

BRISTOL AND AVON ARCHAEOLOGICAL SOCIETY

England & Wales · Charity number 229317

Details

Status Registered

Legal form Other

Registered 1964-06-09

Register [View on the Charity Commission register](#)

Contact

Address 222 Cranbrook Road
Bristol
BS6 7QX

Phone 07771552313

Email hastings1952@virginmedia.com

Website <http://www.bristolandavonarchaeology.org.uk>

Activities

Objects: TO CARRY OUT, AND PROVIDE TRAINING IN, ARCHAEOLOGICAL RESEARCH BY EXCAVATIONM NON-EXCAVATIONAL FIELDWORK, AND THE STUDY OF ARCHAEOLOGICAL MATERIAL AND DOCUMENTATION.

Activities: We arrange monthly lectures between September and April, with walks and field trips in the summer months. Members receive an annual journal and regular newsletters.

Classification

- **How:** Makes Grants To Individuals, Sponsors Or Undertakes Research
- **What:** Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** COUNTY OF AVON
- Bath And North East Somerset
- Bristol City
- North Somerset
- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£128,023	£109,003	-	-
2023-12-31	£10,813	£7,681	-	-
2022-12-31	£433,213	£1,510	-	-
2021-12-31	£4,523	£6,574	-	-
2020-12-31	£2,907	£1,747	-	-

Trustees

Name	Role	Appointed
Dr James Lyttleton	Chair	2022-03-09
BEVERLEY ARTHUR KNOTT		2013-07-22
BRUCE WILLIAMS		2014-03-12
Donal Lucey		2021-01-01
Dr PAULA JUDY GARDINER		2013-07-22
JULIE KAREN BASSETT		2016-03-09
KEITH STENNER		2013-07-22
Kate Iles		2020-03-11
MICHAEL ANDREW GWYTHYR		
Stephen Hastings		2018-03-07

BRISTOL AND AVON ARCHAEOLOGICAL SOCIETY

England & Wales - Charity number 229317

Accounts

Bristol & Avon Archaeological Society
36th Annual General Meeting
TRINITY-HENLEAZE URC, WATERFORD ROAD, HENLEAZE ,BRISTOL , BS9 4BT.
12th March 2025, 7.30pm

AGENDA

1. Welcome from the Chair James Lyttleton
2. Confirmation of a Quorum and Apologies
3. Acceptance of Minutes of the 33rd Annual General Meeting, Wed 9 March 2022
4. Officers' reports:
5. Election of Officers and Committee Members
6. Election of Examiner
7. Life Membership
8. AOB
9. Date of the next AGM

The AGM will be followed by an illustrated talk by our Chair, James Lyttleton, on COASTAL SETTLEMENT IN TUDOR AND STUART IRELAND.

PTO for BAAS Officer Reports for 2024-2025 and a list of nominations for the election of Officers and Committee members.

BRISTOL AND AVON ARCHAEOLOGICAL SOCIETY OFFICER REPORTS 2024-2025

Treasurer's Report (unaudited) by Stephen Hastings

Herewith the Financial Report for the year ended 31 December 2024.

1. Operational Income

The current year Operational Income increase of £9,264 is mainly due to interest earned from the CCLA and Barclays savings accounts and investment units.

Exceptional Item- James Russell bequest

The society received the final payment of £107,945.31 from Lyons the solicitors acting as executors for James Russell's estate. This is reported as an exceptional item as it is a rare and unusually large bequest and distinct from the society's normal receipts.

2. Expenditure

The increase in Operating Expenses between 2024 and 2023 of £1,322 is attributed to the £6,818 paid to Wessex Archaeology for a report on SMART project finds and their preparation for storage by Bristol Museum and the purchase of a new computer for £699. This is offset by savings due to the BAA Journal not being published in 2024 (£2,747), a reduction in Bulletin expenses (£441), and a reduction in expenditure on the digitisation project (£1,526).

Purchase of a Laptop

A new Samsung laptop was purchased for £699 as the old computer did not have sufficient RAM to enable Microsoft PowerPoint to run without freezing.

3. SMART Report

The Society engaged Wessex Archaeology to carry out post excavation analysis of the finds from the SMART project. The report and prepared artifacts for Museum storage was delivered in 2024 and the payment of £6,818.40 was made on demand.

4. Investment Funds

a. Investments

	<u>Shares</u>	<u>Valuation</u>	<u>Date</u>
Barclays UK Equity Income	2,761.163	£11,483.68	31/12/2024
CCLA COIF Charities Investment Fund- Grinsell	879.09	£17,839.64	31/12/2024
CCLA COIF Charities Fixed Interest Fund- Grinsell	5,923.25	£ 7,466.85	31/12/2024

CCLA COIF Charities Investment Fund- Russell 5,299.36 £107,541.50 31/12/2024

Value of Investments in Financial year 2024

£144,331.67

b. Funds Transfer to CCLA

A further £100,000 was invested in the CCLA Deposit account in 2024 this was to take advantage of the interest rate as well as spreading risk.

