

**Bristol & Avon Archaeological Society
37th Annual General Meeting
TRINITY-HENLEAZE URC, WATERFORD ROAD, HENLEAZE ,BRISTOL , BS9 4BT.
11th March 2026, 7.30pm**

MINUTES

1. Welcome from the Chair James Lyttleton

James welcomed everyone to the 37th AGM at Trinity Henleaze URC

2. Confirmation of a Quorum and Apologies

30 people were in attendance and the meeting was declared quorate.

Apologies were received from Mary Ison, Bill Martin, Ian Chard, Gundula Dorey, Marianne Pitman, Philip Lovell, Julie Bassett, Donal Lucey, Elliott Mouelhi and Paula Gardiner.

3. Acceptance of Minutes of the 36th Annual General Meeting, Wed 12 March 2025

<https://docs.google.com/document/d/1E-3IrCCt0nVhqcd5tHPcUKtXN7JW3HfcOdKKmdY7cMo/edit?usp=sharing>

The minutes were emailed in advance of the meeting to the membership and available at the AGM.

The minutes were proposed as a true record by Mike Gwither and seconded by Kate Iles. The minutes of the 36th BAAS AGM were then duly accepted.

4. Officers' reports

Officer's reports were emailed to the membership for review in advance of the AGM.

Chairperson James Lyttleton presented Officer's reports to the membership highlighting the following:

The Treasurer's report by Steve Hastings

£50,000 was taken out of cash and invested in the CCLA Ethical Investment Fund this is to spread risk from holding a large amount of cash as well as earn income as the bank interest rate is beginning to fall.

Funds in the Barclays Business Premium Account at year end were £229,824.63. The value of the investment (£14,068.13) has been ascertained from Barclays UK Equity Income Fund. The cash value of this deposit fund of £29,078 was reported to the society by the CCLA as at the 31st December 2025.

Secretary's report by Kate Iles

We have introduced online payments via Paypal, introduced a pay on demand service for paper copies of the journal and issued grants.

We continue to make grants available. Two grant funding streams are available: The James Russell grant (up to £1000 per award) and the Leslie Grinsell grant (up to £500 per award). Grants are awarded twice a year by a dedicated BAAS panel. The next deadline is the 31 March 2026

We welcome input from the membership so if you would like to participate in the running of the society, please do speak to a Trustee. We have a number of vacant posts on the committee including bulletin editor, website editor, vice chair and committee members and always welcome people coming forward. If you would like to get involved but don't want to be on the committee, we also need help running the talks on the night, marshalling the summer walks or anything else you would like to offer.

Membership Officer's report by Julie Bassett

At the start of 2025, membership stood at 161. We finished the 2025/26 membership year with 128 members. This is a disappointing position to be in, but is a reflection on what has been discussed before: our ageing membership.

For the last few years, I've reported that we have been looking at ways of making subscription payment easier including online payments. I'm pleased to say we now have PayPal set up so we can accept renewal subscriptions via online payments. I'm hoping it will encourage more new members to consider joining BAAS.

It is important that we increase our membership for several reasons, but mainly to encourage and enable a new generation of members to enjoy the society, become involved in its operation and continue its legacy. If you have any friends or acquaintances who would be interested in joining BAAS please let me know or share the website with them.

Report from interim BAAS Bulletin editor by Dr James Lyttleton

The Chair is acting as interim editor of the BAAS Bulletin until it is filled. Only one issue of the BAAS Bulletin was produced since last year's AGM – the summer (no. 97) issue.

The editor always welcomes submissions from the membership and further afield, and will be issuing a call for another round of submissions for BAAS Bulletin issue no. 98 from Historic Environment Record Offices in Bristol and surrounding areas, commercial archaeology companies and the university sector. If you have an item, please do contact me at jilyttleton@hotmail.com

Programme Officer's Report by Keith Stenner

We enjoyed another complete year of talks and events.

