbuilding at Chatham Dockyard in November 2024. This two-day event featured a variety of speakers and included presentations on the Unicorn, London, and Achille—all built at Chatham—as well as discussions on the Dover Bronze Age, Graveney Boats, and boatbuilding in Gravesend, Faversham, and Richborough. The conference also highlighted resources available for researching Kent's maritime history. The group continues to expand, now with over 40 representatives and individuals on the mailing list, and the steering committee is planning additional events. Additionally, a Facebook page has been launched, complementing the group's web pages on the KAS website.

#### **4.7. Kent Defence Research Group**

Clive Holden leads the Kent Defence Research Group (KDRG), which has over 25 members. The group research and advocates for Kent’s military history. The KDRG welcomed several high-calibre new members this year, whose expertise greatly enhanced our knowledge base. We successfully completed a research project on Chatham's World War II defences and published the findings online under the title "Defending Chatham 1939-1941." Additionally, we initiated a new project on behalf of Maidstone Borough Council to document the borough's surviving 20th-century defence structures.

This year, we also enjoyed group visits to Woolwich Arsenal, where we received an excellent guided tour, and to the Centre for Experimental Military Archaeology at Detling. During these visits, we participated in fascinating talks and explored their replica World War I trench system.

It has been another successful year for KDRG, which continues to strengthen its reputation within the heritage community.

[Fig 10]

#### **4.8. Place Names Special Interest Group**

The Place Names Group held its annual conference in October 2024 at the Kent History and Library Centre in Maidstone.

#### **4.9. Allen Grove Fund**

The Allen Grove Local History Fund, led by Kate Kersey, has supported numerous community exhibitions and publications for over thirty years. To date, the fund has received more than 150 contributions and attracts many applications yearly. The Society takes pride in the Fund's remarkable achievements and its steadfast commitment to preserving Kent's local history.

#### **4.10. Brian Reginald Fagg Legacy**

The University of Kent received four bursaries from the Society to allocate to Masters students interested in advancing professional-level skills in post-excavation studies through practical attention to the unpublished archive arising from the Society's full excavation of the Roman villa at Sedgebrook (Plaxtol), Kent, in the 1980s. Two bursaries were allocated in the initial year, 2021-2. One was for work on the pottery sherds recovered through the excavation seasons, and the other was for digitising the drawings and photographic records. Work on the Sedgebrook archive continues at the University of Kent, with the fourth and final bursary still in hand for allocation to a suitable student. The report on the Sedgebrook villa will be published as a monograph authored by the students and Dr Steve Willis.

#### **4.11. Ian Coulson Bursary Fund**

The Ian Coulson Bursary funds local history and archaeology projects in Kent schools on behalf of the Society. Andy Harmsworth has stepped down from managing the Bursary.

Although the Education Committee is no longer active, the KAS remains dedicated to working closely with schools. We provide valuable work experience opportunities, conduct workshops, and facilitate visits to KAS excavations. To enhance the Society's engagement with schools, it would be beneficial to promote the Bursary and its objectives via the Society's website, publications, social media, and online talks.

To this end, Craig Campbell, the Society's archivist, will oversee this important educational initiative from 2025. He will ensure that our KAS webpage accurately reflects the purpose of the Ian Coulson Bursary with regular updates.

### **5. CONTRIBUTIONS MADE BY SOCIETY STAFF**

#### **5.1. Strategy**

***"Kent Archaeological Society Discovering Kent's Heritage Bringing the past to the present for everyone."***

In 2024, the Society will continue implementing its strategic aims. In addition to its usual activities, several short- and medium-term projects are currently underway:

#### **5.2. Digital Manager's Report – Jacob Scott**

This year, the KAS website has undergone a complete redevelopment and is now hosted on the Squarespace platform. Squarespace is a Software as a Service (SaaS) provider that automates many complex administrative tasks necessary for a website, including admin

login, analytics, contact forms, payment and donation processing, search functionality, restricted member content, event page creation, and the ability to tag and categorise articles and webpages. This streamlining has enhanced the Society's online communication channels, led to the launch of exclusive online publications for members, and introduced new stores and shop sections. Additionally, it offers the potential for creating mailing lists and exploring various other features.

[Fig 11]

The new website has launched a campaign to reformat and interlink the Society's diverse publications and multimedia formats, ensuring adherence to the highest online accessibility standards. Many publications previously available only in Portable Document Format (PDF) are now also accessible in Hypertext Markup Language (HTML), which is more user-friendly. The HTML format offers numerous accessibility benefits, including improved search and navigation, hyperlinking, image reproduction, and better accessibility for users of screen readers and other assistive technologies. All 123 issues of the KAS Magazine (formerly the KAS Newsletter), encompassing 1,877 articles, are now available in PDF and HTML formats. This project involved scanning and digitally restoring all issues and images and addressing GDPR requirements by redacting personal addresses from earlier editions. Most books and papers previously available only in PDF are also offered in HTML. The most significant remaining challenge is the transcription and formatting of 145 volumes containing over 4,000 *Archaeologia Cantiana* articles, a project in its final weeks.

A significant benefit of the website's restructuring is the inclusion of links and the embedding of external multimedia, allowing the Society's bibliographical work to expand into new formats. The Resources section of the website features learning and research resources across a full range of multimedia provided by the Society and additional sources. One exciting new initiative is the exploration of three-dimensional models and Virtual Reality, which involves constructing models and virtual tours of sites throughout Kent and accessing the Society's previously non-public or inaccessible artefact collections.