5. Movement in Cash Assets

a. Barclays Community Account Increase

This account has increased by £1,188 during the year. Accruals raised to cover the hire of the Cathedral and Trinity church meeting rooms amount to £1064. All interest payments received from the CCLA and Barclays Asset Management are transferred to the Business Premium account on receipt to take advantage of the interest rate.

b. Barclays Business Premium Account

The funds in the Business Premium account at the year-end were £264,568 this is an increase of £16,414. This is mainly due to the earned interest from the Russell bequest as well as £7,945 increased capital from the bequest final payment. The society has £15,000 from earnings available to support Archaeology in the Bristol & Avon area.

c. Barclays UK Equity Income Fund

£566 has been received in income in the financial year. The value of the investment (£11,484) has been ascertained by using the market valuation supplied by Barclays Asset Management Ltd., as at 31 December 2024.

d. Grinsell Bequest- COIF Charities Funds

Interest from this investment of £1,974 has been earned and paid directly into the COIF Charities Deposit Fund held by the CCLA. The cash value of this deposit fund of £27,132 was reported to the society by the CCLA on the 5th of January 2025.

e. Russell Bequest- COIF Charities Funds

(i) Income from the COIF Charities Investment Fund (£3,707) 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 2024 on the CCLA Statement of Account dated 05/01/2025.

(ii) Interest from the CCLA Deposit account has been received monthly and amounts to £7,545 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 has been raised in lieu of the invoice to recognise the debt to the Cathedral now totalling £732.

b. Holy Trinity Church provided the meeting room and Plasma television from September to December 2024. As an invoice has not been received by the society yet, an accrual has been raised in lieu of an invoice to recognise the debt to the church, £332.

c. A grant of £1000 has been awarded to the Community Archaeology on the Mendip Plateau (CAMP) project.

Secretary's report by Kate Iles

This has been another busy year for the BAAS Committee. BAAS now has CIO status with the Charities Commission and a new Charity Number. This brings many benefits and means that BAAS is now a legal body in its own right, and can enter into contracts in its own name. This work has been largely undertaken by Steve Hastings, and we are all very grateful for his hard work on this.

In order to keep the society moving and to make it as sustainable as possible, we would 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, vice chair and committee members and always welcome people coming forward. If anyone would like to find out more, please speak to any member of the committee or send us an email.

If you would like to get involved but don't want to be on the committee, that would be great too. We need help running the talks on the night (helping with refreshments at lecture sessions, inc. washing up and putting away the chairs), marshalling the summer walks or anything else you would like to offer.

It is becoming increasingly difficult to run the society without help so please do think about it.

Membership Officer's report by Julie Bassett

At the start of 2024, membership stood at 152. We have an aging membership population with many of our members having supported BAAS for decades. Whilst we appreciate this amazing support, sadly we find this has an impact on our membership numbers each year. Although we lost a number of members this year either through choice, as the members feel it is now too difficult for them to fully appreciate and enjoy what the society offers, or, sadly through death, we finished the 2024/25 membership year with 161 members: this includes both parties in a joint membership and also includes the many new members who joined for this first time. This is a positive reflection on the hard work of the Committee, the interesting programme of lectures and talks, and the effort put into securing alternative premises for lectures. I would also like to take this opportunity to thank the significant number of

long-standing members who generously make donations to the society. This is much appreciated and I do make every effort to thank each donor at the time.

I am pleased to say that two thirds of our members have now given their permission for us to send their Bulletins and other information by email. This is also much appreciated as it not only saves the Society money in terms of printing, stationery and postage – which gets ever higher, but it saves the really time-consuming job of getting the printing done, the envelopes labelled, addressed and stuffed and the packages then posted. I very much appreciate the emails I receive from members advising me that they would like to switch to electronic communication. If anyone who currently receives their BAAS information through the post would like to convert to receiving information by email please let me know as soon as possible using my email address jb1241@my.bristol.ac.uk. This email address is also shown on our website.

We are still working up some new initiatives to try and make payment of membership subscriptions easier for you including online subscription payments. It's taking a lot longer than anticipated because of changes to our organisation which will be described by our Treasurer. A lot of our members already have standing orders set up with their banks which removes the risk of forgetting to renew subscriptions. A lot of members also make their payments through internet banking, but we still have a good number who prefer to pay by cheque or cash. If any member would find it more convenient to set up a standing order or pay by internet transfer, please let me know and I can send out details.

We are still at the stage where we need to encourage more new members as our membership income still doesn't cover our annual running costs. As you will all appreciate, everything connected with our annual running costs has increased or is about to increase: postage, room hire, travel expenses for speakers etc. If you have any friends or acquaintances who would be interested in joining BAAS please let me know.

We thank you for your continued loyalty.