- In January Gail Boyle spoke on EVIDENCE OF EARLY HUMAN ACTIVITY IN SOUTHERN GLOUCESTERSHIRE.
- Our annual Leslie Grinsell Memorial Lecture was given by Tony Roberts of Archeoscan who updated us on SLIMBRIDGE : AN IRON AGE AND ROMAN FORT ON THE SEVERN ?
- Our Chair, James Lyttleton, spoke in March on COASTAL SETTLEMENT IN TUDOR AND STUART IRELAND.
- In April Peter Insole related MOVING A RIVER TO GROW A TOWN
- We began our Summer Walks programme in May when we visited the excavations at CHEWTON MENDIP and the church of St Mary Magdalene with Pip Osbourne.
- Committee member Mike Gwyther was our excellent guide for our James Russell Day in June when a large group toured CHEPSTOW CASTLE, PRIORY AND TOWN WALLS .
- In July we walked DOLBERRY WARREN HILL FORT, a classic Iron Age site, with Lee Newton the North Somerset Council Archaeologist.

- Our final walk focussed on SISTON, A SAXO/NORMAN HAMLET with Zillah Savage
- The Autumn programme began with our participation in BRISTOL'S BRILLIANT ARCHAEOLOGY EVENT at Blaise Castle Estate in September.
- Tony Roberts returned in October when he spoke on THE REDISCOVERY OF STANCOMBE ROMAN VILLA AND UPDATE ON WICKWAR.
- The Winter Programme began in November with a talk from Committee member Donal Lucey. He presented a wide-ranging overview of THE ARCHAEOLOGY OF SHIREHAMPTON from the Palaeolithic to the Second World War..
- In December we welcomed Dr Toby Jones from the Newport Ship Project who spoke on BASQUE OAK AND PORTUGUESE WINE : THE NEWPORT MEDIEVAL SHIP.

An interim, Issue 1, of the 2026 Programme has been issued in February and a final definitive programme for the year should be available very shortly.

Website Co-ordinator's Report (BAAS Trustees)

It is with sadness that we have to report that our long-standing website editor Paula Gardiner has stepped down from her role as the BAAS website co-ordinator. The Trustees would like to take this opportunity to thank Paula for all that she has done for the society not just in this role, but in her many years of dedicated service to BAAS.

The committee is talking to our website manager about a way forward for the BAAS website and would welcome input from the membership.

Project Officer's report by Donal Lucey

A report on the SMART excavations at Sea Mills is due to be published this year.

This report will take the format of a standard archaeological report according to ClfA standards and guidance. Once the finalised report has been agreed, it will be submitted to the Bristol Historic Environment Record. We hope to also publish the findings in article form in the next BAA Journal.

Donal will be stepping down as Project Officer and the Trustees wanted to record their thanks to Donal for his hard work and contribution to the society.

BAA Editor's report (BAAS Trustees)

With the latest issue of the BAA, we say farewell to Bruce Williams, one of the society's longest standing officers. Bruce has edited 18 Journals issued over 30 years and the Trustees would like to thank him for his amazing work and the lasting legacy he leaves.

We are also pleased to welcome Elliott Mouelhi as the new BAA Editor. The Trustees will be working closely with Elliot and Assistant Editor Bev Knott to ensure a smooth handover. As always, we welcome input for the next BAA from the membership.

Votes of thanks

The chair concluded this part of the AGM by thanking the Trustees stepping down for their service to BAAS. The membership gave a round of applause for Paula Gardiner, Bruce Williams and Donal Lucey.

The chair also offered a vote of thanks to Liz and John for making the refreshments at the evening lectures. The membership thanked Liz and John with applause.

5. Acceptance of Accounts and Election of Examiner

Jinx Newley proposed that the accounts shared by the Treasurer and audited by Steve Hillyard were accepted by the membership. XX (Jinx's husband?) seconded this proposal and the accounts were duly accepted as a true record.

Steve Hillyard was proposed as the Examiner and duly elected by the membership. The membership thanked Steve for his hard work.

