

Annual Report 2022

www.norfarchtrust.org.uk

2022


in numbers

This last year has been incredibly busy, but we have achieved some fantastic outcomes. The biggest achievement must be the introduction of car parking charges at Burgh Castle Fort – with 5500 transactions to date already!

This helps to secure the long-term future of the Norfolk Archaeological Trust as the income will help us to continue to successfully manage our sites. Looking forwards, NAT will look to introduce a similar scheme at Caistor Roman Town. This combined with our objective to acquire a new 'at risk' archaeological site and create a visitor center will help us to create a sustainable future for the Trust.

Natalie Butler, Director

3 
Grants

 **116**
Public tours

1,344
Facebook
followers on
the **NAT** page



387
Social
media
posts

Over 250
site warden reports
or site checks



 **7**
grazing licences

38 New
volunteers



9 sites with
volunteer
teams

3 TV
appearances

2  **BBC Radio**
interviews

14 Newspaper articles
(including one front page!)



7
HODS events

1 new bridge



1 new set of steps



3 new Trustees
21 research volunteers
550 Meetings

New bridge and steps at Caistor Roman Town



What 3 Words locations

New Bridge w3w - [///stared.clearcut.island](https://stared.clearcut.island)

New Steps w3w - [///castle.merit.unless](https://castle.merit.unless)

Above: The new bridge at
Caistor Roman Town

Right: The new steps

During 2022 there have been two fantastic new additions to help improve visitor access at Caistor Roman Town. The new bridge and steps have been funded through our management agreement with South Norfolk and Broadland Council who contracted the work to the Norwich Fringe Project.

The new bridge replaced a tired bridge on the marshes which had become worn, rotten, and tricky to use. The new bridge enables visitors to enjoy a walk down by the River Tas and through the marshes at Caistor Roman Town.

This area of the site is particularly popular with dog walkers and attracts an impressive range of waterfowl, particularly during the winter months. During the spring and summer, it is a favourite location for the ewes and their lambs.

The new steps have been built to provide easier visitor access from the church track to below the eastern rampart. This is a popular visitor route and during the winter months it becomes muddy and very slippery.

The new steps resolve this challenge and many visitors have already commented on how much easier it is to walk around that area of the Roman Town.

 **Norwich
Fringe Project**
Managing our natural heritage & green spaces

The Norwich Fringe Project is a local authority funded countryside management partnership, which works with volunteers and local communities to look after the countryside around Norwich. norwichfringeproject.wordpress.com

 **nat**
caistor
roman town



Introducing our New Trustees

NAT are extremely excited and privileged to welcome three new Trustees to our Board. Their wealth of knowledge and enthusiasm for Norfolk's history will be hugely beneficial and we are extremely grateful for their time.

Alan Squirrell MBE

Born and bred in Norfolk. Chartered Civil Engineer with varied career in Local Government, Oil and Gas Production, Not-for Profit and Voluntary sectors. Post graduate diploma in Management Studies, specialising in business performance improvement and change management. Honoured with an MBE in 2011 for voluntary services to the Norfolk Community. A lifelong amateur interest in archaeology and historic buildings.



Andrew Rogerson BA, PhD, MCIfA, FSA

After gaining a degree in History and Archaeology at Liverpool in 1970 he spent three years of digging in the UK before settling in Norfolk as a founding member of the Norfolk Archaeological Unit where he remained, through a series of the usual institutional name changes, until retirement in 2017. Though his first fieldwork project was the excavation of part of the Roman small town at Scole, his interests lie in the Anglo-Saxon and medieval periods. Amongst his significant, and published, excavations were Morning Thorpe Early Saxon cemetery, Middle Harling and Fullers Hill, Great Yarmouth. His final two decades of employment were largely taken up with the recording, for the Norfolk County Council's Historic Environment Record and the national Portable Antiquities Scheme, of finds made by metal detectorists and amateur archaeologists, a sector of archaeological activity in which Norfolk leads the field. He gained a PhD on the landscape archaeology and history of one Norfolk parish, Franscham, in 1996. This saw final publication in the East Anglian Archaeology monograph series in 2022.



Alan Staton BA

Alan moved to Norfolk in 1987 to complete a degree in History and English Literature at the University of East Anglia. He made Norfolk his home and created a successful career in the county. Alan is an experienced marketer with widespread knowledge of how to engage different constituencies, promote brands and awareness. He has extensive experience of leading and managing interest groups. He has a lifelong passion for walking in the Norfolk and Suffolk countryside and visiting local historic sites.



