



Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|------|------|----|-----------------|-------|------|
| | 19 | JUNE | 2019 | | 05 | APRIL | 2020 |

Section A Reference and administration details

Charity name

Enabled Archaeology Foundation

Other names charity is known by

EAF

Registered charity number (if any)

1183965

Charity's principal address

University of Lincoln

Brayford Way, Brayford Pool,

Lincoln

Postcode

LN6 7TS

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 | Mathew Johnson | | | |
| 2 | David Connolly | Chairman | | |
| 3 | Hannah Cobb | | | |
| 4 | Andrea Martin | | Until 05/04/2021 | |
| 5 | Sally Hunt | | | |
| 6 | Andrew Mayfield | | | |
| 7 | Abbi Caliandra | | | |
| 8 | | | | |
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| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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 |
|-----------------|--------------|--|
| Director | Abigail Hunt | University of Lincoln Brayford Way, Brayford Pool, Lincoln LN6 7TS |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | To be created. |
| How the charity is constituted (eg. trust, association, company) | CIO |
| Trustee selection methods (eg. appointed by, elected by) | By co-option of new members by the current Trustees |

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.

During this period new volunteers were recruited to the key executive positions of the new Charity. Work on creating the policies and procedures has progressed, but the timescale has been slower than anticipated due to Covid. However, a key target, namely that the organisation would be in a place to commence initial fundraising in Spring 2021 has been met.

A full set of drafted policies and procedures are currently being reviewed by the Trustees – for approval in May 2021

The charity is in the process of changing its address as the trustee whose address the charity is named has now left the post. – This is being undertaken – 07/04/2021 [this has been completed since April 5th 2021]

The financial policy has been written and approved. Within this policy, risks have been taken into account. Unfortunately during covid **charitable bank accounts** were no longer available to be opened for a short period of time. With new trustees being recruited a new bank account will be obtained as the charity does not have one yet. No income not outgoings took place during this year.

Section C Objectives and activities

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

THE PROMOTION OF EQUALITY AND DIVERSITY FOR THE PUBLIC BENEFIT BY 1. WORKING TO ASSIST ALL DISABLED PEOPLE TO ACCESS ARCHAEOLOGY; 2. PROMOTING A CULTURE OF EQUALITY FOR ALL DISABILITIES IN ARCHAEOLOGY; 3. EDUCATING THE PUBLIC IN ENABLED ARCHAEOLOGY.

During this period the volunteers focussed on creating protocols and policies, including practices around financial, administrative and governance, and descriptions of key executive roles and responsibilities.

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)

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.

A new strategic plan is being created, with short to medium term investment in creating a solid basis for future works. Meetings took place every month to create a set of role descriptions for each post in the committee : Director, Treasurer, Administrator, Funding Officer, Fieldwork Officer and Social Media/web Officer. A complete set of Protocols have been completed by committee – outlining in detail the overall requirements and clear guidance, form and methods of implementation, systems of evaluation and policy review mechanisms.

Currently this consists Administration Protocols, Education and Outreach, Fieldwork, Finance and GDPR.

The production of a Draft Business and Activities Plan has been completed and being discussed at Committee and Trustee Board levels. With an expected adoption in May 2021

The entire committee is formed of volunteers and they have worked hard to create the protocols and position descriptions. Required to begin the process of full operational activities. We envisage a staged rolling-out of the activities and profile of the Charity. In its initial phases, which may well be over several years, there may be only limited independent activities. Rather, the Charity will focus on acting as a supporter and facilitator of a number of initiatives already under way and supported by a range of stakeholders. These include projects, courses and events (which will include online training and skill sharing, signposting to projects

specifically geared towards accepting a diverse workforce – such as Breaking Ground Heritage and Dig Ventures) No activities are envisaged in the first years, however, rather signposting and acting as a supporter of projects, courses and events.

The new website is near complete for launch in May.

| | |
|-----------|------------------------------|
| Section D | Achievements and performance |
|-----------|------------------------------|

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During this period the volunteers focussed on creating protocols and policies, including financial, administrative and governance and preparing the way for a full launch in May/June 2021.

There was no income or expenditure for the charity during this time.

New Trustees were added to the board, to help further advise and support the committee activities in 2021

Section E Financial review

Brief statement of the charity's policy on reserves

There is no income or expenditure for the charity during this period

Details of any funds materially in deficit

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.

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) David Connolly

Position (eg Secretary, Chair, etc)

CHAIR

Date

07/04/2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

| | |
|--------------|-------------|
| Charity Name | No (if any) |
|--------------|-------------|

Receipts and payments accounts

CC16a

| | | | |
|------------------------|------------|----|------------|
| For the period from | 06/04/2020 | To | 05/04/2021 |
|------------------------|------------|----|------------|

NOTES : THE CHARITY HAD NO INCOME OR EXPENDITURE in the period


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 £ |
|---|--|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| ZERO | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | - | - | - | - | - |
| A2 Asset and investment sales, (see table). | | | | | |
| ZERO | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | - | - | - | - | - |
| A3 Payments | | | | | |
| ZERO | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | - | - | - | - | - |
| Net of receipts/(payments) | - | - | - | - | - |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | - | - | - | - | - |
| Cash funds this year end | - | - | - | - | - |

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 | ZERO | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | - | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| B2 Other monetary assets | Details | | | |
| | ZERO | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | ZERO | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | ZERO | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | ZERO | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

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

| Signature | Print Name | Date of approval |
|---|----------------|------------------|
|  | DAVID CONNOLLY | 30/03/2021 |
| | | |