6. Election of Officers and Committee Members

Election of Officers and Committee Members for 2025-2026

All officers and committee members are eligible for re-election. The following nominations have been received:

Chairperson: James Lyttleton
Secretary: Kate Iles
Treasurer: Steve Hastings
Membership Secretary: Julie Bassett
Programme Secretary: Keith Stenner
Editor: Elliot Mouelhi
Assistant Editor BAA: Bev Knott

The following roles are currently vacant: Vice Chairperson, Bulletin Editor, Website Editor, Project Officer, Committee Members (x4)

Nominations were uncontested and Mike Gwyther proposed that all of the officers named above were duly elected. Liz ?? (lady that makes the tea) seconded this motion and the officers listed above were unanimously elected by the membership for 2026/26.

7. Life Membership

The BAAS Committee nominated Andrew Smith to be awarded life membership. The privilege of Life Membership is awarded to members who have made an outstanding and demonstrable contribution to the society.

The Committee unanimously and whole heartedly agreed that Andrew had made a significant contribution to BAAS over many years and were delighted to award Andrew with this privilege. Congratulations and thanks to Andrew.

The membership applauded and Andrew said a few words on how pleased and honoured he was to accept.

8. AOB*

None received in advance. None taken from the floor.

9. Date of the next AGM

11 March 2027

The AGM then concluded and was followed by an illustrated talk by our Mike Gwyther on Medieval Castles.

Bristol and Avon Archaeological Society
Financial Report and Statement
Year Ended 31 December 2025
BAAS Financial Statements Y/E 31 December 2025

Herewith the Financial report for the year ended 2025

1. Operational Income

The current year Operational Income increase is £31. Had historic assets not been transferred to the society by Barclays Asset Management Ltd of £1,261 then a loss would have been reported This reduction in earnings is mainly due to the decrease in savings interest. See note 5cii.

2. Expenditure

The decrease in Operating Expenses between 2025 and 2024 of £5,640 is mainly due to lower BAAS grant payments . In 2024 £7k was paid for a SMART project report whereas in 2025 £1K was granted to CAMP. Also the BAAS journal anticipated in 2025 is currently being prepared for publication and the resulting cost of the publication will be included the 2026.

3. Investment Funds

a.	<u>Shares</u>	<u>Valuation</u>	<u>Date</u>
Barclays UK Equity Income	2,761.163	£14,068.13	31/01/2025
CCLA COIF Charities Investment Fund - Grinsell	879.09	£16,985.69	31/12/2025
CCLA COIF Charities Short Duration Fund - Grinsell	5,923.25	£7,637.44	31/12/2025
CCLA COIF Charities Investment Fund - Russell	5,299.36	£102,393.70	31/12/2025
CCLA COIF Ethical Investment Fund - Russell	15,825.7897	£46,439.20	31/12/2025
Total Value of Investments in Financial year 2025 is:		<u>£187,524.16</u>	

b. Funds Transfer to CCLA

£50,000 was taken out of cash and invested in the CCLA Ethical Investment Fund this is to spread risk from holding a large amount of cash as well as earn income as the bank interest rate is beginning to fall.

5. Movement in Cash Assets

a. Barclays Community Account

This account has decreased by £248 during the year.

**Bristol and Avon Archaeological Society
Financial Report and Statement
Year Ended 31 December 2025**

b. Barclays Business Premium Account

The funds in the Business Premium account at the year end were £229,824.63 this is a decrease of £34,743. This is mainly due to the investment of £50,000 in the CCLA Ethical Investment Fund, offset by £15,623 of interest and earnings from the society's investments.

c. Barclays UK Equity Income Fund

(i) £349 has been received in income in the financial year. The value of the investment (£14,068.13) has been ascertained by using the market valuation supplied by Barclays Asset Management Ltd., as at 31 December 2025.

(ii) Barclays Asset Management Ltd sent £1,261 of previous years retained earnings linked to the old accounts managed by Mr James Russell and Mr R Williams. The accounts currently used to hold the BAAS investment were raised when the company was informed that the signatories had to be changed following the demise of Messers Russell and Williams. The earnings arising from the new accounts have been paid into the BAAS Community Account. However, the accumulated earnings of the old accounts were left as residual balances the payments received in 2025 were clearing these old accounts.

d. Grinsell Bequest- COIF Charities Funds

Interest from this investment of £1,946 has been earned and paid directly into the COIF Charities Deposit Fund held by the CCLA. The cash value of this deposit fund of £29,078 was reported to the society by the CCLA as at the 31st December 2025.

e. Russell Bequest- COIF Charities Funds

(i) Income from the COIF Charities Investment Fund (£2,261) is paid directly into the Society's bank and is held in the Business Premium account. The valuation of the investment is as at 31 December 2025 on the CCLA Statement of Account dated 05/01/2025.