Report from interim BAAS Bulletin editor by Dr James Lyttleton

Report from interim BAAS Bulletin editor

The Chair is acting as interim editor of the BAAS Bulletin until it is filled. Two issues of the BAAS Bulletin were produced since last year's AGM – the summer (no. 95) and autumn / winter (no. 96) issues. Besides carrying the usual items such as the BAAS programme of talks and field visits, items of interest to the membership were also published. Julie Bassett wrote on the contribution of Richard Knight, former Chair of BAAS to local archaeology. Kate Iles provided an update on the various events taking place at Blaise Museum, the Bristol Central Library and Kings Weston Roman Villa during last summer's Festival of Archaeology. Alex Birkett wrote about the archaeology collections held by the Department of Anthropology and Archaeology in the University of Bristol. Pip Osborn and Kay Boreland provided an account of their research on excavations of an early medieval minster site at St Mary Magdalene church (Chewton Mendip Minster Precinct Field Excavations), thanking BAAS for awarding a James Russell Grant of £1,000 for specialist input to review the quality of the

sorted residues, identify plant species, any cereals, nuts, seeds etc. and to provide commentary on results.

The editor always welcomes submissions from the membership and further afield, and has recently issued a call for another round of submissions for BAAS Bulletin issue no. 97 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

Our 2024 talks programme began in January when Gail Boyle spoke on PUTTING THE ARCHAEOLOGY BACK INTO THE ANTIQUARIAN a wide-ranging insight into the challenges faced by the modern archaeologist. In February the Leslie Grinsell Memorial Lecture was delivered by Dr Peter Green and dealt with THE MOSAIC AND THE LATE ROMAN VILLA AT HINTON ST MARY, DORSET: NEW EXCAVATIONS AND INSIGHTS a review of the recently completed excavations. By way of experimentation we decided to augment the AGM by introducing three short papers provided by BAAS members. Sadly, although the talks proved of great interest, time proved too limited to fully feature all three presentations so we will probably revert to a single supporting talk in future.

Our usual summer walks programme was initially extended to five events but subsequently reduced to three after "issues" arose. The "lost" walks may well feature in a future programme. Despite this situation we enjoyed excellent visits to KINGSWESTON ROMAN VILLA, ROMAN CAERWENT [James Russell day] and SALTFORD BRASS MILL.

The autumn schedule comprised talks on BRISTOL'S BLUE PLAQUES [Gordon Young] and a NEW POTTERY KILN AT WICKWAR AND A MEDIEVAL MANOR HOUSE AT GUITING POWER [Tony Roberts] . The winter 2024 programme concluded with DIG THE CASTLE : GREAT TORRINGTON COMMUNITY EXCAVATION PROJECT, DEVON [Emily Wapshott] in November and a December offering, COTSWOLD ARCHAEOLOGY AND COMMUNITY ENGAGEMENT [Caroline Adams] .

The programme is very much a team effort and compilation rests on the several "shoulders" of Committee members plus the occasional input from Society members. Talks and visits are tailored to hopefully reflect the wide archaeological scope of interest enjoyed by our membership – a policy we intend to maintain for future topics. My profound thanks to everyone on the Committee or members for their much appreciated input without which there would be no programme.

Our change of talks venue has so far proved very successful. Always a problematical issue, the change so far has worked very well and enabled a more reliable home for our meetings to take place .

The complete programme for 2025 has taken longer than envisaged to reach completion but issue has now been made so we are now full speed ahead for 2025 !

Website Co-ordinator's Report by Paula Gardiner

There is a lot of useful information on the website highlighting the upcoming talks under 'Upcoming Events'. When notes of talks have been summarised, they are posted on to the website. We also use the website to inform members/public of any cancellations or changes, so do keep an eye on this in case weather or external events prevent us holding a meeting.

All the remaining BARG Journals were scanned and added to the website up to No. 29.

The Bulletin continues to be posted on the website and is available to Members only. The digitisation of all the old BAA editions give easy access to members and the public. We keep the final edition of the BAA for members only and only after a year is it posted on-line for the public. Many new members are coming via the website and we will very soon be adding the option of letting people pay for their membership on-line.

For the future:

- Automated membership subscription system.
- Internal PDF search for the BARG volumes.
- Design improvements.

BAAS and Facebook: we have a Facebook page where I post reminders of upcoming events and meetings, as well as any changes or cancellations. Log in to Bristol and Avon Archaeological Society to keep up to date.

Website and social media stats: that there are 7300 active users on the website with 743 this last month. Half are coming through Google and half from direct addresses. 19 are coming from Facebook or social links.

Project Officer's report by Donal Lucey

BAA Deputy Editor's report by Bev Knott

The next edition of Bristol and Avon archaeology, the Journal of this society, was intended for publication in the second half of 2024. Unfortunately this was not to be.

Of the original five main papers, the author of one had to withdraw entirely because of major and progressive ill health, and the author of another was unable to proceed because promised material had not been provided in time. Matters were not helped by a major house sale process and removal for the editor and a very serious and debilitating eye condition requiring extensive and lengthy treatment for the assistant editor. The Society committee

and editor decided to postpone publication until 2025. In hopes of receiving more material, which was deemed necessary for a proper publication. Another paper has been offered subsequently but cannot be finished until mid spring. Another possible paper is under consideration but although it is not strictly archaeological in nature, might be considered to be of interest historically in the Avon region.

It is now hoped to publish late spring or early summer. However there is the caveat that once papers are received, the editor, assistant editor, and author are often involved in shaping up material to a full and satisfactory standard. Bristol and Avon Archaeology is an academic journal and strives to satisfy the standard expected of such a publication.