YANA Mental Health First Aid training

Our Director, Natalie, and our Volunteer Coordinator, Jules were fortunate enough to be selected for the YANA MHFA training course earlier this year.

This two-day training means that they are now better placed to be able to offer the right help in the workplace, in their friend and family networks and the wider rural community. Both Natalie and Jules found the training extremely useful and have used their new skills and knowledge many times throughout the year - with volunteers, contractors and the wider community.

YANA has been established to provide mental health support for the farming and rural community in East Anglia and Worcestershire. Their aim is to ensure there is at least one person someone struggling might come into contact with who is trained to notice and talk about it. They have trained 260 people and are currently setting dates for 2023 and welcome applications.



- Provides confidential support through their helpline & fully funded counselling
- Builds an understanding of mental health with talks, events, and awareness
- Invests in Mental Health First Aid training
- Promotes a national suicide prevention campaign known as 7 Tractor Facts to Save a Life

This year's Challenges

NAT's sites attract tens of thousands of visitors each year. Most of these visitors enjoy our sites, discovering their history, taking photographs, and walking their dogs. We also have visits from school groups, universities, exercise groups, heritage tours, and boat excursions.

Unfortunately, as well as the positives, this quantity of visitors does bring about some additional challenges. NAT has experienced a significant surge in crime across all of our sites – this includes criminal damage, nighthawking (illegal metal detecting), anti-social behaviour, arson, theft, and verbal assault.



NAT works extremely closely with the Norfolk Constabulary who support us with hi-vis patrols, drone visits, problem solving and education. At Caistor Roman Town we have had no choice but to introduce Body-Cameras for our staff, volunteers and grazier as a prevention and evidence gathering tool.

As a positive, since introducing car parking



charges which included a ANPR camera at Burgh Castle Fort, the crime rate has significantly reduced. It is hoped that in the not so distant future, the same can be introduced at Caistor Roman Town and a similar reduction in crime will be achieved.

The local press has been very supportive in bringing awareness of our challenges and NAT has featured in the EDP, ITV Anglia and BBC Radio Norfolk throughout the year.

Damage from illegal metal detecting at Caistor and St Benet's images, fire at Burgh Castle image, broken signs.

Introduction of car parking charges at Burgh Castle Fort

During Summer 2022, after finally getting planning permission granted, NAT introduced car parking charges at Burgh Castle Fort. Napier, the car park management company, designed a scheme sympathetic to the historical nature of its location. This includes clear, concise signage giving instructions on how to pay, a ANPR camera and a payment machine (both run on solar and/or wind energy). The introduction of charging will help support NAT's long-term future, by providing a source of income which can be used to help manage our sites. Since its installation, it has proven to be very popular – with visitors keen to support our sites by paying the car parking fee. It appears to have also had a very positive impact on the crime rate, which has significantly reduced. It is hoped that in the short term future, a similar scheme can be introduced at Caistor Roman Town.



The Norfolk Archaeological Trust was started in 1923 by a Norwich solicitor and antiquarian, Basil Cozens-Hardy.

He was convinced that there was a demand for an organisation in Norfolk which was committed to the ownership and care of monuments and buildings. The aims of the Archaeological Trust were set out in its 1923 Memorandum of Articles:

"To promote and foster the discovery, excavation, preservation, recording and study of sites and objects of archaeological and/or historical importance within the County of Norfolk for the public benefit."

Initially, NAT focused primarily on historic buildings and earthwork sites came later. Its first property it saved was Augustine Steward's House in Tombland, Norwich.

During 2023, NAT will be celebrating its centenary with a range of special events and activities.

Funding

NAT has been extremely lucky this year to be awarded grants from the Arnold Clark Community Fund, Persimmon Homes Community Champions funding and The Blakemore Foundation for new signage and wildlife cameras which will be introduced at our sites during 2023. NAT is thankful for their kind donations and support.



Community meet and greet at Tasburgh

This year NAT trialled a Community meet and greet event at Tasburgh on a Saturday during the Summer.

The aim of the event was to give the local community an opportunity to come and talk to us and understand the work we undertake in the management of the site.

The site warden volunteers supported Natalie and Jules, and using the NAT gazebo, presented displays on the history of the site, as well as information on joining us as a member or volunteer. It was very successful, approximately 50 visitors joined us including the parish council and church representatives. It attracted new volunteers and members, donations, guidebook sales and members of the local community. Due to its success, it is planned to run more of these events during 2023.