Since launching in April 2024, our website traffic statistics have shown promising growth. By April 2025, we anticipate that site traffic will roughly double in terms of total visits and unique visitors.

[Figs 12 & 13]

This year has established a solid foundation for the upcoming months. Key initiatives include the expansion of the Kentish Bibliography to cover the 19th and 20th centuries, the integration of an enhanced Collections Management System for library and artifact collections, and the adoption of Linked Data and other Semantic Web technologies. These developments aim to keep the Society as a vital platform and network for archaeologists, historians, and the general public in the second quarter of the 21st century. We are committed to sharing Kent's history and archaeology in new and engaging ways.

### **5.3. Archivist Report – Craig Campbell**

This year, the Society has proudly accepted several significant collections into its archive and continues to monitor potential additions to ensure their preservation proactively. We have made significant enhancements to the library collection, including initiating long-term research projects and acquiring rare and unique publications.

As the Society's Archivist, I lead our dedicated volunteers on vital projects focused on arranging and cataloguing our Antiquarian Library and archive collections. To date, we have

successfully catalogued approximately 32 archive boxes filled with around 480 unique documents. Our library collection has expanded, with over 500 new publications currently being processed for digital cataloguing. Additionally, we have reorganised storage locations to greatly improve preservation and accessibility.

In the past six months, we have expertly handled fifty-nine archive-related inquiries, noting a significant increase in activity since January 6th. Our open archives and library have received excellent feedback, and we have enhanced our space with a new display case to showcase special items.

[Figs14 & 15]

Since taking on the role of Editor of the Magazine and Newsletter in December 2024, I have delivered impressive productions of the winter magazine. I have actively contacted various groups for information and updates, bolstering our community partnerships. We formed a valuable partnership with "Coasts in Mind," a project committed to preserving coastal histories and fostering exciting new collaborations for the Society.

[Fig 16]

I have delivered engaging talks at prominent venues such as Maidstone Museum and the Wandsworth Historical Society. I continue to host our monthly online lecture series, which attracts 60-90 attendees per session. These lectures are recorded and shared on our YouTube channel, achieving approximately 2,510 views.

Moreover, I have participated in impactful outreach and fundraising events, including the Tonbridge and Paddock Wood half marathons. I also lead social media campaigns and craft compelling content for events like Halloween, Bonfire Night, and our Christmas treasure hunt.

Perhaps most crucial for the Society's future, alongside the Society Curator, I am driving initiatives to scope a Collection Management System that will enhance our storage capabilities. I regularly attend related meetings, contributing my insights as the Kent Archaeological Society's staff representative for various groups. I am committed to making a meaningful impact and shaping the Society's future.

## **5.4. Curator's Report – Andy Ward**

Throughout 2024, I have successfully managed a team of volunteers on several impactful projects, including the illustration of our Early Medieval Ozengell Collection, the cataloguing of the Kent Archaeology Rescue Unit collection, which comprises 266 boxes, and the completion of project archives for the Trosley 2022 excavation and the Lees Court Project.

[Fig 17]

The Curator role requires advising numerous local archaeological societies on key topics, including artefact identification, conservation, and storage. Groups supported include the Studying History and Archaeology in Lympne (SHAL) group, the Faversham Society Archaeology Research Group (FSARG), the Darent Valley Landscape Partnership, and Discover Roman Otford. To date, over thirty external enquiries have been responded to.

As Secretary of the Archaeology Research Group (ARG), I have established and promoted the 2024 Fieldwork Conference at Aylesford Priory, which has generated £1,000 for the Society through ticket and book sales. I am also organising the upcoming Fieldwork Forum,



which has already attracted new members with our enticing offer of six-month membership for just £20, including entry to the event.

Throughout 2024, I have participated in various outreach events, highlighting our initiatives and engaging with the community. Highlights include the Maidstone Community Support Centre's open day, where I had the opportunity to connect with the Town Mayor and Councillors; the first session of Maidstone Museum's Cur8 group for young individuals interested in careers in heritage; and two radio interviews with BBC Kent and Made in Kent Radio.

I have produced significant research outputs in the past six months as a curator. I discussed the Sedgebrook Villa Archive with Dr. Steven Willis and await its return to our collections once published. Professor John Hines examined our runic sword pommel from Sarre, which is currently on loan to Cardiff University's conservation department. Work is ongoing with David May preserving his impressive collection of approximately 15,000 lithics from Ranscombe Nature Reserve.

I have identified various archaeological objects for the public through email and in-person engagements. I addressed a mystery bone object, which will be featured in an upcoming article in *Archaeologia Cantiana*. I also investigated a post-medieval witch bottle from Margate that received regional media attention. Additionally, I collaborated with Kent's Finds Liaison Officer to produce a Treasure Report for a significant 1st-century AD copper alloy footlamp found during the Lympne Roman Pharos Project, which will be the first test case for the new Treasure Act significance criteria in Britain.

[Fig 18]

Our Ozengell Anglo-Saxon collection is in its final stages of conservation, and I am committed to completing it by the end of 2025, if not sooner, so we can begin utilising it for research. Interest in our collection is already evident, with inquiries about a student-led project and studies of mineral-preserved textiles. I look forward to delivering two talks to share insights into the work I have been undertaking.