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 BAA: Bruce Williams (TBC)
Assistant Editor BAA: Bev Knott (TBC)
Website Editor: Paula Gardiner
Project Officer: Donal Lucey

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

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Bristol & Avon Archaeological Society
Financial Report Year Ended 31 December 2024

12 March 2025

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Bristol & Avon Archaeological Society
Financial Report Year Ended 31 December 2024

12 March 2025

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Bristol & Avon Archaeological Society
Financial Report Year Ended 31 December 2024

12 March 2025

Income and Expenditure	2024		2023		Variance
Income					
Membership Subscriptions	£	1,992.50	£	1,559.50	£433.00
Advances	£	-	£	25.00	(£25.00)
Arears	£	15.00	£	10.00	£5.00
			£	-	£0.00
Lloyds TSB Dividend	£	57.07	£	49.60	£7.47
BAA Sales	£	-	£	24.00	(£24.00)
Misc. Sales	£	-	£	-	£0.00
Meetings/Guest Income	£	32.36	£	30.45	£1.91
Donations	£	20.00	£	40.00	(£20.00)
Sundries	£	-			£0.00
		<u>£2,116.93</u>		<u>£1,738.55</u>	<u>£378.38</u>
Barclays Premium A/c Interest	£	4,168.08	£	2,910.79	
Dividends Barclays Multiman	£	565.96	£	542.31	
COIF Charities Funds - Grinsell Bequest	£	1,974.24	£	1,685.40	
COIF Charities Funds - Russell Bequest	£	11,252.27	£	3,936.08	£
		<u>£ 17,960.55</u>		<u>£ 9,074.58</u>	<u>£8,885.97</u>
Total Operational Income	£	20,077.48	£	10,813.13	£9,264.35
Bequests					
James Russell bequest (Exceptional item)	£	107,945.31	£0.00	£0.00	£107,945.31
		<u>£128,022.79</u>		<u>£10,813.13</u>	<u>£117,209.66</u>
Expenditure					
Printing & Stationary	£	9.30			£9.30
Postage	£	9.35			£9.35
Bulletin Expenses	£	11.70	£	452.91	(£441.21)
James Russell Memorial Day	£	-			£0.00
BAA	£	-	£	2,747.00	(£2,747.00)
Insurance	£	-			£0.00
Subscription	£	218.00	£	189.00	£29.00
Lectures	£	445.46	£	400.00	£45.46
Meetings			£	-	£ -
Clifton Cathedral (Accrual)	£	252.00	£	480.00	£ -
United Reform Church (Accrual)	£	331.84			£ -
Other Expenses	£	583.84		£480.00	£103.84
Officers Expenses	£	-	£	-	£ -
Website	£	172.00	£	170.00	£2.00
Sundries	£	35.84	£	17.20	£18.64
BAA Projects - Equipment & Projects	£	699.00	£	2,225.00	(£1,526.00)
Grants	£	6,818.40		£1,000.00	£5,818.40
Operating Expenses	£	9,002.89		£7,681.11	£1,321.78
Investment in CCLA		£100,000.00		£200,000.00	(£100,000.00)
Total Expenditure		<u>£109,002.89</u>		<u>£207,681.11</u>	<u>(£98,678.22)</u>
Income over Expenditure movement					
Surplus/(Decrease) in Total Income		<u>£19,019.90</u>		<u>(£196,867.98)</u>	<u>(£177,848.08)</u>
Assets					
Investments					
Barclays UK Equity Income- GB00B1D9S287/B1D9S28	£	11,483.68	£	11,019.80	£463.88
COIF Charities Investment Fund- Grinsell	£	17,839.64	£	17,445.54	
COIF Charities Fixed Interest Fund- Grinsell	£	7,466.85	£	7,245.32	£24,690.86
COIF Charities Investment Fund- Russell		£107,541.50		£105,165.80	£2,375.70
		<u>£144,331.67</u>		<u>£140,876.46</u>	<u>£1,079.51</u>
Debtors					
Total Debtors	£	-	£	-	£ -
Cash and Cash Investments					
Cash	£	90.07	£	63.06	£27.01
Barclays Community A/c (Current)	£	2,503.11	£	1,314.84	£1,188.27
Barclays Business A/c (Deposit)	£	264,568.03	£	248,153.81	£16,414.22
COIF Charities Funds Deposit- Russell Bequest	£	200,000.00	£	100,000.00	£100,000.00
COIF Charities Funds - Deposit Grinsell Bequest	£	27,132.48	£	25,158.24	£1,974.24
Total Liquid Assets	£	494,293.69	£	374,689.95	£119,603.74
Total Liquid and Near Liquid Assets		<u>£638,625.36</u>		<u>£515,566.41</u>	<u>£123,058.95</u>
Liabilities					
United Reform Church Booking		(£331.84)			(£252.00)
Clifton Cathedral Room booking		(£732.00)		(£480.00)	(£252.00)
Total Liabilities		<u>(£1,063.84)</u>		<u>(£480.00)</u>	<u>(£252.00)</u>
		<u>£637,561.52</u>		<u>£515,086.41</u>	<u>£123,886.46</u>

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**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A Independent Examiner's Report

**Report to the trustees/
members of** Bristol and Avon Archaeological Society

**On accounts for the year
ended** 31 Dec 2024 **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 2024.

**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:** 4 Mar 2025

Name: Steve Hillyard

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

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

Section B Disclosure

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



Independent examiner's report on the accounts

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 2024

Charity no (if any)

1211005

Set out on pages

n/a

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 Dec 2024.