A Helping Hand

Volunteers play a vital role at NAT, with both onsite and virtual teams. As part of planned developments, Volunteer Co-ordinator Jules has been growing volunteering at our largest sites. Many companies now offer community activity days, either for individuals or departments, to support local charities and organisations. With the growing interest in, and importance of, green spaces, NAT has been creating opportunities and building relationships.

Taking place between Spring and late October, teams are invited to support NAT through a range of practical tasks including painting gates and fences, litter picks, conservation activity and minor repairs. This additional support helps us maintain, conserve and improve the visitor access and experience, whilst keeping our special places in good condition. Physical tasks and being outdoors boosts morale and gives a sense of achievement. As well as getting an excellent workout, corporate volunteers contribute to the important work we do which has direct benefits to visitors and wildlife.

Burgh Castle Fort and Caistor Roman Town saw teams from Aviva, Marsh McLennan and Virgin Money making a real difference in 2022. Volunteers reported increased wellbeing and pride at being able to help, as well as the ability to spend time with colleagues where homeworking has reduced in person staff interactions.

Future plans include increasing the number of volunteer teams, expanding the sites supported by group volunteering and widening the range of activities on offer - such as professional skills volunteering and pro bono support.

Team volunteering is open to all groups, not just corporate. Volunteers are supported on the day by NAT staff, with plenty of time to admire the splendid views with a cup of tea!

To find out more contact Jules Armour, Volunteer Co-ordinator at julesarmour@norfarchtrust.org.uk



nat
tasburgh
enclosure
Community meet
and greet at Tasburgh

Keeping in touch

We will always be pleased to hear from you about any aspect of the Trust's work, especially if you are interested in volunteering at one of our sites email: info@norfarchtrust.org.uk

You can also follow us on social media:

Twitter: @NorfArchTrust,

Instagram: [norfolkarchaeologytrust](https://www.instagram.com/norfolkarchaeologytrust)

Facebook: [facebook.com/NorfArchTrust](https://www.facebook.com/NorfArchTrust)

[facebook.com/burghcastlefort](https://www.facebook.com/burghcastlefort)

[facebook.com/stbenetsabbeynorfolk](https://www.facebook.com/stbenetsabbeynorfolk)

We also regularly update the website news and events pages www.norfarchtrust.org.uk.

Text and photographs by Natalie Butler unless otherwise stated. Design by Starfish <http://www.starfishlimited.co.uk>

nat
norfolk archaeological trust

The Norfolk Archaeological Trust
Unaudited summary financial statements
Year ended 31 March 2022

	2022	2021
	£000's	£000's
Income		
Grants	61.2	87.5
Donations	5.1	1.8
Subscriptions and gift aid	1.8	2.8
Rents and insurance recharged	13.7	12.5
Grazing and maintenance	4.6	4.6
Investment income	8.5	7.9
Other income	3.4	5.8
Total income	98.3	122.9
Expenditure		
<i>Charitable activities</i>		
Property expenses and insurance	(55.5)	(43.3)
Project costs	(28.8)	(16.0)
Salaries	(34.5)	(29.7)
Office and other costs	(10.0)	(14.6)
Total expenditure	(128.8)	(103.6)
Investment revaluation	27.6	38.1
Net movement in funds	(2.9)	57.4
Unaudited balance sheet		
as at 31 March 2022		
Heritage assets	1,022.2	1,022.2
Listed investments	330.9	303.7
	1,353.1	1,325.9
Current assets:		
Debtors	2.2	1.7
Cash at bank	78.3	96.3
	80.5	98.0
Less:		
Creditors: amounts falling due within one year	(22.3)	(9.7)
Net current assets	58.2	88.3
Net assets	1,411.3	1,414.2
General funds		
Unrestricted	1,406.3	1,388.7
Restricted	5.0	25.5
	1,411.3	1,414.2

Council Members' statement

These unaudited summarised financial statements have been extracted from the full examined accounts which were approved on 11 October 2022. For further information the full Annual Report can be obtained by telephoning our treasurer on 01603 483735.