I remain dedicated to producing comprehensive documentation that ensures our society's collection is properly cared for, utilised, and promoted. This includes our policies for collections development, access, care, conservation, and documentation. An entire suite of guidance documents will be available to members via our website, streamlining access to essential information.

[Fig `9]

## 5.5. Social Media - Andy Ward

Producing content for social media requires a significant amount of time, but the outreach and breadth of engagement we can achieve, especially through the new TikTok platform, make it worthwhile. Our social media platforms enhance engagement with our members and the wider public, who may also become members. Over the last six months, our social media statistics are as follows:

Platform	Follower s	Engagement	Most popular post
Facebook	3741	246K views	Our most popular post advertised our Randal Manor online talk with KCC community archaeologist Andrew Mayfield: 22.3K views.

Instagram	360	3099 views	Top content based on views: <ul style="list-style-type: none"> <li>Advertising our presence at Current Archaeology Live 2025 on 1<sup>st</sup> March.</li> </ul> Top content based on interactions: <ul style="list-style-type: none"> <li>Images of Richard and the small team undertaking geophysical surveys in North-East Yorkshire</li> </ul>
LinkedIn	149	1592 views	Silence of the Sentinels project post reached 116 views.
X/Twitter	198	Twitter does not allow analytics outside of premium	We decided to archive our X/Twitter account and move to Bluesky in December.
Bluesky	345	Bluesky is yet to offer analytics.	
TikTok	690	35k	Our top view is of my discussing objects from the Lympe Roman Pharos project, which were being taken for X-Rays at Canterbury Christ Church: <ul style="list-style-type: none"> <li>4185 views</li> </ul> In the last 60 days, our video of Richard carrying out Geophysics in Yorkshire generated: <ul style="list-style-type: none"> <li>2137 views</li> <li>7 comments</li> </ul>
YouTube Shorts	280	1322	Randall Manor Revealed Online Zoom Lecture; 400 views.

## 5.6. *Archaeologia Cantiana* Editor – Jason Mazzocchi

*Archaeologia Cantiana* was successfully published under my editorship in June 2025. I ensured a smooth transition from Terry Lawson, and the Society's flagship journal was launched to high standards, receiving positive feedback from our members. Volume 146 represents our first digital online edition, set to be published this summer. I managed the editing process, accommodating author and publisher changes in our annual workflow. I hope this will result in a substantial journal edition featuring contributions from academics, independent scholars, newcomers, and international writers focused on the archaeology and history of the ancient county of Kent. Additionally, we will publish the 'missing' cumulative index, which Terry Lawson has compiled on behalf of the Society.

I have established a network of reviewers to ensure the accuracy and quality of article submissions, research findings, and book reviews. Starting January 1st, I introduced peer review guidelines, which are now available on the KAS website. The editorship of *Archaeologia Cantiana* comes with high expectations, requiring us to ensure that each annual publication is meticulous. I believe this will create opportunities for partnerships with academics and other scholars, allowing us to address the publication's impact under the Research Excellence Framework. This effort aims to reach a national and/or global audience within and outside the university sector while maintaining high value for those interested in local and regional history and archaeology.

In the coming year, I plan to produce a written style guide for authors and continue to enhance the journal's relevance and academic rigor to meet our members' expectations regarding new discoveries and insights into Kent's history. I currently serve on the KAS Publications Committee and have also taken on the role of Book Review Editor. As an active member of the KAS Management Team, I collaborate closely with the administrative secretary, the magazine and newsletter editor, and the digital manager. As a Canterbury Christ Church University postgraduate research student, I actively deliver local, regional, and national conference papers and attend local history workshops and talks. These opportunities allow me to promote the Society and raise awareness about the possibility of publishing in *Archaeologia Cantiana*, for instance, at the Institute of Historical Research in London and during the KAS Kent Shipbuilding Conference.

## **5.7. Membership Manager - Ann Watson**

The Society has confidently decided to transition to a new membership system, and we are set to transfer all membership information to VeryConnect in early 2024. This initiative is focused on ensuring that every member is seamlessly set up and assigned the correct membership status.

We have invested significant time in empowering our members to fully understand the new system and securely manage their personal and payment details online. As I deepened my knowledge of VeryConnect throughout the year, I became exceptionally equipped to guide our members through the system easily.

My experience working with VeryConnect has been incredibly rewarding, significantly enhancing my confidence and skills. In 2024, we will host several Society events for various groups, complete with an optimised events page on VeryConnect to streamline ticket bookings. This streamlined approach ensures that all venues meet the necessary requirements, resulting in smooth and successful events.

I do not doubt that the venues for the Fieldwork Forum, Conference, Historic Buildings, and KPN in 2024 will be a tremendous success, as evidenced by the consistently positive feedback we've received. Organising events like the Kent County Show fulfils me and showcases my ability to ensure everything is executed efficiently and effectively.

The 2024 AGM will mark a significant milestone for us. I will take the lead in ensuring that all proxy votes are sent to members on time and that we verify everything on the day of the event, further solidifying our commitment to excellence.

Looking ahead to 2025, our primary focus will be to ensure that VeryConnect is fully updated while providing an efficient service for our members. We proactively reach out to members facing challenges with their membership fees due to the current financial climate. We know these difficulties and are committed to offering tailored support to help our members afford their fees. VeryConnect's monthly direct debit option is an outstanding resource, and I will actively encourage our members to utilise this facility.