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:

4 Mar 2025

Name:

Steve Hillyard

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

Address:

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

Section B

Disclosure

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

BRISTOL AND AVON ARCHAEOLOGICAL SOCIETY

England & Wales - Charity number 229317

Accounts

BRISTOL AND AVON ARCHAEOLOGICAL SOCIETY

Agenda

34th Annual General Meeting held in the Apostle Room, Clifton Cathedral, Bristol, on Wednesday 8 March 2023, commencing at 7.30 pm

1. Welcome from the Chairman James Lyttleton
2. Confirmation of a Quorum and Apologies
3. Acceptance of Minutes of the 33rd Annual General Meeting, Wed 9 March 2022
4. Proposals from the committee (a short summary followed by a vote)

Item 1: to change the charity status of Bristol and Avon Archaeological Society from an unincorporated association to a Charitable Incorporated Organisation (CIO).

Proposal: The Trustees propose that BAAS changes its status to become a Charitable Incorporated Organisation (CIO).

Item 2: For BAAS to adopt a new constitution in line with a Charitable Incorporated Organisation (CIO).

Proposal: The Trustees propose that BAAS adopts the draft constitution and guidance notes.

Item 3: For BAAS to adopt a Code of Conduct and Complaints procedure.

Proposal: The Trustees propose that BAAS adopt the Code of Conduct and Complaints procedure.

Item 4: To create a new enhanced category of membership from 2024 onwards

Proposal: The Trustees propose that the membership categories listed above are adopted.

Item 5: To increase annual subscriptions for the membership year commencing 1st March 2024

Proposal: The Trustees propose to increase the membership subscription outlined above.

Item 6: To allow the committee to decide when and how much subscriptions should be increased without needing to go to the AGM.

Proposal: The Trustees propose to be authorised by the membership to decide when subscriptions should be increased and by how much without having to go to the AGM for permission.

5. Officers' reports:
 - Hon Treasurer's report
 - Hon Secretary's report (online)
 - Hon Membership Secretary's report (online)
 - Hon Programme Secretary's report (online)
 - Hon Bulletin Editor's report (online)

- Hon Editor BAA's report (online)
- Hon Website Coordinator's report (online)
- Hon Projects Officer's report (online)

6. Election of Officers and Committee Members

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 BAA: Bruce Williams
- Assistant Editor BAA: Bev Knott
- Website Editor: Paula Gardiner
- Project Officer: Donal Lucey
- Committee Members: Mike Gwyther

The following roles are currently vacant: Vice Chairperson, Bulletin Editor, Committee Members (x3)

The following people wish to be co-opted: Gundula Dorey

7. Election of Examiner

Proposal: Steve Hillyard

8. AOB

9. Date of the next AGM

The AGM will be followed by a series of illustrated lectures from BAAS members

Crafting Roman Bristol: public engagement using a popular computer game - a short talk by BAAS Hon Project Officer Donal Lucey

The Archaeology of Orkney - an illustrated talk by Andrew Smith (former Chair of BAAS).

Honorary Treasurer's Report - Steve Hastings

Bristol & Avon Archaeological Society
Financial Report
Year Ended 31 December 2022

1. Income

The extraordinary increase in Income of £428,689 is mainly due to bequests from the wills of James Russell and Jenny Pennington amounting to £430,085. There has also been an increase in invested income and savings of £515 which is offset by the reduction in other types of income of £186.

2. Expenditure

The decrease in expenditure between 2021 and 2022 is mainly caused by the £2,530 spent on the website project in 2021 and the expenditure on production of BAA 29 due in 2022 slipping into 2023, this is offset by the £549 expenditure on the JR memorial day which has been covered by the proceeds from the sale of his books and chattels of £1,725 received in 2021 and is included in the opening bank balance.

3. Movement in Assets

a. Prepayments

The prepayment to Clifton Cathedral for the Apostle room has now been fully utilised. The charge for the room in 2023 is expected to increase due to changes to the room booking fee levied during years 2020 and 2021 that the society was free from due to the prepayment.

b. Barclays Community Account increase:

In Financial year 2022 there has been a £393.90 increase in cash and the Barclays community account compared to 2021 when there was a £4,596.18 decrease.

This is mainly due to 2021 including expenditure of £2,530 for the web site project and £2,820.65 for BAA 28. The payment for BAA 29 will be included in Financial year 2023.

c. Barclays Business Premium Account

The increase to the account is due to the:

Russell Bequest:	£428,086	
Pennington bequests:	£ 2,000	
Interest:	£ 322	<u>£430,408</u>

D. Barclays UK Equity Income

The society has now managed to change the mandate, and is again in control of this fund and has been informed that the society holds 2761.163 shares. Based on the FT Price at 9 January 2023 of 411.5 pence the asset value was £11,362.19.