J M Sisson
Chairman

11 October 2022

The Norfolk Archaeological Trust
(a company limited by guarantee)

Annual Report and Financial Statements

Year ended 31 March 2022

Company number	191668
Charity number	274604

The Norfolk Archaeological Trust
(a company limited by guarantee)

Annual Report and Financial Statements
Year ended 31 March 2022

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The Norfolk Archaeological Trust

1

Annual Report and Financial Statements Year ended 31 March 2022

Legal and administrative information

Charity name	The Norfolk Archaeological Trust
Charity registration number	274604
Company registration number	191668
Registered office	Castle Chambers Opie Street Norwich NR1 3DP
Operational address	5 Francis Road Long Stratton Norfolk NR15 2XT

Trustees

Mr N D Balaam	Dr J M Lester
Mrs H A Bolt (resigned November 2021)	Mr M T Martin MBE
Mr P G Foster	Prof. E M Pye
Mr P B Griffiths MBE (resigned April 2022)	Mr J M Sisson (Chairman)
Mr H J Kilvert	Prof. O H Warnock
Mr A Rogerson (appointed 16 June 2022)	Mr A Squirrell (appointed 16 June 2022)
Mr A R Staton (appointed 16 June 2022)	

Trustees are referred to as 'Council Members'. All Trustees are Directors.

Director

Mrs N Butler

Company secretary

Ms Jules Armour

Investment Manager

CCLA Investment Management

Senator House
85 Queen Victoria Street
London
EC4 4ET

Bankers

CAF Bank Ltd

25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

Solicitors

Cozens-Hardy LLP

Opie Street
Norwich
NR1 3DP

Independent Examiner

Joanne Fox FCA

Larking Gowen LLP

**Report of the Director and Council Members
Year ended 31 March 2022**

The Director and Council Members present their report and the financial statements for the year ended 31 March 2022.

Structure, governance and management

Governing document

The organisation is a charitable company (hereafter referred to as the Trust), limited by guarantee, incorporated on 31 July 1923 and registered as a charity on 7 April 1978. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up the members are required to contribute an amount not exceeding £1.

Appointment of Council Members

Under the terms of the Memorandum and Articles of Association, new Council Members may be appointed at any time, subject to re-election at the next following AGM. Appointment is also subject to the Trust's Recruitment and Induction policy.

Council Member induction and training

New Council Members are briefed on their legal obligations under charity law, the content of the Memorandum and Articles of Association and recent financial performance of the Trust, as part of the agreed induction process. Council Members are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The Members of the Council administer the Trust. The Council meets quarterly. Mrs N Butler has been appointed by the Council Members to manage the day to day operations of the Trust. To facilitate effective operations, she has delegated authority, within the terms of delegation approved by the Council Members for operational matters including project activities and finance.

Objectives and principal activities

The primary objective of the Trust is to promote and foster the discovery, excavation, preservation, recording and study of sites and objects of archaeological or historical importance within the county of Norfolk for the public benefit.

The principal activities of the Trust continue to be the management and maintenance of its properties for public access.

Risk management

The Council Members have examined the major strategic, business and operational risks which the Trust faces and have produced a document which sets out the systems and procedures to mitigate major risks. The strategy also includes procedures to minimise the impact on the Trust should those risks materialise. This policy is reviewed biannually.

Public benefit

The Director and Council Members confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Report of the Director and Council Members (continued)

Year ended 31 March 2022

Achievements, performance and future plans

Review of activities and performance

The Trust continued to manage its archaeological sites. A more detailed review of projects can be found in note 13 to the accounts and in the 2022 Spring Newsletter available on our website. A summary is given below:

- Jules Armour joined NAT as the Volunteer Team Co-ordinator and later in the year also took over as Trust Administrator.
- The impact of the covid pandemic has meant that the volunteer team were restricted to online activities. Since restrictions were lifted, additional volunteers have joined the teams across all roles, tour guides, social media, site wardens and two new teams have been created: Meet and Greet and Research. The team is over 90 strong and cover all of NAT's sites plus online activities.
- Due to the pandemic events and fundraising opportunities were restricted. However, visitors have been able to donate on site with cash or via a QR code.
- Heritage Open Days were a success at St Benet's Abbey, Caistor Roman Town, Burgh Castle Fort and Fiddlers Hill.
- In line with the strategic plan-planning permission/advertisement consent has been granted to allow NAT to introduce car parking charges at Burgh Castle Fort. This will support the drop in income from rural payment schemes over the next few years.
- Heritage Crime event in partnership with the RSPB, PAS, Norfolk Constabulary and NWT which ran at Caistor Roman Town was very successful both for the public engagement and the networking opportunities for the organisations involved.
- Works to consolidate St Benet's Abbey ruins, funded by the NLHF have been successfully completed.
- School visits and visits by local groups i.e. Guides and Scouts have recommenced.