I am also excited to continue facilitating events in 2025. With valuable feedback from our 2024 events, I am ready to implement strategies to enhance our offerings significantly. I will ensure that critical information regarding AGM 2025 is clearly communicated to our members and that all essential requirements are thoroughly addressed.

The following table details the Membership numbers from 2018 to 2024:

	<b>Dec 2024</b>	<b>Dec 2023</b>	<b>Dec 2022</b>	Dec 2021	Dec 2020	Dec 2019	Dec 2018
Ordinary Members	<b>724</b>	<b>649</b>	<b>693</b>	653	610	631	662
Joint Members	<b>121</b>	<b>159</b>	<b>230</b>	250	234	226	220
Student members	<b>167</b>	<b>129</b>	<b>5</b>	2	4	4	4
Life Members	<b>39</b>	<b>42</b>	<b>45</b>	46	49	49	50
Affiliated Societies	<b>56</b>	<b>143</b>	<b>66</b>	69	63	60	47
Honorary Members	<b>39</b>	<b>68</b>	<b>2</b>	2	3	3	3
Over 50 years	<b>n/a</b>	<b>n/a</b>	<b>22</b>	22	18	17	
Student 2021 Members	<b>n/a</b>	<b>n/a</b>	<b>105</b>	85	27		
<b>Total Membership</b>	<b>1146</b>	<b>1190</b>	<b>1168</b>	1044	1008	990	986

Membership has experienced a slight decline, primarily due to the unfortunate passing of several former members in 2023/2024 and the necessary increase in Society membership fees beginning in 2024. This fee adjustment is long overdue and reflects our commitment to sustainability. Encouragingly, members remain highly engaged and enthusiastic about participating in Society-led activities and supporting our broader objectives. Additionally, our free student membership has been exceptionally well-received, and we are proud to offer the 'Student 2021 Members' category, which was successfully introduced in 2020.

## 5.8. Maidstone Museum

The Society's relationship with Maidstone Museum is pivotal. We continue to rent the Library space, which houses part of our extensive book and document collection and serves as a key address and venue for committee and research group meetings.

- Archaeology Gallery

Maidstone Museum's "Lives in Our Landscape" Gallery opened in June 2024 to widespread acclaim and is achieving great success. The Society is proud to have played a significant role in creating this unique archaeology gallery, which focuses on the changing landscape of Kent. The gallery aims to illustrate how people have lived in Kent for over 600,000 years and features many artefacts from the Society's collection.

## 5.9. Fundraising

The Society plans to introduce various fundraising proposals for different projects, which will be based on the Society's resources, volunteer participation, and educational opportunities. These fundraising proposals will be targeted towards funding bodies with the

dual aim of making the Society's assets accessible for study and engagement while also providing financial support for the Society and helping to stabilise its costs.

Our key fundraising initiative for 2025 is to submit a proposal later this year for a state-of-the-art digital archive and collection management system. This system will establish a comprehensive digital access portal for all our collections and guarantee optimal storage solutions for our assets.

## **5.10. Inclusion**

Our inclusion program engages with both SEND and regular educational establishments. A SEND student is currently cataloguing the Society's collections at Marsham Street.

# **6. HERITAGE ASSETS**

## **6.1. Accessions**

No new acquisitions were made in 2023. However, we are happy to announce that the Ozengell Collection, which was acquired in 2022, has been fully catalogued. This catalogue will be the foundation entry for whichever CMS the Society acquires.

## **6.2. Disposals**

No heritage assets were disposed of in 2024.

## **8.1. Financial review**

The accompanying financial statements for the year ending 31st December 2024 show the current state of the Society's finances, which its Council considers to be sound. They comply with the Council's understanding of the current statutory requirements of the Society's rules. Total reserves held at the year-end amounted to £1,088,035, of which £59,844 were held as restricted funds and £982,672 were held as designated funds.

## **8.2. Reserves**

The Council's policy regarding reserves is that the Society should have unrestricted funds representing a minimum of six months expenditure.

## **8.3. Investments**

The Society's funds are invested in CCLA COIF Charities Investment Fund Income units. The units had a midmarket valuation of £1,336,196 on 1st January 2024, increasing by net profits during the year of £36,773, less units sold during the year leaving a mid-market valuation of £1,142,969 on 31st December 2024.

## **8.4 Investment powers**

The Society's investment powers are those given by the general law; its rules do not give it any special investment powers. The Council has delegated some of its investment powers to CCLA Investment Management Limited in accordance with a scheme made by the Charity Commissioners on 18th April 1994.

## **8.5 Accounts INDEPENDENT examination**

The Society's accounts for the year to 31st December 2024 have been subjected to an Independent Examination as they were in 2023.

## **9. TRUSTEE RESPONSIBILITY STATEMENT**

The trustees are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's state of affairs and the incoming resources and application of the charity's resources for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities Statement of Recommended Practice
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue operating.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the charity's assets and taking reasonable steps to prevent and detect fraud and other irregularities.

The trustees are responsible for maintaining the integrity of the charity and the financial information on its website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Richard Taylor

General Manager,

[Richard.taylor@kentarchaeology.org.uk](mailto:Richard.taylor@kentarchaeology.org.uk)

on behalf of the Board of Trustees,

7<sup>th</sup> April 2025

# **Kent Archaeological Society**

## **Charity Number 1176989**

### **Annual Accounts for the year ended 31st December 2024**

## Independent Examiner's Report to the Trustees of Kent Archaeological Society

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2024 which are set out on pages 24 to 35.

### Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

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



James Plummer B.A., Independent Examiner

Dated 31<sup>st</sup> March 2025

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Kent Archaeological Society – charity number 1176989

## Statement of Financial Activities for the Year ended 31 December 2024

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2024	Total 2023
		£	£	£	£	£
<b>Income and endowments from:</b>						
<b>Donations and legacies</b>						
Donations		8,460	25,000	0	33,460	1,280
<b>Charitable Activities</b>						



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Subscriptions	3	32,841	0	0	32,841	20,495
Grants	2	0	0	0	0	1,699
<b>Investment and other income</b>						
Investment Income	4	2,855	30,051	1,701	34,607	44,573
<b>Total Income</b>		<b>44,156</b>	<b>55,051</b>	<b>1,701</b>	<b>100,908</b>	<b>68,047</b>
<b>Expenditure On:</b>						
<b>Raising funds</b>						
Fundraising Expenses		50	0	0	50	0
<b>Charitable activities</b>						
Archaeologia Cantiana Expenses	6	25,301	0	0	25,301	32,365
Excursions, Events and Lectures	7	2,558	0	0	2,558	497
Collections, Communications & Fieldwork	8	168,492	54,557	0	223,049	185,318
Membership & Magazine		32,598	0	0	32,598	23,192
Subscriptions to other bodies		55	0	0	55	375
Allen Grove awards	10	0	0	560	560	771
Support and other costs	11	126,878	4,938	0	131,816	145,847
<b>Total expenditure</b>		<b>355,932</b>	<b>59,495</b>	<b>560</b>	<b>415,988</b>	<b>388,364</b>
<b>Net gains / (losses) on investments</b>	17	2,683	32,492	1,598	36,773	129,195
<b>Net income / (expenditure)</b>		(309,093)	28,048	2,739	(278,306)	(191,123)
<b>Transfers between funds</b>	22	231,634	(230,494)	(1,141)	(0)	0
<b>Net movement in funds</b>		(77,459)	(202,446)	1,599	(278,306)	(191,123)
<b>Reconciliation of Funds</b>						
<b>Total funds Brought forward 1 January 2024</b>		122,978	1,185,118	58,245	1,366,341	1,557,464
<b>Total funds carried forward 31 December 2024</b>		45,519	982,672	59,844	1,088,035	1,366,341

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Kent Archaeological Society – charity number 1176989

## Balance Sheet on 31 December 2024

Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>Fixed Assets</b>					

Tangible fixed assets	16	8,692	0	0	8,692	9,677
Investments	17	100,453	982,672	59,844	1,142,969	1,336,195
		<b>109,146</b>	<b>982,672</b>	<b>59,844</b>	<b>1,151,661</b>	<b>1,345,873</b>
<b>Current Assets</b>						
Debtors and Prepayments	18	11,837	0	0	11,837	14,031
Cash at Bank and in Hand		10,862	0	0	10,862	78,293
		<b>22,699</b>	<b>0</b>	<b>0</b>	<b>22,699</b>	<b>92,323</b>
<b>Current Liabilities</b>						
Creditors amounts falling due within one year	19	68,229	0	0	68,229	46,018
		<b>68,229</b>	<b>0</b>	<b>0</b>	<b>68,229</b>	<b>46,018</b>
<b>Net current assets (liabilities)</b>		<b>(45,530)</b>	<b>0</b>	<b>0</b>	<b>(45,530)</b>	<b>46,305</b>
		<b>63,616</b>	<b>982,672</b>	<b>59,844</b>	<b>1,106,132</b>	<b>1,392,178</b>
Creditors amounts falling due after more than one year	20	2,096	0	0	2,096	7,837
Provisions for Archaeologia Cantiana		16,000	0	0	16,000	18,000
<b>Net Assets</b>		<b>45,520</b>	<b>982,672</b>	<b>59,844</b>	<b>1,088,035</b>	<b>1,366,341</b>
<b>Funds of the Society</b>						
<b>Unrestricted</b>						
General	22	45,520			45,520	122,978
Designated			982,672		982,672	1,185,118
Restricted				59,844	59,844	58,245
<b>Total Funds</b>		<b>45,520</b>	<b>982,672</b>	<b>59,844</b>	<b>1,088,035</b>	<b>1,366,341</b>

Statement of Financial Activities for the year ended 31 December 2024

## Notes to the Accounts for the year ended 31 December 2024

### 1. Principal accounting policies

#### a) Basis of Accounting

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016 and Update Bulletin 2 published on 5 October 2018) and the Charities Act 2011. The accounts are presented in sterling which is the functional currency of the charity.

Kent Archaeological Society is a charitable incorporated organisation (CIO) charity in England. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office of the Charity is, The Museum, St. Faith's Street, Maidstone, Kent, ME12 1LH. The nature of the charity's principal activities and operations are to promote the study and publication of archaeology and history in all their branches, especially within the ancient county of Kent.

The association constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist in respect of going concern. The trustees have considered the level of funds held and the expected level of income and expenditure for the twelve-month period from the date of authorising these financial statements. The budgeted income and expenditure are sufficient with the level of resources for the charity to be able to continue as a going concern.

