



Trustees' Annual Report for the period

	Period start date			T o	Period end date		
	1	January	2021		31	December	2021
From							



Charity name

Bath and Counties Archaeological Society

Other names charity is known by

BACAS

Registered charity number (if any)

1189630

Charity's principal address

7 Maycliffe Park

Bristol

Postcode

BS6 5JH

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	Henry Lowe	Chairman		
2	Dr Janet Pryke			
3	Laurence Chadd		1 January - 1 June	
4	Les Hayes			
5	Bob Whitaker			
6				
7				
8				

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 - Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected by ballot at the AGM, with interim options to co-opt, as per the Constitution

Additional governance issues (Optional information)

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

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

Organisational Structure.

Trustees are elected from the membership.

The Society is managed by a General Committee all of whom are elected from the membership. Five of the Trustees are also members of the General Committee.

Specialist groups/committees reporting to the Trustees are formed as necessary.

Section C

Objectives and activities

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

To promote for the public benefit the study of archaeology in all its branches.

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

The society achieves these aims by organizing public lectures given by leading archaeological professionals and excursions to study archaeological and historic sites. Members participate in fieldwork projects using the society's own archaeological equipment. Projects include geophysical studies as well as excavations under the direction of the society's director of archaeology. The society provides training and experience of a broad range of archaeological and historical investigative techniques which may be applied to the study of the local heritage and from time to time organizes specific training sessions in contemporary archaeological techniques.

Reports of all projects undertaken are published on the society's website or in the society's journal of record Camertonian. Access to society records is possible via the society's website. The society also publishes a regular newsletter which informs readers of current society activities and other activities organized by local groups to provide a good resource for those interested in archaeological events. The society answers general enquiries from members of the public and works with the local authority to enhance the Historical Environment Record (HER). The Trustees can confirm that they have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

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

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

Summary of the main achievements of the charity during the year

2021 activities were affected by fluctuations in the Covid-19 pandemic restricting all aspects of the societies' activities.

February -A presentation was given in February at NSGG's conference in Archaeological Geophysics Conference covering BACAS Geophysics technique to use electrical resistance tomography to survey beneath stone floors.

May - A large group of members assisted English Heritage staff in cleaning and exposing overgrown stones at Stanton Drew.

June- The society completed work on the West side of Lansdown Road, Bath surveying the Ovate enclosure in Playing Field. This project is part of an ongoing study of specific sites on the Lansdown plateau.

Jun - An excavation together with National Trust volunteers was made of a Bath House in the grounds of Prior Park.

July - we returned to the Twin Barrows site adjacent to Lansdown Golf Club for the geophysical survey.

July work was also undertaken together with volunteers from the National Trust on a Boer War era training camp known as Flatwood Camp on Claverton Down.

August - Further Geophys surveying at Marston Mill

September - a Geophys survey was made of the HaHa in front of the Road Crescent.

A watching brief was undertaken at Norton St Phillip Churchyard by Director of Archaeology Shaun Wilson

November - an EDM survey was made of the Twin Barrows site and a Geophys survey also made of Charlecombe Churchyard.

Excursions - The society was able to organise two visits in the middle of Summer when Covid rules were lifted. One to the Perrymead cemeteries in Bath and the second to three Somerset Churches.

Lectures - The BACAS 2021 Spring series of public lectures was suspended, however the partnership developed with Bristol Museum, Bristol and Avon Archaeological Society and Bristol and Gloucestershire Archaeological Society continued to present lectures by Zoom, which were well received.

In December our winter lecture series began again.

Publications - regular Newsletters were published to members. New project reports were published on the website and together with the Facebook site both were updated on a frequent basis to maintain communication with members. A number of Mailshots on specific subjects were also made to members.

Committee Meetings -The Committee and Trustees held virtual meetings to plan the society's business and to review the financial situation of the Society to ensure that such decisions were taken as necessary to support the organisation and, as in 2020, to consider prospects for activities in the light of the changing regulations.