Plans for future periods

- Heritage Open Days will be run by volunteers and across the main three sites: Burgh Castle Fort, Caistor Roman Town and St Benet's Abbey.
- Following a successful planning permission, car parking charges will be introduced at Burgh Castle Fort to help income generation needed to support the maintenance of NAT's site. It is also hoped that car parking charges can be introduced in the near future at Caistor Roman Town.
- In line with the strategic plan, NAT will continue to investigate potential heritage at risk sites to acquire in Norfolk.
- The new supporters scheme will be launched with a bigger and more exciting offer to attract a wider audience.

Financial review

Principal funding sources

In the current year the Trust has received grants from DEFRA under its Agri-environment Schemes and from the RPA under its Basic Payments Scheme. In addition English Heritage, and various local authorities have provided funds to cover operational and other costs. Details of grants receivable are set out in note 7. Other sources of funding include income from a rental property, grazing fees and guide book sales. Applications to part fund major projects are made to DEFRA, The National Lottery Heritage Fund, Natural England, English Heritage and other bodies when appropriate. In the current year the Trust incurred a deficit on its unrestricted activities of £10,076 before investment gains.

Investment policy

The Council Members have the power to administer and manage the assets of the charity. They have delegated the management of their property portfolio to the Trust's Director. The Trust invests in the COIF Charities Investment Fund income units. The aim of the fund is to mitigate capital risk by spreading across sectors in established companies and to maintain income returns. Surplus cash funds are generally held in deposits to match the needs of the Trust for liquid funds. The Council Members review the level of equity investments from time to time in the light of investment needs of the Trust. It is the Council Members objective to secure investment income towards part of the running costs of the Trust whilst achieving sufficient growth to enable the investments to grow to provide for increasing operational costs in the future.

Report of the Director and Council Members (continued)
Year ended 31 March 2022

Reserves policy

The Council Members have examined the Trust's requirements for reserves in the light of main risks to the organisation have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets and investments held by the Trust should not fall below a minimum of £50,000. The reserves are needed to finance any cyclical major repairs and act as a buffer against any unforeseen events. At 31 March 2022 the free reserves (which exclude all fixed assets and investments) amounted to £53,164. The level of 'free reserves' is considered appropriate given the scale of activities of the Norfolk Archaeological Trust, the nature of its listed buildings, scheduled monuments and sites managed.

Statement of Director's and Council Members' Responsibilities

The Directors and Council Members are responsible for preparing the Directors and Council Members Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year. Under company law, the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors and Council Members are responsible for keeping adequate accounting records that are sufficient to show and explain the Trust's transactions and disclose with reasonable accuracy at any time the financial position of the Trust and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors and Council Members

The Council Members, who are Directors for the purpose of company law and Trustees for the purpose of charity law and who served during the year and up to the date of this report are set out on page 1.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Since the company qualifies as small under Section 383, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations is not required.

Approved by the Council Members on 11 October 2022



J M Sisson
Chairman

**Independent Examiner's report
For the year ended 31 March 2022**

Independent Examiner's report to the Council Members of The Norfolk Archaeological Trust

I report to the charity Council Members on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 6 to 12.

Responsibilities and basis of report

As the charity Council Members of the company (and also its Directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

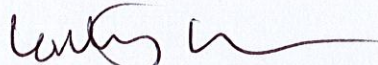
Independent examiner's statement

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

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

This report is made solely to the charity's Council Members, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Council Members as a body, for my work or for this report.



Joanne Fox FCA
Larking Gowen LLP
Chartered Accountants
Norwich

18.10.2022

Statement of Financial Activities (including summary Income and Expenditure Account)
Year ended 31 March 2022