E. Investment Funds

	<u>Shares</u>	<u>Valuation</u>	<u>Valuation date</u>
Barclays UK Equity Income	2,761.163	£11,362.19	9/01/2023
CCLA COIF Charities Investment Fund- Grinsell	879.09	£15,965.42	29/12/2022
CCLA COIF Charities Fixed Interest Fund- Grinsell	5,923.25	£ 6,904.73	29/12/2022

Total Value of Investments in Financial year 2022 is: £34,232.34

The reduction in the market value of the Society's investment assets is £5,226. This reduction reflects the turmoil in the investment markets resulting from the pandemic, East European War and collapse of confidence in the British economy.

For the COIF investments this is for the period 31 December 2021 to 31st January 2022. For the Barclays Equity Income this is for the 3 year time period 31 December 2019 to 9 January 2023. This longer period is the time between the death of the previous Treasurer and second signatory and for the society to effect a change to the account mandate and correspondence address.

F. Grinsell Bequest

The current value of this bequest is:		<u>Value</u>	<u>Total</u>
	Shares accounts	£22,870.15	
	Deposit account	<u>£23,472.84</u>	<u>£46,342.99</u>

G. Russell Bequest

The society received £428,085.89 as the first part of the bequest from the estate of the late James Russell. The solicitor has held onto £100,000 to settle any tax arising and other matters of expenditure. This means that the society can expect a further significant payment in final settlement of the account in 2023.

The committee is researching investment vehicles and has opened new COIF accounts with the CCLA.

Honorary Secretary's Report - Kate Iles

2022 has been a busy year in terms of BAAS governance and a sub-committee have been meeting regularly to work through and update BAAS' procedures, guidelines and paperwork.

This has involved reworking the constitution to make it compliant with the model constitution required by the Charity Commission. This will ensure that BAAS can legally become a Charitable Incorporated Organisation (CIO). Alongside this, the sub-group have drafted accompanying committee and membership guidance to ensure that the organisation and administration of BAAS is transparent. This new guidance includes the roles and responsibilities of the committee and gives information on the new levels of membership as well as the process for applying for Life Membership, something which hasn't been officially recorded before. A code of conduct and a complaints procedure has also been drafted. If passed by the membership, all of this paperwork will be available on the member's pages of the website.

As well as drafting new policies and procedures for the administration of BAAS, the sub-committee have also written a Trustee Role Agreement and after the AGM, we will be actively looking for new people to join the committee - please speak to us if you are interested.

Finally, the committee have been working together to create a new funding stream that will make available some of the bequest left to BAAS by James Russell. This future fund will be known as the James Russell Grant. A new process to administer this and the existing Leslie Grinsell Grant has been created and a new application process for both grants will be launched in April 2023.

Honorary Membership Secretary's Report for the year 2022 - Julie Bassett

At the start of 2022, membership stood at 167 which was less than with previous years but factors such as Covid and a high number (for our society) of deaths accounted for this. However, early in the membership year we already had 7 new members and this number continued to grow throughout the year until December when we finished with a total membership of 176 paid members. This number even accounts for a few leavers during the year.

I am pleased to say that 62% of our members have now given their permission for us to send their Bulletins and other information by email. This has increased from 55% last year and is based on a slightly higher membership too. This is much appreciated as it not only saves the Society money in terms of printing, stationery and postage - which gets ever higher, but it saves the really time consuming job of getting the printing done, the envelopes labelled, addressed and stuffed and the packages then posted. I very much appreciate the emails I receive from members advising me that they would like to switch to electronic communication. If anyone who currently receives their BAAS information through the post would like to convert to receiving information by email, please let me know as soon as possible using my email address jb1241@my.bristol.co.uk. This email address is also shown on our website.

Each year for the last few years I've advised you that Steve, our Treasurer, is working through the difficulties that HMRC throw his way in connection with our Gift Aid claim. I'm pleased to say that this seems almost to be sorted out now. Just to remind you that if you are able to Gift Aid your subscriptions the theory is that BAAS should be able to gain an additional 28% from HMRC - eventually.

We are still working up some new initiatives to try and make payment of membership subscriptions easier for you. A lot of our members already have standing orders set up with their banks which removes the risk of forgetting to

renew subscriptions. A lot of members also make their payments through internet banking, but we still have a good number who prefer to pay by cheque or cash. If any member would find it more convenient to set up a standing order or pay by internet transfer, please let me know and I can send out details.

We are still at the stage where we need to encourage more new members as our membership income doesn't cover our annual running costs. As you will all appreciate, everything connected with our annual running costs has increased or is about to increase: postage, room hire, travel expenses for speakers etc. As you will see from the agenda, we have included a proposal to make a timely increase to the subscriptions. This is a request that the Committee have struggled to reconcile but is now necessary. You may be interested to note that a subscription increase is something that hasn't happened, apart from bringing Senior membership in line with Ordinary membership rates in 2018, since before 2002. In addition, feedback from our recent members' survey indicates that more than 50% of respondents would be happy to contribute to the cost of producing the BAA journal; this is something we are exploring further. If you have any friends or acquaintances who would be interested in joining BAAS please let me know.

