

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

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

Income and Expenditure

	2022			
<u>Income</u>				
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	£	693.18
<u>Bequests</u>				
James Russell bequest	£	428,085.89	£	1,725.00
Pennington bequest	£	2,000.00	£	430,085.89
			£433,212.96	
<u>Expenditure</u>				
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	£	-	£	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	

	2022
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	£ 6,904.73	£ 7,882.07
	<u>£22,870.15</u>	<u>£ 7,882.07</u>
	<u>£34,232.34</u>	

Debtors

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

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>£ 471,077.93</u>
Total Liquid and Near Liquid Assets	<u>£505,310.27</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)
	£2,089.41	(£185.60)

£ 708.60 £514.66

£1,725.00	£428,360.89
£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)
	£	-
	£6,685.59	(£5,175.68)

(£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)

£38,476.43	(£4,244.09)
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£453.00	£453.00
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£ - £35.11

£ 5,446.56 £358.79

£ 11,356.32 £430,408.31

£ - £0.00

£ 22,572.00 £900.84

£39,374.88 £431,703.05

£78,304.31 £427,005.96



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 any items that the examiner wishes to disclose.

None