	Notes	Restricted funds £	Unrestricted funds £	Total 2022 £	Restricted funds £	Unrestricted funds £	Total 2021 £
Income							
Donations		1,500	3,611	5,111	-	1,803	1,803
Subscriptions		-	1,200	1,200	-	1,695	1,695
Gift aid		-	621	621	-	1,105	1,105
Insurance recharged		-	5,675	5,675	-	4,421	4,421
Rents receivable		-	8,060	8,060	-	8,060	8,060
Grazing income		-	3,566	3,566	-	3,566	3,566
Maintenance contract		-	1,025	1,025	-	1,025	1,025
Collection boxes		-	1,930	1,930	-	2,723	2,723
Other income		-	1,422	1,422	-	3,113	3,113
Bank interest		-	3	3	-	29	29
Dividend and interest income		-	8,515	8,515	-	7,832	7,832
Grants and other payments receivable	7	7,208	53,966	61,174	34,727	52,818	87,545
Total income		8,708	89,594	98,302	34,727	88,190	122,917
Expenditure							
Charitable activities	4	29,209	98,374	127,583	15,949	86,388	102,337
Other	4	-	1,296	1,296	-	1,233	1,233
Total expenditure		29,209	99,670	128,879	15,949	87,621	103,570
Net (expenditure)/income		(20,501)	(10,076)	(30,577)	18,778	569	19,347
Gains on investments	9	-	27,648	27,648	-	38,026	38,026
Net movements in funds		(20,501)	17,572	(2,929)	18,778	38,595	57,373
Funds at 1 April 2021		25,460	1,388,739	1,414,199	6,682	1,350,144	1,356,826
Funds at 31 March 2022	12 & 13	4,959	1,406,311	1,411,270	25,460	1,388,739	1,414,199

The notes set out on pages 8 to 12 form part of these financial statements

Statement of financial position
as at 31 March 2022

	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	8	1,022,204	1,022,204
Listed investments and cash	9	330,943	303,743
		<u>1,353,147</u>	<u>1,325,947</u>
Current assets			
Debtors	10	2,202	1,640
Cash at bank and in hand		78,296	96,344
		<u>80,498</u>	<u>97,984</u>
Creditors:			
Amounts falling due within one year	11	(22,375)	(9,732)
Net current assets		<u>58,123</u>	<u>88,252</u>
Total assets less current liabilities		<u>1,411,270</u>	<u>1,414,199</u>
General funds			
Restricted	12 & 13	4,959	25,460
Unrestricted	12 & 13	1,406,311	1,388,739
		<u>1,411,270</u>	<u>1,414,199</u>

For the financial period ended 31 March 2022 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The Director and Council Members acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of the affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as is applicable to the company.

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved and authorised for issue by the Directors and Council Members on 11 October 2022 and are signed on its behalf by:



J M Sisson
Chairman

Notes to the financial statements
Year ended 31 March 2022

1 Statutory information

The Norfolk Archaeological Trust is a private charitable company, limited by guarantee, domiciled in England and Wales, registration number 191668. The registered office is Castle Chambers, Opie Street, Norwich, NR1 3DP.

2 Compliance with accounting standards

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Norfolk Archaeological Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

3 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous financial year, and also have been consistently applied within the same accounts.

The financial statements have been prepared under the historical cost convention.

The presentation currency is £ sterling.

(a) Going concern

The Council Members have considered the financial position of the charity and have concluded that they have a reasonable expectation that the charity will have adequate resources to continue in operational existence for the foreseeable future, being at least twelve months from the date of signing these financial statements. They therefore continue to adopt the going concern basis of accounting in preparing these financial statements.

(b) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Council Members in furtherance of the general objectives of the Trust and which have not been designated for other purposes.

Restricted funds are funds which can only be used for particular restricted purposes within the objectives of the Trust. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

(c) Income

- Grants, including those relating to the acquisition of freehold property, are recognised in the statement of financial activities (SOFA) in the period in which the conditions for receipt have been met. Grants received to finance activities in future accounting periods are included within deferred income and recognised in the period in which those activities are undertaken.
- All income is recognised once the Trust has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.
- Rents receivable are recognised in the SOFA in the period in which they fall due.
- Life subscriptions are recognised in the SOFA in the period in which they are receivable.
- Donations and legacies receivable are recognised in the SOFA in the period in which they are received.
- Donated services and facilities are included at the value to the Trust where this can be quantified.
- Investment income is included when receivable.

(d) Expenditure

Expenditure is recognised on an accruals basis. Expenditure includes any Value Added Tax which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the Trust in the delivery of its activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Other costs include those costs associated with meeting the constitutional and statutory requirements of the Trust and include the examiner's fees and costs linked to the strategic management of the Trust.

Notes to the financial statements (continued)

Year ended 31 March 2022

3 Accounting policies (continued)

(e) Financial instrument transactions

The company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors.