Finally, a good number of people have been members since the 1960's and, in fact, two members celebrated 60 years of BAAS membership during 2022. We thank them and you for your continued loyalty.

Honorary Programme Secretary Report - Keith Stenner

Our year began with a talk postponement when a resurgence in Covid incidence entailed an inconspicuous start for us in January, 2022. Luckily the presentation was rescheduled for later in the programme. We were able to recommence live talks in February when Peter Davenport spoke on THE THREE HUNDRED YEAR DIG : DISCOVERING AQUAE SULIS an excellent feature for our annual Leslie Grinsell Memorial Lecture. The speaker at our AGM in March was Peter Insole who gave a very stimulating and original talk on BRISTOL, THE PLACE BY THE BRIDGE: THE ORIGINS OF BRISTOL, ITS PRE-HISTORY AND WHY DIDN'T THE ROMANS FOUND BRISTOL ? Our final Spring season talk featured Bev Knott who provided an intriguing view on THE MYSTERY OF ROMAN GATCOMBE TOWN AND ROAD and its context within the developing understanding of the local Roman road system.

Our Summer Walks series began in May when Bev Knott led a walk GATCOMBE ROMAN TOWN AND ROAD. This proved a superb opportunity to illustrate issues emanating from the talk Bev had given the month previously. Kate Iles was our host for the June walk when we enjoyed a comprehensive tour of THE ARCHAEOLOGY OF BLAISE CASTLE ESTATE. July gave us the opportunity to introduce our JAMES RUSSELL DAY. We plan to make this an annual event to mark the rich BAAS life of our friend and benefactor. A congenial morning of short talks, eulogies and conversation were followed by an afternoon stroll to one of James' favourite archaeological sites, Stokeleigh Camp in the Avon Gorge. Our final walk took place in August when Peter Insole led a large group around the central city LOOKING FOR SAXON BRISTOL.

Our Autumn programme began a return to the Apostle Room and a talk from Alex Birkett from the University of Bristol who outlined THE CHALLENGES OF OBJECTIVELY RECONSTRUCTING KINGS WESTON ROMAN VILLA AND THE ROMAN RUINS AT SEA MILLS which explained how three-dimensional recording is enhancing the appreciation of archaeological discoveries. Cai Mason from Wessex Archaeology spoke to us in October on A ROMANO-BRITISH SETTLEMENT AND THE LOST MEDIEVAL HAMLET OF WYCK : EXCAVATIONS AT WYCK BECK ROAD AND FISHPOOL HILL IN 2021. In November Tony Roberts of Archeoscan discussed A ROMAN PORT ON THE SEVERN and our calendar year of talks concluded with our December feature PICKING UP THE PIECES : RE-EVALUATING ROMANO-

BRITISH PEWTER IN WILTSHIRE AND THE SOUTH-WEST by Wil Partridge from the Wiltshire Museum.

As in the previous year a further excellent series of ARCHAEOLOGY ONLINE LECTURES were arranged by Kate Iles. The initiative, as in 2021/22, was jointly funded by BAAS, BACAS, BGAS and Bristol Museum. Again, all presentations were of a superb standard and featured speakers we would not normally expect to be able to secure for a live talk. Again, many thanks to Kate Iles for facilitating these much-appreciated talks which proved such a superb investment which richly enhances the value of BAAS membership.

BAAS current policy is to ensure our programmes cover archaeological subjects which range from the pre-historic to the relatively modern and, therefore, appeal to a wide scope of member interest. Programmes are always compiled by a dedicated group of Committee members without whom I would not be able to produce the finished product. My thanks to these individuals for all their help and encouragement during the process. Finally, many thanks to Society members who have made suggestions for topics and speakers.

We already have a complete programme of talks planned for this year and we fully intend to supplement the schedule with our usual series of summer field walks details of which will be announced shortly.

Honorary Website Officer Report - Paula Gardiner

Volumes so far digitized are the following:

- BARG Survey and Policy Part Two from 1066 (1965)
- A guide to the contents of the bulletins 1962/68 (1969)
- Prehistoric Sites in the Mendip, South Cotswold, Wye Valley and Bristol Region (1970)
- Earlier Medieval Sites (410 - 1066) in and around Bristol and Bath, the South Cotswolds, and Mendip (1970)

Already digitized 27 volumes for BAA (completed last year) (1982 onwards)
6 Volumes for BARG (completed this year) (1962 - 1979) containing 52 separate issues.

The only volumes that are missing are vol 3-4, 3-5, 3-6 (1966). If anyone has these, please let me know.

There are 85 pdfs of archived publications now available for download in total. There are 150 unique users per week accessing the site.

The website includes a great deal of information regarding upcoming Events and in some cases Event Reviews. The Bulletin, available on-line to Members, is also included. Several new members are coming via the website.

Mark Benewith, who is our website designer, has hundreds of James Russell's slides and will start to digitize them soon. These will be put on to the website when complete for members to access and use. If you do use them please acknowledge James Russell.