## **b) Tangible fixed assets**

### **i) Heritage Assets**

Heritage assets are not capitalised because reliable cost information is not available and conventional valuation approaches lack sufficient reliability. The Society is restricted by its governing document from disposing of its Library and Collections, its manuscripts at the Centre for Kentish Studies and its pictures at Bradbourne House.

These assets are not therefore shown in the accounts. The cost of additions to the Society's collections is charged under the heading "Fieldwork Committee". The value of items donated as additions to the Society's collections during the course of the year is treated as a cost within "Library and Monuments" expenditure and the resulting equal and opposite credit entry within "Donations" income. Newly purchased or donated heritage assets will be recognised on the balance sheet, initially measured and recognised at their cost. Where it is difficult to place a value on a specific item, this will be left off the balance sheet in line with the Charities SORP.

### **ii) Other Assets**

Fixtures fittings and equipment acquired since 1999 have been capitalised and are written down to their residual value on a straight-line basis over 4 years. Assets acquired in a financial year receive a full year's depreciation, irrespective of the date within the year they were acquired. Fixtures, fittings and equipment purchased in years prior to 31 December 1999 were written off in the year of acquisition. From 1 January 2013, individual assets costing in excess of £100 each are capitalised. Previously, all assets acquired since 1999 were capitalised.

## **c) Income**

Membership subscriptions are allocated to the calendar year to which they relate. Life membership subscriptions when received were credited to the Life Composition Fund (a designated fund). A transfer is made each year, from the Life Composition Fund to the Unrestricted Fund, arrived at, by multiplying the number of life members who it is assumed would continue to be paying members by the annual subscription rate. The CIO does not have a Life Membership category option so the fund will be reduced to zero over the next three or so years. Voluntary income and donations are accounted for as received by the Society.

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Annual report and accounts for the year ending 31st December 2024

## **1. Principal accounting policies (continued)**

### **d) Resources expended**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Expenditure is recognised on an accruals basis.

### **e) Legacies**

Legacies are accounted for when receipt becomes probable so that there is a grant of probate, the executors are satisfied there are sufficient funds available, and any conditions are met, or within the control of the charity.

### **f) Grants**

Grants payable by the Society are recognised as soon as there is a legal or constructive obligation committing the charity to the expense.

### **g) Fixed Asset Investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted mid-market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Trust does not acquire put options, derivatives or other complex financial instruments.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

The charity manages the investment risks by the use of expert advisors and operates an investment policy reviewed at trustee meetings.

### **h) Cash and cash equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalties on notice of no more than twenty-four hours.

### **i) Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

#### j) Value added tax

Value added tax is not recoverable by the Society, and as such is included in the relevant costs in the Statement of Financial Activities.

#### k) Expenditure on management and administration of the Society

Governance expenditure includes all expenditure not directly related to the charitable activity. Details of governance expenditure is contained in note 12.

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Annual report and accounts for the year ending 31st December 2024

### 1. Principal accounting policies (continued)

#### l) Provision for Archaeologia Cantiana

Each year a provision is made for expenditure to be incurred on the Archaeologia Cantiana in the following year.

The provision is included as there is an obligation for this expenditure to be incurred based on members paying their current year's subscriptions. These amounts are debited to the Statement of Financial Activities. See also note 21.

#### m) Stocks of publications and stationery

The stocks are valued at the lower of cost or net realisable value. A provision has been made for stocks of publications representing 100% of the cost of the stocks.

#### n) Funds of the Society

The nature and purpose of each fund is explained in note 22. Investment income, gains and losses are allocated to the appropriate fund. All investment management fees are borne by the General Fund.

#### o) Judgements and key sources of estimation uncertainty

Aside from those mentioned above, the Society does not have any other key sources of estimation or uncertainty which require disclosure.

	Unrestricted Fund	Designated Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£	£
<b>2. Grants</b>					
Grants for Archaeologia Cantiana	0	0	0	0	1,699
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,699</b>

Previous year grant income amounted to £1,699, all of which was attributable to unrestricted funds.

### 3. Subscriptions

Annual subscriptions	26,147	0	0	26,147	20,495
Gift aid recovered on subscriptions	6,693	0	0	6,693	0
	<b>32,841</b>	<b>0</b>	<b>0</b>	<b>32,841</b>	<b>20,495</b>

Previous year subscriptions income amounted to £20,495, all of which was attributable to unrestricted funds

#### 4. Investment Income

COIF Common Investment Fund	2,855	29,985	1,701	34,541	44,531
Interest receivable on cash deposits	0	67	0	67	42
	<b>2,855</b>	<b>30,051</b>	<b>1,701</b>	<b>34,607</b>	<b>44,573</b>

Previous years investment income amounted to £44,573, of which £2,793 was attributed to unrestricted funds £40,115 designated funds and £1,664 restricted funds

All income arises on UK investments or UK cash deposits

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Annual report and accounts for the year ending 31st December 2024

	Unrestricted Fund	Designated Funds	Restricted Funds	Total 2024	Total 2023
<b>6. Archaeologia Cantiana Expenses</b>					
Production	12,894	0	0	12,894	18,431
Editorial	10,333	0	0	10,333	6,780
Distribution	2,074	0	0	2,074	7,153
	<b>25,301</b>	<b>0</b>	<b>0</b>	<b>25,301</b>	<b>32,365</b>