(f) Heritage assets

Heritage assets are capitalised as tangible fixed assets. Subsequent maintenance and renewal expenditure is charged to the statement of financial activities in the period in which it is incurred. In the opinion of the Council Members, the residual value of freehold properties is, and will continue to be for the foreseeable future, at least equal to the amount at which they are included in the financial statements and therefore any depreciation charge would be immaterial. Accordingly, no provision for depreciation on freehold properties is included in the financial statements.

(g) Other tangible fixed assets

Other tangible fixed assets are stated at cost less depreciation and any provision for impairment. Assets are fully depreciated in the year of acquisition.

(h) Listed investments

Realised and unrealised gains and losses on investment assets are included in the financial statements. Realised gains are based on the difference between the open market value of the investment at the beginning of the year or cost of purchase in the current year and sale proceeds. The investment assets are revalued at the end of each financial year. Any increase or decrease in valuation compared with the valuation at the beginning of the year or cost of purchase in the current year is included in the financial statements as an unrealised gain or loss.

4 Expenditure

	Restricted £	Unrestricted £	2022 Total £	Restricted £	Unrestricted £	2021 Total £
Charitable activities						
Property expenses	377	43,503	43,880	-	32,836	32,836
Insurance	-	11,654	11,654	-	10,460	10,460
Project costs	28,832	-	28,832	15,949	-	15,949
Salaries and pension	-	34,478	34,478	-	31,643	31,643
Accountancy and secretarial	-	4,405	4,405	-	5,896	5,896
Subscriptions	-	316	316	-	401	401
Office costs	-	3,514	3,514	-	4,979	4,979
Meeting expenses	-	504	504	-	173	173
	29,209	98,374	127,583	15,949	86,388	102,337
Other						
Examiner's fee	-	1,296	1,296	-	1,233	1,233
	29,209	99,670	128,879	15,949	87,621	103,570

5 Salaries and pension

Staff salaries	2022	2021
	£	£
Gross salaries	33,904	31,105
Pension contributions	574	538
	34,478	31,643
Director's remuneration	2022	2021
	£	£
Gross salaries	19,200	29,200
Pension contributions	389	538
	19,589	29,738

The average number of staff employed was 2 (2021:3)

Notes to the financial statements (continued)

Year ended 31 March 2022

6 Transactions with Council Members and Director

The Council Members received no remuneration or expenses during the year (2021: £nil). The Director was reimbursed expenses of £1,366 (2021: £1,524). There were no related party transactions.

7 Grants and other payments receivable

	Unrestricted £	Restricted £	2022 £	Unrestricted £	Restricted £	2021 £
Revenue grants						
DEFRA/Rural Payments Agency:						
Agri-environment schemes	21,878	-	21,878	19,108	-	19,108
Basic farm payment scheme	24,588	-	24,588	26,210	-	26,210
English Heritage	6,000	-	6,000	6,000	-	6,000
Burgh Castle Parish Council	200	-	200	200	-	200
Middleton Parish Council	300	-	300	300	-	300
Great Yarmouth Borough Council	1,000	-	1,000	1,000	-	1,000
Capital grants						
Historic England						
St Benets Abbey - Church fabric	-	7,208	7,208	-	21,624	21,624
Broads Authority						
Burgh Castle - Almanac	-	-	-	-	10,449	10,449
Friends of St Benets Abbey	-	-	-	-	2,654	2,654
	53,966	7,208	61,174	52,818	34,727	87,545

8 Tangible assets

Heritage assets	Freehold land £	Freehold buildings £	Total £
Cost			
At 1 April 2021 and 31 March 2022	1,005,553	16,651	1,022,204

All the Trust's properties are held for their archaeological or historical importance and their continuing retention is a furtherance of the Trust's objectives. They are all unique and form part of the heritage of the nation.

The Trust manage the following heritage properties:

	Cost 31 March 2022 £	Grants receivable £	Net cost at 31 March 2022 £	Income receivable £	Insurance recharged £	Property expenses £
Pykerells House	16,826	-	16,826	8,060	5,675	1,388
Burnham Norton Friary	2,800	(2,800)	-	226	-	673
Binham Priory	26,403	(22,920)	3,483	25	-	86
Caistor Roman Town	529,812	(471,944)	57,868	18,277	-	5,491
Iron Age Fort at Tasburgh	42,191	(36,300)	5,891	1,037	-	512
Roman Fort at Burgh Castle	224,240	(200,200)	24,040	10,828	-	19,079
St Benet's Abbey, Horning	72,739	(28,500)	44,239	3,957	-	7,563
Iron Age Fort, South Creake	102,673	(87,483)	15,190	924	-	1,151
Unitarian Chapel, Filby	-	-	-	1,025	-	419
Moot Hill, Wymondham	-	-	-	-	-	5,000
Fiddler's Hill	-	-	-	-	-	911
Middleton Mount	4,520	(3,820)	700	300	-	1,230
	1,022,204	(853,967)	168,237	44,659	5,675	43,503

The Trust is currently negotiating the acquisition of Moot Hill, Wymondham. A provision of £5,000 has been made to cover any costs incurred.