Honorary Project Officer Report - Donal Lucey

Additional finds from the Sea Mills excavation in the 2000s were received and catalogued by BAAS. The aim is to send the finds for specialist analysis in 2023. A member has engaged the society in discussions regarding a potential volunteer project to clear vegetation and assess the condition of historic features in Stoke Park which we will investigate the viability of progressing in 2023. Good progress has been made on the "Crafting Roman Bristol" video game-based public engagement project. The initial technical work has been completed and

the Project Officer is applying for grant funding in March 2023 to boost the next stage of the project, with a target completion date in 2024.

Bristol & Avon Archaeological Society
Financial Report
Year Ended 31 December 2022

1. Income

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Bristol and Avon Archaeological Society
Financial Statements for Year Ended 31 December

Income and Expenditure

	2022					
Income						
Subscriptions	£	1,662.50				
Advances	£	-				
Barclays Dividend	£	-				
Lloyds TSB Dividend	£	41.91				
BAA Sales	£	-				
Misc. Sales	£	129.40				
Meetings	£	-				
Donations	£	40.00				
Sundries	£	30.00				
		£1,903.81				
Barclays Business A/c	£	322.42	£	0.08		
Britannia Charity Account - 1/878842304/1	£	-	£	15.34		
COIF Charities Funds - Grinsell Bequest	£	900.84	£	1,223.26	£	693.18
Bequests						
James Russell bequest	£	428,085.89	£	1,725.00		
Pennington bequest	£	2,000.00	£	430,085.89		
					£433,212.96	
Expenditure						
Printing & Stationary	£			-		
Postage	£			-		
Bulletin Expenses	£			231.94		
James Russell Memorial Day	£			549.68		
BAA	£			-		
Insurance	£			75.00		
Subscription	£			99.00		
Lectures	£			350.00		
Meetings	£			-		
Room Hire Redland Park URC	£	-				
Clifton Cathedral	£	448.00	£	128.00		
Other Expenses	£	-	£	448.00	£	192.00
Officers Expenses	£			-		
Website	£			170.00		
Sundries	£			34.29		
BAA Project - Equipment & Websites						
Prepaid Clifton Cathedral Room Expenses				(£448.00)		
Prepaid ALHA						
					£1,509.91	
Income over Expenditure movement						
(Increase/(decrease) in Cheque Account & Cash)					£393.90	

	<u>2022</u>
Surplus/(Decrease) in Total Income	£431,703.05

Assets

Investments

Barclays UK Equity Income- GB00B1D9S287/B1D9S28	£	11,362.19	
COIF Charities Investment Fund- Grinsell	£	15,965.42	£ 18,248.24
COIF Charities Fixed Interest Fund- Grinsell	£	<u>6,904.73</u>	<u>£ 7,882.07</u>
		<u>£22,870.15</u>	
		£34,232.34	

Debtors

ALHA Pre paid Subscription	£	-	£5.00
Prepaid Clifton Cathedral Room Expenses	£	-	<u>£448.00</u>
Total Debtors		£	-

Cash and Cash Investments

Cash	£	35.11
Barclays Community A/c (Current)	£	5,805.35
Barclays Business A/c	£	441,764.63
Britannia Charity Account - 1/878842304/1	£	-
COIF Charities Funds - Grinsell Bequest	£	<u>23,472.84</u>
Total Liquid Assets	£	<u><u>471,077.93</u></u>
Total Liquid and Near Liquid Assets		<u><u>£505,310.27</u></u>

2022

	2021	Variance
£	1,672.00	(£9.50)
£	-	£0.00
£	-	£0.00
£	24.41	£17.50
£	-	£0.00
£	40.00	£89.40
£	-	£0.00
£	215.00	(£175.00)
£	138.00	(£108.00)
	<hr/> £2,089.41	(£185.60)
£	708.60	£514.66
	<hr/> £1,725.00	£428,360.89
	<hr/> <hr/> £4,523.01	£428,689.95
£	14.95	(£14.95)
£	178.17	(£178.17)
£	322.82	(£90.88)
		£549.68
£	2,820.65	(£2,820.65)
£	75.00	£0.00
£	27.00	£72.00
£	385.00	(£35.00)
£	-	£ -
£	-	£ -
£	-	£ -
	£320.00	£128.00
£	-	£ -
£	140.00	£30.00
£	-	£34.29
£	2,530.00	(£2,530.00)
	(£128.00)	(£320.00)
	£	-
	<hr/> £6,685.59	(£5,175.68)
	<hr/> <hr/> (£4,596.18)	(£4,202.28)

	2021	Variance
	(£2,162.58)	£433,865.63
£	12,346.12	(£983.93)
	£26,130.31	(£3,260.16)
	<u>£38,476.43</u>	<u>(£4,244.09)</u>
	<u>£453.00</u>	<u>£453.00</u>
£	-	£35.11
£	5,446.56	£358.79
£	11,356.32	£430,408.31
£	-	£0.00
£	<u>22,572.00</u>	<u>£900.84</u>
	<u>£39,374.88</u>	<u>£431,703.05</u>
	<u>£78,304.31</u>	<u>£427,005.96</u>



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 2022

**Charity no
(if any)**

229317

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 31/12/2022.

**Responsibilities and
basis of report**

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

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

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

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

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

23/02/2023

Name:

Stephen 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 None

any items that the examiner wishes to disclose.

