

**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
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Value of Investments in Financial year 2024

£144,331.67
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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](mailto: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](mailto: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 SALT FORD 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		
<b>Income</b>							
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		
		<b>£2,116.93</b>		<b>£1,738.55</b>	<b>£378.38</b>		
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	£	9,074.58	£8,885.97
Total Operational Income	£	20,077.48	£	10,813.13	£9,264.35		
<b>Bequests</b>							
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>		
<b>Expenditure</b>							
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		<u>£100,000.00</u>		<u>£200,000.00</u>	<u>(£100,000.00)</u>		
Total Expenditure		<u>£109,002.89</u>		<u>£207,681.11</u>	<u>(£98,678.22)</u>		
<b>Income over Expenditure movement</b>							
Surplus/(Decrease) in Total Income		<u>£19,019.90</u>		<u>(£196,867.98)</u>	<u>(£177,848.08)</u>		
<b>Assets</b>							
<b>Investments</b>							
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	£615.63		
					£2,375.70		
		<b>£144,331.67</b>		<b>£140,876.46</b>	<b>£1,079.51</b>		
<b>Debtors</b>							
	£	-	£	-	£	-	
Total Debtors	£	-	£	-	£	-	
<b>Cash and Cash Investments</b>							
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		<b>£638,625.36</b>		<b>£515,566.41</b>	<b>£123,058.95</b>		
<b>Liabilities</b>							
United Reform Church Booking		<u>(£331.84)</u>					
Clifton Cathedral Room booking		<u>(£732.00)</u>		<u>(£480.00)</u>	<u>(£252.00)</u>		
Total Liabilities		<u>(£1,063.84)</u>		<u>(£480.00)</u>	<u>(£252.00)</u>		
		<b>£637,561.52</b>		<b>£515,086.41</b>	<b>£123,886.46</b>		

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

12 March 2025



**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

<b>On accounts for the year ended</b>	31 Dec 2024	<b>Charity no (if any)</b>	1211005
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**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).



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

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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