(ii) Income from the COIF Charities Ethical Investment Fund (£1,064) has been paid directly into the Society's bank and is held in the Business Premium account. The valuation of the investment is as at 31 December 2025 on the CCLA Statement of Account dated 05/01/2025

(iii) Interest from the CCLA Deposit account has been received monthly and amounts to £7,719 and is held in the Business Premium Account.

6. Liability

a. Clifton Cathedral provided the Apostle room to the society in 2023 and in 2024 but has to date not presented an invoice for payment. Therefore an accrual raised in lieu of the invoice to recognise the debt to the Cathedral totaling £732 has neither been increased or released.

b. Holy Trinity Church provided the meeting room and Plasma television from September to December 2024. To allow for the cost of hire in the 2024 financial year the cost of the hire charges £332 were accrued and included in the 2024 Financial statement. The subsequent receipt of invoices for £134 showed that the accrual was significantly overestimated by £200. To enable a fair comparison between years 2025 and 2024 the 2024 Financial Statement expenses and accrual have been adjusted to reflect the actual expenditure and liability.

Bristol and Avon Archaeological Society
Financial Report and Statement
Year Ended 31 December 2025

Income and Expenditure					
		2025		2024	Variance
Income					
Membership Subscriptions		£ 1,601.50		£ 1,992.50	£ (391.00)
Advances					-
Arrears				£ 15.00	£ (15.00)
					-
Lloyds TSB Dividend		£ 65.53		£ 57.07	£ 8.46
BAA Sales					-
Misc. Sales					-
Meetings/Guest Income		£ 128.01		£ 32.36	£ 95.65
Donations		£ 25.00		£ 20.00	£ 5.00
Sundries					-
		£ 1,820.04		£ 2,116.93	£ (296.89)
Barclays Premium A/c Interest	£ 2,968.51		£ 4,168.08		
Barclays Multiman- Current year Dividends	£ 436.16		£ 565.96		
Barclays Multi -Return of retained balances	£ 1,261.47				
COIF Charities Funds - Grinsell Bequest	£ 1,945.57		£ 1,974.24		
COIF Charities Funds - Russell Bequest	£ 11,677.21	£ 18,288.92	£ 11,252.27	£ 17,960.55	£ 328.37
Total Operating Income		£ 20,108.96		£ 20,077.48	£ 31.48
<u>Extraordinary item Transfer to purchase CCLA Units</u>		£ 50,000.00			
James Russell bequest (Exceptional item)				£ 107,945.31	£ (107,945.31)
		£ 70,108.96		£ 128,022.79	£ (57,913.83)

Bristol and Avon Archaeological Society
Financial Report and Statement
Year Ended 31 December 2025

Expenditure		2025		2024	
Printing & Stationery				£ 9.30	£ (9.30)
Postage				£ 9.35	£ (9.35)
Bulletin Expenses		£ 184.30		£ 11.70	£ 172.60
BAA					-
Insurance					-
Subscription		£ 225.00		£ 218.00	£ 7.00
Lectures		£ 540.00		£ 445.46	£ 94.54
Meetings					
Clifton Cathedral (Accrual)			£ 252.00		
United Reform Church	£ 326.50		£ 132.00		
Other Expenses		£ 326.50		£ 384.00	£ (57.50)
Officers Expenses					
Website		£ 172.00		£ 172.00	
Sundries		£ 45.01		£ 35.84	£ 9.17
BAA Projects - Equipment & Projects		£ 669.99		£ 699.00	£ (29.01)
Grants		£ 1,000.00		£ 6,818.40	£ (5,818.40)
Operating Expenses		£ 3,162.80		£ 8,803.05	£ (5,640.25)
Investment in CCLA		£ 50,000.00		£ 100,000.00	£ (50,000.00)
Total Expenditure		£ 53,162.80		£ 108,803.05	£ (55,640.25)
Income over Expenditure movement					
Surplus/(Decrease) in Total Income		£ 16,946.16		£ 19,219.74	£ 36,165.90