AGM - To conform to Government regulations regarding the number of people allowed to assemble in groups the Trustees decided it was not possible for members to attend the AGM, however we held a virtual AGM meeting on 11th November.

Section E

Financial review

Brief statement of the charity's policy on reserves

Trustees maintain under review the financial risks to which the charity is exposed. In a typical year society costs would include insurance, room and other hire fees, subscriptions to other organizations, social media and website fees, repairs to and replacement of equipment, and other potential costs that may arise as a consequence of the work that BACAS undertakes. The Trustees have reached the view that it would be prudent for BACAS to aim to retain a level of reserves of some £5000. Cash over and above the reserves may be used to fund ongoing activities. This policy is reviewed annually. No change to this policy was required in 2021.

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.

The accounts for the financial year ending 31st December 2021 have been prepared on a Receipts and Payments basis.

Acting as temporary membership secretary the society's Hon. Sec reviewed the membership list and contacted all members directly whose subscription fees were outstanding. As a consequence membership fee income increased and coupled with reductions in costs for lectures the overall financial balance showed an improvement over the previous year.

Restricted Funds

A donation of £5,000 is carried in the Society's accounts designated for the exploration of the Roman site at Durley Hill under the direction of Robin Holley director of archaeology.

Section F

Other optional information

2021 represented the first full year of the society operating as a CIO (which was established 22 May 2020). The preceding charity (No. 274837) was kept dormant in case any issues arose such as unassigned Gift Aid refunds needing resolution. Nothing arose and 274837 was closed at the year end.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Henry Lee

Full name(s)

HENRY WILLIAM DEER
LOWE

Position (eg Secretary,
Chair, etc)

CHAIR

Date

7/4/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Bath and Counties Archaeological Society

1189630

Receipts and payments accounts

CC16a

For the period
from

Period start date
31.12.2020

To

Period end date
31.12.2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Subscriptions	3,178	-	-	3,178	-
Lecture Entrance Fees	34	-	-	34	-
Excursions Income	256	-	-	256	-
Gift Aid - 2 Yrs	712	-	-	712	-
Survey Deposits	- 0	-	-	-	-
Donations	352	-	-	352	-
Lecturer's Fee refunded	50	-	-	50	-
Sundry Sales	5	-	-	5	-
	- 0	-	-	-	-
	- 0	-	-	-	-
	- 0	-	-	-	-
Sub total (Gross income for AR)	4,587	-	-	4,587	-
A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-	-
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total receipts	4,587	- 0	- 0	4,587	- 0
A3 Payments					
Room Hire	132	-	-	132	-
Survey deposits refunded	322	-	-	322	-
Printing Postage Stationery	112	-	-	112	-
Insurance	836	-	-	836	-
Publications	50	-	-	50	-
Legal Fees	272	-	-	272	-
Camerton Magazine	593	-	-	593	-
Subscriptions	132	-	-	132	-
Paypal and TicketLab fees	108	-	-	108	-
Miscellaneous	44	-	-	44	-
Equipment repairs	157	-	-	157	-
Website	109	-	-	109	-
Durley Hill expenditure	387	-	-	387	-
Sub total	3,254	-	-	3,254	-
A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-	-
	- 0	- 0	- 0	-	-
Sub total	- 0	- 0	- 0	-	- 0
Total payments	3,254	- 0	- 0	3,254	- 0
Net of receipts/(payments)	1,333	-	-	1,333	-
A5 Transfers between funds	- 0	-	-	-	-
A6 Cash funds last year end	17,233	-	-	17,233	-
Cash funds this year end	18,566	-	-	18,566	-

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £

B1 Cash funds	Nat West Bank	17,223	-	-
	Cash	10	-	-
		-	-	-
	Total cash funds	17,233	-	-
(agree balances with receipts and payments account(s))				
		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Plant and Equipment @ W D Value	881	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Unused Grant	4613	-	
	Refundable Survey Deposits	200	-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Henry Lee	HENRY LOWE	7/4/2022	