Previous year Archaeologia Cantiana expenses amounted to £32,365, all of which was attributed to unrestricted funds

#### 7. Excursions, Events and Lectures

Excursions and Events	0	0	0	0	0
Lectures and courses	2,558	0	0	2,558	497
	<b>2,558</b>	<b>0</b>	<b>0</b>	<b>2,558</b>	<b>497</b>

Previous year expenditure on excursions, events and lectures, amounted to £497, all of which was attributed to unrestricted funds

#### 8. Collections, Communications & Fieldwork

Library and Minuments	99,155	0	0	99,155	30,486
Branding & Communications	65,147	0	0	65,147	62,049
Excavations & Conservation	0	46,877	0	46,877	42,745
Thirsk Prize	0	0	0	0	1,000
Website	0	(203)	0	(203)	37,382
Marsham Street Research Centre	4,190	7,884	0	12,074	11,657
	<b>168,492</b>	<b>54,557</b>	<b>0</b>	<b>223,049</b>	<b>185,318</b>

Previous years committees' expenditure amounted to £185,318, of which £99,194 was attributed to unrestricted funds and £86,124 to designated funds

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	Unrestricted Fund	Designated Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£	£
<b>10. Allen Grove Awards</b>					
Grants to individuals	0	0	560	560	771
	0	0	560	560	771

Previous Year there were three Allen Grove awards to an individual amounting to £771

	£	£	£	£	£
<b>11. Support and other costs</b>					
Administration and secretarial	22,645	0	0	22,645	18,761
Wages and NI 'ers	89,387	0	0	89,387	112,597
Training	0	0	0	0	1,990
Insurances	2,623	0	0	2,623	2,172
Bank charges	221	0	0	221	707
Bounce Back Loan interest	259	0	0	259	(435)
Depreciation	4,985	4,938	0	9,923	7,155
Governance costs (see note 12)	6,758	0	0	6,758	2,900
	<b>126,878</b>	<b>4,938</b>	<b>0</b>	<b>131,816</b>	<b>145,847</b>

Previous years support expenditure amounted to £145,847, of which £140,835 was attributed to unrestricted funds and £5,012 to designated funds

<b>12. Governance costs</b>					
Annual General Meeting costs	2,242	0	0	2,242	400
Independent Examination fee	2,500	0	0	2,500	2,500
Legal Fees / Incorporation expenditure	2,016	0	0	2,016	0
	<b>6,758</b>	<b>0</b>	<b>0</b>	<b>6,758</b>	<b>2,900</b>

Previous years Governance expenditure amounted to £2,900 all of which was attributed to unrestricted funds

### 13. Independent examiners remuneration

Independent examination fees during the year amounted to £2,500 (2023: £2,500) and accountancy services of £12,000 (2023: £6,500) within Support expenditure.

### 14. Trustees and employees

No remuneration was paid to members of the Council, who are trustees, in the year. Apart from reimbursement for payments made for goods or services provided to the Society, no trustees were reimbursed for out-of-pocket expenses in 2023. (2022: none).

The Society has seven employees in 2023. (2023: eight).

The trustees consider the board of trustees as comprising the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day-to-day basis. All trustees give of their time freely and no trustee remuneration was paid in the year. Trustees are required to disclose all relevant interests and register them with the Hon. General Secretary.

During the year, no Honorarium payments were made to Trustees of the Charity (2022: none)

The role of Trustee in each case is unpaid. No pension contributions were made in respect of these payments in the current or previous year. The Trustees received no other benefits from the Charity.

### 15. Transfers between funds

The investment income arising on the Capital Reserve, Margary and Piercy Fox Funds is transferred each year to the General Funds of the Society, together with a transfer from the Life Composition Fund for the Life Compounder's annual subscriptions.

	Unrestricted Fund	Designated Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£	£
<b>16. Tangible Fixed Assets</b>					
Equipment at 1 January 2024	78,478	84,242	5,000	167,720	164,805
Additions in year	8,938	0	0	8,938	2,915
Equipment at 31 December 2024	<b>87,416</b>	<b>84,242</b>	<b>5,000</b>	<b>176,658</b>	<b>167,720</b>
Depreciation at 1 January 2024	73,738	79,304	5,000	158,043	150,887
Depreciation for year	4,985	4,938	0	9,923	7,155



Depreciation at 31 December 2024	<b>78,723</b>	<b>84,242</b>	<b>5,000</b>	<b>167,965</b>	<b>158,043</b>
<b>Net book value at 31 December 2024</b>	<b>8,692</b>	<b>0</b>	<b>0</b>	<b>8,692</b>	<b>9,677</b>
<b>Net book value 1 January 2024</b>	<b>4,739</b>	<b>4,938</b>	<b>0</b>	<b>9,677</b>	<b>13,917</b>

All fixed assets shown in the above analysis relate to fixtures, fittings and equipment.  
The tangible fixed assets do not include the Society's Library, its Collections at Maidstone Museum, its Manuscripts at the Kent Archive Office and its pictures at Bradbourne House (see note 1(b)).