Bristol and Avon Archaeological Society
Financial Report and Statement
Year Ended 31 December 2025

<u>Assets</u>		<u>2025</u>		<u>2024</u>	
<u>Investments</u>					
Barclays UK Equity Income		£ 14,068.13		£ 11,483.68	£ 2,584.45
COIF Charities Investment Fund- Grinsell	£16,985.69		£ 17,839.64		
COIF Charities Fixed Interest Fund- Grinsell	£7,637.44	£ 24,623.13	£ 7,466.85	£ 25,306.49	£ (683.36)
COIF Charities Investment Fund- Russell	£102,393.70		£ 107,541.50		-
COIF Charities Ethical Investment Fund- Russell	<u>£46,439.20</u>	£ 148,832.90		£ 107,541.50	£ 41,291.40
		£ 187,524.16		£ 144,331.67	£ 43,192.49
<u>Debtors</u>					
Total Debtors					
<u>Cash and Cash Investments</u>					
Cash		£ 108.07		£ 90.07	£ 18.00
Barclays Community A/c (Current)		£ 2,255.08		£ 2,503.11	£ (248.03)
Barclays Business A/c (Deposit)		£ 229,824.63		£ 264,568.03	£ (34,743.40)
COIF Charities Funds Deposit- Russell Bequest		£ 200,000.00		£ 200,000.00	£ -
COIF Charities Funds - Deposit Grinsell Bequest		£ 29,078.05		£ 27,132.48	£ 1,945.57
Total Liquid Assets		£ 461,265.83		£ 494,293.69	£ (33,027.86)
Total Liquid and Near Liquid Assets		£ 648,789.99		£ 638,625.36	£ 10,164.63
<u>Liabilities</u>					
United Reform Church Booking				£ (132.00)	£ 132.00
Clifton Cathedral Room booking		£ (732.00)		£ (732.00)	£ -
Total Liabilities		£ (732.00)		£ (864.00)	£ 132.00
		£ 648,057.99		£ 637,761.36	£ 10,296.63

Prior year adjustment to Cost of Trinity URC meeting Room and Accrual shown as a liability
£132 Room hire Invoiced in 2025.

Steve Hillyard
24 The Bluebells
Bradley Stoke
Bristol
BS32 8BE
s.hillyard00@btinternet.com
0117 923 6595

6 Mar 2026

Dear Steve,

This is my report to the Trustees of the Bristol and Avon Archaeological Society (BAAS) in my role as the independent examiner of their accounts for the calendar year 2025. The Trustees of BAAS, a charity registered as number 1211005, are responsible for the preparation of accounts in accordance with the Charities Act 2011.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect, the income and expenditure accounts were not kept to the required standard. I have examined the records of income, expenditure and bank transactions, bank statements, cheque book and paying in books and written invoices. I have also checked that the starting and ending balances for each of the society's assets can be reconciled to income, expenditure, transfers and capital gains and losses attributable to 2025.

Given the size of your assets and the complex set of accounts you have inherited I am pleased to hear that you have arranged for a firm of accountants to produce the end of year accounts from 2026 and to provide advice to and your fellow trustees.

Best wishes,

A handwritten signature in black ink, appearing to be 'JH' followed by a stylized flourish.

To:
Stephen Hastings
Treasurer, BAAS
222 Cranbrook Road
Bristol
BS6 7QX



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Bristol and Avon Archaeological Society

**On accounts for the year
ended**

31 Dec 2025

**Charity no
(if any)**

1211005

Set out on pages

n/a

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 Dec 2025.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date: 6 Mar 2026

Name:

Steve Hillyard

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

Address:

24 The Bluebells, Bradley Stoke, Bristol, BS32 8BE

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None