Notes to the financial statements (continued)
Year ended 31 March 2022

9 Listed investments and cash

	Investments	Cash	Total £
Market value at 1 April 2021	289,555	14,188	303,743
Decrease in cash balances	-	(14,188)	(14,188)
Sale proceeds	(335,026)	-	(335,026)
Gains on investments	27,648	-	27,648
Acquisition costs	348,766	-	348,766
Market value as at 31 March 2022	330,943	-	330,943
Cost as at 31 March 2022	327,234	-	327,234

At 31 March 2022, all investments are held in COIF Charities Investment Fund income units.

10 Debtors

	2022 £	2021 £
Donations receivable	1,000	-
Other debtors	1,202	1,640
	2,202	1,640

11 Creditors: amounts falling due within one year

	2022 £	2021 £
Creditors	4,022	3,295
Accruals	18,353	6,437
	22,375	9,732

12 Analysis of net assets

	Unrestricted fund £	Restricted fund £	Total 2022
Heritage property	1,022,204	-	1,022,204
Listed investments	330,943	-	330,943
Cash at bank	74,337	3,959	78,296
Net debtors/(creditors)	(21,173)	1,000	(20,173)
	1,406,311	4,959	1,411,270
	Unrestricted fund £	Restricted fund £	Total 2021
Heritage property	1,022,204	-	1,022,204
Listed investments	303,743	-	303,743
Cash at bank	70,884	25,460	96,344
Net debtors/(creditors)	(8,092)	-	(8,092)
	1,388,739	25,460	1,414,199

Notes to the financial statements (continued)
Year ended 31 March 2022

13 Movements in funds

	At 1 April 2021 £	Income £	Expenditure £	Investment Gains £	At 31 March 2022 £
Restricted funds					
Caistor Roman Town:					
• Fun day	1,182	-	-	-	1,182
St Benets Abbey:					
• Church fabric	21,624	7,208	28,832	-	-
• Friends of St Benets Abbey	2,654	-	-	-	2,654
Other:					
• Signage and equipment	-	1,500	377	-	1,123
	<u>25,460</u>	<u>8,708</u>	<u>29,209</u>	<u>-</u>	<u>4,959</u>
Unrestricted funds					
General fund	1,388,739	89,594	99,670	27,648	1,406,311
Funds at 31 March 2022	<u>1,414,199</u>	<u>98,302</u>	<u>128,879</u>	<u>27,648</u>	<u>1,411,270</u>
	At 1 April 2020 £	Income £	Expenditure £	Investment Gains £	At 31 March 2021 £
Restricted funds					
Caistor Roman Town:					
• Fun day	1,182	-	-	-	1,182
• Guide book	5,500	-	5,500	-	-
St Benets Abbey:					
• Church fabric	-	21,624	-	-	21,624
• Friends of St Benets Abbey	-	2,654	-	-	2,654
Burgh Castle:					
• Almanac project	-	10,449	10,449	-	-
	<u>6,682</u>	<u>34,727</u>	<u>15,949</u>	<u>-</u>	<u>25,460</u>
Unrestricted funds					
General fund	1,350,144	88,190	87,621	38,026	1,388,739
Funds at 31 March 2021	<u>1,356,826</u>	<u>122,917</u>	<u>103,570</u>	<u>38,026</u>	<u>1,414,199</u>

Caistor Roman Town projects

- *Fun day*: South Norfolk District Council has provided funds for activity days at the site. £1,182 remains available for future events.

St Benets Abbey projects

- The cash balance of £2,654 was gifted to the Trust following the cessation of the Friends of St Benets Abbey charity and is to be used to fund/part fund projects relating to the site.
- The repairs to the church fabric at St Benets Abbey has now been completed.

Other projects

- £1,500 was generously donated by Arnold Clark to provide funds for signage and volunteer equipment.