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	<b>Unrestricted Fund</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total 2024</b>	<b>Total 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>17. Investments</b>					
Market value at 1 January 2024	97,770	1,180,180	58,246	1,336,196	1,551,985
Disposal proceeds	0	(230,000)	0	(230,000)	(345,000)
Net gains / (losses) on investments	2,683	32,492	1,598	36,773	129,211
Market value at 31 December 2024	<b>100,453</b>	<b>982,672</b>	<b>59,844</b>	<b>1,142,969</b>	<b>1,336,196</b>
<b>Represented by:</b>					
COIF Common Investment Fund	100,453	982,308	59,844	1,142,605	1,335,832
Cash Deposits	0	364	0	364	364
	<b>100,453</b>	<b>982,672</b>	<b>59,844</b>	<b>1,142,969</b>	<b>1,336,196</b>

The listed investments consist of direct investment in securities and are managed by investment managers as one fund in which the unrestricted fund and the various designated funds participate in proportion to the value of their original investment at the beginning of the year. The listed funds were transferred from the stewardship of UBS in September 2019 and reinvested in CCLA COIF Charities Investment Fund - Income Units.

	<b>Unrestricted Fund</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total 2024</b>	<b>Total 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>18. Debtors and Prepayments</b>					
Other debtors	8,553	0	0	8,553	10,871
Prepayments	3,284	0	0	3,284	3,160
	<b>11,837</b>	<b>0</b>	<b>0</b>	<b>11,837</b>	<b>14,031</b>

**19. Creditors amounts due in one year**

Bounce Bank Loan	5,532	0	0	5,532	5,532
Accruals	3,500	0	0	3,500	19,500
Other Creditors	59,197	0	0	59,197	20,986
Deferred income	0	0	0	0	0
	<b>68,229</b>	<b>0</b>	<b>0</b>	<b>68,229</b>	<b>46,018</b>

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	Unrestricted Fund	Designated Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£	£
<b>20. Creditors: amounts falling due after more than one year</b>					
Bounce Back Loan	2,096	0	0	2,096	7,837
	<b>2,096</b>	<b>0</b>	<b>0</b>	<b>2,096</b>	<b>7,837</b>

A Bounce Back Loan was drawn down on 29 June 2020 in the sum of £27,660. Of this amount, £5,532 has been included within current liabilities as repayable in the year to 31 December 2025. The final repayment will be made on 29 May 2026.

The loan repayment profile as follows

Repayable in years two to five	0	0	0	0	7,837
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,837</b>

The bounce back loan is repayable monthly from 29 July 2021, following a one year capital repayment and interest holiday. Interest is payable at a fixed rate of 2.5% on the principal amount, for all years two to six inclusive.

## 21. Provision for Archaeologia Cantiana

The Council have made a provision in the financial statements for publication and distribution (net of any expected grant) of £16,000 (2023 £18,000).

## 22. Funds of the Society

### Unrestricted Fund

The Unrestricted Fund can be applied for any purpose for which the Society was established.

### Designated Funds

The Margary, Piercy Fox and Capital Reserve Funds have been set aside for future major projects the Society may wish to undertake.

The Churches Fund has been set aside for expenditure in connection with churches.

The Roome Fund has been set aside for the library.

The Life Composition Fund comprises the unexpended balance of life subscriptions (see note 1c).

### Restricted Funds

The Allen Grove Fund is considered to be restricted in that although the bequest giving rise to it was made to the Society to be held on trust, the wording of the bequest requires it to be applied for special purposes and payments from it to be authorised by the Society's officers acting jointly, and not by the Society's Council as a whole.

The Romney Marsh Research Fund was opened in the year to 31 December 2013 representing the closing cash reserves transferred from the Romney Marsh Research Trust (ex-registered charity 297736) which has been wound up. The Fund has been set up to specifically support research on the Romney Marsh and its environs, operating as a sub-committee of the Fieldwork Committee.

The Ian Coulson Bursary Fund was formed in the year to 31 December 2016 in memory of our past President by a donation from his family to set up the Fund. The aim of the Fund is to support the teaching and learning of archaeology and local history in Kent and Medway schools.

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	Brought Forward 01.01.2024	Incoming Resources	Outgoing Resources	Net gains / (losses) on investments	Transfers	Carried Forward 31.12.2024
	£	£	£	£	£	£
<b>22. Funds of the Society (Cont'd)</b>						
<b>Current Year</b>						
Restricted Funds	58,245	1,701	(560)	1,598	(1,141)	59,844
Unrestricted Funds: General Fund	122,978	44,156	(355,932)	2,683	231,634	45,520
Designated Funds	1,185,118	55,051	(59,495)	32,492	(230,494)	982,672
	1,366,342	100,908	(415,988)	36,773	(0)	1,088,035
<b>Prior Year</b>						
Restricted Funds	53,035	1,664	(771)	5,209	(892)	58,245
Unrestricted Funds: General Fund	84,556	26,268	(296,457)	8,744	299,867	122,978
Designated Funds	1,419,872	40,115	(91,136)	115,242	(298,975)	1,185,118
	1,557,464	68,047	(388,364)	129,195	0	1,366,341

## 23. Taxation

The Society is a registered charity and has no form of income which is liable to corporation tax.

24. Financial Commitments	Land and Buildings 2024	Other 2024	Land and Buildings 2023	Other 2023
	£	£	£	£

At 31 December 2024 the Society had annual commitments under non-cancellable leases as follows:

**Expiry Date:**

Within one year	0	0	5,000	0
Two to five years	0	0	0	0
More than five years	0	0	0	0
	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>

Operating leases: Rents payable under operating leases are charged to the SOFA as incurred over the term of the lease.

## 25. Related party transactions

There were no related party transactions in the year.

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